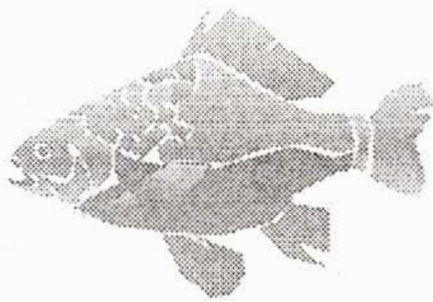


AMERICAN FISHERIES SOCIETY



SUBUNIT SURVIVAL MANUAL

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**CERTIFICATE AWARDS
ORDER FORM**

NOTE: ALLOW TWO - THREE WEEK TURNAROUND TIME

- ☐ Calligrapher Generated Certificate (\$18) ☐ Computer Generated Certificate (\$5)
☐ Plaque (\$10)

TYPE OF CERTIFICATE: ☐ Chapter ☐ Section ☐ Division

- ☐ Past President ☐ Best Paper ☐ Newsletter Editor
 ☐ General
 ☐ Student

- ☐ Award of Merit ☐ Secretary/Treasurer ☐ Award of Excellence

- ☐ Outstanding Chapter ☐ Distinguished Service

- ☐ Other: _____
(Please provide wording for other, use back or attach additional sheet)

NAME TO BE PLACED ON CERTIFICATE: _____

CITY AND STATE WHERE PRESENTATION WILL BE MADE: _____

DATE PRESENTATION WILL BE MADE: _____

PLEASE SEND ORDER TO THE FOLLOWING (NO POST OFFICE BOX NUMBERS**)**

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____

PLEASE FORWARD BILL TO THE FOLLOWING:

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____

RETURN FORM TO: AMERICAN FISHERIES SOCIETY, 5410 GROSVENOR LANE, SUITE 110, BETHESDA, MD, 20814 OR FAX FORM TO (301) 897-8096 OR CALL (301) 897-8616

American Fisheries Society

AFS

Organized 1870

President

Michael Masser

is hereby awarded this

Certificate of Appreciation

in recognition of personal contributions to the advancement and improvement of fisheries science in the professional and public interest by serving as president of the Alabama Chapter of the American Fisheries Society and as a member of the Executive Committee of the Southern Division of the American Fisheries Society for the period of September 1993 to September 1994.

By order of the Membership of the Montana Chapter of the American Fisheries Society assembled in Chico Hot Springs, Montana on this 6th day of February 1995.

Chapter Officer

Executive Director

**COMPUTER LABELS
ORDER FORM**

NOTE: ALLOW ONE WEEK TURN-AROUND

☐ GUM (STICKY) LABELS

☐ CHESHIRE (PAPER) LABELS

NAME OF SUBUNIT: _____

DATE OF ORDER: _____

DATE LABELS NEEDED BY: _____

NUMBER OF SETS (QUANTITY): _____

LABEL ORDER: ☐ Division

☐ Section

☐ Chapter

☐ Zip Code Order

☐ Alphabetical (Last Name) Order

☐ State Order

☐ Alphabetical (Last Name) Order within State Order

☐ Member Type

☐ Subunit Presidents Only

☐ EXCOM

☐ Other _____

☐ Newsletter Editors

PLEASE MAIL VIA:

☐ First Class

☐ Special UPS Next Day (Subunit will be billed for mailing fee)

☐ Federal Express (Subunit will be billed for mailing fee)

PLEASE SEND ORDER TO THE FOLLOWING (*NO POST OFFICE BOX NUMBERS***)**

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____

PLEASE FORWARD BILL TO THE FOLLOWING:

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____

RETURN FORM TO: AMERICAN FISHERIES SOCIETY, 5410 GROSVENOR LANE, SUITE 110, BETHESDA, MD, 20814 OR FAX FORM TO (301) 897-8096 OR CALL (301) 897-8616

**COMPUTER REPORTS
ORDER FORM**

NOTE: ALLOW TWO WEEK TURN-AROUND

☐ 4 Across (Label format)

☐ Standard 8 1/2 x 11

NAME OF SUBUNIT: _____

DATE OF ORDER: _____

DATE REPORT NEEDED BY: _____

NUMBER OF SETS (QUANTITY): _____

REPORT ORDER:

☐ Zip Code Order

☐ Alphabetical (Last Name) Order

☐ State Order

☐ Alphabetical (Last Name) Order within State Order

☐ Member Type

☐ Other _____

☐ Include Fax Numbers

☐ Delinquent Members

☐ Include Phone Numbers

PLEASE MAIL VIA:

☐ First Class

☐ Special UPS Next Day (Subunit will be billed for mailing fee)

☐ Federal Express (Subunit will be billed for mailing fee)

PLEASE SEND ORDER TO THE FOLLOWING (NO POST OFFICE BOX NUMBERS**)**

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____

PLEASE FORWARD BILL TO THE FOLLOWING:

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____

**RETURN FORM TO: AMERICAN FISHERIES SOCIETY, 5410 GROSVENOR LANE, SUITE 110, BETHESDA, MD, 20814 OR FAX
FORM TO (301) 897-8096 OR CALL (301) 897-8616**

**COMPUTER DISK
ORDER FORM**

NOTE: ALLOW TWO WEEK TURN-AROUND

- | | | | |
|--------------------------------------|--------------------------------|---------------------------------------|----------------------------------------|
| <input type="checkbox"/> WordPerfect | <input type="checkbox"/> ASCII | <input type="checkbox"/> Label Format | <input type="checkbox"/> Report Format |
| <input type="checkbox"/> 3 1/2" DISK | | <input type="checkbox"/> 5 1/4" DISK | |

NAME OF SUBUNIT: _____

DATE OF ORDER: _____

DATE DISK NEEDED BY: _____

DISK ORDER:

- | | |
|------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> Zip Code Order | <input type="checkbox"/> Alphabetical (Last Name) Order |
| <input type="checkbox"/> State Order | <input type="checkbox"/> Alphabetical (Last Name) Order within State Order |
| <input type="checkbox"/> Member Type | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Include Fax Numbers | <input type="checkbox"/> Delinquent Members |
| <input type="checkbox"/> Include Phone Numbers | |

PLEASE MAIL VIA:

- ☐ First Class
- ☐ Special UPS Next Day (Subunit will be billed for mailing fee)
- ☐ Federal Express (Subunit will be billed for mailing fee)

PLEASE SEND ORDER TO THE FOLLOWING (NO POST OFFICE BOX NUMBERS**)**

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____

PLEASE FORWARD BILL TO THE FOLLOWING:

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____

RETURN FORM TO: AMERICAN FISHERIES SOCIETY, 5410 GROSVENOR LANE, SUITE 110, BETHESDA, MD, 20814 OR FAX FORM TO (301) 897-8096 OR CALL (301) 897-8616

**TRADESHOW DATABASE
COMPUTER LABELS/DISK
ORDER FORM**

NOTE: ALLOW TWO WEEK TURN-AROUND

☐ LABELS ☐ DISK ____ 3 1/2" ____ 5 1/4"

NAME OF SUBUNIT: _____

DATE OF ORDER: _____

DATE LABEL/DISK NEEDED BY: _____

TRADESHOW DATABASE ORDER:

- | | |
|-----------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Zip Code Order | <input type="checkbox"/> Alphabetical (Last Name) Order |
| <input type="checkbox"/> State Order | <input type="checkbox"/> Alphabetical (Last Name) within State Order |
| <input type="checkbox"/> Other | _____ |
| <input type="checkbox"/> | |

PLEASE MAIL VIA:

- ☐ First Class
- ☐ Special UPS Next Day (Subunit will be billed for mailing fee)
- ☐ Federal Express (Subunit will be billed for mailing fee)

PLEASE SEND ORDER TO THE FOLLOWING (NO POST OFFICE BOX NUMBERS**)**

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____

PLEASE FORWARD BILL TO THE FOLLOWING:

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____

RETURN FORM TO: AMERICAN FISHERIES SOCIETY, 5410 GROSVENOR LANE, SUITE 110, BETHESDA, MD, 20814 OR FAX FORM TO (301) 897-8096 OR CALL (301) 897-8616

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Call (301) 897-8616 for a Camera Ready Logo Sheet

CHANGE OF OFFICER REPORT

SUBUNIT NAME: _____ OFFICER CHANGE DATE: _____

TERM IN OFFICE: From Year: _____ To Year: _____

PRESIDENT: Name: _____
Phone: _____ Fax: _____

PRESIDENT-ELECT: Name: _____
Phone: _____ Fax: _____

VICE PRESIDENT: Name: _____
(If applicable) Phone: _____ Fax: _____

SECRETARY: Name: _____
Phone: _____ Fax: _____

TREASURER: Name: _____
Phone: _____ Fax: _____

NEWSLETTER EDITOR: Name: _____
(If applicable) Phone: _____ Fax: _____

FACULTY ADVISOR: Name: _____
(If applicable) Phone: _____ Fax: _____

ANNUAL MEETING DATE: _____ MEETING LOCATION: _____

NEWSLETTER NAME (If applicable) _____

Please return to: Subunit Services Manager, American Fisheries Society, 5410 Grosvenor Lane, Suite 110, Bethesda, MD 20879 or fax to 301/897-8096

GUIDELINES FOR PROFESSIONAL CERTIFICATION

Minimum Course Standard

- A. Fisheries and Aquatic Sciences courses. Four (4) courses, two of which must be directly related to fisheries science.*
- B. Other Biological Sciences courses, which when added to the preceding courses must total 30 semester or 45 quarter hours.
- C. Physical Sciences courses. Must total 15 semester or 22 quarter hours.
- D. Mathematics and Statistics courses. Must total 6 semester or 9 quarter hours.
- E. Communications courses. Must total 6 semester or 9 quarter hours.

*e.g., fisheries science, ichthyology, fisheries management, fish ecology, fish culture, fish disease, etc.

Fisheries and Aquatic Sciences must include four (4) courses related to understanding or manipulating aquatic ecosystems, such as fisheries science, limnology, oceanography, fisheries management, ichthyology, fish culture, taxonomy of aquatic organisms, or aquatic ecology. (Courses such as vertebrate biology, wildlife management, ornithology, etc. do not belong in the Fisheries or Aquatic Sciences course section.)

Physical Sciences include chemistry, physics, soils, geology, and meteorology.

Mathematics and Statistics must include college algebra or calculus and one course in statistics.

Communications include courses such as composition, technical writing, and verbal communication. (Literature, seminars, foreign language, and other humanities courses do not belong in this section.)

Minimum Degree and Experience Requirements

1. A Bachelor of Science or a Bachelor of Arts Degree plus five years of full-time qualifying experience.

—or—

2. A Master of Science or Master of Arts Degree plus four years of full-time qualifying experience.

—or—

3. A Doctor of Philosophy Degree plus two years of full-time qualifying experience.

Examples of qualifying experience:

- Engaging in research that includes field or laboratory observations, analysis of data, and preparation of a publication for a recognized journal.
- Directing a research project with supervisory responsibility over several technicians.
- Serving as a leader or assistant leader on a large project requiring independent judgment and action.
- Teaching a college course in fisheries or aquatic science.
- Working as a district biologist for a state or federal agency.
- Directing a state-wide or district-wide fisheries program, such as fish hatcheries, fisheries research, fisheries management, or program planning.
- Managing production for a large fish culture station.
- Diagnosing fish diseases for several hatcheries.

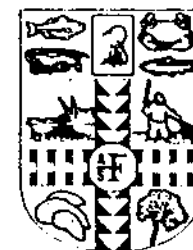
Examples of non-qualifying experience:

- Carrying out routine hatchery responsibilities.
- Teaching below the college level.
- Making routine data collections, such as catch surveys or lake and stream surveys.
- Making routine identifications or routine bioassays or other analytical laboratory determinations.
- Making input to, or review of, environmental impact statements unless as a senior fisheries specialist.
- Working as undergraduate or graduate research or teaching assistant.

PROFESSIONAL CERTIFICATION PROGRAM

of the

American Fisheries Society



AFS 5410 Grosvenor Lane
Bethesda, Maryland 20814-2199
(301) 897-8616

AMERICAN FISHERIES SOCIETY

PROFESSIONAL CERTIFICATION PROGRAM

INTRODUCTION

A fisheries scientist is a professional with specialized education in the sciences and technologies involving the structure, dynamics, and interactions of habitat, aquatic organisms, and man. He or she may be a generalist in fisheries resources management or a specialist in one or more allied disciplines, such as aquatic biology, limnology, oceanography, fish culture, fisheries biometrics, fisheries economics, and fisheries engineering. Although areas of specializations may be varied, the applicant's professional responsibilities must be involved with fish. Fisheries scientists are dedicated to high quality service and the achievement of specific goals and objectives. They promote conservation — wise use and optimization of benefits for society through research and effective management of aquatic resources. As a professional, a fisheries scientist strives for high standards of competence and integrity in order to establish mutual confidence and respect and to bring credit to his or her profession, employer, and community.

Certification is widely practiced by the professions as one means of setting standards and guidelines for professional recognition. It serves to upgrade the professional image and is a mark of accomplishment. Certification also is a mechanism to demonstrate responsible peer evaluation. The specific objectives of certification are as follows: (1) to provide governmental agencies, private firms, courts, and the general public with a definitive minimum standard of experience and education for fisheries scientists; and (2) to foster broader recognition of fisheries scientists as well-educated and experienced professionals acting in the best interest of the public.

The American Fisheries Society has worked to advance conservation and optimum utilization of fish populations and aquatic resources in North America for more than a century. With more than 8,000 members, the Society promotes educational, scientific, and technological development of all facets of fisheries science and management.

CERTIFICATION PROCESS

- A. Application forms are processed at the Society headquarters and then forwarded to the Chairman of the Board of Professional Certification for Board review. The Board consists of seven members of the Society and the Executive Director (nonvoting). Only Certified Fisheries Scientists may serve on the Board. They are appointed for staggered three-year terms and are not eligible for reappointment for three years after their term ends. Board membership must include at least one representative, but no more than two, from each Society Division; at least three college or university faculty members; at least two employees of governmental agencies; and at least one member employed in the private sector. Five affirmative votes are required for certification.
- B. When the academic background does not fully meet the minimum course standard the Board will take into consideration the years of full-time professional experience, professional communications, and services. However, it is the applicant's responsibility to identify and support the use of experience to overcome coursework deficiencies. An applicant aware of coursework deficiencies, should request a copy of, "Guidelines for Satisfying Coursework Deficiencies," for appropriate instruction.
- C. All courses to fulfill the minimum standard must be taken from an accredited institution of higher learning. A course with an earned grade of less than a "C" does not satisfy the course standard. A course waiver based on measured competency and accepted by an accredited institution is acceptable in lieu of actually taking a specific course.
- D. All applicants will be considered uniformly, regardless of sex, race, national origin, religious preference, or other non-merit factors.
- E. Any applicant who has been denied certification by the Board of Professional Certification may submit an appeal to the Board of Appeals. Only Certified Fisheries Scientists may serve on the Board of Appeals. This Board consists of the Second Vice-President of the Society and the President of each Division. If any of these persons is not a Certified Fisheries Scientist, he or she shall designate a Certified Fisheries Scientist to be appointed by the AFS

President as a substitute member of the Appellate Board. The applicant should prepare an appeal only if additional information and/or further clarification of previously stated facts is provided. The "burden of proof" to convince the Appellate Board to overturn the original decision is the responsibility of the applicant. Certification is conferred by a favorable majority vote of the Certification Board of Appeals.

TWO-TIERED CERTIFICATION

Two tiers of certification are available. An applicant who satisfies coursework and degree requirements but has insufficient or no experience may become an Associate Fisheries Scientist. In addition to satisfying coursework and degree requirements, an applicant must have a specific number of years of qualifying experience to become a Certified Fisheries Scientist.

- I. ASSOCIATE FISHERIES SCIENTIST — Applicants must meet the academic (course standard and degree) requirements as prescribed in the following information under GUIDELINES. The application fee for this tier is \$50.00 for AFS members; \$100.00 non-members.
- II. CERTIFIED FISHERIES SCIENTIST — In addition to the academic requirements mentioned above, the minimum degree and experience requirements are as listed in the following information under GUIDELINES. The application fee for this tier is \$100.00 for AFS members; \$200.00 non-members.

Although the same application form is used, applicants must designate their choice of the certification tier (I or II) for which they are applying. If uncertain (because of coursework variances, questions about qualifying/nonqualifying experience, etc.) as to the tier for which they qualify, a third choice may be indicated. This choice means that the applicant accepts the level of certification (I or II) granted by the Board after its review.

Associate Fisheries Scientist certification (Tier I) is retainable for a maximum of ten (10) years, at which time the requirements for a Certified Fisheries Scientist (Tier II) must be met and applied for in order to retain any AFS certification. The Associate Fisheries Scientist must submit a new application with all requested information, with the exception of the course list and transcripts (unless further education has been acquired). There is also an additional application fee of \$50.00 for AFS members; \$100.00 non-members.



AMERICAN FISHERIES SOCIETY
PROFESSIONAL CERTIFICATION PROGRAM



American Fisheries Society • Suite 110, 5410 Grosvenor Lane • Bethesda, MD 20814-2199

The American Fisheries Society, through its Board of Professional Certification, offers professional certification to anyone who meets specific educational and experience requirements.

Two tiers of certification are available: Tier I - Associate Fisheries Scientist - an applicant who satisfies coursework and degree requirements (indicated below) but has insufficient or no experience may become an Associate Fisheries Scientist; Tier II - Certified Fisheries Scientist - in addition to satisfying coursework and degree requirements, an applicant must have a specific number of hours of qualifying experience to become a Certified Fisheries Scientist.

GUIDELINES FOR PROFESSIONAL CERTIFICATION

Minimum Course Standard

Subject Area	Semester Hours	Quarter Hours
A. Fisheries and Aquatic Sciences courses. Four (4), two of which must be directly related to fisheries science.*		
B. Other Biological Sciences courses, which when added to the above courses must total	30	45
C. Physical Sciences courses	15	22
D. Mathematics and Statistics courses	6	9
E. Communications courses	6	9

*e.g., fisheries science, ichthyology, fisheries management, fish ecology, fish culture, fish disease, etc.

Fisheries and Aquatic Sciences must include four (4) courses related to understanding or manipulating aquatic ecosystems, such as fisheries science, limnology, oceanography, fisheries management, ichthyology, fish culture, taxonomy of aquatic organisms, or aquatic ecology. (Courses such as vertebrate biology, wildlife management, ornithology, etc. do not belong in the Fisheries or Aquatic Sciences course section.)

Physical Sciences include chemistry, physics, soils, geology, and meteorology.

Mathematics and Statistics must include college algebra or calculus and one course in statistics.

Communications include courses such as composition, technical writing, and verbal communication. (Literature, seminars, foreign language, and other humanities courses do not belong in this section.)

Minimum Degree and Experience Requirements

1. A Bachelor of Science or a Bachelor of Arts Degree plus five years of full-time qualifying experience.
—or—
2. A Master of Science or Master of Arts Degree plus four years of full-time qualifying experience.
—or—
3. A Doctor of Philosophy Degree plus two years of full-time qualifying experience.

Examples of qualifying experience:

- Engaging in research that includes field or laboratory observations, analysis of data, and preparation of a publication for a recognized journal.
- Directing a research project with supervisory responsibility over several technicians.
- Serving as a leader or assistant leader on a large project requiring independent judgment and action.
- Teaching a college course in fisheries or aquatic science.
- Working as a district biologist for a state or federal agency.
- Directing a state-wide or district-wide fisheries program, such as fish hatcheries, fisheries research, fisheries management, or program planning.
- Managing production for a large fish culture station.
- Diagnosing fish diseases for several hatcheries.

Examples of non-qualifying experience:

- Carrying out routine hatchery responsibilities.
- Teaching below the college level.
- Making routine data collections, such as catch surveys or lake and stream surveys.
- Making routine identifications or routine bioassays or other analytical laboratory determinations.
- Making input to, or review of, environmental impact statements unless as a senior fisheries specialist.
- Working as undergraduate or graduate research or teaching assistant.

Instructions

- A. Please type your application (untyped applications will be returned). Fill it out carefully. Summarize your job responsibilities in the allotted space. All information must be provided on this application form. Do not send resumes. (Applications that are incomplete or inaccurate will be returned.)
- B. List the most appropriate or advanced courses that conform to the minimum standard. Do not include hours of research or seminars. It is not necessary to include all courses taken in a subject area. Official transcripts must be received in support of all courses. Evidence of conferral of degree(s) should be indicated by the graduation date imprinted on the transcript, by a copy of the diploma, or when necessary, by a letter confirming completion of degree requirements.

NOTE: Any applicant with 20 years of full-time qualifying experience need not supply transcripts or a list of courses on the application form. In reviewing applications from such individuals, the Board will look for and evaluate the following: (1) increasing levels of responsibility; (2) scope and quality of professional communications; (3) professional services rendered; and (4) the statement of professional goals as a fisheries scientist.

- C. Each application must be accompanied by appropriate payment. Make checks payable to the American Fisheries Society. The application fee is refundable only if your application is not accepted for review. Be sure to sign the application. Submit the completed application and requests for additional information, or certification packets to the following address: American Fisheries Society, 5410 Grosvenor Lane, Suite 110, Bethesda, Maryland 20814-2199. (301) 897-8616.



APPLICATION FOR PROFESSIONAL CERTIFICATION
AS A FISHERIES SCIENTIST



NAME _____
Last Middle First

ADDRESS - Home _____ Business _____

TELEPHONE - Home - (____) _____ Business (____) _____

Application for: _____ Certified Fisheries Scientist
_____ Associate Fisheries Scientist
_____ Certified Fisheries Scientist
_____ (Previously certified as Associate Fisheries Scientist)
_____ Will accept certification in either of the first two
categories as granted by the Board after review. (Uncertain
as to category because of coursework variances, qualifying
experience, etc.)

EDUCATION

Institutions	Dates Attended	Degrees*	Year	Majors	Minors

Title of Master's Thesis:

Title of Doctoral Dissertation:

*If degree not obtained, indicate number of hours toward degree.

QUALIFYING FULL-TIME EXPERIENCE (Current employment first)

Employer _____

Address _____

Period in this position: From _____ To _____
(Day) (Month) (Year) (Day) (Month) (Year)

Position title: _____

Description of specific duties and responsibilities as a fisheries scientist (Do not provide a general job description):

Employer _____

Address _____

Period in this position: From _____ To _____
(Day) (Month) (Year) (Day) (Month) (Year)

Position title: _____

Description of specific duties and responsibilities as a fisheries scientist (Do not provide a general job description):

QUALIFYING FULL-TIME EXPERIENCE (Current employment first)

Employer _____

Address _____

Period in this position: From _____ To _____
(Day) (Month) (Year) (Day) (Month) (Year)

Position title: _____

Description of specific duties and responsibilities as a fisheries scientist (Do not provide a general job description):

Employer _____

Address _____

Period in this position: From _____ To _____
(Day) (Month) (Year) (Day) (Month) (Year)

Position title: _____

Description of specific duties and responsibilities as a fisheries scientist (Do not provide a general job description):

PROFESSIONAL COMMUNICATIONS

Publications: Give complete citations — author(s), year, title of paper, publication volume and number and pages. Cite no more than five of your most recent or significant publications.

Administrative reports: Give complete citations — author(s), year, title, pages. Cite no more than five of your most recent or significant reports.

Oral reports or presentations: Give year and title, and identify the audience. Cite no more than five of your most recent or significant presentations.

MINIMUM COURSEWORK REQUIREMENTS*

Please include only the minimum number of hours needed for each area. See "Guidelines for Professional Certification" (on front cover) for descriptions of required coursework and follow those guidelines closely. Course grade must be "C" or better to be acceptable.

Subject Area	School	Course Number	Course Title	Hours	
				Sem.	Qtr.**
A. Fisheries and Aquatic Sciences. Four (4) courses, two of which must be directly related to fisheries science.					
B. Other Biological Sciences courses, which when added to the above courses must total 30 semester or 45 quarter hours.					
Total of A + B					
C. Physical Sciences courses. Must total 15 semester or 22 quarter hours.					
Total of C					
D. Mathematics and Statistics courses. Must total 6 semester or 9 quarter hours.					
Total of D					
E. Communications courses. Must total 6 semester or 9 quarter hours.					
Total of E					

*NOTE: If your coursework is deficient in any area, request the, "Guidelines for Satisfying Coursework Deficiencies," from AFS headquarters. A deficiency requires your attention.

**Quarter hours x 2/3 = semester hours.

PROFESSIONAL AND SCIENTIFIC INTERESTS AND GOALS

Affiliations in AFS — Division _____ Chapter _____

Sections _____

Affiliations in other professional, scientific, or honorary societies

Service to AFS and other professional or scientific societies

What are your goals as a fisheries scientist?

FISHERIES SCIENTIST CODE OF PRACTICES

As a fisheries scientist, I will strive to conform to the American Fisheries Society Code of Practices and support and promote the North American Fisheries Policy. I further attest that the information provided in this application, together with all attached documents, is complete and true to the best of my knowledge. If any part of the information provided herein is false I understand that my certification will be revoked.

Date Submitted _____ Applicant's signature _____

Not valid unless signed

Do you wish your highest degree shown on your certificate following your name?

Yes ☐ No ☐

Type or print your name exactly as you wish it to appear on the certificate.

Action of Board of Professional Certification

Approved ☐ Disapproved ☐

Reasons for Disapproval

Chairman

Date of Action _____

Executive Director

AMERICAN FISHERIES SOCIETY
5410 Grosvenor Lane, Suite 110
Bethesda, Maryland 20814-2199
Phone: (301) 897-8616

GUIDELINES FOR SATISFYING COURSEWORK DEFICIENCIES

INSTRUCTIONS: Only two course deficiencies can be satisfied in this manner and only one in each area (Fisheries and Aquatics - A; Biological Sciences - B; Physical Sciences - C; Quantitative - D; and Communications - E). To satisfy a single course deficiency, three (3) of the items (I-IV) must be checked.

Name: _____

Course Deficiency: _____

I. Letter from supervisor that directly alludes to specific deficiency and comments on the proficiency of the applicant in that area (i.e., statistics, communications, fisheries, etc.).

II. Add two years to the existing experience requirement (Ph.D. - 2 years; M.S. - 4 years; B.S. - 5 years) for each course deficiency.

III. Applicant must list the following to satisfy a deficiency in the stated coursework area (papers must be submitted with the application). Applicant must be senior author of at least one manuscript.

A - Fisheries/Aquatics

1. Author of two (2) published (published paper, book, D-J report) manuscripts dealing with fish (ecology, management, ichthyology, toxicology, behavior, physiology, etc.). At least one manuscript must be in a refereed journal.

B - Biological Sciences

1. Published two manuscripts dealing with renewable aquatic resources. At least one manuscript must be in a refereed journal.

C - Physical Sciences

1. Published two manuscripts that involve physical sciences (water quality, flow, substrate, etc.). At least one manuscript must be in a refereed journal.

D. - Quantitative

1. Published two manuscripts that have made statistical inference. At least one manuscript must be in a refereed journal.

E. - Communications

1. Published two (2) manuscripts, one in a refereed journal and

2. Presented two presentations; at least one must be a technical presentation at a scientific meeting.

IV. Letter to the Board of Professional Certification from a colleague (of the applicant) who is a Certified Fisheries Scientist and is not the applicant's supervisor that directly addresses the specific coursework deficiency and how that deficiency has been satisfied.

AMERICAN FISHERIES SOCIETY
PROFESSIONAL CERTIFICATION PROGRAM
GUIDELINES FOR SATISFYING COURSEWORK DEFICIENCIES

INSTRUCTIONS: Only two course deficiencies can be satisfied in this manner and only one in each area (Fisheries and Aquatics - A; Biological Sciences - B; Physical Sciences - C; Quantitative - D; and Communications - E). To satisfy a single course deficiency, three (3) of the items (I-IV) must be checked.

Name: _____

Course Deficiency: _____

- I. Letter from supervisor that directly alludes to specific deficiency and comments on the proficiency of the applicant in that area (i.e., statistics, communications, fisheries, etc.).
- II. Add two years to the existing experience requirement (Ph.D. - 2 years; M.S. - 4 years; B.S. - 5 years) for each course deficiency.
- III. Applicant must list the following to satisfy a deficiency in the stated coursework area (papers must be submitted with the application). Applicant must be senior author of at least one manuscript.
 - A - Fisheries/Aquatics
 1. Author of two (2) published (published paper, book, D-J report) manuscripts dealing with fish (ecology, management, ichthyology, toxicology, behavior, physiology, etc.). At least one manuscript must be in a refereed journal.
 - B - Biological Sciences
 1. Published two manuscripts dealing with renewable aquatic resources. At least one manuscript must be in a refereed journal.
 - C - Physical Sciences
 1. Published two manuscripts that involve physical sciences (water quality, flow, substrate, etc.). At least one manuscript must be in a refereed journal.
 - D - Quantitative
 1. Published two manuscripts that have made statistical inference. At least one manuscript must be in a refereed journal.
 - E - Communications
 1. Published two (2) manuscripts, one in a refereed journal and
 2. Presented two presentations; at least one must be a technical presentation at a scientific meeting.
- IV. Letter to the Board of Professional Certification from a colleague (of the applicant) who is a Certified Fisheries Scientist and is not the applicant's supervisor that directly addresses the specific coursework deficiency and how that deficiency has been satisfied.

CODE OF PRACTICES AND ETHICS

Standards of Professional Conduct for Members of the American Fisheries Society

Members of the American Fisheries Society have an obligation to perform their duties in an ethical manner. First and foremost, members accept the responsibility to serve and manage aquatic resources for the benefit of those resources and of the public, based on the best available scientific data, as specified by the Society's "North American Fisheries Policy." They act ethically in their relationships with the general public and with their employers, employees, and associates, and they follow the tenets of the Society's Equal Opportunity Policy. They strive to preserve and enhance the dignity of the fisheries profession. All members must adhere to the "Standards of Professional Conduct" as herein established.

Section I

Dignity and Integrity of the Profession

Members of the American Fisheries Society shall

- (1) Avoid actual or apparent dishonesty, misrepresentation, and unprofessional demeanor by using proper scientific methodology, by adhering to the American Fisheries Society's "Guidelines for Use of Fishes in Field Research," by fully documenting technical conclusions and interpretations, and by encouraging these practices in others;
- (2) Give just credit for professional work done by others;
- (3) Make the fisheries profession more effective by exchanging information and experiences with colleagues, students, and the public via formal publications, reports, and lectures; informal consultations; and constructive interactions with professional societies, journalists, and governmental bodies;
- (4) Approve only those plans, reports, and other documents they have helped prepare or have supervised and with which they agree;
- (5) Make professional recommendations and decisions to benefit fishery resources and the public, base them on the best available scientific data and judgments, and clearly give the consequences both of following and of not following them;
- (6) Restrict, to the extent possible, criticisms of technical results and conclusions to professional forums such as meetings and technical journals;
- (7) Expose scientific or managerial misconduct or misinformation, including misrepresentation

of fisheries information to the public, through established institutional procedures or by informing the president of the American Fisheries Society;

- (8) Treat employees justly and fairly with respect to recruitment, supervision, job development, recognition, and compensation.

Section II

Relationships with Clients and Employers

Members of the American Fisheries Society shall

- (1) Serve each client or employer professionally without prejudice or conflict of interest;
- (2) Advertise professional qualifications truthfully, without exaggeration, and without denigration of other professionals or previous employers;
- (3) Maintain confidential relationships with employers and clients unless authorized by the employer or required by law or due process to disclose information, and refrain from using confidential information for personal gain or the advantage of other parties;
- (4) Reject all attempts by employers and others to coerce or manipulate professional judgment and advice, exercise professional judgment without regard to personal gain, and refuse compensation or other rewards that might be construed as an attempt to influence judgement.

Section III

Relationships with the Public

Members of the American Fisheries Society shall

- (1) Communicate with the public honestly and forthrightly within constraints imposed by employer or legal confidentiality;
- (2) Oppose the release of selective, biased, or inaccurate fisheries information that might mislead the public or prevent it from gaining a balanced view of a subject;
- (3) Express opinions on a fisheries subject only if qualified by training and experience to do so and only if fully informed about the subject;
- (4) Clearly delineate professional opinion from accepted knowledge or fact in all public communications;
- (5) Base expert testimony to a court, commission, or other tribunal on adequate knowledge and honest conviction and give balanced judgements about the consequences of alternative actions.

Working with Volunteers:

Handling the "What's in it for me?" Question

By Linda Rosenberg

In today's society, volunteers think hard before they commit their time and efforts to a professional society such as the American Fisheries Society (AFS). Those days when people would blindly work "for the cause" or to "give something back to their society" are gone. Today, if you want people to volunteer, you must be able to answer one basic question: "What's in it for me?" Or, put another way: "What will my contribution of time and energy do to advance the Society's goals in which I'm interested?"

It isn't the amount of time they would spend volunteering that bothers them -- it's the amount they're afraid they're going to waste. So if you want to put your volunteers to good use, let them know what they will get in return for their investment of time.

What do volunteers want? *Recognition, rewards, and a sense of accomplishment.* Volunteers want to do something worthwhile and do it well. They also want someone to recognize their contribution appropriately, to make them believe they are "successful" volunteers. Sometimes a volunteer leader only has to say, "Thank you -- you did a great job," but that is a minimum!

If you give your volunteers a job to do, you must do everything possible to show them the job is meaningful, worthy of their time, and an important contribution to the Society's success. Make sure you give them a "volunteer-sized" piece of the action along with the resources to accomplish this task. This might mean breaking a large job into several smaller ones handled by one or more volunteers with a series of deadlines. It might also mean providing training on computers or other equipment to ensure they not only have the resources but the know-how to do the job right.

Once you've given volunteers that ability to succeed, you should provide recognition. By definition, volunteers don't get paid. That makes achieving success and gaining recognition all the more important. Creating a specific program to give volunteers the feeling that time spent for the Society is worthwhile means recruiting properly. This is the first step in setting volunteers on the road to success. Before asking someone to serve as a committee chair, ask yourself what type of person does it take? What skills are needed? As a leader, you need to figure out who closely fits the profile. For example, Richard Gregory has been appointed chair of the Task Force on Advocacy. As a past president of the Society, he is aware of the mission and goals of the organization in advancing conservation of fishery resources and promoting the fisheries profession. Second, identify the key skills and characteristics of the volunteer position, such as solid writing ability, willingness to make phone calls, ability to maintain membership files, or organizational experience. Third, recruit people who have a good chance to succeed in their volunteer roles, not just people who will say yes. Make sure you're not putting a shy, introverted person into a spotlight position that requires activities such as working a room of strangers.

Fourth, you should orient your volunteers by reinforcing how their particular jobs fit into the Society's overall long-range plan. If possible, hold an orientation session for all volunteers. The benefits of holding such an orientation include providing an opportunity early in the year to meet and get to know each other; establishing a cohesive, well-understood plan of action; introducing volunteers to other people in their professions who have made the same commitments; and gaining a better understanding of the goals and objectives they are working toward.

Training is frequently skipped and its value underestimated. Training not only can help convince members to continue volunteering but can show them you are willing to "invest" in teaching them to learn and volunteer well. By training volunteers, you build an active, dedicated, and successful leadership corps ready to take on future challenges, and the skills learned are transferrable into their professional lives. Such skills could include managing time, running committee meetings effectively, public speaking, becoming proficient on a new software program, or gaining project management experience.

If you've properly recruited, oriented, and trained your volunteers, then you should have confidence in their ability to succeed. This means trusting them to do the job. Make sure they understand what they are supposed to do and let them do it, perhaps checking in once in a while to monitor progress. Give your volunteers a sense of accomplishment by giving them feedback. Periodic reviews help identify progress and alleviate problems for volunteers before the individuals "fail."

The final step is to reward good performance with recognition. It's the volunteer's paycheck. If you go to all the trouble of making your volunteers successful and don't give them the recognition they want and deserve, you've wasted a lot of time and energy because they won't come back. Recognition doesn't have to be a plaque, trophy, formal letter, or certificate -- it can be a simple, hand-written note or a firm handshake with a sincere "thank you."

Each person gives his or her time and effort to the Society for different reasons but all need the sense that they've undertaken a worthwhile project and accomplished something. Think of ways to give your volunteers what they need, and you'll find that working with volunteers really is worth the effort.

Action Planning Worksheet

Objective: _____

Further Specification: _____

Indicators of Achievement: _____

Key Events	Responsibility	Initiation Date	Target Date	Completion Date	Proposed Budget	Comments

Resources

People

Equipment

Materials/Supplies

Other

AFS COMMITTEE/SUBUNIT PLANNING SHEET
_____ YEAR

DATE: _____

COMMITTEE/SUBUNIT: _____

STANDING COMMITTEE? () YES () NO

CHAIR/SUBUNIT PRESIDENT: _____

PHONE: _____

YEAR/YEAR BUDGET APPROVED: _____

YEAR/YEAR BUDGET REQUESTED: _____

COMMITTEE/SUBUNIT MISSION:

PAST PROJECTS:

ONGOING AND FUTURE WORK PLANNED:

Note: Label each item as: ONGOING-each year (ONG); PLANNED-Long Range Plan (LRP); and SUGGESTED (SUG)

RECURRING SCHEDULED ACTIVITIES EACH YEAR

NOTE: Identify significant activities, what months they occur and who (chair, chair-elect, president, or AFS staff) is responsible.

ACTIVITY

DATES

RESPONSIBILITY

INTRODUCTION

Committees are the backbone of strong volunteer organizations. The effective use of volunteers in partnership with staff brings about needed programs. When committees understand their role, have a clearly defined direction, an enabling staff, and organized and experienced leadership, there are no limits to their effectiveness.

There are eight steps in accomplishing a successful subunit committee structure. The eight steps are:

1. Analyzing the Subunit's Needs
2. Writing Committee Guidelines
3. Committee Member Assignments
4. Recruiting the Right People
5. Planning/Accountability
6. Monitoring Accomplishments
7. Evaluations
8. Recognition

We've provided short narratives describing each step in the following section. There are many forms included to assist your subunit in beginning the process of developing strong committees.

Committees are only as good as the people and plans that guide them. This section of how to build an effective committee is designed to help you as a leader of your subunit to develop effective committees.

STEP 1

ANALYZE THE SUBUNIT'S NEEDS

1. Begin by listing the various tasks required to carry out the functions of the subunit.
2. List the committees with their assigned jobs and functions for these tasks. The purpose for doing this is to identify who does what (see attached form (Assessing Committee Functions)).
3. Be clear in direction to committees on the scope of their task.
4. Involve volunteers in identifying their own committee function (gives a greater sense of ownership and commitment).

[illegible]

STEP II

WRITING COMMITTEE GUIDELINES

1. To ensure clarity, all committees should have guidelines. Guidelines can be used to help people understand the work of the committee before signing on as a participant. They can also be used in orientation and training sessions to assist volunteers in understanding their task.
2. Guidelines should include the name of the committee, a general statement of its function, a list of tasks the committee performs and approximate time of year when those tasks are completed. You might also include: who the committee reports to; approximate size of the committee; the staff with whom the committee can expect to work with and the expected time commitment.
3. Effective means to creating the committee guidelines or revising old ones is to involve the committee in the process.
4. Periodic review of committee assignments is a way to ensure understanding and agreement about the job to be done.
5. A Committee Guidelines Worksheet (attached) is designed so that committee members and staff can work jointly to determine their task. It provides the basic outline of the committees work (see completed sample worksheet).
6. In addition to committee guidelines it is useful to have job descriptions for the chairperson and committee members. It is designed to give specific information about qualifications of committee members, the number of meetings per year, training available, and performance expectations for the chairperson and members. Keep it short and to the point! (see sample job description)

COMMITTEE GUIDELINES WORKSHEET

Committee Name: _____

Committee Function: _____

TASKS		DATES	
1:		1:	
2:		2:	
3:		3:	
4:		4:	
5:		5:	
6:		6:	

Committee reports policy and procedural recommendations to:

Recommended committee size:

Assigned staff:

Time Commitment:

Other Information:

**SAMPLE COMPLETED COMMITTEE GUIDELINES WORKSHEET
PUBLIC RELATIONS COMMITTEE**

Committee Name: Public Relations

Committee Function:

1. Review all publicity material
2. Assist in media contacts as needed
3. Develop new public relations campaigns to support programs
4. Evaluate public relations
5. Develop public relations guidelines

TASKS		DATES	
1:	Review all publications designed for the public for consistency and appropriateness	1:	As needed
2:	Assist staff in publicizing society/subunit events	2:	On a monthly basis
3:	Review annually public relations calendar with staff	3:	December
4:	Arrange for specialized publicity/news stories as needed	4:	N/A
5:	Arrange a process for committee members to assist other functional areas and/or committees of the society in their development of publicity	5:	N/A
6:	Develop yearly committee work plans in line with society goals	6:	January

Committee reports policy and procedural recommendations to:
The Board of Directors

Recommended committee size: five to seven

Assigned staff: Director of Development

Time Commitment: 3 hours each month

**PUBLIC RELATIONS COMMITTEE
COMMITTEE MEMBERS/CHAIRPERSON
JOB DESCRIPTIONS**

Qualifications:

1. Committee members should have experience and/or high degree of personal interest in public relations.
2. Members should have a working knowledge of the mission, programs, volunteers, and staff of the organization.
3. Members should have a willingness to participate in publicity and public relations functions or work on behalf of the society.
4. Members must be willing to attend 6 to 8 committee meetings per year.
5. Chairperson should have one year previous experience on the committee and/or excellent working knowledge of media and/or the society and an interest in developing public relations skills.
6. Chairperson must be willing to meet with assigned staff to plan committee meeting on a regular basis.
7. Members of the committee must attend orientation and training sessions once per year.

Number of meetings per year: 6 to 8

Time commitment: 1 to 4 hours per month; approximately 25 hours per year

STEP III
COMMITTEE MEMBER ASSIGNMENTS:
Is the Right Person on the Right Committee

1. It is not enough to know the jobs the various committees should be doing! You must also know who the people are that serve on those committees and what special talents and skills they bring to the subunit.
2. Do a current member assessment to see if skills/interests match the tasks to be accomplished by the committee. This will provide the data to see if individuals are appropriately placed on committees.
3. Use the Skill/Interest Assessment form (attached) to help you assess committee assignments. List committee needs and determine which members have those skills/interests.
4. The form can be completed by the EXCOM as you prepare committee assignments. It can also be done by the chairperson of the committee and staff.

SKILL/INTEREST ASSESSMENT FORM

COMMITTEE: _____

COMMITTEE NEEDS	MEMBER SKILLS (LIST MEMBERS)									
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										

**SAMPLE
SKILL/INTEREST ASSESSMENT FORM**

COMMITTEE: Public Relations

COMMITTEE NEEDS	MEMBER SKILLS (LIST MEMBERS)				
	Sam	Joe	Judy	Sally	Bob
1. Experience in public relations	x			x	
2. Personal Interest		x		x	
3. Working Knowledge		x	x		x
4. Willingness to participate	x		x	x	x
5. Able to attend meetings	x	x	x	x	x
6.	Knows media corp.	Knows media corp.			
7.			Strong leader		
8.	Creative				Artistic
9.		Graphic exp.			

STEP IV

RECRUITING THE RIGHT PEOPLE

PART I

1. The most effective committees are those in which the function of the committee and its tasks are matched to the skills and interests of the members. Imagine a public relations committee without members experienced in writing press releases or producing public service announcements.
2. Develop a method in seeking the best committee members by developing a method of matching function to skill. Once completed, it clarifies which committees current volunteers might best serve.
3. Try using the "Who Should be Doing the Job" form (attached) to identify potential committee members. The function of the committee and its tasks are listed. Then the skills necessary to complete those tasks. By seeing functions and skills side by side, it is easier to identify potential committee members.
4. The form can be used as a self-assessment. It is a means to identify lack of skills. For example, a public relations committee with individuals lacking press release writing skills could quickly see the deficiency. The form allows you some choices: 1) recruit a new member with those skills; 2) bring someone to the committee to train everyone; 3) have someone currently on the committee trained.

NOMINATIONS, SELECTION, APPOINTMENT

PART II

1. Methods of getting people to serve on committees are as varied as committees themselves.
2. Nominations: sometimes nominees are asked to apply for a committee, while other nominees are not contacted in advance about their committee choice. The most effective nomination process for volunteer committees is to give the potential candidate a choice.

Prepare a post card sized preference checklist to distribute to potential candidates. The card with an accompanying sheet describing, briefly, the functions of each committee is often sufficient to assist people making committee choices.

Nominations, Selection, Appointment (continued)

3. Selection: The most common method of recruiting committee members is their nomination by staff. This is limiting and dangerous. The best recruiters of volunteers are other volunteers. They understand the workings and demands of the committee.

Send a letter to potential committee members which would include guidelines, a job description sheet, and information about the society. Make a follow up telephone call to determine the person's interest. Studies show that the most effective recruiting technique is a volunteer asking someone to serve!

4. Appointment: an individual's appointment or election to a committee should be made official. This might include a formal letter of appointment or a telephone call from the chairperson. New committee members should receive guidelines and a job description.

WHO SHOULD BE DOING THE JOB

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SAMPLE POSTCARD

AMERICAN FISHERIES SOCIETY

Thank you for agreeing to serve

Name: _____ Date: _____

Address: _____

Home Phone: _____ Work Phone: _____

Listed below are the committees of our organization. Please list in order (1,2,3)
your committee preference.

<input type="checkbox"/> Publicity	<input type="checkbox"/> Time and Place	<input type="checkbox"/> Resolutions
<input type="checkbox"/> Nominating	<input type="checkbox"/> Continuing Ed	<input type="checkbox"/> Board of Certification

**SAMPLE
COMMITTEE DESCRIPTION
AMERICAN FISHERIES SOCIETY**

The following are standing and special committees of our organization with a brief description.

PUBLICITY:

Review publicity and public relations material, contact news media for coverage of events, develop public relations campaigns, assist other committees, and evaluate public relations.

NOMINATING:

Prepares a slate of candidates for the Society offices of Second Vice-President, First Vice-President, and President-Elect.

TIME AND PLACE:

Generates competitive proposals for the site of the AFS meeting four years hence from which the Executive Committee shall choose one site.

CONTINUING EDUCATION:

Assesses the continuing educational and training needs of the fisheries profession and works in close coordination with the Society's Chapters, Sections and Divisions to develop a comprehensive continuing education program.

RESOLUTIONS:

The committee drafts resolutions, screens and edits resolutions submitted to it by officers, members, or subunits, and presents its slate of resolutions for vote at the Society's Annual Meeting. The two types of resolutions include internal resolutions, which relate entirely to AFS matters, and external resolutions, which relate to broad national or international issues outside of AFS.

BOARD OF PROFESSIONAL CERTIFICATION:

Certifies individuals as Certified Fisheries Scientists or Associate Fisheries Scientists under guidelines established by the Society; counsels those seeking certification on how to prepare for it.

More detailed information can be provided by calling 301/897-8616.

STEP V

PLANNING/ACCOUNTABILITY

1. A goal must be achievable, measurable, observable, flexible, and demanding.
2. Committee objectives and work plan should be tied to the established goals and objectives of the society.
3. Planning has three purposes:
 - a. It involves the volunteers in designing their own activities and develops a sense of ownership.
 - b. It provides a record of work; and
 - c. It provides a system of accountability.

Part I -- Setting Objectives

1. Objectives should have five characteristics:
 - a. measurability
 - b. achievability
 - c. flexibility
 - d. demanding
 - e. observable
2. Committee needs to understand the fundamentals of writing objectives before producing work plans.
 - i.e. Organizational goal: increase participation at training sessions by 15% by (date)

Objective might be: increase budget for training expenses (transportation, materials, etc.) by 10% by (date)

Part II -- Committee Work Plans

1. Translating good intentions into deeds is a challenge for most committees. Lack of productivity on the part of a committee can occur because people don't know how to begin.
2. Once the committee has clear goals from the EXCOM and has drafted objectives for each goal, work plans can be written.
3. The most common mistake a committee makes, when writing a work plan, is listing the details of how a project should be carried out. It is the responsibility of the committee to see that a task is completed and services delivered. For example, the committee has the responsibility of seeing that a crab feast is held, listing how many crabs needed is not part of the work plan. The committee's task is to see that the event occurs and to delegate detail decisions to the person organizing the event.
2. List the objectives, establish, and identify tasks needed to accomplish the objectives.
 - a. Example objective: Organizational goal is to increase membership by 10% over a two year period.
 1. Determine current level of participation (by date).
 2. Evaluate current recruitment effort (by date).
 3. Draft recruiting plan for target area (by date).
 4. Implement recruiting plan (by date).
 5. Evaluate quantity and quality of recruiting effort (by date).
3. Individual steps in the work plan should be assigned to a member of the committee. This doesn't mean the committee member does the work alone. It indicates the individual responsible for seeing that the work is done.

PART III - Individual Work Plans

1. The work plan should be broken into smaller tasks and members of the committee agree to the tasks assigned.
2. Volunteer and staff work plans need to relate to the committee's work plans.

Example:

Committee objective: To increase membership by a certain date

Work plan: Gather current membership information and statistics by date.

Volunteer activity:
(Individual) Call AFS staff to get current membership figures

3. Using a system like this insures the chairperson a more equitable distribution of work assignments.
4. Members can select those tasks in which they are interested. By accepting responsibility for individual tasks, members have a sense of ownership over the outcomes. They are more apt to be motivated to complete the tasks if they understand the need for their specific assignment.

OBJECTIVES

must be

- | | |
|---------------|--------------|
| 1. measurable | 3. flexible |
| 2. achievable | 4. demanding |
| 5. observable | |

Write one to three objectives you would like to achieve in the next year. Be sure they meet all of the above criteria.

1. _____

2. _____

3. _____

COMMITTEE WORK PLANS

COMMITTEE NAME: _____

Goal: _____

Committee Objective: _____

Steps to accomplish this objective?

Assigned to:

1. _____

2. _____

3. _____

4. _____

Goal: _____

Committee Objective: _____

Steps to accomplish this objective?

Assigned to:

1. _____

2. _____

3. _____

4. _____

Goal: _____

Committee Objective: _____

Steps to accomplish this objective?

Assigned to:

1. _____

2. _____

3. _____

4. _____

INDIVIDUAL WORK PLANS

Committee Work Plan: _____

My Assignment

Due Date

1. _____

2. _____

3. _____

4. _____

Committee Work Plan: _____

My Assignment

Due Date

1. _____

2. _____

3. _____

4. _____

Committee Work Plan:

My Assignment

Due Date

1. _____

2. _____

3. _____

4. _____

STEP VI

MONITORING ACCOMPLISHMENTS

1. A committee may not need formalized minutes, but a brief one page meeting summary can remind participants of work accomplished. It also helps absent committee members to stay informed.
2. Attach to the minutes or one page summary a list of items members volunteered to do. This becomes the record for the chairperson to monitor progress. It also is a reminder of the varied tasks accomplished by individual members.
3. Volunteers need to see the results of their efforts. It is recommended that the chairperson convey the importance of the work the committee does through monthly/bimonthly/quarterly reports. For example: a public relations committee would get a monthly report on all PR activities; a membership committee would receive up-to-date figures on membership.
4. The chairperson should prepare a report for the Mid-term and Annual EXCOM meetings.
5. To monitor work and give credit for accomplishments, the chairperson should review work plans and individual assignments at:
 - a. Each committee meeting; or
 - b. Each month by phone; or
 - c. By a written report.
6. All committees should have a starting point where work plans and individual activities are drafted, and an event to signify closure and accomplishment.
7. Remember: Volunteering is not just hard work, it should be fun!

SAMPLE HIGHLIGHTED MEETING SUMMARY

**Public Relations Committee
May 18**

1. Joe Salmon will contact the editor of the Herald to set up training on media relations for staff and volunteers.
2. Charles Pike and Dale Bluefin will conduct phone survey of local radio stations to see how they would use locally produced PSA.
3. Jack Flounder agreed to get publicity to the office by June 1 regarding the July 4 fund raising event in City Park.
4. Lee Chairperson will meet with Ray President and Paul Executive about getting committees to bring P.R. up-to-date sooner when planning events.
5. Next meeting is June 16

COMMITTEE MONITORING PROCESS

Checklist

	Yes	No	Comments
1. Do people on my committee know what is expected of them?	_____	_____	_____
2. Is a meeting summary sent to remind members of their commitments to work plans for activities?	_____	_____	_____
3. Does the chairperson and/or staff have a conscious monitoring plan to keep the committee on task?	_____	_____	_____
4. Are members expected to give reports regularly?	_____	_____	_____
5. Is there a formal review of the committee's activities?	_____	_____	_____
6. Are records kept from year to year and used to illustrate the progress a committee is making?	_____	_____	_____
7. Are committee members publicly commended for their committee work?	_____	_____	_____

STEP VII

EVALUATIONS

The work of the committee of volunteers can be evaluated in two ways:

1. Accomplishments of the committee are measured against the original objectives and;
2. Committee members' performance is assessed.

Listed below are some techniques for evaluating committee objectives, work plans and activities:

1. Plan an evaluation meeting using a simple strategic plan.
2. At the evaluation meeting, have volunteers review each objective and work plan to determine if they have been completed.
3. The staff liaison should attend the evaluation meeting. Sometimes the staff liaison knows of activities by an individual volunteer that are unknown by the rest of the group. Communicating this information ensures that volunteers see their individual efforts as a part of the whole.
4. Help volunteers to understand that plans are only guidelines and not written in stone.

Here are some techniques for evaluating the work of the members assigned to the committee. **THIS must be done with sensitivity.**

1. At the same evaluation meeting, use techniques to help volunteers assess their own performance, i.e. self-diagnosis.
2. Have volunteers list those activities they agreed to complete. Have them indicate whether the task was complete or is still pending and to make comments. **This evaluation remains private.**
3. Give the opportunity for volunteers who might want to discuss incomplete or discontinued tasks with other committee members, soliciting their advice and/or assistance to complete the work.
4. Another technique for evaluation is a series of questions and discussion about individual assignments. This is an open evaluation process. It is most effective where the majority of members have worked together for a long period of time and there is well developed communication.

The purpose of these techniques is not to be harsh or judgmental. Committee volunteers work should be evaluated in such a manner that they determine their effectiveness to the organization. Volunteers appreciate being helped to analyze their work and make judgements about how to improve it. Loyalty to the Society is greater when volunteers have a sense of ownership over their own activities.

COMMITTEE EVALUATION

OBJECTIVE:

STEPS TO COMPLETE	COMP	IN-COMP	DIS-CONT	COMMENTS
1.				
2.				
3.				

MY TASKS:

STEPS TO COMPLETE	COMP	IN-COMP	DIS-CONT	COMMENTS
1.				
2.				
3.				

OBJECTIVE:

STEPS TO COMPLETE	COMP	IN-COMP	DIS-CONT	COMMENTS
1.				
2.				
3.				

MY TASKS:

STEPS TO COMPLETE	COMP	IN-COMP	DIS-CONT	COMMENTS
1.				
2.				
3.				

LEGEND: COMP = complete; INCOMP = incomplete; DISCONT = discontinued

EVALUATION QUESTIONS

1. What tasks have been completed to accomplish this objective?
2. What tasks have been abandoned? Why?
3. What tasks still need to be done? Why?
4. How could we plan better to complete tasks?
5. Do we need to organize the committee to complete the assignment on time?
6. Does someone need help with a specific assignment?
7. Have you recorded your efforts so someone can take over your job next year?
8. What would have helped you do your job more efficiently?

STEP VIII

RECOGNITION

Your final step is recognition. Volunteers who serve on committees should receive recognition for the work they do. Why do volunteers need recognition? Studies show that two of the strongest needs a volunteer has are the desire for status and positive reinforcement. By satisfying these needs with recognition, that volunteer will likely be more highly motivated to improve performance and self-esteem.

Recognition needs to be personal and specific. It doesn't have to be a plaque, trophy, formal letter or certificate -- it can be a simple, hand-written note or a firm handshake with a sincere "thank you".

Each person gives his or her time and effort to the Society for different reasons but all need the sense that they've undertaken a worthwhile project and accomplished something. Think of ways to give your volunteers what they need, and you'll find that working with volunteers really is worth the effort.

SUCCESSFUL SILENT AUCTIONS (How To Do It)

Certain elements help guarantee a successful silent auction:

1. Commitment. Without commitment, nothing really substantial takes place.
2. Reason. There should be a recognizable reason for going to all that trouble. A real use for the money generated is reason enough.
3. Leader. A dedicated leader is essential. There must be a central person who makes sure everyone else does his/her job.
4. Willing Workers. One person can't do it all. The worker bees must be out there doing their parts.
5. Appropriate Auction Items. The right items, and the right number of items are essential.

WHY HAVE A SILENT AUCTION?

Funding from members dues meets just the basic requirements for subunit programs. Subunits have found that they usually need to seek some additional funding to support their subunit activities if they are to grow and thrive.

HOW TO SILENT AUCTIONS WORK?

Individuals, companies, businesses, etc. donate items, services (like fishing trips) or cash (with which items can be purchased) that will be put on display during the subunit's annual meeting. During stated time periods when the auction is "open for business," participants write their bids on bid sheets provided for each item. At the end of the auction, items go to the highest bidder.

BASIC HOW TO DO IT STEPS:

Step 1: Decide to hold the auction.

Sounds simplistic, but it really isn't. Unless the entire subunit leadership agrees with the decision to hold an auction, the necessary commitment for success is not there.

If you have a small subunit, you may want to join forces with another subunit to share income and workload.

Step 2: Select time, place, and forum.

The appropriate forum provides a suitable audience. This audience is already committed to the subunit's objectives and growth. Some subunit annual meetings are small. In such cases, the auction could be staged at other organizational annual meetings, i.e. Wildlife Society Chapter, etc.

Whatever the forum, it is essential to have the commitment from the sponsoring organization to provide time, space and publicity.

Step 3: Plan ahead.

Plan ahead, and get an early start. From the beginning, have a designated auction chairman, and it's a good idea to have someone other than the subunit president functioning in this role. It's also best if the chairman volunteers rather than being appointed.

Leadership roles should be designated at this time. Needed are sub-chairmen for publicity; procurement; and on-site scheduling.

Step 4: Procurement of auction items.

- A. Have a committee brain-storming session on potential contributors. Take down all ideas, and distribute the list to everyone involved.
- Don't limit your thinking to the obvious. Of course AFS members, fish suppliers, and wood craftsmen should be on your list, but what about banks? picture framers? sporting goods stores? antique shops? hardware stores? your employer? you? other individuals?
- Take appropriate precautions to see that companies don't receive multiple solicitations.
- B. Consider assigning a number of items per province, state or county, and have area chairmen in charge of overseeing procurement. Alternately, consider contests whereby the area bringing the most items wins prizes.
- C. Contact potential contributors. Get commitments in writing when possible, with name, address, phone and description of each item. If cash is donated, be sure good records are kept, that the donor knows the correct way to make out the check, and that the donor gets a receipt.
- D. Designate one location for all items to be gathered, and make sure all workers know about this.
- E. How many items should you try to obtain? As many as possible, but consider the potential number of meeting attendees. Large meetings should have many, many items. (Would you shop in an empty store?)
- F. Try to vary the costs. Have high priced and low priced items. Have items that appeal to men, some for women, and some for children.

Contributors may ask for suggestions for items to donate. Here are some general categories that have proven to be successful:

- ◆ Handcrafted wood items (almost anything will sell if it is well made)
- ◆ Children's toys (particularly if unusual or hard to get)
- ◆ Handmade crafts
- ◆ Sporting goods
- ◆ Fishing or hunting trips
- ◆ Furniture (cedar chests, rocking chairs, etc.)
- ◆ Original or limited edition prints, water colors, or oils
- ◆ Unusual or "unique" items (i.e. puppy)
- ◆ Vacation weekends (Hotels, company lodges, etc.)
- ◆ Tools
- ◆ Fishing equipment
- ◆ Antiques

THE BOTTOM LINE: Anything YOU would like enough to offer a serious bid on! Remember that attendees want either to get a good buy, or to find something unusual. They will often pay far more than an item is worth if it is something they can't easily find elsewhere.

The subunit president should write a letter to each subunit member telling them all about the auction. Attached to the letter is a "coupon" soliciting donations. The back of the coupon lists some of the items auctioned the prior year. This idea certainly cuts down on the need for individual solicitations, though they are still applicable, and it works.

G. Items on consignment: Ordinarily, this is not your best bet. It's cleaner and the accounting is easier if items are donated outright and free of strings. However, if a sure-fire item (like a fine firearm) is offered, and it has the potential of bringing in the big bucks, it may be worthwhile to consider it.

Step 5: Publicity

Good publicity is essential -- before, during and after the auction.

- A. Pre-auction publicity should be geared to "fire folks up" about the auction. Let them know what they can expect. Mention some of the items which will be available for bid. Be sure to include when, where, and why.
- B. Auction time: Successes are largely due to the fact that auctions are made an important part of the subunit's annual meeting. Registration packets should include information about the auction. Meeting registrars should mention the auction to each person registering, and ask them to visit it. Announcements concerning the auction should be made periodically during the meeting. This creates a sense of excitement about the auction.
- C. Afterwards, be sure all donors are thanked privately and publicly. A personal letter should be followed by public acknowledgement via newsletters, etc.

Step 6: Auction arrangements.

This is an important step, and one that should be well thought out. In most cases, the room arrangements will be made by the sponsoring organizations, and the auction chairman should make the needs known well in advance.

- A. The auction space should be in a room with doors that can be locked or security should be arranged for.
- B. The room should be large enough to allow for ample circulation. Often a too-crowded room will deter bidding.
- C. Tables should be placed around the walls, with ample room for the items without crowding them too much. If space permits, place a few tables in the center of the room, allowing plenty of elbow room.
- D. The auction room should be near the center of the meeting action. This allows people to drop in between sessions, or before and after meals.

(Host a cocktail party inside the auction room just prior to closing of the auction. This works well and adds to the excitement.)

Step 7: Preparing items for bidding

- A. Check all items to see that they are clean, whole, and working (if they have working parts). don't use items that are broken, cracked or obviously used (except in the case of antiques).
- B. Prepare bid sheets for each item. Number each bid sheet. Bid sheets should be clean, neat and professional looking. Each sheet should be supported in some way for writing purposes. One way to do this is to staple the sheet to cardboard backing. Have blank sheets on hand for last minute items.

The top of the bid sheet should list the item for bid in large, bold letters, with a short description, if appropriate, and the name of the donor. If donors ask not be named, simply write "Anonymous Donor." The remainder of the sheet would include a series of numbered lines:

HANDCRAFTED WOODEN CRADLE

DONATED BY: JOHN COD

1.	<u>John Fisherman</u>	<u>\$25.00</u>
2.	<u>Karen Perch</u>	<u>\$30.00</u>

It's a good idea to have duplicates of each bid sheet on hand.

Most committees have found that names work better than numbers for bids. At the end of the auction, no additional work needs to be done to ascertain who won the item. This can also provide a friendly sense of competition that adds to the fun. However, some believe that it is better if people do not know who their competition is.

- C. For intangible items such as hunting trips or vacation packages, provide a picture, brochure, video, etc., and complete information on what is included in the deal. This should be laminated and reinforced so it will stand. (Again, cardboard can be used to create a picture frame stand.)

BE SURE TO PROVIDE PLENTY OF PENS AT EACH TABLE FOR BIDDERS TO USE! DO NOT USE PENCILS.

Step 8: Bidding Procedures

- A. It is best to set rules on bidding procedures, and post these rules.
 - 1. Establish a minimum bid jump. It is suggested that round dollars be used, or you might get into a situation where bids are upped by pennies.
 - 2. No bids less than previous bids. (This can happen!)
 - 3. Changed, or lined-out bids must be initialed by the bidder.
 - 4. No bids accepted after the end of the auction, period. No excuses and no exceptions.
- B. The committee should decide ahead of time concerning minimum bids. These should be used sparingly, and only for high-priced items.
- C. If the committee has received cash donations and used the cash to purchase items, it is best to have someone from the committee begin the bidding at the cost of the item. If no one overbids, the item can be returned for cash, and the committee won't lose anything.
- D. Sometimes unusual items will go for a long time without any bids. This is usually because people just don't know where to start the bidding. In this case, the auction committee should begin the bidding with a reasonable bid. The bidding will almost take off once it's started.

Step 9: Ending the Auction

The auction can end at a set, pre-announced time. At that time, all bidding is stopped. Workers should be placed strategically around the room, and should immediately start picking up bid sheets. They should watch to see that no one adds a bid.

Another option is to pre-set the ending time, but keep it secret. This option makes the bidding more lively throughout the auction, but it may cause some complaining.

The auction manager should have a list of all auction items by number (be sure to add items brought in at the last minute). The name of the top bidder is listed beside each item, with the amount of the bid. Be sure to check the amount of the last bid, and make sure it is higher than the previous one. If it is not, the highest bidder gets the item. This list is then posted.

Set a time for items to be picked up and paid for. This can be hectic if there are a large number of items. Be sure to be prepared:

- A. Have cash on hand for change.
- B. Have enough workers so that this part runs smoothly.
- C. Allow bidders to pay with charge cards if possible.
- D. Consider varying pickup times. For example: names beginning with A-G at 7:00 pm, H-O at 7:15, P-Z at 7:30, etc.

Step 9 (continued)

- E. Another option is to allow x-number of people into the room at one time. Let them pick up their item(s) and pay, and they will then be out of the way. Allow others to come in as people leave.
- F. Don't get into the delivery business by offering to get the item to the bidder. This is counterproductive and more work than necessary.

OPERATE YOUR AUCTION ON A CASH AND CARRY BASIS. NO PAYMENT, NO ITEM.

What to do with unclaimed items? The bidder may have simply left the meeting site. Touch base with him/her later and ascertain if the item is wanted. If not, contact the second highest bidder. Or, simply save the item for the next auction.

Miscellaneous

It's important to have workers assigned as overseers throughout the auction. Be sure each worker knows the schedule. All workers should be available to help close the auction.

Make your auction festive and fun. There are many ways to do this, and the committee should use its collective imagination. Here's some ideas:

- A. Decorate the auction room. Use good signs, banners, etc. For example, use a western theme placing paper boot-prints strategically to point the way to the auction area.
- B. Have other activities simultaneously.
- C. In order to keep bidding lively throughout the auction, pull certain items from time to time, and announce the highest bidder for that item. Replace the item with a new one.

Step 9: **SPEND YOUR WELL-EARNED MONEY!**

CONTINUING EDUCATION

PROCEDURE FOR SUBMITTING PROPOSED CONTINUING EDUCATION COURSES

One of the most important functions of the Society is the maintenance and enhancement of the technical, professional, and administrative knowledge and skills of its members. The Continuing Education Committee of the Society is charged with that task and encourages individuals and subunits to develop and propose for approval continuing education activities. These activities may be for Continuing Education Unit (CEU) credit or not, as desired by the proponent.

1. To obtain approval for a proposed activity, contact the Manager of Subunit Services at Headquarters to obtain an approval form and the criteria and guidelines of the Council on Continuing Education Unit.
2. When completed (at least three months prior to the date of the scheduled activity), approval forms should be submitted to the Manager of Subunit Services who will distribute them to the Continuing Education Committee for review, consideration, and disposition.
3. Notice of Committee action will be forwarded to the proponent by the Manager of Subunit Services.

NOTE: A Continuing Education Manual has been developed and can be obtained through Headquarters.

CONTINUING EDUCATION COURSE APPROVAL FORM



Founded 1870

**American Fisheries Society
Continuing Education Committee**

PROCEDURES FOR COURSE APPROVAL

All continuing education courses or activities sponsored by the American Fisheries Society must be approved by the Committee on Continuing Education. Courses or activities which carry academic credit, lead to a high school equivalency certificate, or are organization oriented programs or short direction programs only casually related to any specific upgrading purpose or goal would normally not qualify for approval.

The attached approval form must be completed and returned to the Continuing Education Liaison, American Fisheries Society, 5410 Grosvenor Lane, Suite 110, Bethesda, MD 20814-2199. The course contact is responsible for completing the course approval form and returning it at least three months prior to the presentation date. Approval forms must be typed in order to expedite the review process.

The approval form will be reviewed for completeness by the AFS Committee on Continuing Education. If more information is needed, the form will be returned to the course contact person. The course contact person will submit a revision implementing the recommendation(s) made by the Continuing Education Committee within two weeks of notification of the need to revise.

Continuing Education Units (CEUs) will be awarded only if requested and only for those hours which are of professional and academic content. A fee of \$5.00 for AFS members and \$7.50 for nonmembers will be charged for each course/activity.

If a course is approved, an approval letter and a copy of the ACT Registry Form will be sent to the contact person. The ACT Registry Form lists the number of CEUs to be awarded. During the program the contact person will (1) distribute the Participant Forms; (2) have all registrants sign an attendance register; and (3) explain to the registrants that those who wish to obtain continuing education credits must complete the Participant Form. In addition, the contact person must explain the amount of CEU credit which will be given for this program.

After the program, the contact person must (1) collect and check each Participant Form for completeness and accuracy; (2) collect the fee; (3) complete the Class Form; and (4) return the Participant forms, CEU fees, and Class Form to the ACT Registry.

Programs may be repeated for a maximum of three years without further assessment unless content of the program is changed.

Fees subject to change without notice.
Revised 11/92

/ymw



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5. DATES AND LOCATION

Beginning Date:

Ending Date:

Meeting Place:

City and State or Province:

6. REQUESTING CONTINUING EDUCATION UNIT CREDIT?

YES NO

If not requesting CEU credit, complete items 7, 8 and 9 (you are encouraged to complete all remaining items). If requesting CEU credit, complete all remaining items.

7. NEEDS IDENTIFICATION: Identify the needs for the planned program/activity, from participants, their supervisors, their organization and/or profession. Take into consideration other complementary and competitive courses. Standard: *The program/activity is planned in response to the identified needs of a target audience.*

OBJECTIVES OR LEARNING OUTCOMES: State what the participant will be able to do upon completion of the learning objectives. Standard: *The program/activity has clear and concise written statements of intended learning outcomes. The learning outcomes should specify the determined skills, knowledge, and/or attitudes that the learner should be able to demonstrate following the continuing education experience.*

9. CONTENT AND METHODOLOGY: Briefly describe the topic(s) to be covered and the instructional methods which will be employed during the activity/program. Standard: *The content and instructional methodologies are consistent with the objectives or learning outcomes, sequenced to facilitate learning and permit opportunities for the learner to participate receive feedback.*

10. **REQUIREMENTS FOR SATISFACTORY COMPLETION:** Briefly state what the requirements will be for satisfactory completion of the activity/program. *Standard: Requirements for satisfactory completion are based on the purpose and intended learning outcomes. Participants should be informed of the requirements for satisfactory completion prior to their participation. High attendance should be required (e.g. 90% and above).*

11. **ASSESSMENT OF LEARNING OUTCOMES:** Briefly state how individual performances in relation to the intended learning outcomes will be assessed. *Standard: Procedures established during program planning are used, when applicable, to measure the achievement of intended learning outcomes specified for the program/activity as they relate to changes in learner's knowledge, skills, or attitudes. Assessment may take diverse forms, such as performance demonstration under real or simulated conditions, written or oral examinations, written reports, completion of a project, self assessment, or locally or externally developed standardized examinations.*

12. **PROGRAM EVALUATION:** Briefly describe how major aspects of the continuing education experience, i.e. organizational input, the design, content, content level, and operation will be evaluated. *Standard: Evaluation refers to the quality of the administration and operation of the continuing education experience as a whole. Participant reaction surveys can be designed to measure what the participants consider to be the benefits of the learning experience and to determine satisfaction with the physical arrangements.*

13. **INSTRUCTION:** List the instructional personnel involved in planning and conducting the program/activity and indicate the approximate proportion of instruction time. A curriculum vitae of up to two pages must be submitted for major instructors. *Standard: Qualified instructional personnel are directly involved in determining the program purpose, developing intended learning outcomes, and planning and conducting each learning experience.*

14. **DETERMINING NUMBER OF CEUs TO BE AWARDED:** One CEU is awarded for each 10 contact hours of instruction. The 60 minute clock hour is used as the contact hour. Coffee breaks, lunches, etc. are not included. Field trips (minus travel and other administrative time) may be awarded CEUs, but usually on a basis of at least two hours being required for each contact hour of instruction.

The following and similar activities are not included when calculating the number of instruction contact hours:

- o Time for study, assigned reading, and other related activities, outside the classroom or meeting schedule.
- o Meeting time devoted to business of committee activities.
- o Meeting time devoted to announcements, welcoming speeches, or organizational reports.
- o Time allocated to social activities, refreshment breaks, luncheons, receptions, dinner and so forth. Note: time devoted to a luncheon or dinner presentation integral to the continuing education experience may be included in calculating instructional contact hours.

A. Time Schedule:

Example:	8:00 - 9:00 a.m.	Topic
	9:00 - 12:00 p.m.	Topic
	1:30 - 3:30 p.m.	Topic

B. Total number of contact hours: _____

15. NUMBER OF PARTICIPANTS EXPECTED TO REQUEST CEUs: _____

6. ADDITIONAL INFORMATION:

Submitted by:

(date)

Approved By:

(date)

SECTIONS

Professional talent pools grouped by fisheries science interests

BIOENGINEERING SECTION: The Bioengineering Section develops and maintains an association of persons interested and involved in promoting an understanding of the interrelationship between fisheries scientists and engineers. It encourages the exchange of bioengineering information, criteria, and techniques among fisheries scientists, fish culturists, and engineers. The Section sponsors symposia and publishes a newsletter.

CANADIAN AQUATIC RESOURCES SECTION: The Canadian Aquatic Resources Section promotes the conservation, development, and wise management of aquatic resources in Canada, within the context of sound ecological principles and sustainability. It gathers and disseminates information pertaining to Canadian fisheries and aquatic resources, and promotes the educational and technical aspects of the fisheries profession in Canada.

COMPUTER USER SECTION: Through the Computer User Section fisheries scientists interested in the use of computers to support fisheries management, research, education, and administration are provided an opportunity for exchange of data, techniques and public domain software. The Section publishes a newsletter and has an extensive library of fisheries software for IBM and Apple/MacIntosh computers. A Section-operated Electronic Bulletin Board is available for the exchange of electronic mail and messages.

EARLY LIFE HISTORY SECTION: The Early Life History Section is devoted to interests in the early life history (fish eggs, larvae, juveniles) of freshwater, estuarine, and marine fishes. It encourages and facilitates exchange of knowledge through a highly regarded newsletter, a detailed membership directory, annual Larval Fish Conferences and their published proceedings, related sessions at annual AFS meetings, and special symposia and workshops.

EDUCATION SECTION: The Education Section strives to improve the quality of fisheries education for fisheries scientists, exchanges information, techniques, and materials for progressive teaching, develops programs in continuing education, establishes curriculum guidelines for fisheries programs at colleges and universities, promotes public education and awareness, and assists AFS on matters requiring educational expertise. Other Section activities include administration of the Award of Excellence in Fisheries Education, travel awards for students to attend the annual meeting, and the production of fisheries textbooks.

EQUAL OPPORTUNITIES SECTION: The Equal Opportunities Section works to encourage the exchange of information pertinent to the promotion of employment, education, scholarship, participation, professionalism, and recruitment for all individuals in the fisheries profession. The Section administers the J. Frances Allen Scholarship program and publishes a newsletter.

ESTUARIES SECTION: The Estuaries Section provides a Society-wide forum for discussing and resolving the major multidisciplinary, multiorganizational issues concerning United States and Canadian estuaries. It will assume a leadership/liaison function with other professional societies involved with estuarine issues and will provide a forum at national meetings for discussion and presentation of major estuarine issues to the membership through seminars and sessions at annual meetings.

FISH CULTURE SECTION: An interest in fish culture is the common bond that unites the diverse Section membership. Specific objectives of the Section are to develop criteria aimed at establishing levels of expertise among fish culturists; to maintain a Registry of fish culturists, who are Section members; to continuously upgrade the science of fish culture by organizing national workshops in areas important to fish culture; and to publish a newsletter containing news items and information on meetings and job opportunities.

FISH HEALTH SECTION: Communication among fish health specialists is a major function of the Fish Health Section. Publication of a quarterly newsletter, the Section-established Journal of Aquatic Animal Health, and the "Fish Health Blue Book," combined with annual meetings facilitate better communication between professionals concerned with diseases of fish. The FHS offers a comprehensive certification program for fish pathologists and fish health inspectors.

FISHERIES ADMINISTRATORS SECTION: The Fisheries Administrators Section members are largely administrators from federal, state, and provincial fishery resource management agencies, the people who are responsible for North America's fishery resources. Official objectives of the Section are to improve the techniques, effectiveness, and efficiency of the administrative functions of fisheries resource management. Unofficially, the Section provides administrators an opportunity to exchange ideas and hopefully solve mutual problems. The intent is to dispense with rigid formality, to communicate rather than just talk, and to learn more about the business of being an administrator.

FISHERIES HISTORY SECTION: The Fisheries History Section is an association of members who wish to encourage the preservation and collection of fisheries history and to stimulate the interpretation and dissemination of fisheries history for the promotion of fisheries and its heritage. The Section publishes a newsletter which features historical photographs and articles.

FISHERIES LAW SECTION: The Fisheries Law Section encourages the exchange of information pertinent to fisheries law among members of the Section and the Society. It educates fisheries professionals on matters of law, policy, and regulation, and provides a legislative analysis of bills that may have an impact on fisheries. It organizes and conducts workshops and symposia dealing with issues in fisheries law.

FISHERIES MANAGEMENT SECTION: Fisheries Management Section members work to develop new management concepts and techniques as well as programs in education and communication to solve fisheries management problems. The Section promotes exchange of fisheries management information and research by sponsoring workshops, symposia, meetings, and special sessions, on such topics as the role of fish culture and fisheries management, urban fishing, trout stream habitat improvement, fisheries computer applications, and fish marking techniques. The Section is also involved in continuing education short courses.

GENETICS SECTION: The Fish Genetics Section's overall goal is to promote the conservation of the genetic resources of natural fish populations. It brings together research biologists, resource managers, and agency administrators who are interested in genetic issues and who wish to work together to provide solutions for the fishery management community. The Fish Genetics Section organizes and sponsors symposia and workshops at regional and national levels and publishes a newsletter to communicate new technique developments, progress reports from various research groups, and news items concerning recent occurrences and upcoming events.

INTERNATIONAL FISHERIES SECTION: The International Fisheries Section supports and promotes worldwide fishery education, communication, and research efforts. It works to increase North American fishery scientists' awareness of the interests, needs, and contributions of their colleagues worldwide, and assists in the international exchange of information and technical advice among fishery workers of all nations. The Section participated in the World Fisheries Congress; publishes an International Directory of fisheries-related organizations and individuals, sponsors symposia at the annual AFS meetings and publishes a quarterly newsletter.

INTRODUCED FISH SECTION: The Introduced Fish Section brings together members interested and involved in the use and management of introduced aquatic organisms, i.e., any aquatic organism moved from one place to another as a result of man's activities. It coordinates and develops programs to advance the knowledge and concerns related to introduced species and to provide a forum for identifying and bringing attention to bear on the beneficial as well as the potentially harmful effects of introduced species. The Section encourages objective communication among scientists, administrators, managers, educators, aquaculturists, and others interested in the species.

MARINE FISHERIES SECTION: The Marine Fisheries Section provides a focus for marine biologists and marine issues in the American Fisheries Society. To ensure that marine issues and techniques are adequately aired, the Section regularly sponsors one or more symposia at the annual AFS meeting. The MFS is especially interested in maintaining a prominent image for marine issues while preserving dialogue with those that are predominantly freshwater scientists. The Section works to ensure that marine and freshwater scientists recognize their common interests so that salinity, a relatively unimportant factor, does not create an unnecessary and weakening schism.

NATIVE PEOPLES' FISHERIES SECTION: The Native Peoples' Section is an association of members who evaluate the management of fishery resources by native peoples with case-history studies and by other means, recommends policy positions on native peoples' fisheries to the Executive Committee, and informs Society members of issues related to native peoples' fisheries by means of meetings and publications.

PHYSIOLOGY SECTION: The Physiology Section promotes excellence in the science of fish physiology through improved communication between researchers and other professionals who want current information on physiological processes, tools, and techniques. The Section publishes a newsletter, and will conduct symposia, and workshops to disseminate the results of basic and applied research on fish physiology to the scientific and professional community, resource users, and the general public.

SOCIOECONOMICS SECTION: The Socioeconomics Section meets the needs of AFS members for information and advice on social and economic aspects of fisheries. The Section provides a professional forum for identifying and bringing attention to economic and social science education in fisheries, to encourage communication among fisheries scientists, administrators, and others interested in economics and the social sciences, and to encourage publication of papers dealing with economics and social sciences as applied to fisheries. The Section organizes symposia for national and Divisional AFS meetings and encourages publication of social science research in fisheries in AFS journals.

WATER QUALITY SECTION: Water Quality Section members are concerned with protection of aquatic habitat and the advancement of water pollution control. The Section encourages the development of improved professional and technical standards in the investigation, abatement and regulation of water pollution problems. It conducts workshops and symposia and produces a timely and lively newsletter.

COMMITTEES

STANDING

ARRANGEMENTS COMMITTEE:

Makes arrangements for the Annual Meeting, operates registration (including collection of fees), generates publicity for the Annual Meeting.

AWARD OF EXCELLENCE COMMITTEE:

Selects the recipient of the AFS Award of Excellence, the Society's highest award for scientific achievement. The award consists of a bronze medal, a certificate mounted in a walnut plaque, and travel and related expenses, if needed, (no greater than \$1,000) to attend the Annual meeting for presentation of the award.

BOARD OF PROFESSIONAL CERTIFICATION COMMITTEE:

Certifies individuals as Certified Fisheries Scientists or Associate Fisheries Scientists under guidelines established by the Society; counsels those seeking certification on how to prepare for it.

BOARD OF APPEALS COMMITTEE:

Reviews negative certification decisions at request of applicant; reaffirms or reverses decisions.

BUDGET AND FINANCE COMMITTEE:

Reviews the Executive Director's proposed budget and makes recommendations for Executive Committee approval. Committee also reviews, develops and recommends financial and investment policies for Executive Committee consideration and approval.

CONTINUING EDUCATION COMMITTEE:

Assesses the continuing educational and training needs of the fisheries profession and works in close coordination with the Society's Chapters, Sections and Divisions to develop a comprehensive continuing education program.

EXTERNAL AFFAIRS COMMITTEE:

Handles matters that will increase the Society's interaction with the sport fishing, commercial fishing, and processor/distributor segments of the "fishing community" in North America.

MAIL BALLOT TALLY COMMITTEE:

Receives and counts mail ballots for election of Society officers and for other elections, as needed.

MEMBERSHIP COMMITTEE:

Maintains and increases AFS membership by actively identifying and contacting potential members.

MEMBERSHIP CONCERNS COMMITTEE:

Identifies members' concerns about Society structure, functions, and activities. Recommends programs addressing these concerns and professional needs and problems of members.

NAMES OF AQUATIC INVERTEBRATES COMMITTEE:

Reviews matters pertaining to the common and scientific names of aquatic invertebrates; prepares checklists of names to achieve uniformity and avoid confusion in nomenclature thereby serving as standards for the profession.

NAMES OF FISHES COMMITTEE:

Reviews matters pertaining to the common and scientific names of fishes; prepares checklists of names to achieve uniformity and avoid confusion in nomenclature, thereby serving as standards for the profession. This is a joint committee with the American Society of Ichthyologists and Herpetologists (ASIH). Committee members are jointly appointed by AFS and ASIH.

NOMINATING COMMITTEE:

Prepares a slate of candidates for the Society offices of Second Vice-President, First Vice-President, and President-Elect.

PROGRAM COMMITTEE:

Plans, develops and administers the technical program for the Annual Meeting of the Society

PUBLICATIONS OVERVIEW COMMITTEE:

Provides overall publication and editorial review for the Society to ensure coherent planning and development of Society and subunit publication programs.

RESOLUTIONS COMMITTEE:

The Committee drafts resolutions, screens and edits resolutions submitted to it by officers, members, or subunits, and presents its slate of resolutions for vote at the Society's Annual Meeting. The two types of resolutions include internal resolutions, which relate entirely to AFS matters, and external resolutions, which relate to broad national or international issues outside of AFS.

RESOURCE POLICY COMMITTEE:

Committee helps the Society evaluate and develop resource policies by assessing concerns of the membership, by advising the President and Executive Director about aquatic resource issues, and by producing or coordinating draft resource policy statements for Society approval.

TIME AND PLACE COMMITTEE:

Generates competitive proposals for the site of the AFS meeting four years hence from which the Executive Committee shall choose one site.

SPECIAL

C. R. SULLIVAN CONSERVATION AWARD COMMITTEE:

The Committee is responsible for soliciting nominations and selection of an individual or an organization, professional or nonprofessional, for outstanding contributions to the conservation of fishery resources.

DEVELOPMENT COMMITTEE:

The Committee develops the financial resources of the Society which are critical to the conduct of its business of conserving our fishery resources.

DISPLAY AND ADVERTISING COMMITTEE:

The Committee identifies a poster artist, selects a poster and makes arrangements for its distribution at the Annual Meeting.

DISTINGUISHED SERVICE AWARD COMMITTEE:

The Committee solicits nominations of AFS members for recognition of his/her outstanding contributions of time and energy for special projects or activities. The final list of candidates is distributed to the EXCOM at its midterm meeting.

ENDANGERED SPECIES COMMITTEE:

To provide leadership for the Society on issues affecting endangered species and their ecosystems. To provide technical assistance to all levels of the Society on issues concerning endangered species.

FISHERIES ACTION NETWORK COMMITTEE:

Leads the Society and its members in establishing and guiding the Fisheries Action Network. The mission of the Fisheries Action Network is to support and enhance efforts for informed fisheries conservation, restoration, and sustainable use.

GOVERNANCE COMMITTEE:

Recommends options for creating an effective governing structure that is equitable and efficient and that offers effective representation of the membership.

LEGISLATIVE COMMITTEE:

Develops and recommends to the AFS Executive Committee priorities, strategies and schedules for Society involvement in legislative activities.

MERITORIOUS SERVICE AWARD COMMITTEE:

The committee requests nominations and selects an individual AFS member for unswerving loyalty, dedication and meritorious service to the Society over a long period of time; and for exceptional commitment to the programs, ideals, objectives, and long-term goals of AFS.

OUTSTANDING CHAPTER AWARD COMMITTEE:

Solicits the designation of each Division's nominee for an outstanding chapter that exhibits outstanding professionalism, active resource protection and enhancement programs and commitment to the mission of the American Fisheries Society.

PAST PRESIDENT'S ADVISORY COUNCIL COMMITTEE:

Identify ways or develops an organizational structure for greater participation by retirees. Identifies candidates for Honorary Membership in the Society.

POINT/COUNTERPOINT COMMITTEE:

Oversees the selection of the topic for the annual AFS Point/Counterpoint series and to assist in its organization and production.

PROFESSIONALISM COMMITTEE:

Promote and evaluate the education, scientific, and technical aspects of the fisheries profession.

PROGRAM DEVELOPMENT COMMITTEE:

Develops and recommends to the EXCOM, a plan of work which is structured to accomplish AFS Strategic Plan objectives and to react to the emerging needs of the members.

PUBLIC VISIBILITY COMMITTEE:

Review and report progress and accomplishments made on the 1989 Visibility Plan and update the plan and provide practical suggestions and assignments for implementation.

PUBLICATIONS AWARDS COMMITTEE:

Evaluates papers published in the four journals by the Society and selects the single paper from each journal to receive the "Best Paper Award".

RAFFLE COMMITTEE:

Organizes and conducts a nationwide raffle with proceeds going to AFS. Maximizes exposure to AFS raffle under "new" scenario, i.e. uniform ticket prices, grand prize (boat, motor, trailer), additional prizes to be awarded.

STANDARDS OF PROFESSIONAL CONDUCT COMMITTEE:

Reviews the AFS Code of Practices and Ethics, and recommends necessary changes and protocols for censure.

SUBUNIT SCHEDULED REBATES

QUARTERLY REBATES FOR SECTIONS AND CHAPTERS

Rebates will be distributed on a quarterly basis. Target dates for mailing checks are:

April, July, October, January

YEAR END REBATES (\$2 for each AFS Chapter Member)

Rebates will be distributed at the end of year. Target date for mailing check:

January

YEARLY ALLOTMENT FOR DIVISIONS

Yearly allotments consists of 10% of each student and active members dues.

For example: Students dues \$34.00	=	\$3.40
Active member dues \$68.00	=	\$6.80

If your division has 50 students @ \$3.40 you would receive \$170.00; and if you have 100 active members you would receive \$680.00; with a total of \$850.00.

SUBUNIT FINANCIAL REPORT
FOR THE PERIOD _____

Balance brought forward (Date) \$.....

INCOME

AFS dues allotment	\$.....
Savings account interest (date)	\$.....
Workshop	\$.....
Symposium sales	\$.....
Other (explain)	\$.....

TOTAL INCOME \$.....

SUBTOTAL \$.....

DISBURSEMENTS

Newsletter	\$.....
Awards and certificates	\$.....
EXCOM Travel	\$.....
Workshop costs	\$.....
Symposium costs	\$.....
Continuing Education Workshop	\$.....
Bank service charges	\$.....
Mailing expenses	\$.....
Other (explain)	\$.....

TOTAL DISBURSEMENTS \$.....

CURRENT BALANCE ON HAND \$.....

Prepared by (secretary/treasurer signature): _____

Approved by (subunit president): _____

Date: _____

cc: AFS, Executive Committee

*****NOTE: FINANCIAL STATEMENTS ARE DUE AT AFS AT THE END OF YOUR OPERATING YEAR**

FISHERIES MAGAZINE
EDITORIAL DEADLINES -- 1995

ISSUE	DEADLINE
January 1995	November 1, 1994
February	December 1, 1994
March	January 2, 1995
April	February 1, 1995
May	March 1, 1995
June	March 31, 1995
July	May 1, 1995
August	June 1, 1995
September	June 30 1, 1995
October	August 1, 1995
November	September 4, 1995
December	October 2, 1995

NOTE: Deadline for 1995 Annual Meeting Supplement, including disk, hard copy, and photos/illustrations is **WEDNESDAY, MARCH 15, 1995**. This allows time to edit, typeset and design a week prior to production of the June Fisheries.

FISHERIES

RATE CARD #18
Effective January 1, 1995

EDITORIAL STATEMENT

Fisheries features peer-reviewed technical articles on all aspects of aquatic resource-related subjects as well as professional responsibilities, fisheries-related philosophy, education, economics, administration, and other general-interest, fisheries-oriented subjects. Each issue contains features, American Fisheries Society news, current events, book reviews, editorials, letters, and professional notices and announcements.

CIRCULATION

Fisheries, established in January 1976, is published monthly by the American Fisheries Society (AFS), the oldest and largest professional Society representing fisheries scientists. A subscription to Fisheries is included as part of membership in the Society. AFS members are involved in every branch of fisheries including research, education, management, administration, aquaculture, engineering, consulting, and government. In addition to individual members, subscribers are libraries, state and federal agencies, and businesses.

Circulation is approximately 9,790: Currently, Fisheries is unaudited.

Subscription rates are \$68 within the United States and \$72 outside the United States.

PERSONNEL

Paul Brouha.....Senior Editor
Kristin Merriman-Clarke.....Editor
Susan Monseur.....Production Editor
William Taylor.....Science Editor
Richard Neves.....Book Review Editor
John Ney.....Book Review Editor
Betsy Fritz.....Dir Admin & Finance
Amy Fink.....Advertising Manager

BLACK-AND-WHITE ADVERTISING RATES

Size	1x	3x	6x	9-12x*
Full	897	825	763	690
1/2	554	509	470	426
1/3	380	349	322	293
1/4	292	269	247	224
1/6	226	208	192	174
1/8	163	150	138	126

* Note: Subunits (Divisions, Sections, Chapters) receive this rate

PREMIUM SPACE

Page rate plus 10% of black-and-white rate

COLOR RATES

Standard AAAA Red, Green, Blue, Yellow: \$506

3-color matched: \$796 each

4-color process: \$1,383

For bleeds add 10% of black-and-white rate

Color charges are commissionable.

RATE POLICY

Rates are based on per-issue charge and the number of insertions placed in a 12 month period. Rates are subject to change with 30 days prior notice; however, all advertisers are protected from price increases for the duration of their existing contracts.

COMMISSION AND CASH DISCOUNT

15% to recognized advertising agencies accepting billing

2% cash discount for invoices paid within 10 days

AD SIZES

Vertical	Horizontal
Full 7 1/4" x 10"	-
1/2 3 1/2" x 10"	7 1/4" x 4 3/4"
1/3 -	7 1/4" x 3 1/2"
1/4 3 1/2" x 4 3/4"	-
1/6 2 1/8" x 4 3/4"	-
1/8 -	3 1/2" x 2 1/2"

MECHANICAL REQUIREMENTS

Printing: Cover and body-recycled

Trim size: 8 1/2 W x 10 7/8 H

Bleed size: 8 3/4 W x 11 1/4 H or smaller sizes add 1/4"

Binding: Saddle stitched

Column dimensions:

3 1/2" W x 9 1/2" H- two columns per page

2 1/8" W x 9 1/2" H- three columns per page

Materials:

*Black-and-white ads-provide negatives (right-readings, emulsion side down) or camera-ready mechanical (film positives, reproduction proofs, or velox prints)

*2-color ads-provide negatives or overlays

*4-color ads-provide separation negatives and progressive proofs. If progressive proofs are not available, the printer will provide them at additional cost.

*Halftones- 133 line screen is preferred.

Extra charges for composition and alterations will be billed to the advertiser. For multiple insertions, ads may be different for each issue without additional cost if they satisfy the mechanical requirements.

PUBLISHING POLICIES

Ads are placed throughout the publication with regard given to requested position. All advertising copy is subject to approval by the publisher. The publisher reserves the right to reject or cancel an ad at any time. Notice of any change in contract should be given 30 days prior to the closing date of the next scheduled issue. Neither the advertiser nor the agency may cancel an ad after the closing date. All cancellations shall be in writing.

Insertion instructions shall be supplied for every advertisement and shall state the name of the publication, name of advertiser, date to be inserted, size of advertisement, identification of advertisement, and any special instructions. Verbal agreements are not recognized. If new copy is not provided by the closing date, the preceding advertisement will be repeated. If artwork, film, or prints are to be returned, please notify. Otherwise they are retained for one year.

BILLING AND PAYMENT TERMS

If an advertising contract is cancelled or changed in any way, the advertiser will be billed for the difference, if any, between the actual frequency rate at which the advertiser was billed for the past insertions covered under that contract.

Any production charges incurred are non-commissionable.

Advertisers or agencies with invoices outstanding for more than 60 will not be allowed to place additional advertisements in the magazine until all past accounts are paid in full.

The publisher reserves the right to demand prepayment in full from a new advertiser or agency for the first insertion. Prepayment may also be required from current or past advertisers or agencies who have a record of delinquent payment with either the publisher or the magazine.

Checking copies will be sent the advertiser or agency on request. Unless otherwise requested, a tearsheet will be sent with the invoice.

SHIPPING INSTRUCTIONS

Send all contracts, insertion orders, negatives, other mechanical, billing inquiries, and other correspondence for advertising to:

Advertising Manager
FISHERIES
5410 Grosvenor Lane, Suite 110
Bethesda, MD 20814-2199
(301) 897-8616; FAX (301) 897-8096

The American Fisheries Society publishes an annual Membership Directory, in which advertising space is available.

MEMBERSHIP DIRECTORY RATES

1 page (6" w x 8 1/4") \$700
1/2 page (6" w x 4 1/8") \$415
1/4 page (2 7/8" w x 4") \$235

Space deadline for the 1994-1995 Directory is January 3, 1995, and camera-ready artwork is due by January 15, 1995. For more information contact the Advertising Manager.

FISHERIES
RESERVATION & MATERIAL DUE DATES

ISSUE	*SPECIAL ISSUES	RESERVATION DUE	MATERIALS DUE
January		November 1, 1994	November 8, 1994
February	Fisheries Education	December 1, 1994	December 8, 1994
March		January 3, 1995	January 10, 1995
April	AFS Officer Elections	February 1, 1995	February 8, 1995
May		March 1, 1995	March 8, 1995
June	1995 Annual Meeting Supplement	April 1, 1995	April 8, 1995
July		May 2, 1995	May 9, 1995
August	AFS 125th Anniversary Issue	June 1, 1995	June 8, 1995
September	Problem-solving Research for Management	July 1, 1995	July 8, 1995
October	Teaching Ecosystem Management Essay Series	August 1, 1995	August 8, 1995
November		September 1, 1995	September 8, 1995
December		October 3, 1995	October 10, 1995

*Subject to change and will be updated. Call for updated schedule.

JOBS BULLETIN

Employment Opportunities in Fisheries Science

Job announcements must be submitted with sufficient lead time. The *Jobs Bulletin* submission deadline for each issue is the first Friday of each month. Because space is limited, AFS reserves the right to edit all announcements.

All employment opportunities will be posted on CompuServe the second week of each month. These employment opportunities can be accessed through CompuServe in the Earth Forum Section 17.

To submit employment opportunities for the *Jobs Bulletin*, contact Yaqui Machado, American Fisheries Society, 5410 Grosvenor Lane, Bethesda, MD 20814; 301/897-8616, fax 301/897-8096.

Guide for Authors

Checklist for Preparation of Manuscripts

(Check all items as completed and return this form with your manuscript.)

We encourage submission of topical manuscripts that address contemporary issues and problems. Articles on fisheries management; aquatic resources; economics; educational/administrative concepts, controversies, techniques, philosophies, and developments; and other general-interest, fisheries-oriented subjects will be considered. Policy and issue papers are welcome. Papers are judged on scientific and/or professional merit, relevance, and interest to fisheries professionals.

What to Submit

- ☐ Assemble manuscript in this order: title page, abstract page, text, references, tables, figure captions.
- ☐ Submit an original, typed manuscript and three clean copies. An additional copy should be kept by the author.
- ☐ If possible, submit electronic text (in addition to paper copy) as either ASCII or Word Perfect 5.0 or 5.1 file on double-density or high-density diskette.
- ☐ Camera-ready photographs, figures, and graphs must be submitted with the original manuscript.
- ☐ A transmittal letter should include (1) a statement that no substantial part of the manuscript has been published or submitted for publication elsewhere outside the report literature; (2) a list of colleagues who have seen the manuscript in draft; (3) telephone numbers for all authors; (4) acceptance of page charges or request for subsidy; (5) suggested reviewers. Authors should not republish their original data without full attribution and explicit permission; see "Dual Publication of Scientific Information," *Transactions* 110:573-574 (1981).

General Instructions

Consult current issues for additional guidance on format.

- ☐ Type manuscripts on 8.5" x 11" paper (do not use dot matrix printer). Double-space throughout, including tables, references, and figure legends.
- ☐ Leave at least a 1" margin on all sides. Indent all paragraphs. Number *all* pages sequentially.
- ☐ Use dictionary preference for hyphenation. Do not hyphenate a word at the end of a line. Use *Chicago Manual of Style* to answer grammar/usage questions.
- ☐ Use standard elite or pica type. Do not use italic, bold, or other nonstandard fonts, proportional spacing, or justified margins. Underline words to be italicized.
- ☐ The first mention of a common name should be accompanied by the scientific name. Our standard is *A List of Common and Scientific Names of Fishes from the United States and Canada*, 5th edition.
- ☐ Cite each figure and table in the text. Organize text so each is cited in numerical order.
- ☐ Use metric units of measure. English equivalents may be given in parentheses.
- ☐ Define abbreviations the first time they are used in the text.
- ☐ Spell out one-digit numbers unless they are units of measurement or begin a sentence (e.g., four fishes, 3 mm, 35 sites, 6 yr). Use 1,000 instead of 1000; 0.13 instead of .13; % instead of percent.
- ☐ Use the name-and-year system for references in the text as follows:
 1. One author: Jones (1990) or (Jones 1990).
 2. Two authors: Jones and Jackson (1990) or (Jones and Jackson 1990).
 3. More than two authors: Jones et al. (1990) or (Jones et al. 1990). But include author names in reference list.
 4. Manuscripts accepted for publication but not yet published: Jones and Smith (in press) or (Jones and Smith, in press).
 5. Unpublished data or personal communications: J. Jones (Institute for Aquatics, unpublished data), (J. Jones, Institute for Aquatics, personal communications).
 6. Within parentheses, use a semicolon to separate different types of citations (Fig. 4; Table 2), (Jones and Smith 1988; Felix and Anderson 1989). Arrange lists of citations chronologically (oldest first) in a text sentence.

- ☐ Do not cite more than three references for a specific point.
- ☐ For quotations include page number (Jones 1991:301).
- ☐ Institutional authors may be cited as acronyms in the text but such acronyms must be defined in the reference list.

Title Page

- ☐ Type the title near the middle of the page, centered, in caps and lowercase.
- ☐ Keep the title short; it should accurately reflect the paper's content. Use common names.
- ☐ Below title, include author(s) name(s). In multiauthored works, use a footnote to indicate the author responsible for correspondence.

Abstract Page

- ☐ Type the abstract as one paragraph.
- ☐ Do not cite references or use abbreviations in the abstract.
- ☐ Ensure that the abstract concisely states (in no more than 200 words) why you did the study, what you did, what you found, and what your results mean.

Text

- ☐ See "General Instructions."
- ☐ Main headings are caps and lowercase and centered on one line.
- ☐ Secondary headings should be centered and underlined; they will be set italic.
- ☐ Third-level headings should be flush left and underlined. Begin text on a separate line.
- ☐ Avoid footnotes by including the information in the text. If footnotes are necessary, use a separate page; type in numerical order with numeric superscripts.

Reference List

- ☐ Type first line at the margin for each entry. Indent other lines.
- ☐ Alphabetize entries first by the surnames of senior authors and the first word or acronym of corporate authors; second, by the initials of the senior authors with the same surname; and third, by the surnames of junior authors. References by a single author precede multiauthored works by the same senior author, regardless of date.
- ☐ List multiple works by the same author(s) chronologically, beginning with earliest date of publication.
- ☐ Distinguish papers by the same author(s) in the same year by putting lowercase letters after the date (1990a, 1990b).
- ☐ Use a long dash when the author(s) is/are the same as in the immediately preceding citation.
- ☐ "In press" citations must have been accepted for publication and the name of the journal or publisher included.
- ☐ Insert a period and space after each initial of an author's name.
- ☐ Abbreviate journal names according to *Biosis*.
- ☐ Verify all entries against original sources, especially journal titles, accents, diacritical marks, and spelling in languages other than English.

Tables

- ☐ Start each table on a new sheet. Print wide tables broadside, on legal-size paper if necessary, to allow adequate margins.
- ☐ Double-space EVERYTHING, including the table caption and column headings. DO NOT reduce type size.
- ☐ Use single horizontal lines to separate column heads and to indicate the end of the table -- other horizontal lines are seldom needed. NEVER use vertical lines.
- ☐ Use sentence-style (not title-style) capitalization for the table title.
- ☐ Capitalize only the first letter of the first word in each column and row entry (except initial caps for proper nouns).
- ☐ Leave an empty space where no entry applies in the table body. Do not add filler dashes.
- ☐ Label footnotes with lowercase, superscript letters, starting from the beginning of the alphabet (a, b, c).
- ☐ Redefine, in the table's caption or in a footnote, any acronyms that are used in the table but are mentioned only infrequently in the text.
- ☐ Figure captions must be in sentence form, not fragments.

Illustrations

Illustrations are either black-and-white photographs, drawings, or graphs, unless special arrangement (such as grants) are made for color. Consult the editor about color costs if interested. Reproduction in *Fisheries* is virtually identical to what is submitted, thus you must prepare illustrations using professional standards. Consult issues of *Fisheries* for examples. You are not responsible for cropping or sizing. If you desire specific cropping, however, mark this on a photocopy or sketch, not on the print itself.

- ☐ Length for an illustration or plate as published is up to a maximum of 10".
- ☐ Oversized original black-and-white illustrations may be submitted. Alternatively, photomechanical transfers (PMTs) or other types of high-quality reductions may be submitted instead of original drawings.
- ☐ Provide a bar scale for highly magnified areas; a numerical magnification may also be included in the caption.
- ☐ Add letters, scales, or pointers with press-on symbols and letters; handwritten or typed symbols are unacceptable.
- ☐ Write a small number on the edge of the back of each illustration for cross reference. Indicate the top of each photo. Using the cross-reference numbers, type all captions on a separate sheet of paper. Identify all people who appear in photographs. Identify photographer or agency responsible for photo. Caption must be in sentence, not fragment, form.

Conditions for Publication

Charges are US\$75 per published page. Members of AFS may request full or partial subsidy of their papers if they lack institutional or grant funds to cover page charges. Technical reviews and acceptability of manuscripts are independent of the need for subsidy.

All manuscripts will be reviewed by two or more outside experts in the subject of the manuscript and evaluated for publication by the science editor and editors. Reviewers will remain anonymous or not at their discretion. Authors may request anonymity during the review process and should structure their manuscripts accordingly.

Papers are accepted for publication on the condition that they are submitted solely to *Fisheries* and that they will not be reprinted or translated without the publisher's permission. AFS requires an assignment of copyright from all authors. Articles written on government time or for the government cannot be copyrighted. Authors must obtain written permission to reprint any copyrighted material that has been published elsewhere, including tables and figures. Photocopies of the permission letter must be enclosed with the manuscript and credit given to the source.

Reports and News Items

Reports of AFS subunit activities, short general interest reports, news releases, announcements, and letters to the editor are invited and encouraged. Due to competition for space in these departments, clear, concise writing will enhance your chances for publication. Follow the guidelines outlined for articles. Dated material (calls for papers, meeting announcements, nominations for awards) should be submitted as early as possible. Deadlines for each issue are as follows: 1 Nov for Jan, 1 Dec for Feb, 3 Jan for Mar, 1 Feb for Apr, 1 Mar for May, 1 Apr for Jun, 2 May for Jul, 1 Jun for Aug, 1 Jul for Sep, 1 Aug for Oct, 1 Sep for Nov, 30 Sep for Dec.

Where to Submit

Submit to: *Fisheries* Editor, American Fisheries Society, 5410 Grosvenor Lane, Suite 110; Bethesda, MD 20814-

Questions? Phone Editorial Office: 301/897-8616.

AMERICAN FISHERIES SOCIETY FISHERIES ACTION NETWORK

WHAT IS THE FISHERIES ACTION NETWORK?

FAN is the first organized internal AFS aquatic resource information and communication process promoting conservation, wise use, and restoration of fisheries and aquatic resources. FAN is an externally-funded North American information campaign.

FAN mobilizes accurate and critical AFS subunit and member-generated information offering traditional scientific information to our 9000 members, allowing them to enlighten decision-makers. FAN provides a systematic structure and delivery system for proactive sharing of AFS information in an issue-oriented way with AFS subunits and the Society, thus providing the information to a wide array of people. Those people who care that healthy ecosystems will be available for future generations, may include outdoor writers, other media, conservation groups, community groups, recreationists, and decision makers.

Examples of FAN activities include: sharing science-based information to help AFS members conserve and restore aquatic resources; coordination of the development and distribution of focused issue-oriented information papers; and, subunit training to share communication techniques and to offer suggestions on making information and action agendas more effective.

FAN activities within the AFS will fall into one of the following categories: (1) Identification of priority issues; (2) Information generation; (3) Information transfer; and, (4) Implementation.

AFS subunits are FAN. They (the subunits) develop and compile science-based information on aquatic resource conservation and management for internal and external dissemination and use. In addition, an annual process of determining which three to five focus topics will be addressed by the FAN Development and Implementation Committee. These focus topics are approved by the AFS Executive Committee.

In order for FAN to make AFS an effective of science-based information, an information transfer architecture must exist within AFS. The information transfer architecture requires AFS subunits to know their membership resources and their potential internal and external partners. The subunits must also develop strategies to use their peer-reviewed information to affect decision making processes.

Each subunit of AFS appoints a FAN Manager. The FAN Managers optimally have access to: clerical support; computer equipment and software capable of word processing, database management, spreadsheet functions, and telecommunications (modem); the membership of their subunits; FAX and copy machines; and, work environments supportive of AFS professional activities.

SUGGESTED FAN MANAGER PROFILE

Personality:

Motivated, self-starter, hard-worker, organized, persistent, sense of humor.

Skills:

Articulate, communicator, facilitator, team player, people person.

Access to Members:

Should have connections in the subunit's academic, management, research, culture and, private sector communities.

Commitment:

Willing to make minimum 2-year commitment.

Equipment:

IBM or compatible 386 or higher computer w/: 4MB RAM minimum; 100MB hard drive minimum; 2400 baud modem minimum; mouse pointing device; SCSI or tape storage recommended; and laser or 24-pin dot matrix printer.

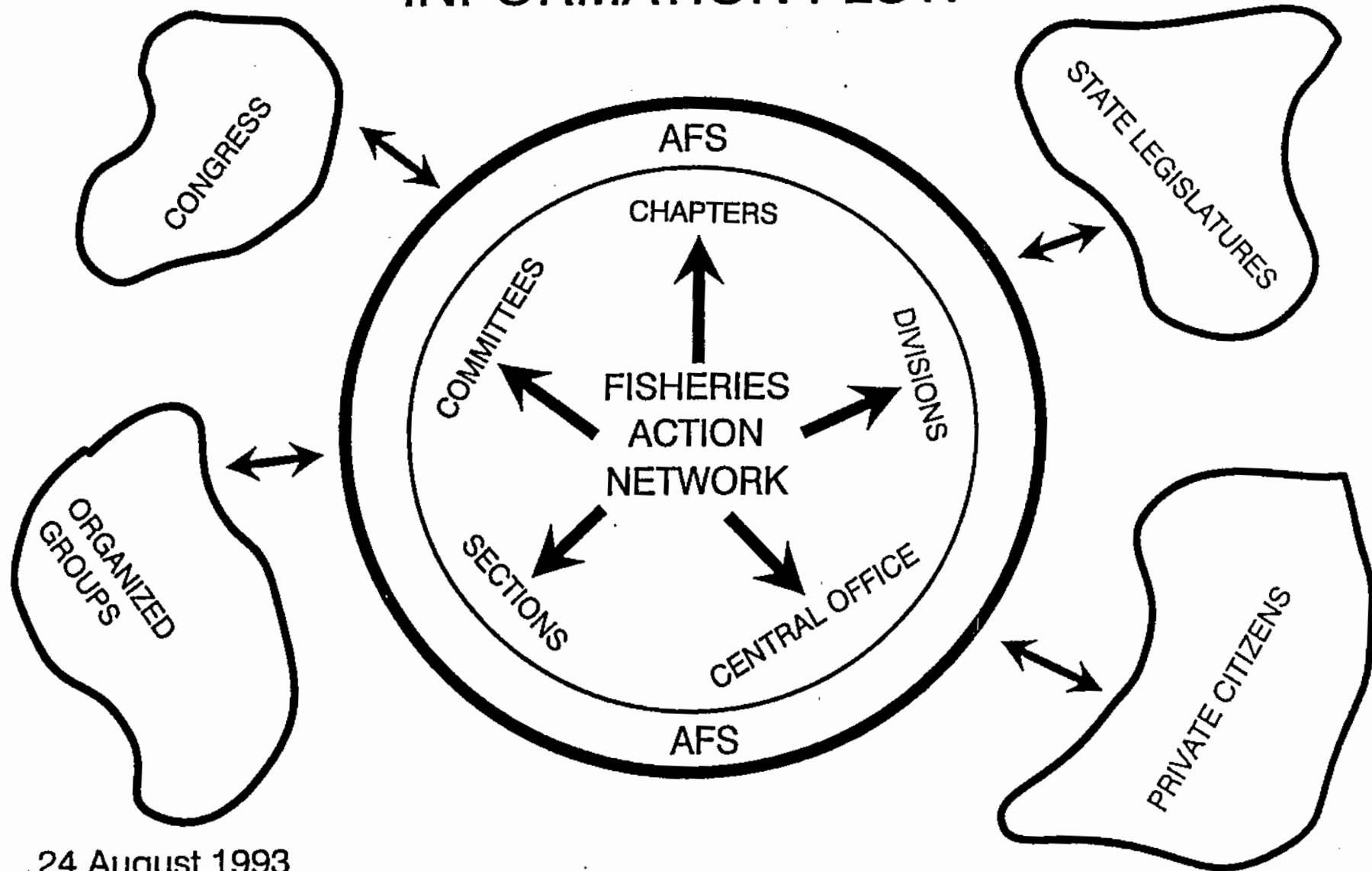
FAX, telephone, copy machine w/10-collated copy capacity minimum.

Software Recommended:

MS Windows 3.0 or higher, WordPerfect 5.1 or higher, Compuserve.

FISHERIES ACTION NETWORK

INFORMATION FLOW



24 August 1993



American Fisheries Society

5410 GROSVENOR LANE, SUITE 110 • BETHESDA, MARYLAND 20814-2199
(301) 897-8616, 897-8621 • FAX (301) 897-8096

LEE C. REDMOND
President 1994-1995

PAUL BROUHA
Executive Director

MEMORANDUM

TO: AFS Subunits

FROM: Dale P. Burkett, Chair
AFS Fisheries Action Network Development and Implementation Committee

DATE: December , 1995

RE: 1997 Subunit identification of AFS's priority issues for FAN

The Fisheries Action Network will support and enhance American Fisheries Society efforts for informed aquatic resources conservation, restoration, and sustainable use.

Fisheries Action Network mission statement

The Fisheries Action Network Development and Implementation (FAN) Committee is seeking your input on which fisheries issues or problems AFS should develop information for public dissemination in 1997. This annual process gives subunits an opportunity to advance timely fisheries issues in need of expanded information development over the upcoming year.

These issues will be compiled by the FAN Committee and forwarded to the Executive Committee for their decision this year at the AFS Executive Committee meeting August , 1996 meeting in Deaborn, Michigan.

The Fisheries Action Network Development and Implementation Committee has discussed the probability of continuing efforts on the four issues approved by the AFS Executive Committee for 1996 action. I have enclosed a list of those four focus issues and suggest if your subunit has suggestions on what your subunit could accomplish on any of these four issues through FAN on these issues in 1997 that you put them forward in your three suggestions. Please clearly identify who/or what committee in your subunit will be the steward of the topics and actions you propose.

Please also mail or fax me a copy of your subunit's 1996-1997 action plan. This will assist the FAN Committee in knowing the information your subunit could assist in developing for the three priority fisheries issues the Executive Committee decides upon.

A fax response form is enclosed for you to array your ideas.

In order for us to review this material please respond on the fax form enclosed or by mail on or before April 15, 1996.

Dale P. Burkett, AFS, 5410 Grosvenor Lane, Suite 110, Bethesda, MD 20814

2 PAGE FACSIMILE TRANSMISSION

TO: Dale P. Burkett, Chair
AFS Fisheries Action Network Development and Implementation Committee

FAX Number: 301-897-8096

FROM: Name: Subunit:

SUBJ: 1997 Priority FAN issues

DATE:

My Subunit feels the following three issues would benefit from AFS producing more material:

1. *Fisheries Issue/ Resource problem:

***The subunit has taken the following actions on this issue:**

***Possible information mechanisms:**

***Target audience(s):**

***Good ideas:**

***Steward(s) - eg. who in your subunit will carry out proposed actions:**

2. *Fisheries Issue/ Resource problem:

***The subunit has taken the following actions on this issue:**

***Possible information mechanisms:**

***Target audience(s):**

***Good ideas:**

***Steward(s) - eg. who in your subunit will carry out proposed actions:**

3. *Fisheries Issue/ Resource problem:

***The subunit has taken the following actions on this issue:**

***Possible information mechanisms:**

***Target audience(s):**

***Good ideas:**

***Steward(s) - eg. who in your subunit will carry out proposed actions:**

******deadline 15 April 1996******

Dale P. Burkett, AFS, 5410 Grosvenor Lane, Suite 110, Bethesda, MD 20814

- 2 -



The Illinois Chapter of the American Fisheries Society

Founded 1963

THE AMERICAN FISHERIES SOCIETY ILLINOIS CHAPTER GOALS FOR 1993-1994

- 1) Continue to address our cash flow problems via fund raising opportunities :
 - a) Sales of our caps and mugs.
 - b) sales of new Chapter can coolers.
 - c) development of a Chapter tee shirt
 - d) sell space in our newsletter to advertizers.
- 2) a goal for this year is to recruit a combination of twenty existing and new chapter members to the parent Society by September of 1994.
- 3) obtain the services of a permanent chapter newsletter editor to serve in this capacity for at least three year and agree to produce four newsletters per year.
- 4) To assist the Illinois Environmental Council in drafting and the successful passage of legislation to protect 15 biologically significant Illinois' streams from further degradation.
- 5) Organize an "Illinois Renewable Natural Resources Conference" to be held in March of 1995 at Peoria ,Illinois. The focus of this conference would be the development and use of ecosystem based perspectives for the management of Illinois' natural resources.

AFS
MINNESOTA CHAPTER
1993 ACTION AGENDA

Item/Project

<p>1 Develop integrated/sustainable management initiatives. Specific activities will be identified following the 1992 special session. Collaborate with MN Chapter of The Wildlife Society</p> <p><u>Target Date:</u> 1994 Meeting</p> <p><u>Responsibility:</u> Interested members and EXCOM</p>
<p>2 Public education -- pursue activities as detailed in LRP II-B; also incorporate concepts pertaining to sustainability and IRM</p> <p><u>Target Date:</u> Ongoing</p> <p><u>Responsibility:</u> Interested members and EXCOM</p>
<p>3 Complete the Wetlands position statement and consider ongoing activity which may include an ad hoc committee to address mitigation issues</p> <p><u>Target Date:</u> Fall '93 newsletter</p> <p><u>Responsibility:</u> Wayne Barstad, interested members and EXCOM</p>
<p>4 Assemble ad hoc Finance Committee to develop chapter financial plan; establish financial priorities</p> <p><u>Target Date:</u> 1994 Meeting</p> <p><u>Responsibility:</u> EXCOM, Finance Committee, Secretary/Treasurer</p>
<p>5 Continue communication and information exchange on instream flow protection strategies; advocate the community-based approach with either a resolution or letter to DNR Commissioner.</p> <p><u>Target Date:</u> June 1993</p> <p><u>Responsibility:</u> Rivers and Streams Committee</p>
<p>6 Explore expansion of the continuing education program</p> <p><u>Target Date:</u> Summer 1993</p> <p><u>Responsibility:</u> Continuing Education Committee; EXCOM</p>
<p>7 Proceed with proposed public service announcement developed by Public Awareness Committee if approved by EXCOM and membership</p> <p><u>Target Date:</u> Fall 1993</p> <p><u>Responsibility:</u> Public Affairs Committee; EXCOM</p>
<p>8 Offer continuing education workshop in fluvial hydrology</p> <p><u>Target Date:</u> Depends on scheduling of current larval fish and nonparametrics workshops</p> <p><u>Responsibility:</u> Rivers and Streams Committee; Continuing Education Committee</p>
<p>9 Develop a task force on exotic species and identify appropriate chapter action.</p> <p><u>Target Date:</u> 1994 Meeting</p> <p><u>Responsibility:</u> EXCOM and interested members</p>
<p>10 Develop mechanisms for soliciting input from the membership each year for assembling the annual action agenda and to insure continuity for ongoing, high priority issues.</p> <p><u>Target Date:</u> After the spring EXCOM meeting</p> <p><u>Responsibility:</u> President with EXCOM</p>

DRAFT
1992 - 1993 MCAFS
ACTION AGENDA

Mission Statement

The American Fisheries Society, Montana Chapter, is a scientific and professional organization composed of persons interested in the conservation and enhancement of fishery resources. The mission of the Society is to (a) advance the conservation, development and wise use of fishery resources for optimum use and enjoyment by all mankind, (b) gather and disseminate information on fisheries science and management, and (c) promote and evaluate the educational, scientific, and technical aspects of the fisheries profession. In the conduct of our mission, we will strive to provide an organizational structure that equitably represents its members, develops opportunities for effective leadership, and generates the resources necessary to carry out our programs.

I. Advance the conservation, development and wise use of fishery resources.

A. Increase involvement in development of public policy.

1. Enhance scholarly debate about policy issues within the American Fisheries Society.

- a. Organize the annual meeting to promote the exchange of scientific ideas about issues important to Montana fisheries.**

Responsibility: Chris Clancy
Target Date: Feb. 22-26, 1993

- b. Organize EXCOM and officers retreat to be held in conjunction with annual meeting.**

Responsibility: Ginger Thomas
Target Date: Feb. 22, 1993

2. Define, evaluate and publish Society positions

- a. Publish draft positions on important issues in the Outlet for membership comment**

Responsibility: Dan Carty, Outlet Editor

- 3. Work with other organizations that have interests in aquatic resources to help influence conservation policies.**

- a. Continue our role as organizer and moderator of the River Watch Group

Responsibility: Environmental Concerns Committee

- b. Participate in the Blackfoot Concerns Group - working toward better land management in the Blackfoot River drainage.

Responsibility: EXCOM, Don Peters, Riparian Committee

- 4. Take an active role in land-use decision making which could potentially affect aquatic resources, especially on public lands.

- a. Copper Creek timber sale appeal; continue to monitor FS efforts to reduce sediment in this drainage.

Responsibility: Land Mgt Committee

- b. Missouri River water reservations

Responsibility: EXCOM

- c. Continue to remain on Forest Service and BLM key contact lists to receive notice of all proposed land-management activities and prepare official Chapter comments for those activities which affect aquatic resources.

Responsibility: Land Mgt Committee
Environmental Concerns Committee

- d. Wilderness Concerns - Continue to comment on Montana wilderness legislation

Responsibility: Environmental Concerns Committee
Land Mgt Committee

- e. Work to protect fisheries resources during the next state legislative session.

Responsibility: Legislative committee

- f. Comment on Hungry Horse mitigation efforts, and other hydroelectric mitigation efforts

Responsibility: Environmental Concerns Committee

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II. Gather and disseminate information on fisheries science and management.

A. Encourage the use of workshops and symposia on fisheries science.

1. Investigate the possibility of sponsoring a regional or national symposium on fisheries issues in Montana.

Responsibility: EXCOM

B. Increase efforts to inform the public about important fisheries issues.

1. Organize, coordinate and participate in activities during National Fishing Week

Responsibility: Education Committee (Mark Sweeney)

Target Date: June 1993

2. Finalize distribution of the Fishes of Montana slide-tape program video.

Responsibility: Education Committee

3. Develop and distribute Fish Habitat poster

Responsibility: Education Committee

Target Date: Fall 1993

4. Conduct a risk assessment for Montana native fish species and compile a list and report of priority species.

Responsibility: Fishes of Special Concern Committee

Target Date: Feb. 1992

5. Complete the endangered warmwater fishes of Montana poster

Responsibility: Fishes of Special Concern Committee

Target Date: Feb 1993

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- C. Inform the public, perspective AFS members and public agencies about MCAFS.

- 1. Distribute MCAFS brochure

- Responsibility: EXCOM

- 2. Get press coverage of the annual meeting

- Responsibility: Chris Clancy

- Target date: February 1993

III. Promote and evaluate education, scientific and technical aspects of the fisheries science profession.

- A. Develop and maintain educational standards for the fisheries profession

- 1. Organize a summer workshop focused on a specific topic or issue in aquatic science

- Responsibility: Chris Clancy

- Target Date: summer 1993

- 2. Organize a training workshop to be held in conjunction with annual meeting. Contact parent society to see if this course can be offered for credit.

- Responsibility: Continuing education committee

- Target Date: Feb 23, 1993

- B. Expand and promote professionalism

- 1. Promote professionalism within the Montana Chapter

- Responsibility: Membership Comm. & EXCOM

- 2. Review and evaluate progress of national AFS Certification Review Committee and comment on progress and results.

- Responsibility: Membership Comm.

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3. Promote diversity within the fisheries profession and the American Fisheries Society

Responsibility : Diversity committee

Target date: Report to membership with action items Feb 1993

- C. Develop and maintain professional standards for the fisheries program

1. Maintain an awards program to recognize outstanding individuals or organizations outside the Montana Chapter

- a. Present the (1) Outdoor Writers, (2) Legislators, Landowners and Other Persons and (3) Industry awards at the annual meeting

Responsibility: Awards Committee

Target Date: February 1993

2. Award worthy AFS members for professional achievements.

- a. Present the Fisheries Worker of the Year award to a worthy individual at the annual meeting

Responsibility: Awards Committee

Target Date: February 1993

3. Initiate a Professional Publication Award.

- a. Develop award procedures and specifications
- b. Establish a publication review procedure and review policy
- c. Establish type of award to include monetary award

Responsibility: Awards Committee

Target Date: Dec. 1, 1992

- IV. Provide an organizational structure that equitably represents its members, develops opportunities for effective leadership and generates resources necessary to carry out its programs.

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- A. Review MCAFS Procedures Manual and update as necessary
Responsibility: Jim Peterson
Target Date: October 31, 1992
- B. Update long range and annual budget plan for MCAFS
Responsibility: Jim Darling
Target Date: Feb. 1993
- C. Work closely with the Western Division to provide coordination and advance goals. Provide Western Division president with semi-annual reports on the chapter.
Responsibility: Ginger Thomas & EXCOM
- D. Develop an annual Action Agenda organized under the Society's Long-Range Strategic Plan and Western Division's Action Agenda
Responsibility: Ginger Thomas
Target Date: Oct. 31, 1992
- E. Develop an annual list of fund raising activities for MCAFS, including poster sales, belt buckle sales raffle, registration, Western Division meeting profits and other sources of income.
Responsibility: Jim Darling & EXCOM
- F. Develop and present a proposal to the Montana Dept of Fish, Wildlife and Parks to transfer funds obtained from fish food dispensers at State fish hatcheries to MCAFS for fisheries education purposes.
Responsibility: Education Comm.
Jim Peterson
Target Date: Sept 1, 1991
- G. Contact and sign up perspective affiliate members
Responsibility: Membership Comm.

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- H. Establish a network of MCAFS members to contact new fishery workers, students, administrators and other potential AFS members and inform them of AFS and the Montana Chapter.

Responsibility: Membership Comm.

Target Date: Feb. 1992

- I. Continuously update membership and improve membership data base and record keeping procedures.

Responsibility: Membership Comm.

- J. Establish a newsletter schedule and get newsletter out on time.

Responsibility: Dan Carty & Ginger Thomas

- K. Invite officers to meetings and keep them informed of MCAFS activities.

Responsibility: Chris Clancy (meetings)
Jim Darling (meeting minutes)
Ginger Thomas (information and special invites)

- L. Develop a logo for the Montana Chapter

Responsibility: Ginger Thomas

Target Date: 1992

FAN Assets Questionnaire
XXXXX Chapter of the American Fisheries Society

PERSONAL DATA (Print or Type)

NAME IN FULL: _____ NICKNAME: _____

Employer (Student: Ed. Instit.): _____

Position Title: _____

Address to be Listed in Database: _____

Home Address: _____ EMAIL: SYSTEM 1 _____ ADDRESS 1 _____

_____ SYSTEM 2 _____ ADDRESS 2 _____

_____ SYSTEM 3 _____ ADDRESS 3 _____

Telephone Number (Work): _____ (Home): _____ (FAX): _____

Highest Degree Earned & MO/YR: _____

Other Coursework, Training: _____

First Year of XXXX Membership: _____

May We List Your Name, Address, Work Phone #, FAX# and Areas of Expertise in a Future XXXX
Directory? Yes _____ No _____

SOCIETIES

Are You a Member of The Parent Society? Yes _____ No _____

Society I.D.# _____ (See mailing label of *FISHERIES*)

Are You a Certified Fisheries Scientist? Yes _____ No _____ If yes, year certified: _____

Please Check Any AFS Sections to Which You Also Belong:

<input type="checkbox"/> Bioengineering	<input type="checkbox"/> Equal Opportunities	<input type="checkbox"/> Fisheries Management
<input type="checkbox"/> Canadian Aq. Resources	<input type="checkbox"/> Fish Culture	<input type="checkbox"/> International Fisheries
<input type="checkbox"/> Computer User	<input type="checkbox"/> Genetics	<input type="checkbox"/> Introduced Fish
<input type="checkbox"/> Early Life History	<input type="checkbox"/> Fish Health	<input type="checkbox"/> Marine Fisheries
<input type="checkbox"/> Education	<input type="checkbox"/> Fisheries Administrators	<input type="checkbox"/> Physiology
<input type="checkbox"/> Estuaries	<input type="checkbox"/> Fisheries History	<input type="checkbox"/> Socioeconomics
	<input type="checkbox"/> Fisheries Law	<input type="checkbox"/> Water Quality

List Other Professional Societies, Organized Groups or Societies (e.g. North American Benthological Society, B.A.S.S., Rotary, Knights of Columbus, etc.) to which you belong or have close affiliation:

PROFESSIONAL ACTIVITIES (Check all that describe your current position)

- | | | |
|-----------------------------------------------------|-----------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Administration (A1) | <input type="checkbox"/> Exploration (A10) | <input type="checkbox"/> Modeling (A19) |
| <input type="checkbox"/> Aquaculture (A2) | <input type="checkbox"/> Fisheries management (A11) | <input type="checkbox"/> Monitoring (A20) |
| <input type="checkbox"/> Commercial fisheries (A3) | <input type="checkbox"/> Forecasting (A12) | <input type="checkbox"/> Policy (A21) |
| <input type="checkbox"/> Communications (A4) | <input type="checkbox"/> Habitat management (A13) | <input type="checkbox"/> Recreational fisheries (A22) |
| <input type="checkbox"/> Computer applications (A5) | <input type="checkbox"/> Impact assessment (A14) | <input type="checkbox"/> Research (A23) |
| <input type="checkbox"/> Consulting (A6) | <input type="checkbox"/> Law Enforcement (A15) | <input type="checkbox"/> Resource mgt. (A24) |
| <input type="checkbox"/> Design & engineering (A7) | <input type="checkbox"/> Litigation (A16) | <input type="checkbox"/> Sustenance fisheries (A25) |
| <input type="checkbox"/> Development (A8) | <input type="checkbox"/> Lobbying/Legislation (A17) | <input type="checkbox"/> Statistics (A26) |
| <input type="checkbox"/> Education (A9) | <input type="checkbox"/> Manufacturing (A18) | <input type="checkbox"/> Other (please specify): _____ |

WILLINGNESS TO PARTICIPATE IN AFS ACTIVITIES (Check any that you are willing to do)

- | | |
|--------------------------------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Participate in Action Teams or Task Forces (P1) | <input type="checkbox"/> Serve in Speaker's Bureau (P8) |
| <input type="checkbox"/> Research resource related issues (P2) | <input type="checkbox"/> Host resource appreciation events (P9) |
| <input type="checkbox"/> Preparing resource issue documents (P3) | <input type="checkbox"/> Review resource issue documents (P10) |
| <input type="checkbox"/> Developing public awareness programs (P4) | <input type="checkbox"/> Writing letters to elected officials (P11) |
| <input type="checkbox"/> Lobbying for AFS objectives (P5) | <input type="checkbox"/> Network with organized groups (P12) |
| <input type="checkbox"/> Fundraising (P6) | <input type="checkbox"/> Telephone tree (P13) |
| <input type="checkbox"/> Testify in Committee (P7) | <input type="checkbox"/> Other (please specify): _____ |

AREAS OF EXPERTISE/INTEREST (Check Any That Apply)

- | | |
|--------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Acidic deposition (I1) | <input type="checkbox"/> Endangered & threatened species (I33) |
| <input type="checkbox"/> Acoustics (I2) | <input type="checkbox"/> Endocrinology (I34) |
| <input type="checkbox"/> Age & growth (I3) | <input type="checkbox"/> Engineering (I35) |
| <input type="checkbox"/> Anadromous fisheries (I4) | <input type="checkbox"/> Environmental impact assessment (I36) |
| <input type="checkbox"/> Anthropology (I5) | <input type="checkbox"/> Eutrophication (I37) |
| <input type="checkbox"/> Aquaculture (I6) | <input type="checkbox"/> Fish culture, coolwater (I38) |
| <input type="checkbox"/> Aquatic plants (I7) | <input type="checkbox"/> Fish culture, warmwater (I39) |
| <input type="checkbox"/> Benthic ecology (I8) | <input type="checkbox"/> Fish health (I40) |
| <input type="checkbox"/> Behavior (I9) | <input type="checkbox"/> Flood control (I41) |
| <input type="checkbox"/> Bioengineering (I10) | <input type="checkbox"/> Fluid dynamics (I42) |
| <input type="checkbox"/> Biogeography, freshwater (I11) | <input type="checkbox"/> Food processing (I43) |
| <input type="checkbox"/> Biogeography, marine (I12) | <input type="checkbox"/> Food sciences (I44) |
| <input type="checkbox"/> Biometrics (I13) | <input type="checkbox"/> Gear & gear development (I45) |
| <input type="checkbox"/> Biophysics (I14) | <input type="checkbox"/> Genetics (I46) |
| <input type="checkbox"/> Catadromous fishes (I15) | <input type="checkbox"/> Geosciences (I47) |
| <input type="checkbox"/> Chemistry (I16) | <input type="checkbox"/> Habitat ecology (I48) |
| <input type="checkbox"/> Civil Engineering (I17) | <input type="checkbox"/> Habitat modification/enhancement (I49) |
| <input type="checkbox"/> Community modeling/dynamics (I18) | <input type="checkbox"/> Hatchery production methods (I50) |
| <input type="checkbox"/> Competitive fishing (I19) | <input type="checkbox"/> Heavy metals (I51) |
| <input type="checkbox"/> Computer science & applications (I20) | <input type="checkbox"/> History (I52) |
| <input type="checkbox"/> Control & eradication (I21) | <input type="checkbox"/> Human dimensions (I53) |
| <input type="checkbox"/> Developmental biology (I22) | <input type="checkbox"/> Hydrocarbons (I54) |
| <input type="checkbox"/> Diseases-infectious (I23) | <input type="checkbox"/> Hydrography (I55) |
| <input type="checkbox"/> Diseases-Non-infectious (I24) | <input type="checkbox"/> Hydrology (I56) |
| <input type="checkbox"/> Distribution (I25) | <input type="checkbox"/> Ichthyology (I57) |
| <input type="checkbox"/> Early life history (I26) | <input type="checkbox"/> Ichthyoplankton (I58) |
| <input type="checkbox"/> Ecology (I27) | <input type="checkbox"/> Instream flows (I59) |
| <input type="checkbox"/> Economics (I28) | <input type="checkbox"/> Instrumentation (I60) |
| <input type="checkbox"/> Ecosystem modeling, energy flow (I29) | <input type="checkbox"/> Introduced species (I61) |
| <input type="checkbox"/> Education (I30) | <input type="checkbox"/> Law (I62) |
| <input type="checkbox"/> Electric power generation & impacts (I31) | <input type="checkbox"/> Life history (I63) |
| <input type="checkbox"/> Electronics (I32) | |

CONTINUED NEXT PAGE

AREAS OF EXPERTISE/INTEREST (Check Any That Apply)

- | | |
|--------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Limnology (I64) | <input type="checkbox"/> Political science (I88) |
| <input type="checkbox"/> Mariculture (I65) | <input type="checkbox"/> Population modeling, dynamics (I89) |
| <input type="checkbox"/> Marine mammals (I66) | <input type="checkbox"/> Predator-prey interactions (I90) |
| <input type="checkbox"/> Meteorology (I67) | <input type="checkbox"/> Productivity (I91) |
| <input type="checkbox"/> Microbiology (I68) | <input type="checkbox"/> Radioactive materials (I92) |
| <input type="checkbox"/> Mineral & petroleum resources (I69) | <input type="checkbox"/> Remote sensing (I93) |
| <input type="checkbox"/> Modeling & simulation (I70) | <input type="checkbox"/> Reproductions (I94) |
| <input type="checkbox"/> Multispecies interactions (I71) | <input type="checkbox"/> Restoration (I95) |
| <input type="checkbox"/> Native people's fisheries (I72) | <input type="checkbox"/> Sedimentology (I96) |
| <input type="checkbox"/> Navigation and impacts (I73) | <input type="checkbox"/> Seismology (I97) |
| <input type="checkbox"/> Nuisance plants & animals (I74) | <input type="checkbox"/> Sociology (I98) |
| <input type="checkbox"/> Nutrients (I75) | <input type="checkbox"/> Submersibles (I99) |
| <input type="checkbox"/> Nutrition (I76) | <input type="checkbox"/> Taxonomy & systematics (I100) |
| <input type="checkbox"/> Oceanography (I77) | <input type="checkbox"/> Timber management (I101) |
| <input type="checkbox"/> Oil & gas operations (I78) | <input type="checkbox"/> Toxics-effects & management (I102) |
| <input type="checkbox"/> Optics (I79) | <input type="checkbox"/> Toxics-fate & transport (I103) |
| <input type="checkbox"/> Organics and pollution (I80) | <input type="checkbox"/> Undersea structure engineering (I104) |
| <input type="checkbox"/> Paleoecology (I81) | <input type="checkbox"/> Wastewater (I105) |
| <input type="checkbox"/> Parasites (I82) | <input type="checkbox"/> Water quality-surface (I106) |
| <input type="checkbox"/> Pesticides (I83) | <input type="checkbox"/> Water quality-ground (I107) |
| <input type="checkbox"/> Planning (I84) | <input type="checkbox"/> Water quality-marine (I108) |
| <input type="checkbox"/> Physics (I85) | <input type="checkbox"/> Water reuse systems (I109) |
| <input type="checkbox"/> Physiology (I86) | <input type="checkbox"/> Other (I1100) |
| <input type="checkbox"/> Policy analysis (I87) | |

(please specify) _____

ECOSYSTEMS YOU KNOW BEST (Check Any That Apply)

- | | |
|-------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Artificial impoundments (E1) | <input type="checkbox"/> Marshes, saltwater (E14) |
| <input type="checkbox"/> Bogs, swamps & pocosins (E2) | <input type="checkbox"/> Ponds (E15) |
| <input type="checkbox"/> Caves (E3) | <input type="checkbox"/> Reservoirs (E16) |
| <input type="checkbox"/> Coral reefs (E4) | <input type="checkbox"/> Riparian & floodplain (E17) |
| <input type="checkbox"/> Deepsea (E5) | <input type="checkbox"/> Rivers, warmwater (E18) |
| <input type="checkbox"/> Estuaries (E6) | <input type="checkbox"/> Rivers, coldwater (E19) |
| <input type="checkbox"/> Geothermal (E7) | <input type="checkbox"/> Rocky intertidal (E20) |
| <input type="checkbox"/> Lakes, warmwater (E8) | <input type="checkbox"/> Saltmarsh (E21) |
| <input type="checkbox"/> Lakes, coolwater (E9) | <input type="checkbox"/> Springs (E22) |
| <input type="checkbox"/> Lakes, coldwater (E10) | <input type="checkbox"/> Streams, coolwater (E23) |
| <input type="checkbox"/> Marine benthic (E11) | <input type="checkbox"/> Streams, warmwater (E24) |
| <input type="checkbox"/> Marine pelagic (E12) | <input type="checkbox"/> Urban ecosystems (E25) |
| <input type="checkbox"/> Marshes, freshwater (E13) | <input type="checkbox"/> Other (E26) |

(please specify) _____

CHAPTER INFORMATION AND FORMATION GUIDELINES

Chapters are the smallest geographically based subunits of the American Fisheries Society. They are formed because of mutual interests in local problems, projects, and accomplishments involving fisheries professionals. Generally, Chapters provide for interaction among professionals within restricted areas, such as individual states or provinces, contiguous states or provinces, or areas united by common interest. As subunits of Divisions, Chapter boundaries may not cross Division lines. Chapters serve as lines of communication from the local level to the Division and the National level and can increase the membership and thus the strength of the Society.

The following procedures may be used as a guide in the formation of a Chapter:

1. Poll groups and individuals who might have an interest in a local AFS Chapter (both AFS members and nonmembers). Some suggested questions include:

Are you interested in the formation of a Chapter of the American Fisheries Society?

- o How often, when, and where should meetings be held?
 - o What type of program should be incorporated with the meetings?
 - o Would you participate in activities of the Chapter and, if so, be willing to serve as an officer or committee member?
2. If the poll indicates sufficient interest, then an organizational meeting should be held to determine objectives and to implement the following preliminary procedures:
 - o Elect temporary officers (see enclosed sample bylaws)
 - o Draw up a petition defining the purpose and geographic boundaries of the proposed Chapter, and obtain signatures of at least 25 Active AFS members (see enclosed sample petition). This petition should then be submitted to the Division President since it must be approved by the Division Officers before proceeding further.
 - o Bylaws should be written using the enclosed sample bylaws as a guide.
 - o After receiving approval of the petition from the Division President, the petition, slate of officers, and bylaws should be submitted to the Executive Director. The petition signatures will be verified for active membership and the bylaws sent to the AFS Constitutional Consultant for verification of conformity with the Society's Constitution, Bylaws, and Rules. Upon receiving the approval of the Constitutional Consultant and verification of the required number of signatures, the bylaws would then be submitted to the AFS Excom at its next meeting (semi-annual or annual). After Excom approval, the petition would be presented to the membership at the next Annual Business Meeting for approval. This membership approval is usually only a formality. The final step would be notification in writing by the Executive Director that the petition, bylaws, and slate of officers had been approved.

Suggested purposes and responsibilities of Chapters are as follows:

1. Facilitate communication among members regarding the conduct of the fisheries profession in the chapter's region.
2. Hold meetings, publish works, and perform other activities on a technical and semi-technical level that advance the status and performance of the fisheries profession in the chapter's region.
3. Determine the views of members relative to professional topics affecting their performance by conducting surveys and considering resolutions.
4. Present the views of chapter members to the Division membership, the national membership, and to the general public and governmental agencies of the chapter's region.
5. Hold annual meetings at which all bylaw responsibilities are carried out.
6. Serve as technical and professional advisors to governmental agencies within the chapter's region.
7. Promote the fisheries profession within the chapter's region through active and positive relations with journalists, governmental officials, special interest groups, other professional organizations, and the general public.
8. Promote wise use of aquatic resources by initiating and participating in special projects that increase public awareness, expand participation, improve habitat, and protect fragile resources.
9. Represent the policies and positions of the full American Fisheries Society in aquatic resource discussions and controversies within your geographic boundaries.

Some of the above information and other details pertinent to chapters are to be found in the AFS Constitution and Bylaws beginning on page xxi in the AFS Membership Directory and Handbook. Section 9. pertaining to Chapters indicates cross references which should be noted by the Chapter officers once the Chapter is operational.

A final important admonition for Chapter officers is to state the importance of reporting all activities, meetings, changes in leadership, and other business to the Division President, as well as the Executive Director of the Society. This chain of communication is necessary to maintain Society unity.

SECTION INFORMATION AND FORMATION GUIDELINES

Sections are subunits defined by professional interests, and are intended to advance the Society's objectives within the various disciplines of fisheries science and practice. Sections are formed when a group of members decides that sufficient interest exists on a topic to sustain a viable long-term organization. Sections have no geographic boundaries.

The following procedures will guide the formation of a Section:

1. Poll groups and individuals who might have an interest in the proposed Section (both AFS members and nonmembers). Some suggested questions include:

Are you interested in the formation of a (discipline/professional interest) Section of the American Fisheries Society?

- o What type of program should be incorporated with the meetings?
 - o How much would you be willing to pay for annual dues?
 - o Would you participate in activities of the Section and, if so, be willing to serve as an officer or committee member?
 - o Do you believe there are sufficient issues pertaining to this discipline or area of professional interest to sustain a Section?
2. If the poll indicates sufficient interest, then an organizational meeting should be held to determine objectives and to implement the following preliminary procedures:
 - o Elect temporary officers (see enclosed sample bylaws)
 - o Draw up a petition defining the purpose of the proposed Section, and obtain signatures of at least 100 Active AFS members (see enclosed sample petition). Those signing the petition do not necessarily wish to be Section members, only to believe in the need for such a Section. However, at least 50 Section membership pledges must be obtained before a petition may be submitted for approval
 - o Bylaws should be written using the enclosed sample bylaws as a guide.
 - o The petition, membership pledges, slate of officers, and bylaws should be submitted to the Executive Director. The petition signatures and the signers of the membership pledges will be verified for active membership and the bylaws sent to the AFS Constitutional Consultant for verification of conformity with the Society's Constitution, Bylaws, and Rules. Upon receiving the approval of the Constitutional Consultant and verification of the required number of signatures, the bylaws would then be submitted to the AFS Excom at its next meeting (semi-annual or annual). After Excom approval, the petition would be presented to the membership at the next Annual Business Meeting for approval. This membership approval is usually only a formality. The final step would be notification in writing by the Executive Director that the petition, bylaws, and slate of officers had been approved.

General purposes and responsibilities of Sections are as follows:

1. Facilitate communication among members regarding new developments involving the interest-area of the Section.
2. Hold meetings, publish works, and perform other activities on a technical and semi-technical level that involve the scope of the Section.
3. Determine the views of Section members relative to professional topics within the interest-area of the Section by conducting surveys, developing resolutions and convening expert panels.
4. Present the views of Section members to the Society membership, the professional, the public, and governmental decision-makers.
5. Hold annual meetings at which all bylaw responsibilities are carried out.
6. Serve as technical and professional advisors to AFS officers and staff and to governmental agencies on topics pertaining to Section interest-areas.
7. Promote the fisheries profession within the scope of the Section through active and positive relations with the media, government officials, special interest groups, other professional organizations, and the public.
8. Promote wise use of aquatic resources by initiating and participating in special projects that increase public awareness, expand participation, improve habitat, and protect fragile resources.
9. Represent the policies and positions of the full American Fisheries Society in aquatic resource discussions and controversies that fall within the scope of the Section.

SAMPLE DRAFT

AMERICAN FISHERIES SOCIETY

_____ **DIVISION**

BYLAWS
of the
_____ **CHAPTER**

Section 1. NAME AND OBJECTIVES

- (a). The name of this organization shall be the _____ Chapter of the American Fisheries Society, hereinafter referred to as the Chapter.
- (b). The objectives of the Chapter shall be those of the American Fisheries Society as set forth in Article I of the Constitution, and especially, to encourage the exchange of regional fisheries and other technical information among members of the Society who belong to this Chapter.
- (c). All activities of this subunit shall conform to the Society's Constitution, Bylaws, Rules, and policies.

Section 2. MEMBERSHIP

The membership of the Chapter shall be composed of those Active Members of the American Fisheries Society who have an interest in the fisheries and related issues of importance to the State/Province of _____.

Section 3. MEETINGS

The Chapter shall hold at least one meeting annually at a time and place designated by its Executive Committee.

Section 4. OFFICERS

- (a). The officers of the Chapter shall consist of, at least, a President, a President-Elect, and a Secretary-Treasurer, although the latter position may be split between two people, if desired.
- (b). Officers shall be elected at the annual meeting or by mail ballot received by members at least 30 days prior to the annual meeting; however, terms of newly elected officers shall coincide with those of the Parent Society officers. Officers shall serve for one year however, the Secretary-Treasurer may serve more than one term. If an office is vacated, the Executive Committee shall appoint a qualified replacement to fill the remainder of the term.

Section 5. DUTIES OF OFFICERS

- (a). The President of the Chapter shall preside at all meetings, chair the Executive Committee, make appointments, and serve as a voting member of the Division's Executive Committee and a non-voting member of the Society's Executive Committee and perform other duties and functions as authorized by the Chapter's Executive Committee.
- (b). The President-Elect shall chair the Program Committee and shall assume the duties of the President if the latter is unable to act.
- (c). The Secretary-Treasurer shall keep the official records of the Chapter, submit minutes of the Chapter meetings to the Society's Executive Director and the Division's Secretary-Treasurer within 30 days after each meeting, disburse funds as authorized by the Executive Committee or the membership, submit a record of receipts and disbursements at the annual Chapter meeting, and discharge other duties as requested by appropriate Society officers.

Section 6. EXECUTIVE COMMITTEE

The Executive Committee of the Chapter shall consist of elected officers, the immediate Past-President, and other members as may be appointed by the President. The Executive Committee is authorized to act on behalf of the Chapter between annual meetings.

Section 7. CHAPTER COMMITTEES

Committees and Chairpersons of committees, except as listed in Sections 5 and 6 of these Bylaws, shall be appointed and charged by the President. Except for Standing Committees, these Chapter committees shall cease to function upon the discharge of the duties for which they were appointed.

Section 8. VOTING AND QUORUM

- (a). All decisions at meetings are decided by a simple majority vote, except for bylaw revisions.
- (b). A quorum at any meeting for transaction of official business shall be one-third of the Chapter membership, except that members present may approve a lesser number for a given meeting, if circumstances dictate.
- (c). Unless otherwise specified in these Bylaws or the Constitution of the Society, meetings are conducted according to the latest edition of Robert's Rules of Order.

Section 9. DUES AND FEES

The Executive Committee shall establish annual dues subject to approval of the members voting at the annual meeting. The Executive Committee may assess registration fees for annual meetings.

Section 10. AMENDMENT OF BYLAWS

- (a.) The Bylaws of the Chapter may be amended by a two-thirds majority approval of those members voting, provided that notice of the proposed change(s) be given to the membership at least 30 days prior to a meeting. If voting is by mail ballot, members must be given at least 30 days to return their ballots.
 - (b). Following approval by Chapter membership, bylaw amendments must be submitted to the Executive Director at least 45 days before the next meeting of the Society's Executive Committee.
 - (c). Bylaw amendments shall not be implemented until they have been approved by the Society's Executive Committee.
-

NOTE: (The Chapter's Executive Committee is encouraged to work with the Society's Constitutional Consultant on any proposed amendments before a vote of the Chapter membership. This will usually expedite the process.)

USING THE MEDIA A SUBUNIT GUIDE

Working with the media is not nearly as intimidating as people think. Reporters and broadcasters simply want to educate the public about current events and issues. These professionals cannot do that, however, without help from outside sources of information -- namely, you!

What do American Fisheries Society (AFS) members and subunits do that could be considered "news?" Propose listing of a fish species as endangered or threatened, sponsor fishing derbies for children, comment on proposed legislation, give awards and scholarships, restore riparian areas -- these are just a few of the newsworthy activities that could attract positive media coverage. To AFS members, news coverage can transfer into many benefits:

- o free publicity for subunit events, programs, and meetings
- o new members
- o increased community support for conserving fisheries resources
- o visibility as a source of scientifically based fisheries information
- o better public understanding of AFS, its goals, and its involvement in professional and conservation issues.

Effective use of the media can even pressure public officials and other policy makers to take action on a problem.

HOW TO BEGIN

Make a complete list of all local newspapers and magazines (daily, weekly, and monthly), TV, and radio stations. The aim is to make "contacts" -- editorial page writers, local news broadcasters, journalists who regularly cover the environment or community beats. Your local library will have two important reference books that make this job easy: the latest issues of Editor and Publisher Yearbook and Broadcasting Yearbook. Both list, by state, all the media outlets and their addresses, phone numbers, and even the beat reporters' names. Don't forget to add any publications distributed by state natural resources agencies and commissions. Look in the blue government section of the phone book for the numbers to call for this information. Also, list any wire service correspondents and free-lance outdoor writers who have written about or shown an interest in fisheries or AFS.

Appoint a Chapter member or officer to act as media liaison. This member is responsible for developing regular contact with journalists, perhaps inviting them to attend AFS meetings or events. Reporters are more likely to call people they know and trust for information, so mail them copies of your newsletters and offer yourself as a "source" for facts or comments on fisheries issues. Before you say anything, however, make sure the Chapter has clearly chosen its position. A unified front is the best front.

Know and respect deadlines. Every type of publication or broadcast has a series of deadlines. Be aware that most reporters would cut off a hand rather than miss a deadline. After all, a large portion of their job depends on their ability to relay information clearly, concisely, and quickly. Daily newspapers run certain sections on particular days, have different deadlines for news stories than for features, and operate by a variety of other influential factors. Generally, though, you can almost never be too early. Opinion pieces (those opinion articles written by an individual not on the publication staff) for Sunday often need to be in by Wednesday. Weekly newspapers want information several days, if not weeks, ahead of time. For calendar listings, two-week notice is often required. Monthly publications work two to four months in advance. Call the paper or station for its deadline schedule. Avoid calling journalists an hour before their deadlines unless you have something earth-shaking to add. For the best coverage, subunits are usually better off holding events mid-morning, rather than late afternoon or evening.

WHAT JOURNALISTS WANT

A local angle is essential unless a reporter is writing for a national publication or network. You as a local citizen and Chapter can be that angle, as can the issue or event you want covered.

Timeliness is another key consideration, so keep up with trends in environmental and community news coverage. If you see a story on water pollution, for instance, you may want to call the reporter about the possibility of a second article about the effects of water pollution on fisheries.

Good research and interesting quotes carry a lot of weight in the news process. Do your homework by finding the facts and "hook" necessary to snag a journalist's interest. Your Chapter is starting a riparian restoration project? Outline details such as why riparian zones are important, why your Chapter decided to take on the project, whom you hope to involve locally, which waterways you are working on, and what a riparian zone is. Avoid jargon in your statements.

Specific examples and possible solutions to a local problem add depth, color, and purpose to a story. Anecdotes are also helpful if they make a clear point. Taking the journalist to a healthy, fish-laden stream and then to a polluted one creates a foundation for comparison on which the reporter can build. Point out helpful details, such as how to recognize good and poor qualities in streams, and describe what local citizens can do.

Trustworthy, knowledgeable source are critical to journalists. Know your stuff but also offer the names of other people familiar with your issue and organization.

WRITING THE RIGHT PRESS RELEASE

If your Chapter is trying to publicize a meeting or event, often a press release is the best course of action. You don't have to be a best-selling author to write an effective press release, but you do have to know some tips that will allow your release to follow the standard format yet stand out from the 200+ other releases the average daily newspaper receives each day.

The goal is to communicate all the necessary information clearly and concisely. Reporters have very little time to browse through a lot of unimportant materials. Keep your message short and straightforward. Rarely should a release be longer than one page. If you want to include background information, attach a fact sheet, but the key information should remain on the front page of the release.

- o Type double-spaced, leaving wide margins. Use Subunit letterhead stationery if possible, although clean typing paper is fine. In the top left corner, write the date and underneath it "FOR RELEASE (DATE)" or "FOR IMMEDIATE RELEASE" in capital letters.
- o On the top right side of the page, write "CONTACTS:" and the names, titles, and **day and evening** phone numbers of two subunit contact people. If a reporter needs more information, he or she must be able to reach someone quickly, not just during hours convenient for you.
- o Skip a few lines down and write a brief, catchy headline that summarizes your release. Capitalize, center, and underline it. Include the Chapter name. Example: Idaho AFS Chapter To Give Fisheries Scholarship.
- o Skip more lines and start the first -- and most important -- paragraph. Cover the basics: what is happening, who is doing it, when and where is it happening. If relevant include why the event is occurring, but if the explanation is anything longer than a few words, keep it for the following paragraphs. Be sure to include the weekday before the date of an event and a full street address, not just "Smith Park." Time of the event should always note a.m. or p.m.
- o The second and following paragraphs will expand on the first, including information such as cost, registration, parking availability, and more event details. A quote from a subunit officer or project coordinator is always useful; keep it short and snappy. Use the person's full name and title when attributing a speaker's first quote, and just the last name when attributing any that follow. Keep all paragraphs short.

- o Skip a few lines and write a sentence or two identifying your subunit and its goals. Example: Founded in 1908, the Missouri Chapter of the American Fisheries Society works to promote professionalism of fisheries scientists and conservation of fisheries resources throughout the state and nation.
- o Three days after mailing your release, call the journalist to ensure it was received and to answer any questions. Don't hesitate to invite the reporter to the event or subunit meeting.

PICTURE IT

Pictures really are worth 1,000 words, so don't forget to shoot plenty of them. You can always offer them to newspapers, and photos are a great way to document your subunit's activities throughout the year. Use 35mm, black-and-white film, and try to shoot people in action. No zombies with frozen smiles, please. People like to watch their neighbors doing something, so plan to catch them in the act of diving to do a squawfish census, teaching a youngster to fish, or doing other active projects.

Include no more than four people per picture (faces should be at least the size of a dime), and watch for dark shadows that could obliterate features. Develop the roll as quickly as possible, and identify each person by name and title on labels taped firmly to the back of the picture. Do NOT use pen directly on the back of your photos! If your event is of local importance or has strong visual possibilities, call local TV stations. Crews are often looking for good feature and news stories. Write "ATTENTION: PHOTO EDITOR" on the bottom of any related press releases, and note some photo possibilities -- kids catching their first fishes, people planting trees along a stream to shade water, etc.

Surviving the Interview

Due to your excellent press release, several reporters say they will cover your event or meeting. Now what? Journalists should be greeted by the Chapter media liaison, introduced to key Chapter officers, then left to do their job. The liaison should wear a large nametag if the event is large and well-attended by the press.

Be prepared for an interview. Granted, relaxing can seem impossible when lights are shining in your face and a microphone is stuck under your nose, but these are minor discomforts compared to the tremendous benefits of good publicity.

Look directly in the eyes of the interviewer. This is very important as it keeps you from looking insecure. Print media interviews are much easier because the reporter has a simple pad of paper, pen, and possibly a tape recorder, so keep rephrasing the points you want to make and why they are important.

Speak slowly, clearly, and courteously. Never swear or make libelous accusations about people. Be truthful and honest. If you don't know something, don't make it up -- just say you're not sure but will find out and let the reporter know. Don't forget to mention your Chapter's name and organization! Spelling out the organization's name never hurt, either.

Ask a spouse or fellow AFSer to act like a reporter for a dry run. Although it sounds hokey, working out your answers to the most obvious questions (What are the goals of your organization? Why is this event important to the community?) in advance helps you prioritize points and feel more confident when you hear a question you've answered before.

The more you work with the press, the easier it becomes, so take that deep breath, pick up the phone, and start calling! Still unsure of yourself? Give AFS headquarters a call at 301/530-8502 or 301/897-8616 for more media tips. We're happy to help you get your subunit in the news!

(Chapter/Division/Section letterhead)

FOR IMMEDIATE RELEASE:
(date and year)

CONTACTS: (2 names, day &
night phone #)

AMERICAN FISHERIES SOCIETY CHAPTER ELECTS NEW OFFICERS

John Smith, a fisheries biologist for the state Department of Natural Resources (DNR) in Monterey, Calif., has been elected president of the California-Nevada Chapter of the American Fisheries Society. Smith will serve for one year as head of the 120-member chapter.

Brenda Johnson, an aquatic educator in Los Angeles, is the new vice president, and Joseph Brown, a fisheries manager for the Federal Energy Regulatory Commission in Monterey, is secretary-treasurer.

The American Fisheries Society is an international nonprofit organization of fisheries professionals. The California-Nevada Chapter aims to educate the public and policy makers about fisheries issues and to improve the skills of fisheries professionals.

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(Chapter/Division/Subunit Letterhead with attached fact sheet)

FOR IMMEDIATE RELEASE:
(Date and year)

CONTACTS: (2 names, day
& night phone #)

GREEN-SPOTTED TROUT ENDANGERED, SAYS AFS CHAPTER

The green-spotted trout, a fish found only in two southern Alabama streams, should be listed as endangered, according to the Alabama Chapter of the American Fisheries Society. The chapter, whose 45 members are fisheries professionals, is urging the listing because of the high risk that drought and agricultural runoff are significantly degrading the species' critical spawning habitat.

"All other efforts to protect the green-spotted trout have proven unsuccessful," said Joe Shmoe, chapter president. "Federal protection under the Endangered Species Act (ESA) is the only remaining chance this species has to survive and hopefully recover."

Chapter members have been gathering evidence of the fish's status for more than a year and will send in a formal listing request today. Under the ESA, the U.S. Fish and Wildlife Service has one year in which to review data and decide whether listing is appropriate.

###

The American Fisheries Society is an international nonprofit organization of fisheries professionals. The Alabama Chapter aims to educate the public and policy makers about fisheries issues and to increase the skills of fisheries professionals.

GREEN-SPOTTED TROUT INFORMATION SHEET

Information should include

- 1) some natural history
- 2) population information
- 3) discussion of threats
- 4) location of the critical habitat
- 5) if citizens can do anything

OTHER POSSIBLE STANDARD RELEASES

- 1) Awards (Chapter, Section) -- announcement of nominations, announcement of winners (ask winners if they have media they want release sent to, such as alumni magazines and professional journals), announcement of any chapter honors.
- 2) Annual meetings -- meeting announcement for calendar/business sections, release of meeting information -- agenda, plenary speakers, keynote speaker. Have a checklist of what should be included in a standard meeting press kit.

NOTES ON CONDUCTING MEETINGS

1. In conducting a meeting, the chair will set the tone and can help move along the business. Robert's Rules are a time-honored means of assisting in this.

2. On obvious actions the chair, while being sensitive to the group's wishes, can rule to facilitate action:

"Hearing no further discussion, we will vote on the question..."

"If there are no further nominations, nominations are closed (and the slate elected if only one person nominated!)"

"Minutes accepted"

"In view of the time and the discussion already heard, let's hear one more person for and against the motion and then vote..."

"There being no new business, this meeting is adjourned." & etc.

3. Committee reports and financial reports or similar informational presentations do not require a vote of acceptance. If a committee report recommends some action, the presenter of the report should indicate this in the form of a motion (no second needed for a committee initiated motion).

"The committee nominates the following candidates..."

"The committee moves approval of the resolution..."

4. The chair in handling a motion should insure that:

- A. It is made by recognized members
- B. The motion is seconded if needed
- C. The chair should state the motion before the vote is made
- D. Results of the vote are announced, "Motion is passed"

(J. Grover, August 1990)

A PRIMER ON ROBERT'S RULES OF ORDER

The following items on parliamentary procedure have been freeze-dried and packaged for AFS EXCOM members, regardless of their level of experience in or knowledge of these metaphysical matters. If all members keep these items at the ready, no business need be conducted improperly and all nagging doubts and uncertainties will be dispelled. Only the more common motions are reviewed here; your CC will keep some rules to himself to delude the EXCOM into feeling a need for his presence and services. You will note that some fodder for obstructionists has been included in the last section.

A. Main Question or Motion - Only one may be before the group at one time. This motion has the lowest precedence of all motions. For our purposes, this, and all other motions, may be divided into six questions:

- | | | |
|----|------------------------------------------------------------------------|----------|
| 1. | May this motion apply to other motions? | No |
| 2. | May the mover of this motion interrupt another member who is speaking? | No |
| 3. | Must a member be recognized before speaking or making a motion? | Yes |
| 4. | Must a motion be seconded before officially before the EXCOM? | Yes |
| 5. | Is this motion debatable? | Yes |
| 6. | What vote is required for adoption? | Majority |

B. Rising to a Point of Order - Usually used to point out that a mistake has been made, such as two main motions on the floor.

- | | | |
|----|-------------------------|-------------------|
| 1. | Applies to... | Any motion or act |
| 2. | May interrupt... | Yes |
| 3. | Requires recognition... | No |
| 4. | Requires second... | No |
| 5. | Debatable... | No |
| 6. | Vote required... | No |

C. Withdrawal of a Motion - Of interest here is that the seconder does not have to agree or even be consulted. The mover simply asks that his/her motion be withdrawn. If someone objects, then another member, without second, moves that the original mover be allowed to withdraw his/her motion as follows:

- | | | |
|----|-------------------------|------------|
| 1. | Applies to... | Any motion |
| 2. | May interrupt... | No |
| 3. | Requires recognition... | Yes |
| 4. | Requires second... | No |
| 5. | Debatable... | No |
| 6. | Vote required... | Majority |

- D. To Table and to Take from the Table - Since these two work in a similar fashion, they are combined here for easy reference.

	<u>Table</u>	<u>Take from Table</u>
1. Applies to...	Main question	Tabled motion
2. May interrupt...	No	No
3. Requires recognition...	Yes	Yes
4. Requires second...	Yes	Yes
5. Debatable...	No	No
6. Vote required...	Majority	Majority

- E. To Close or Limit Debate - The old, brief way was to say "I move the previous question" but is no longer used in these modern times. A member may either move to close debate or to limit debate to ___ minutes. Merely calling out "Question" does not limit debate unless the chairman wishes to call for the vote.

1. Applies to...	Any debatable motion
2. May interrupt...	No
3. Requires recognition...	Yes
4. Requires second...	Yes
5. Debatable...	No
6. Vote required...	2/3 majority

Other Motions of Interest

1. To postpone indefinitely. This motion is used only by the opposition to an unexpected main question/motion and serves to open the main motion to debate. When the vote comes on this postponement motion, there are the usual two outcomes. If the motion to postpone is carried, the opposition has won. Only a motion to reconsider (see item 2 below) can bring the main question back to the floor. If the postponement motion is defeated, the opposition knows the strength of those favoring the main motion.
2. To reconsider. This applies to a main motion that has already been voted on and is used when someone wishes to attempt to change the outcome. The mover may interrupt a speaker and needs no recognition from the chair. A second is required, however. If passed, further discussion ensues and another votes is taken on the main motion.

TIMELINE FOR SPECIAL EVENT PUBLICITY

1. 6-10 weeks prior to event
 - ◆ Mail invitations or announcement
2. 4 weeks prior to event
 - ◆ Start placement of public service announcements
3. 3 weeks prior to event
 - ◆ Place newspaper announcement of event
4. 2 weeks prior to event
 - ◆ Try to get news feature story about event or persons involved in event
5. 1-2 weeks prior to event
 - ◆ Get announcements in weekly and community newspapers
6. Day before the event
 - ◆ Finalize coverage of event itself. Arrange for volunteer escorts for press representatives
7. Week after the event
 - ◆ Plant stories of results of event. Send thank yous for press coverage

Format and Guidelines for Reports to EXCOM

Memorandum

To: Current AFS President

From: Name and AFS subunit affiliation reporting capacity

Subject: 19__ mid-year or annual report to EXCOM

Action requested: If none, so state. If you are requesting a decision of the EXCOM, state it here. You may include any justification and the consequences of making a yes or no decision. Your committee has been deliberating this action and here is where you sell it to EXCOM. If further work is needed, you should suggest an appropriate subunit/committee to do it.

Recommended motion: If none, so state. This is one of the most important sections of your report. Word your motion carefully and try to cover any contingencies. Poorly worded motions may cause unnecessary debate and may even cause your motion to fail. If funds are required to carry out the motion, the amount should be included.

Committee Charge: This is a re-statement of the charge given to you by the President or taken from the AFS Procedural Manual or Handbook.

Background: Include the reasons for this assignment and what you tried to accomplish. Especially important is a review of previous EXCOM debates, discussions, and decisions on this issue. We don't have a long institutional memory and therefore we need to turn over the same old rocks again, but quickly.

Findings/conclusions: Briefly describe the results of committee deliberations. This can be done with "bullets" or short summary statements.

Minority view: Since there is rarely complete consensus on any issue, use this section to summarize the views of dissenting members.

Funding source: If your committee/subunit has suggestions on where money might be found to support the requested action, include them here. If partial funding has already been obtained, so state. This would likely improve your chances of selling your motion. Be creative here, such as those among you who are seeking grants/contracts! Too often, funds are requested and AFS staff instructed to raise them. AFS is not a granting institution and our discretionary funds are usually minimal.

TRADE SHOW ARRANGEMENTS

I. FACILITIES

A. Space

1. Determine the number of booths you will be able to sell.
2. The Annual FAS trade show uses a minimum of 15,000 sq ft for 55-60 booths
3. Booths should be 8 x 10 or 10 x 10
4. Space is needed for trade show registration and information
5. Space is needed for refreshments and coffee breaks

B. Consider Additional space for

1. Poster sessions
2. Raffles
3. Book sales
4. AFS local chapter display
5. Following year's meeting display
6. Miscellaneous

II. CONSIDERATIONS FOR SITE SELECTION

A. Negotiating space rental

1. When using the vast majority of guest rooms and space in a hotel, you should almost never have to pay for exhibit space. If free space is not possible, determine the structure of the rate:
 - a. net square footage (space occupied by booths only) - negotiate for free space for any booths that AFS occupies
 - b. gross square footable (includes isles and dead space)
 - c. price per day - negotiate for free set-up and tear-down days
2. Food and beverage
 - a. coffee should be served in the exhibit area twice a day
 - b. one mixer or cocktail reception should be held in the exhibit area
 - c. is lunch service available to exhibitors so they don't have to leave their booth unattended
3. Security

Is security provided by the facility or will AFS have to hire security guards?
4. Insurance requirements, union rules, other restrictions
5. Location

Is it desirable to have the trade show located as close as possible to the technical sessions

III. ARRANGEMENTS

A. The trade show chairman and committee responsibilities include:

1. Developing promotional material for marketing to prospective exhibitors (AFS Bethesda office has a database)
2. Handling booth reservation forms, booth assignments and all related correspondence
3. Handling booth payments -- if desired by meeting chair
4. Acting as show managers/floor personnel
5. Negotiating local contracts for pipe and drape, drayage, security, trade show social
 - a. Each booth should include pipe and drape, a 6' or 8' draped table, two chairs, a sign, and a waste basket. If affordable, provide electricity. These expenses should be considered when arriving at the booth fee.
 - b. Drayage company is needed to receive exhibitors goods before the show and will assist with shipping the goods home (usually the pipe and drape company offers these services-- this is not a cost for AFS - the exhibitors pay for this)
6. Working closely with facility staff on details, floor plan, coffee break schedules, etc.
7. Developing a budget for the show

SUMMARY

Exhibitors want to be assured that the fee they have spent for the booth will result in sales! As a "show manager" you should pay special attention to their needs and wishes.

Try to give meeting registrants ample time to visit the trade show. Hosting coffee breaks, meals, and socials in the trade show hall are excellent ways to draw people into the show.

Provide exhibitors with a listing of local sights, restaurants, and hotels so they can familiarize themselves with the area.

Have plenty of spare floor plans and exhibit location guides to hand out to trade show attendees. Allow exhibitors to do demonstrations.

BENEFITS OF BEING AN AFS MEMBER

1. Participate in one or more of 54 chapters, 21 sections, and 4 divisions, on technical subjects ranging from socioeconomics to computer use, and fish ecology.
2. Receive Fisheries monthly and learn about science and resources issues, what is going on in the Society, and about developments in the profession.
3. Participate in and receive credits for continuing education units in fisheries through continuing education workshops.
4. Make your voice heard on important fishery policy issues.
5. Speak your mind in letters to the editor of Fisheries.
6. Receive a discount on registration fees at conventions, meetings, and continuing education programs.
7. Get to know lots and lots of other fisheries professionals--one may have a new job for you!
8. Conduct fishery business at AFS meetings and conventions.
9. Receive \$1,000 accidental death and dismemberment insurance and the opportunity to increase coverage group rates.
10. If you are a consulting fisheries professional, advertise your services in Fisheries at rates significantly below commercial advertising rate.
11. Purchase fishery resource books, fish photos, and videos at less than list price as a result of our discounts to members policy.
12. See the latest in fishery-related products and services at meetings and conventions by visiting exhibitors' booths at our trade show.
13. Learn valuable organizational and communication skills as an AFS leader---directly applicable to your professional development.
14. Subscribe to the four refereed fishery journals and stay abreast of the science and its application (Transactions of the American Fisheries Society; North American Journal of Fisheries Management; The Progressive Fish Culturist; and The Journal of Aquatic Animal Health).
15. Receive The AFS Diary and The Jobs Bulletin each month in Fisheries.
16. Receive (free or on a loan) slide/tapes, films, tapes, brochures, and other materials for your fishery programs.
17. As a student, compete for Skinner Memorial Fund and AFS subunit grants to attend AFS conventions and meetings.

18. Receive first notice of fisheries continuing education programs, technical sessions and symposiums.
19. Serve on one or more of the dozens of AFS committees.
20. Receive an annual membership directory to assist networking with other AFS members.
21. Apply for certification as Associate Fisheries Scientist or Fisheries Scientist.
22. Deduct your dues from income taxes (over 3% of AGI).
23. Contribute to the special projects funds (Skinner Memorial Fund, J. Frances Allen Scholarship, Permanent Home Fund) to help advance your profession.
24. Participate in legislative initiatives (like Wallop-Breaux) to generate funding for fisheries programs or to achieve better management of fisheries resources.
25. Organize a new discipline section to meet your specific interests if one of the existing 21 does not address your field of specialization.
26. Benefit from the Society's periodic salary surveys by using the data in your effort to achieve needed salary increases.
27. Help develop AFS policy and position statements on aquatic resource issues and controversies.
28. Become a leader in your chapter, division, section, etc. and perhaps continue on to become President of the Society.
29. Visit your Society's permanent home, purchased through members and other contributions, when in the Washington, D.C. area.

The American Fisheries Society

AFS is an international, non-profit, tax-exempt corporation, controlled by the membership, governed by an elected Executive Committee, and presided over by an elected president. The Society holds annual meetings at widely scattered North American locations in August or September.

The Society is organized into four geographic Divisions with Chapters accessible in every state and Canadian province.

In addition, the Society has several Sections. New Sections and Chapters are added as interest is generated. Membership in these is optional.

A full-time, professional office staff manages Society affairs and serves as a resource for the membership.

AFS Sections

Bioengineering . . . Computer User . . . Early Life History . . . Education . . . Fish Culture . . . Fish Health . . . Fisheries Administrators . . . Fisheries Law . . . Fisheries Management . . . Genetics . . . International . . . Introduced Fish . . . Marine Fisheries . . . Socioeconomics . . . Water Quality.

Membership Eligibility

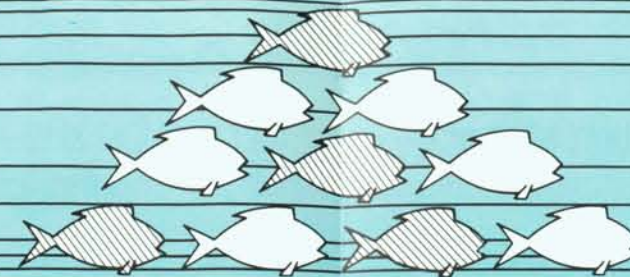
Membership is open to anyone interested in the progress of fisheries science and education and the conservation and management of fisheries resources.

For more information, write or call:

American Fisheries Society
5410 Grosvenor Lane, Suite 110
Bethesda, Maryland 20814-2199
(301) 897-8616 Fax: (301) 897-8096

**Stay
in the
mainstream...**

AMERICAN
FISHERIES
SOCIETY **A
S F**



**...join the American
Fisheries Society**

These days information and ideas flow by so fast that it's impossible for one individual to keep up to date. The fisheries science field is no exception. Only constant contact with colleagues can keep you on top of your profession.

The American Fisheries Society (AFS) is the world's oldest and largest organization dedicated to strengthening the fisheries profession, advancing fisheries science, and conserving fisheries resources. The Society's more than 9,200 members form a uniquely effective international fisheries network.

By joining AFS, you will have the opportunity to be in the mainstream of fisheries research, management, education and many other activities. There is no career investment that brings so many benefits at such low cost. In addition, AFS membership offers many opportunities for political activism as part of the Society's effort to protect our aquatic resources. For more on the advantages of joining the American Fisheries Society, see inside.



Career Support

AFS can help you get started and advance in the fisheries field.

Students. It's never too early for students to develop professional contacts — and there is no better place for this than at AFS meetings. Student members who attend can meet experts in every area of fisheries science and may benefit from current information on scholarships, fellowships and grants.

In addition, students are eligible for the annual awards for best paper and best poster presented by a student at an annual meeting, and for financial support through the John E. Skinner Memorial Fund and the Dr. J. Frances Allen Scholarship Fund. The Skinner Fund is used to aid student participation in annual AFS meetings. The Allen Fund goes toward scholarships for female Ph.D. fisheries science candidates.

Job hunters. When the time comes to look for a job, AFS membership can help. AFS has established a job assistance service, the AFS Jobs Bulletin, which maintains timely listings of available fisheries positions. This information is sent to members as part of our monthly Fisheries News packet.

Continuing education. AFS offers members the opportunity to acquire or update valuable job skills and earn continuing education credits. Attending workshops on subjects such as administration, technology and communications helps in career advancement.

Salary survey. Another valuable support service for members is the periodic salary survey. Every few years, AFS determines by questionnaire the average salaries for fisheries personnel at all levels of government. These averages, adjusted for cost of living changes, have been used to help achieve equitable pay in state fisheries agencies.



Professional Development

AFS offers its members many opportunities to share ideas and information.

Annual meetings. AFS Chapter and Division meetings are ideal places to meet and exchange information with colleagues. Contacts made at these meetings are critical for professional development.

The annual meeting of the Society, held yearly since 1870, now attracts over 1,000 participants. It is the largest annual gathering of fisheries science professionals in the world.

Symposia and workshops. AFS members with special interest in a fisheries topic can organize a symposium or workshop. Examples of symposia sponsored by AFS are "Creative approaches to Fishery Science," "Biological Indicators of Stress in Fish," "Fish-Marking Techniques Symposium," and "Creel Census Symposium."

Sections. More than a dozen special interest Sections give members an opportunity to communicate with others in their area of specialization. (See back panel.)

Publications. AFS publishes five major peer-reviewed journals in the fisheries area.

- *Transactions of the American Fisheries Society* reports original research on fishery biology and related topics in aquatic science.
- *The Progressive Fish-Culturist* emphasizes new developments in aquaculture.
- *North American Journal of Fisheries Management* focuses on fish management techniques, problems and opportunities.
- *Journal of Aquatic Animal Health* covers new research on the health of important fish species and other aquatic animals.
- *Fisheries: A Bulletin of the American Fisheries Society* is the official magazine of the AFS. It contains feature articles on recent fisheries developments, announcements, news and fisheries-related advertisements.

AFS publishes an annual Membership Directory and is also a major publisher of reference works including textbooks, manuals and symposia proceedings. AFS members receive discounts on these publications.



Recognition

AFS rewards the accomplishments of its members in several significant ways.

Professional certification. Peer evaluation in AFS advances professionalism and rewards achievements in fisheries science. An applicant who meets specific educational requirements can become an Associate Fisheries Scientist or, with qualifying experience and accomplishments, a Certified Fisheries Scientist. Applications are reviewed by a seven-member Board of Professional Certification, and evaluation is based on academic work, experience and publications.

Publication. The Society's five journals provide prestigious international exposure for research and study results. Papers are edited to a high standard of excellence and are widely cited in the literature of fisheries science.

Best Paper awards for the journals are presented at the AFS annual meeting.

Awards. The Meritorious Service Award and the Distinguished Service Award are given in recognition of outstanding service to the Society. The AFS Award of Excellence marks the pinnacle of achievement in fisheries science. Outstanding accomplishments in the Society and fisheries science are also recognized by The Carl R. Sullivan Fisheries Conservation Award, The Best AFS Chapter Award, Award for Excellence in Fisheries Education, and numerous Division, Chapter and Section awards.



A Chance to Serve

By actively participating in AFS, you will strengthen your own professional skills, help improve the fisheries science profession and constructively serve society at large.

Service within AFS. Members who serve on committees, or as Chapter, Division, Section or Society officers, contribute to the strength of AFS and the welfare of its members.

Political activism. As the collective voice of the fisheries science profession, AFS has political influence.

AFS representatives present the Society's viewpoints before legislative committees, state and provincial lawmaking bodies and federal agencies. AFS policy statements have been used to set water pollution standards and pass other important legislation.

In the United States, AFS played a major role in the conception and passage of the Wallop-Breaux amendments to the Sportfish Restoration Act. The Society has also helped increase funding for fisheries education and has been an active participant in many fisheries legislative issues. AFS hopes to assume a similar role in Canada and Mexico.

Influencing resource policy. AFS has been highly successful in convincing government agencies to give greater consideration to aquatic resources in their planning efforts and programs. For example, the U.S. Forest Service has worked with AFS to develop its "Rise to the Future" fisheries program. Other U.S. federal agencies have also developed fisheries policies and emphasized fisheries management programs as a result of AFS encouragement.



American Fisheries Society

5410 Grosvenor Lane, Suite 110, Bethesda, Maryland 20814-2199
Phone: (301) 897-8616 Fax: (301) 897-8096

1995 Membership Application

APPLICANT INFORMATION (mail materials to ☐ personal address ☐ employer address)

Name: Last First Initial

Name of Employer

Address

Address

City State/Province Zip/Postal Code

City State/Province Zip/Postal Zone

Country Year*

Country

Please provide phone numbers for directory and Society use only:

Employed by ☐ federal gov't ☐ state/provincial gov't
☐ industry ☐ academia ☐ self

Home () Work ()

Fax ()

E-Mail address

☐ BITNET ☐ CompuServe ☐ Genie ☐ Internet ☐ Omnet

E-Mail address

☐ BITNET ☐ CompuServe ☐ Genie ☐ Internet ☐ Omnet

NOTE:

* All memberships are for a calendar year. *Unless requested otherwise*, new member applications received January 1 through August 31 are processed for full membership that calendar year (back issues are sent). Those received September 1 or later are processed for full membership beginning January 1 of the following year. Please be sure to indicate your preference.

onsafide students of fisheries subjects are eligible for Student membership (for a maximum of 6 years). Persons employed full-time are not eligible for Student membership. Teacher endorsement is required (see below).

If applicant is a student the teacher must sign here

Name of institution where student is enrolled

Were you ever previously a member? ☐ Yes ☐ No If yes, in what city, state, and year?

Have you ever purchased any AFS Publications? ☐ Yes ☐ No

AT THE REQUEST OF THE EQUAL OPPORTUNITY SECTION, PLEASE PROVIDE: SEX: ☐ Male ☐ Female

ETHNIC ORIGIN: ☐ African American ☐ Caucasian ☐ Hispanic ☐ Asian ☐ Native American ☐ Other

PROCLUB: If you were recruited by an AFS member, please provide the following information:

Member Name Member Number (if known)

Make checks payable to: **AMERICAN FISHERIES SOCIETY** in U. S. currency or equivalent drawn on a U.S. bank or pay by VISA or MasterCard (see below). CANADIANS MAY REMIT IN CANADIAN DOLLARS PROVIDED THEY ADD 40% TO COVER CURRENCY EXCHANGE.

Please check one: ☐ VISA ☐ MasterCard

Account No.

Signature

Expiration Date

For office use only

Received Paid Number Letter

Fisheries BI Journal BI Card

SELECTIONS FOR 1995 DUES AND SUBSCRIPTIONS

Please check your choices IN EACH CATEGORY

MEMBERSHIP DUES (includes *Fisheries* and Membership Directory)

- ☐ Regular \$68 (outside USA \$72)
☐ Student \$34 (outside USA \$38)
☐ Retired \$34 (outside USA \$38)
☐ Life \$1,565 (includes *Fisheries* and choice of 1 journal)

\$ _____
Dues

JOURNAL SUBSCRIPTIONS (optional)

- ☐ *Transactions of the American Fisheries Society* (bimonthly) \$30 (outside USA \$35)
☐ *North American Journal of Fisheries Management* (quarterly) \$30 (outside USA \$35)
☐ *The Progressive Fish-Culturist* (quarterly) \$25 (outside USA \$28)
☐ *Journal of Aquatic Animal Health* (quarterly) \$25 (outside USA \$28)

\$ _____
Journals

SECTION DUES (optional)

- ☐ Bioengineering \$5
☐ Can Aquatic Res. Student -no dues
☐ Regular \$10
☐ Affiliated \$15
☐ Computer User \$5
☐ (outside USA) \$8
☐ Early Life History \$10
☐ Education \$5
 (includes Student Subsection)

- ☐ Equal Opportunities \$5
☐ Estuaries \$5
☐ Fish Culture \$5
☐ Fish Health - Regular \$15
☐ Regular (outside USA) \$20
☐ Student (USA & elsewhere) \$7
☐ Fisheries Administrators \$5
☐ Fisheries History \$5
☐ Fisheries Law \$5

- ☐ Fisheries Management \$5
☐ Genetics \$5
☐ International Fisheries \$5
☐ Introduced Fish \$4
☐ Marine Fisheries \$5
☐ Native Peoples Fisheries \$5
☐ Physiology \$5
☐ Socioeconomics \$5
☐ Water Quality \$7

\$ _____
Sections

CHAPTER DUES (optional)

- ☐ Alabama \$5
☐ Alaska - Students - no dues
☐ - Regular \$10
☐ Arizona - New Mexico \$5
☐ Arkansas **
☐ Atlantic International ***
☐ Auburn University **
☐ Bonneville **
☐ California - Nevada \$5
☐ College Environ. Sci. & For. **
☐ Colorado - Wyoming \$5
☐ Dakota **
☐ Florida \$10
☐ Georgia \$5
☐ Hawaii **
☐ Humboldt ***
☐ Idaho ***
☐ Illinois \$5
☐ Indiana \$5
☐ Iowa **
☐ Kansas \$5

- ☐ Kentucky \$2
☐ Louisiana **
☐ Michigan \$5
☐ Mid - Atlantic **
☐ Mid - Canada \$5
☐ Minnesota \$7
☐ Mississippi - Student \$5
☐ Regular \$10
☐ Missouri \$5
☐ Montana - Student \$5
☐ Regular \$10
☐ Affiliated \$25
☐ Nebraska - Student \$3
☐ Regular \$6
☐ New Mexico State University **
☐ New York - Student \$5
☐ Regular \$10
☐ North Carolina \$7
☐ North Pacific International ***
☐ Northwestern Ontario **
☐ Ohio \$5

- ☐ Oklahoma \$5
☐ Oregon ***
☐ Pennsylvania \$3
☐ Portland **
☐ Potomac **
☐ South Carolina \$5
☐ Southern New England \$5
☐ Southern Ontario \$5
☐ Tennessee- Student \$2
☐ Regular \$5
☐ Texas- Student \$5
☐ Regular \$8
☐ Texas A & M \$3
☐ Tidewater **
☐ University of Wyoming **
☐ Virginia \$7
☐ Virginia Tech \$5
☐ West Virginia \$5
☐ Wisconsin **

\$ _____
Chapters

** Chapter collects its own dues

*** Chapter has no dues

\$ _____
Total Enclosed

PROTOCOL FOR ESTABLISHING AMERICAN
FISHERIES SOCIETY POLICY STATEMENTS ON
ISSUES OF ENVIRONMENTAL CONCERN

Environmental Concerns Committee

Adopted August 1984

I. PURPOSE

The American Fisheries Society (AFS) promotes the conservation, development, and wise utilization of fishery resources. AFS policies are established by the membership to guide the executive staff, subunits, and members on issues affecting fishery resources, professional ethics, and the environment. Because the AFS membership is large and diverse, adoption of formal policies requires a regimented procedure for development and review. Such a procedure ensures adequate membership participation, consistency with established AFS policy, and continuity in policy development. The following protocol provides guidance to the Environmental Concerns Committee (ECC) in developing AFS policy statements on issues of environmental concern.

II. SELECTING AN ISSUE

The Chairman of the ECC (Chairman) shall canvass each Division, Chapter, and Section annually for nomination of issues of environmental concern. Any formal subunit, informal group, member of the ECC, or individual member of AFS, hereafter referred to as the sponsoring unit, may propose an issue of environmental concern for study and development into a formal AFS policy statement.

An issue of environmental concern is defined as a matter of current or potential impact on fishery professionals, fishery resources, and the environment, of which the political, social, and/or technical resolution is important to the AFS membership. An AFS policy statement is defined as a written and published paper, approved by the AFS membership, that documents an opinion of the AFS and a prescribed course of action on an issue of environmental concern. A policy statement also includes a definition and general review of the issue, including the technical reasons for AFS concern.

III. REVIEW OF PROPOSALS

The Chairman will evaluate the appropriateness of proposed issues for development into formal AFS policy statements. The Chairman shall request comment on proposed issues from the ECC membership. The Chairman also may request comment from other AFS members knowledgeable on the issue. Criteria for evaluation shall include, but need not be limited to, importance to the membership (e.g., recent AFS resolutions on the issue), potential significance to fishery resources, overlap with existent AFS policy statements, and present workload of the ECC.

After analysis of the proposed issue, the Chairman shall provide the sponsoring unit a decision on further action by the ECC:

1. On issues for which formal AFS action is considered appropriate by the Chairman, development of an AFS policy statement will be initiated according to the protocol described herein (See V below).

2. At the discretion of the Chairman and sponsoring unit, an issue may be deemed inappropriate for development into an AFS policy statement. Issues that appear to have value to an AFS subunit may be directed to that subunit for consideration. For example, the proposal may be forwarded to the Resolutions Committee of AFS or one of its subunits for preparation into a resolution. The sponsoring unit may appeal unaccepted proposals to the Chairman. Additional materials or supporting rationale should be included with the appeal. If the proposal is judged inappropriate during the second review, it will not be eligible for resubmission until the next annual canvass.

3. Further information on, or evaluation of, a proposed issue may be required by the Chairman to evaluate adequately the need for, and kind of, AFS action. For example, if the scope of the issue or adequacy of existing AFS policy guidance is unclear, the Chairman may request that the sponsoring unit prepare a study report (See IV below).

IV. STUDY REPORTS

Study reports are intended to provide the basis for evaluating whether formal AFS policy should be developed on an issue, and also to provide a general outline of the intended action considered by the sponsoring unit as appropriate for the Society. Emphasis in study reports shall be on providing as much information as the Chairman deems necessary to determine whether a formal AFS policy is needed. Hence, such information may be narrow or broad in scope and may vary in detail.

Such reports shall be prepared by a work group formed by the sponsoring unit in cooperation with the Chairman. The Chairman may appoint a member of the ECC to represent the Chairman on the work group. Members of the work group need not be members of the sponsoring unit, but the Chairman shall be responsible for ensuring that the work group includes AFS members knowledgeable on the issue. Additional AFS members may be requested by the sponsoring unit or the Chairman to communicate their views on the issue to the work group and/or review and comment on work products.

V. DRAFTING POLICY STATEMENTS

If the Chairman determines that a formal AFS policy statement should be prepared for an issue, and that the ECC workload permits initiation of work on a new policy statement, then the Chairman shall request that the sponsoring unit appoint a preparer or work group. The Chairman shall be responsible for ensuring that the work group includes AFS members knowledgeable on this issue. The Chairman may appoint a member of the ECC to oversee development of the policy statement to ensure that the statement is prepared and undergoes review according to ECC guidelines from start to final publication. The ECC member will provide liaison between the Chairman and work group during all phases of policy statement development. The Chairman may request that the AFS President appoint an additional AFS member to the ECC to provide such liaison on a specific policy statement. If a study report was not required, the Chairman may request that the sponsoring unit provide a general outline of the proposed policy prior to establishing the formal work group (preparer). This outline shall be used to assist the Chairman in ensuring the work group (preparer) adequately understands the process of developing the policy statement.

Policy statements shall provide direction to all levels of AFS regarding future positions of environmental issues. Policies will be made available to a wide audience, including laypersons, and must be written in a manner understandable to the nonspecialist. Extensive reviews of the technical merits of the issue may be developed in conjunction with the policy statement as review articles for publication and/or accompaniment with the policy statement. However, exhaustive reviews and analysis are not appropriate for inclusion with policy statements. The primary purpose of AFS policy statements is to lay the groundwork for AFS action on issues of environmental concern. Statements should be structured generally as outlined below:

Issue(s) Definition--a succinct explanation of the problem, primarily from the perspective of the AFS membership (the fisheries professional).

Factual Background Information--a general perspective on the issue that may stand alone in providing the reader an understanding of the evolution of the issue and why the AFS is concerned. For example, the background may include a detailing of impacts, past and potential, to fishery resources directly or indirectly attributable to the issue.

Courses of Action--a detailing of methods and means by which the AFS should address the issue. Where possible, courses of action should be provided for all levels of the AFS. Alternative courses of action and probable consequences should be examined, if possible. Courses of action should provide the AFS long-term guidance on the issue, although short-term objectives can be included in the policy or can be developed in conjunction with the policy statement.

VI. POLICY STATEMENT REVIEW

During preparation of the draft policy statement, the work group may solicit review of work products at their discretion or in consultation with the ECC liaison to the work group. A "final" draft will be submitted to the Chairman by the work group. Review by the Chairman and ECC will begin on submission of the "final" draft. The Chairman shall solicit review and comment from all members of the ECC and may solicit review and comment from others. Review should include, but need not be restricted to, technical, editorial, political (internal and external to AFS), social, and economic considerations. Deadlines for completion of reviews may be set by the Chairman.

The Chairman shall ensure that policy statements reflect the broad perspective of the AFS's international make-up. The Chairman may return comments and reviews to the work group and request revision, or the Chairman may revise the draft policy statement unilaterally using guidance provided by reviewers. Revisions prepared by the work group or Chairman should be provided to the sponsoring unit for comment.

VII. REVIEW BY EXECUTIVE COMMITTEE

Final drafts approved by the ECC will be forwarded to the AFS Executive Committee (EXCOM) and Executive Director for review and consideration for adoption by the AFS membership. The Chairman shall provide recommendations for EXCOM action on the policy statement upon submission. The EXCOM may require additional review or revision by the ECC.

VIII. POLICY STATEMENT APPROVAL

A majority vote by the EXCOM is required for acceptance of draft policy statements. Draft policy statements not approved by the EXCOM may be revised by the Chairman and sponsoring unit and resubmitted. Policy statements approved by the EXCOM will be published in *Fisheries* or otherwise conveyed to the general membership. The AFS membership will be requested to comment on the EXCOM-approved policy statement. Comments will be forwarded to the AFS Executive Director. Based on the membership comments, the Chairman and Executive Director may elect to revise the statement before final adoption, publication, and distribution. The sponsoring unit shall be advised of any revisions and provided opportunity for comment. If membership feedback indicates that adoption of the policy statement would be opposed by a significant portion of the membership, the EXCOM may require a mail ballot on the question. A majority vote by the membership shall be required for adoption of the policy statement.

IX. ANNUAL REVIEW

Annual review of adopted policy statements will be conducted by the Chairman to assure relevancy to current membership concerns on the issue. The Chairman may initiate updates of policy statements where appropriate. Policy statements may include an update provision or a termination date. The Chairman may solicit additional comments from the ECC or other AFS members to determine the relevance of a policy statement or to obtain updated data. The Chairman shall submit recommendations for update, revision, or termination of adopted policy statements to the EXCOM and Executive Director for review and approval.

X. PROFESSIONAL RESPONSIBILITIES AND RESTRICTIONS

The AFS holds federal tax exemptions for scientific and educational purposes. Therefore, candidates for political office may not be endorsed by the AFS or its subunits, and only a portion of AFS revenues, as specified by Title XIII of Public Law 94-455, can be used to influence federal legislation. Special care must be taken to preserve the AFS's credibility and independence in the development and use of AFS policy statements.

GUIDE FOR THE SUBMISSION OF AFS POLICY STATEMENTS

Policy statements guide and determine present and future decisions on resource issues at all levels of the American Fisheries Society (AFS). Society policies are made available to legislators and executive personnel of governments, to the press, and to other laypersons as well as to conservation and professional groups. Consequently they must be understandable to nonspecialists. Exhaustive reviews and analysis are not appropriate for a policy statement.

Some specific issues may be addressed more effectively with resolutions rather than policy statements. A resolution is a formal expression of Society views which places AFS on record as recognizing the need for action by individual members, government bodies, or Society officers. Resolutions should be based on existing Society policy and logically develop following the approval of a policy statement. For more on the distinction between resolutions and policy statements, see the Protocol and the AFS Procedural Manual.

Three copies of each draft policy statement should be submitted to the chairman of the Resource Policy Committee. The chairman's address is available from AFS headquarters. A covering letter should provide a brief outline of the development of the paper, an indication that all authors have approved the draft, and a list of people other than the authors, study group, or sponsoring AFS unit who have reviewed the paper.

Components

Papers should be structured as outlined below. The components should develop logically from each other; however, each should be written to stand alone.

Issue Definition

This section should present a succinct explanation of the issue, primarily from the perspective of the AFS membership (fisheries professionals). A brief statement summarizing the Society's policy on this issue should conclude this segment.

Background Information

This section should provide a general perspective on the issue, giving the reader an understanding of the evolution of the issue and why the AFS is concerned. It should clearly present the scientific basis for the AFS position. As concisely as possible, the background information should explain why or how the issue has arisen; who the past, present, and likely future involved parties are; a fair and objective assessment of their various points of view; the pros and cons of those viewpoints and associated actions; the consequences for fishery resources of present trends and philosophies; and the consequences of the Society's position on the issue.

Policy (Course of Action)

This section outlines a stand the American Fisheries Society takes on the issue including a detailing of methods and means by which the Society should address the issue. Courses of action should provide AFS long-term guidance, although short-term objectives can be included in the policy. The policy segment must be clear when published alone and should always begin: "The policy of the American Fisheries Society in regard to (issue) is ..."

Preparation

Manuscripts should adhere to the basic editorial conventions of a paper being prepared for journal publication. The following general guidelines apply.

- o Double space all typed material.
- o Use paper 22 x 28 cm (8.5 x 11 in) in size. Type only on one side of each sheet. Use standard print fonts and avoid typographic embellishments such as boldface, italics, oversized characters, and compressed letter spacing. Computer generated manuscripts must be produced on letter-quality printers in upper and lowercase type. Dot-matrix characters are not acceptable.
- o Number each page sequentially.
- o Indent all paragraphs.

- o Leave margins of at least 3 cm (1.25 in) on all sides of each page.
- o Never use solid capital letters in the text except for acronyms. Do not begin a sentence with an acronym, abbreviation, or symbol. Underline words only when italics are intended.
- o Avoid hyphens and dashes at the ends of typed lines.
- o Spell out one-digit numbers unless they are used with units of measure. Use numerals for numbers of two or more digits. Spell out any number that begins a sentence. Use commas for numbers of 1,000 or greater.
- o The first mention of a common name should be accompanied by the scientific name.
- o Use metric units of measure (English units may be given in parentheses).
- o Avoid excessive use of abbreviations and define all that are used, unless they are standard measurement symbols.
- o References should follow the style of Fisheries (see January-February issue for "Guide for Authors"). Authors are responsible for the accuracy of references. Although theses, dissertations, final reports, and some selected forms of "grey" literature may be cited, use caution when selecting references. Reference to progress reports, unpublished papers given at meetings, manuscripts under preparation or in review, and personal communications are not appropriate in the development of Society policy.

Following Submission

The chairman of the Resource Policy Committee will solicit reviews and comments from members of the Committee and others as he or she deems appropriate. Reviews will include technical, editorial, political, social, and economic considerations. The chairman may request revisions from the authors based on the reviews. The chairman will present the final draft position paper to the Executive Committee along with recommendations for action. The Executive Committee reserves the right to require additional review or revision by the Resource Policy Committee. For information regarding the approval of policy statements, see the Protocol.

Following approval, the author(s) will be asked to prepare an abstract for inclusion in the Society's published collection of policy statements.

Unless specified otherwise, all policy statements will be reconsidered by the Resource Policy Committee after five years at which time they will either expire, be re-drafted, or recommended for a vote of continuance. After 10 years, all policies must be reapproved by the Executive Committee.

AFS POLICY STATEMENTS

1. **North American Fisheries Policy**
Approved March 1973, Washington, DC
2. **AFS Overview Policy on Man-Induced Ecological Problems**
Approved September 1981, Albuquerque, NM
Published Mar-Apr 1979, 4(2):46
3. **Nonpoint Source Pollution**
Approved September 1981, Albuquerque, NM
Published Mar-Apr 1979, 4(2):50
4. **Sedimentation**
Approved September 1981, Albuquerque, NM
Published Mar-Apr 1979, 4(2):52
5. **Cumulative Effects of Small Modifications to Habitat (Revised)**
Approved August 1990, Pittsburgh, PA
Published Jan-Feb 1991, 16(1):12-14, 16-17
Approved September 1981, Albuquerque, NM
Published Mar-Apr 1979, 4(2):54
6. **Effects of Toxic Substances in Surface Waters**
Approved September 1981, Albuquerque, NM
Published Jul-Aug 1979, 4(4):16
7. **Acidic Precipitation**
Approved September 1981, Albuquerque, NM
Published Nov-Dec 1980, 5(6):2
8. **Coping with Point Source Discharges**
Approved September 1981, Albuquerque, NM
Published Nov-Dec 1980, 5(6):3
9. **Effects of Altered Stream Flows on Fishery Resources (Revised)**
Approved September 1989, Anchorage, AK
Published May-Jun 1990, 15(3):18-20.
Approved September 1981, Albuquerque, NM
Published Mar-Apr 1982, 7(2):20-22
10. **Protection of Threatened and Endangered Aquatic Species**
Approved September 1982, Hilton Head, SC
11. **Beverage Container Legislation**
Approved March 1985, Lake Ozark, MO
Published May-Jun 1984, 9(3):9-11
12. **Construction and Operation of Oil and Gas Pipelines**
Approved March 1985, Lake Ozark, MO
Published May-Jun 1984, 9(3):6-8
13. **Effects of Surface Mining on Aquatic Resources in North America (Revised)**
Approved September 1988, Toronto, ON
Published Nov-Dec 1988, 13(6):19-22
Approved September 1985, Sun Valley, ID
Published Nov-Dec 1983, 8(6):2-4
14. **Strategies for Stream Riparian Area Management**
Approved March 1986, Boston, MA
Published Jul-Aug 1985, 10(4):20-21
15. **Introductions of Aquatic Species**
Approved September 1986, Boston, MA
Published Mar-Apr 1986, 11(2):39-42
16. **Guidelines for Use of Fishes in Field Research**
Approved September 1987, Winston-Salem, NC
Published Mar-Apr 1988, 13(2):16-23
17. **Tidal Power Development and Estuarine and Marine Environments**
Approved September 1987, Winston-Salem, NC
Published Jul-Aug 1986, 11(4):36-39
18. **Marine Wilderness**
Approved September 1988, Toronto, ON
Published Sep-Oct 1989, 14(5):22-24

19. **Guidelines for Introduction of Threatened and Endangered Fishes**
Approved September 1989, Anchorage, AK
Published Sep-Oct 1988, 13(5):5-11
20. **Marine Plastic Debris**
Approved September 1989, Anchorage, AK
Published May-Jun 1990, 15(3):16-17
21. **Transgenic Fishes**
Approved August 1990, Pittsburgh, PA
Published Jul-Aug 1990, 15(4):2-5
22. **Commercial Aquaculture**
Approved August 1990, Pittsburgh, PA
Published Jan-Feb 1991, 15(2):12
23. **Effects of Livestock Grazing on Riparian Stream Ecosystems**
Approved August 1990, Pittsburgh, PA
Published Jan-Feb 1991, 16(1):7-11
24. **Ballast Water Introductions**
Approved August 1990, Pittsburgh, PA
Published Jan-Feb 1991, 16(1):4-6
25. **Hydropower Development**
Approved September 1991, San Antonio, TX
Published Jan-Feb 1992, 17(1):30-32
26. **Bycatch Reduction Devices as a Conservation Measure**
Approved September 1991, San Antonio, TX
Published Jan-Feb 1992, 17(1):28-29
27. **Conservation of Imperiled Species and Reauthorization of the Endangered Species Act of 1973**
Approved August 1993, Portland, OR
Published Jan 1994, 19(1):26-29

RESOLUTIONS ADOPTED
BY THE AMERICAN FISHERIES SOCIETY
1971 - 1994

- 1971** On September 17, 1971, at the Annual Business Meeting of the American Fisheries Society in Salt Lake City, Utah, the following five resolutions were adopted:

Resolution to Regulate Man-Made Discharges of Mercury and Other Heavy Metals into the Environment

Resolution to Adopt More Realistic Values for Recreational Man-Day Uses

Resolution to Interbasin Diversion of Water for Domestic Water Supplies

Resolution Commending the Department of the Interior and Officials of the U.S. Fish and Wildlife Service

Resolution on The Introduction of Foreign Fishes

- 1972** On September 12, 1972, at the Annual Business Meeting of The American Fisheries Society in Hot Springs, Arkansas, the following six resolutions were adopted:

Resolution on Protection of Salmonid Fishes with Unique Genetic Characteristics

Resolution on A Suggested Study of Supply and Demand for Fisheries Biologists

Resolution on Endorsement of the Formation of a Fisheries Chiefs Section with the American Fisheries Society

Resolution on Representation of Sport Fishing Interests at the Law of the Seas Conference

Resolution on Establishment of Jurisdictional Rights for Marine Fisheries

Resolution on Proposed Corps of Engineers Permit American Cyanamid Company Savannah Harbor Dockage for Waste Disposal Barge

- 1973** On September 14, 1973, at the Annual Business Meeting of the American Fisheries Society at Lake Buena Vista, Florida, the following two resolutions were adopted:

Resolution on the Endorsement of the North American Atlantic Salmon Council Objectives and Membership Fee

Resolution on Stream Alteration Activities

- 1974** No resolutions were adopted at the Annual Business Meeting of the American Fisheries Society in Honolulu, Hawaii, September 10, 1974.

- 1975** On September 12, 1975, at the Annual Business Meeting of the American Fisheries Society in Las Vegas, Nevada, the following eight resolutions were adopted:

Resolution on Anadromous Fish Conservation Act

Resolution on Fish Habitat Management Policy

Resolution on U. S. Bureau of Land Management

Resolution on Interstate Transportation of Fish

Resolution on Fish and Wildlife Coordination Act

Resolution on Land Use Policy

Resolution on Suggested Marine Fisheries Management Act to Improve Fisheries Management

Resolution on Aerial Fish Stocking

- 1976** On September 22, 1976, at the Annual Business Meeting of the American Fisheries Society in Dearborn, Michigan, the following two resolutions were adopted:

Resolution on Expansion of Dingell-Johnson Program

Resolution on Genetic Considerations in Artificial Propagation of Fishes

- 1977** On September 16, 1977, at the Annual Business Meeting of the American Fisheries Society in Vancouver, British Columbia, the following four resolutions were adopted:

Resolution on Canada, Mexico, and the United States of America Cooperation to Manage Common North American Fisheries

Resolution on Optimum Yield and the Fishery Conservation and Management Act of 1976

Resolution on AFS Member Participation in Outdoor Oriented Youth Groups

Resolution on Marine Angling Licenses

- 1978** On August 24, 1978, at the Annual Business Meeting of the American Fisheries Society in Kingston, Rhode Island, the following eight resolutions were adopted:

Resolution on Appropriate Authorized Funding for the Renewable Resources Extension Program of 1978

Resolution to Identify Potential for Fish Kills from Dissolved Gas Supersaturation at Dams

Resolution on Great Lakes Fishery Plans

Resolution on Management of Billfishes

Resolution on Columbia River Anadromous Fishery

Resolution on Federal Environmental Education Act

Resolution on Providing Access to Waters During Highway Bridge Replacement

Resolution on Riparian and Aquatic Habitat Management on Public Lands

1979 On September 14, 1979, at the Annual Business Meeting of the American Fisheries Society in West Yellowstone, Montana, the following six resolutions were adopted:

Resolution on Mitigation of Water Resources Development

Resolution on Riparian-Stream Ecosystem Policy

Resolution on A Federal Nongame Fish and Wildlife Restoration Act

Resolution on Planning and Management of Reservoir Projects

Resolution on Reservoir Fishery Research

Resolution on Acid Precipitation

1980 On September 23, 1980, at the Annual Business Meeting of the American Fisheries Society in Louisville, Kentucky, the following five resolutions were adopted:

Resolution on Professional Resource Administrators

Resolution on Consolidation of U.S. Fishery Management Authority

Resolution on Year of the Coast

Resolution on Management of Native American Treaty Fisheries

Resolution of Appreciation to Kentucky

1981 On September 16, 1981, at the Annual Business Meeting of the American Fisheries Society in Albuquerque, New Mexico, the following seven resolutions were adopted:

Resolution to Fund the National Aquaculture Act

Resolution on Budget Support for the Cooperative Research Unit Program

Resolution on Fishery Impacts of Low-Head Hydroelectric Dams

Resolution on Control of Acid Precipitation

Resolution on Opposition to Non-Managed Withdrawals of Ground Water

Resolution to Streamline and Shorten Federal Review Processes for Implementation of Regional Fishery Management Plans

Resolution of Appreciation to the Hosts of the 111th annual Meeting of the American Fisheries Society

1982 On September 23, 1982, at the Annual Business Meeting of the American Fisheries Society in Hilton Head, South Carolina, the following two resolutions were adopted:

Resolution on International Negotiations on Acid Precipitation

Resolution of Appreciation to South Carolina

1983 On August 17, 1983, at the Annual Business Meeting of the American Fisheries Society in Milwaukee, Wisconsin, the following six resolutions were adopted:

Resolution on Maintenance of Wetlands by the Clean Water Act

Resolution on Small Hydroelectric Facilities

Resolution on Maintenance of the Cooperative Research Unit Program

Resolution on Maintenance of the National Fish Hatchery System

Resolution on National Fishing Week

Resolution of Appreciation to the Hosts of the 113th Annual Meeting of the American Fisheries Society

1984 On August 14, 1984, at the Annual Business Meeting of the American Fisheries Society in Ithaca, New York, the following two resolutions were adopted:

Resolution on Coastal Fishery Habitat Programs

Resolution of Appreciation to State of New York and Cornell University

1985 On September 11, 1985, at the Annual Business Meeting of the American Fisheries Society in Sun Valley, Idaho, the following three resolutions were adopted:

Resolution on Riparian Habitat on Public Lands

Resolution on Farm Legislation

Resolution of Appreciation to Host--Good Show, Idaho

1986 On September 17, 1986, at the Annual Business Meeting of the American Fisheries Society in Providence, Rhode Island, the following two resolutions were adopted:

Resolution on Staffing of Federal Aid Office

Resolution of Appreciation to Host of 116th Meeting of the American Fisheries Society

1987 On September 16, 1987, at the Annual Business Meeting of the American Fisheries Society in Winston-Salem, North Carolina, the following four resolutions were adopted:

Resolution on a National Recreational Fisheries Policy

Resolution Regarding Zander Introduction into North Dakota

Resolution on Protection of Fish Habitat in the Arctic National Wildlife Refuge

Resolution in Appreciation to Host of 117th Annual Meeting of the American Fisheries Society

1988 On September 14, 1988, at the Annual Business Meeting of the American Fisheries Society in Toronto, Ontario, the following three resolutions were adopted:

Resolution To Provide for Sound Ecosystem Management Incorporating Marine Mammals

Resolution on The United States National Park and National Forest Natural-Burn Policy

Resolution of Appreciation to Host of the 118th Annual Meeting of the American Fisheries Society

1989 On September 6, 1989, at the Annual Business Meeting of the American Fisheries Society in Anchorage, Alaska, the following six resolutions were adopted:

Resolution in opposition to the Proposed Great Lakes Inland Waterway

Resolution in support of Great Lakes Fishery Commission Funding

Resolution concerning Discharge of Ballast Water from Ocean-going Vessels in the Great Lakes and Other North American Waters

Resolution To Promote International Agreement to Reduce Drift Gillnet by-Catch of Salmon, Steelhead, Sea Turtles, Marine Mammals, and Sea Birds

Resolution aimed at Mitigation of Acid Mine Drainage

Resolution of Appreciation to Hosts and Contributors for the 119th Annual Meeting of the American Fisheries Society

1990 On August 18, 1990, at the Annual Business Meeting of the American Fisheries Society in Pittsburgh, Pennsylvania, the following nine resolutions were adopted:

Resolution on Proposed Upper Ohio River Island Refuge System

Resolution on Great Lakes Coastal Barriers

Resolution on Proposed Large Rivers Research Initiative

Resolution on Proposed Non-Food Fish Definition

Resolution on An Initiative to Facilitate Aquaculture Drug Registration

Resolution on Unintentional Nonindigenous Species Introduction: Prevention, Research and Control

Resolution on U.S. Fish and Wildlife Service Hydropower Program

Resolution on The Biology and Conservation of Rare Fish

Resolution of Appreciation to the Pennsylvania Commission

1991 On September 10, 1991, at the Annual Business Meeting of the American Fisheries Society in San Antonio, Texas, the following four resolutions were adopted:

Resolution on Participation by Tribes in the Federal Aid for Fisheries Enhancement Program

Resolution for The Environmental Concerns Committee be Directed to Prepare a Position Statement on Biodiversity

Resolution on The Conservation of Western Atlantic Bluefin Tuna Stocks

Resolution of Appreciation to Hosts for the 121st Annual Meeting of the American Fisheries Society

1992 On September 13, 1992, at the Annual Business Meeting of the American Fisheries Society in Rapid City, South Dakota, the following three resolutions were adopted:

Resolution on The Abolition or Repeal of the 1872 Mining Law

Resolution of Appreciation to Hosts of the 122nd Annual Meeting of the American Fisheries Society

1993 On August 31, 1993, at the Annual Business Meeting of the American Fisheries Society in Portland, Oregon, the following resolution was adopted:

Resolution on Appreciation to Hosts of the 123rd Annual meeting of the American Fisheries Society

1994 On August 24, 1994, at the Annual Business Meeting of the American Fisheries Society in Halifax, Nova Scotia, the following eight resolutions were adopted:

Resolution on Fishery Impacts of Low Dissolved Oxygen Discharges at Hydroelectric Projects

Resolution on Management of Large river-floodplain Ecosystems

Resolution on Support of Program Requirement Funding for the Great Lakes Fishery Commission

Resolution on Protecting Native Molluscan Biodiversity: Elimination of the Nonindigenous Black Carp, *Mylopharyngodon piceus* (Richardson, 1846)

Resolution on Regulation of Mercury in Disposal of Fluorescent Lamps

Resolution on Rotenone Stewardship Program

Resolution on Credentialism related to the Hiring of Biologists and Ecologists

Resolution on Appreciation to Host of the 124th Annual meeting of the American Fisheries Society