

**ARKANSAS CHAPTER
of the
AMERICAN FISHERIES SOCIETY**



**BYLAWS AND
PROCEDURAL MANUAL**

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PREFACE

The purpose of this procedural manual is to facilitate an orderly and organized transition in Chapter leadership from one year to the next. This manual outlines the responsibilities of the Chapter officers and committees and suggests deadlines for accomplishing necessary goals as efficiently as possible. This manual is meant as a flexible tool, not a path set in concrete, and should be used with a liberal dose of practicality and creativity. When a suggested guide no longer meets the use it was designed for, it should be modified to reflect the needs of the Chapter. It is strongly suggested that all Chapter members from this day forth read this procedural manual with the hope that they will learn more about the workings of their Chapter and with an eye for improvement of this manual when it is needed.

ACKNOWLEDGMENTS

In writing this procedural manual, we borrowed heavily from both the Florida Chapter's procedural manual (1991) and the Oklahoma Chapter's manual (1992). Our task in developing this manual would have been much more difficult without their work as a reference. Comments from chapter members, especially officers and committee chairs, have been instrumental in subsequent revisions. The chapter membership is also acknowledged, as the value of this document is based on their use of it.

TABLE OF CONTENTS

PREFACE.....	2
ACKNOWLEDGMENTS	2
TABLE OF CONTENTS	3
CHAPTER GOALS AND OBJECTIVES.....	4
BYLAWS	4
Section 1 - Name and Objectives.....	4
Section 2 - Membership.....	4
Section 3 - Meetings	4
Section 4 - Officers.....	4
Section 5 - Duties of Officers	5
Section 6 - Executive Committee	5
Section 7 - Chapter Committees	5
Section 8 - Voting and Quorum.....	6
Section 9 - Registration and Dues.....	6
Section 10 - Amendments to the Bylaws.....	6
PROCEDURAL GUIDELINES	7
Elected Officers and Their Duties.....	7
President	7
President-Elect.....	8
Past-President	8
Secretary	8
Treasurer.....	9
Appointed Officers and Their Duties.....	10
Newsletter Editor	10
Chapter Webmaster	10
Committees	11
Executive Committee.....	11
Program Committee.....	11
Nominating and Awards Committee	12
Activities/Raffle Committee	13
Environmental Affairs Committee.....	13
Education Liaison Committee	14
Ad Hoc Committees	15
Revision to Procedural Manual.....	15

CHAPTER GOALS AND OBJECTIVES

The goals and objectives of the Arkansas Chapter of the American Fisheries Society are to:

1. Promote the wise management, conservation and use of the fishery and aquatic resources of Arkansas.
2. Facilitate the exchange and dissemination of information among fisheries and aquatic professionals throughout all fields within the discipline (i.e., management culture, research, academia, administrative) in the state of Arkansas.
3. Increase the public's awareness of Arkansas' aquatic and fisheries resources and expand their participation in fisheries related projects and issues including habitat maintenance and improvement work, protection of sensitive area resources, and the promotion of wise management of all of Arkansas aquatic resources.
4. Assist in the implementation and attainment of AFS parent society goals and objectives.

BYLAWS

Section 1 - Name and Objectives

The name of this organization shall be the Arkansas Chapter of the American Fisheries Society, hereinafter referred to as the Chapter.

The objectives of the Chapter shall be those of the American Fisheries Society as set forth in Article 1 of the Constitution, and to encourage the exchange of information by members of the Society residing in, working in, or having a professional interest in the State of Arkansas.

Section 2 - Membership

The official membership of the Chapter shall be composed of those American Fisheries Society members in good standing residing in, working in, or having a professional interest in the State of Arkansas. Non-members of the American Fisheries Society interested in fishes, fisheries, and all other phases of fishery science and practice are encouraged to attend and participate.

Section 3 - Meetings

The Chapter shall hold at least one meeting annually at a time and place designated by the Executive Committee. The program and presentation of papers shall be the responsibility of the Program Committee

Section 4 - Officers

A. The officers of the Chapter shall consist of a President, President-elect, Secretary, and a Treasurer. All officers of the Chapter must be AFS members in good standing.

B. Officers shall be elected at the annual meeting or by mail ballot prior to the annual meeting, whichever is deemed most appropriate. The Secretary and the Treasurer will hold office for a period of two years, but the term of the other officers shall be one year. In case of a vacated position, the Executive Committee shall appoint a qualified replacement to fill an unexpired term.

C. The term of office for all elected officers shall terminate immediately following the election and installation of new officers at the annual meeting.

Section 5 - Duties of Officers

The President of the Chapter shall preside at all meetings, shall serve as the Chairperson of the Executive Committee, shall represent the Chapter to the Southern Division and to the American Fisheries Society, and shall make such appointments and perform other duties and functions as are authorized and necessary.

The President-Elect shall be Chairperson of the Program Committee and shall assume the duties of the President if the latter is unable to act.

The Secretary shall keep the official records of the Chapter; submit a copy of the minutes of the annual business meeting to the Executive Director of the Society and the Secretary-Treasurer of the Southern Division within 30 days of said meeting.

The Treasurer shall collect and be custodian of Chapter funds; 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 that may be requested by the Executive Director of the American Fisheries Society and officers of the Southern Division.

The ATU, UAF, and UAPB Student Subunit Presidents will represent the interest of the Subunits to the Chapter Executive Committee and act as liaison between the Executive Committee and the Subunits. The Subunit Presidents will work cooperatively with the Chapter's Executive Committee to assist in Chapter function and Subunit participation.

Section 6 - Executive Committee

The Executive Committee of the Chapter shall consist of the elected officers, the UAF, ATU, and UAPB Student Subunit Presidents, and the immediate Past-President; participation by committee chairs is invited and encouraged. All members of the EXCOM must be AFS members in good standing. In addition to scheduled meetings of the EXCOM, special meetings should be called by the President as the need arises. The committee is authorized to act for the Chapter between meetings and to perform appropriate duties and functions.

Section 7 - Chapter Committees

Standing and Ad Hoc Committees and the Chairperson of Committees, except as listed in Section 5 and 6 of these Bylaws, shall be appointed by the President.

The Standing Committees of the Chapter shall be the Program, the Nominations/Awards, the Activities/Raffle, the Environmental Affairs, and the Education Liaison. The terms of office for Standing Committee members shall be two years from the annual meeting. There is no geographic limit to where Committee members may come from but it is suggested that each quadrant of the state be represented on the Environmental Affairs Committee.

The terms of office for members of Ad Hoc Committees shall end upon the discharge of the duties for which they were appointed, or at the next annual meeting of the Chapter, whichever comes first.

Section 8 - Voting and Quorum

Decisions at meetings of the Chapter shall be in accordance with the constitution of the American Fisheries Society. Robert's Rules of Order shall cover in all applicable cases not covered by these bylaws. A quorum at any meeting for the transaction of official business shall be one-third of the Chapter membership.

Section 9 - Registration and Dues

The Executive Committee may assess each registrant attending annual meetings of the Chapter a registration fee necessary to cover the costs of the meeting and Chapter activities. The Executive Committee shall have the power to establish annual dues. Collections shall be made by the Treasurer and disbursements shall be made for financing Chapter operations, as may be directed by the membership or authorization of the Executive Committee.

Section 10 - Amendments to the Bylaws

The Bylaws of the Chapter may be amended by a two-thirds majority approval of those members voting, provided that prior notice of at least 30 days be given to the membership of the proposed change(s). Said changes must be approved by the Executive Committee of the Society before taking effect.

PROCEDURAL GUIDELINES

Elected Officers and Their Duties

President

1. The President oversees all aspects of Chapter operations, especially the planning of the annual meeting by the President-Elect and the Program Committee.
2. The president presides at the annual Chapter business meeting held during the annual Chapter meeting:
 - A. Knows how to conduct a meeting (i.e., is familiar with Robert's Rules of Order).
 - B. Adheres to the time schedule.
 - C. Introduces all visiting AFS officers from the Parent Society and Southern Division and gives them an opportunity to address the membership.
 - D. Installs the new President in a dignified ceremony.
 - E. Presents plaque to outgoing President.
3. The president chairs the Chapter's Executive Committee (EXCOM), holds meetings and seeks advice as needed.
4. The President fully informs the President-Elect of Chapter activities so that if the need arises, that officer can perform the duties of the President competently.
5. The President is knowledgeable about the content of the Chapter Bylaws.
6. The President is prepared to appoint chairpersons and members of all standing and special committees when installed as President. The President should complete committee appointments within one month of installation as President. The President should be specific in his/her charge to committee chairpersons.
7. The President is prepared to establish desired special ad hoc committees and appoint chairpersons and members when installed as President. The President creates other ad hoc committees as needed.
8. The President communicates regularly with committee chairpersons, insuring that they are actively pursuing their responsibilities. The President requests progress reports from committee chairs as needed.
9. The President acknowledges the work of committee chairpersons by letter and committee members by newsletter at the end of the year.
10. The President is responsible for overall Chapter publicity and AFS publicity when the opportunity arises.
11. The President is aware of Society safeguards concerning lobbying activities by the Chapter to protect the Society's tax-exempt status.
12. The President serves as a voting member of the Southern Division's Executive Committee and attends all meetings of that committee, if possible. If unable to attend, the President seeks Chapter representation by another Executive Committee member or Chapter member to take his/her place.
13. The President prepares reports of the Chapter's activities for presentation at the annual Southern Division meeting and mid-term Division EXCOM meeting.
14. The President submits a "President's Message" column to the Newsletter Editor following installation at the annual Chapter meeting, and in a timely fashion for subsequent editions of the Newsletter.
15. The President acts as a non-voting member of the Parent Society Executive Committee and attends both the autumn and mid-term meetings, if possible.

16. The President responds to requests for information from the Parent Society, other sub-units, and non-Society entities or directs appropriate Chapter officers or committees to respond.
17. The President signs resolutions on behalf of the chapter or less formal statements of opinion approved by the Executive Committee. These statements can include, but are not limited to, timely responses to invitations for public comment on environmental issues.

President-Elect

1. The President-Elect assumes the duties of President if the current President is unable to complete the term.
2. The President-Elect works closely with the President so that Chapter activities will continue smoothly in the next year.
3. The President-Elect serves as Chairperson of the Program Committee to plan the annual Chapter meeting.
4. After consultation with other members of the EXCOM and interested Sponsors, the President-Elect selects time and place for annual meeting approximately one year in advance. The President-Elect develops and distributes promotional materials for the Annual Chapter meeting in cooperation with the Newsletter Editor and Chapter Webmaster.
5. The President-Elect extends an invitation to Southern Division and Society Presidents, and the Executive Director, to attend annual Chapter meeting at least three months before the meeting.
6. The President-Elect moderates technical sessions of annual meeting or delegates this responsibility.

Past-President

1. The Past-President submits a "Past-Presidents Message" column to the Newsletter following the annual Chapter meeting for inclusion in the following Newsletter.
2. The Past-President acts as advisor to the Chapter Executive Committee and standing committees, and gives assistance as needed.
3. The Past-President serves on the Education Liaison Committee and promotes membership recruitment.
4. The Past-President organizes an annual Past-Presidents breakfast at the annual Chapter meeting to discuss the future direction of the Chapter.

Secretary

1. The Secretary prepares and distributes minutes of all Chapter and Executive Committee meetings to the Chapter Executive Committee, Newsletter editor, and Chapter Webmaster. Sends minutes of annual Chapter meeting to the AFS Executive Director and Southern Division President within 30 days after the annual Chapter meeting.
2. The Secretary prepares correspondence as requested by officers of the Chapter.
3. The Secretary informs the Executive Director, the Division President, and AFS parent society staff of changes in officers, dates and locations of meetings, and other necessary information as requested by the Chapter President. Notifies Executive Director of change in officers within 30 days of annual Chapter meeting.
4. The Secretary distributes copies of resolutions to the Chapter President, the Executive Director, the AFS parent society officers, the Division President, and appropriate individuals or agencies, as instructed in the resolution.

5. The Secretary prepares write-ups for Fisheries concerning Chapter activities and programs. These should include a meeting announcement within three months prior to the annual Chapter meeting and a meeting report within one month following the annual Chapter meeting.
6. The Secretary ascertains if a quorum (see Bylaws) is present at the annual Chapter meeting for official actions.
7. The Secretary maintains letterhead and other supplies necessary for Chapter functions.
8. The Secretary maintains historical records of the newsletters, minutes, resolutions, and other Chapter statements (outside the responsibilities of the Treasurer, and forwards these records to the incoming Secretary and to the AFS headquarters, as requested).
9. The Secretary keeps a copy of Chapter Bylaws on hand and is familiar with their content for consultation at Chapter meetings. The Secretary forwards any proposed Bylaw changes to the Executive Director for review by the AFS Constitutional Consultant prior to presentation of changes to the Society's Executive Committee for approval.
10. The Secretary also keeps copies of Chapter sub-unit bylaws.

Treasurer

1. The Treasurer receives, holds, and disburses funds as needed for Chapter functions as approved by AFS Parent Society rules and the Chapter's Executive Committee.
2. The Treasurer maintains and reports financial records and is responsible for the Arkansas Chapter's financial account(s).
3. The Treasurer prepares Chapter financial records for presentation at EXCOM meetings, the annual Chapter business meeting, and provides a financial report (approved by the EXCOM and signed by the Chapter President) to cover the previous calendar year and sends it to the AFS headquarters shortly after the first of each calendar year.
4. The Treasurer is responsible for pre-registration and registration for the annual Chapter meeting and other planned activities.
5. The Treasurer maintains current and past lists of members, including mailing addresses, e-mail addresses, and phone numbers as provided by the members. This record should also include summaries of members who have volunteered to serve the Chapter on committees or as officers. This information should be available on request to officers and committee chairs and to the newly installed president.
6. The Treasurer provides an appropriate electronic mailing list to the Chapter Webmaster and Newsletter Editor in a timely fashion (along with subsequent updates). This list should indicate paid members and addresses for complementary issues of the newsletter, including the President of the Southern Division and the AFS Executive Director.

Appointed Officers and Their Duties

Newsletter Editor

The Newsletter Editor publishes the newsletter three times each year and provides Chapter Webmaster with an electronic copy at mailing time. The Newsletter Editor requests the suggested contents from the responsible parties in a timely fashion, and coordinates with the Chapter President if difficulties or delays arise. The Newsletter Editor may also be called on to submit a synopsis of news to the President for the Southern Division Newsletter and assist with additional mailings as requested by the President (e.g. ballots, last minute changes in annual Chapter meetings, resolutions...).

Suggested contents and timing of newsletters:

Spring Newsletter (following annual Chapter meeting) available in March: President's Message, Past-President's Message, Annual Meeting Summary, Annual Chapter Business Meeting Minutes, recipients of the Robert M. Jenkins Award for Outstanding Conservation Achievement, the Joe Hogan Award for Individual Achievement, Best Paper Awards Announcement, Outstanding Sub-unit Member Announcements, Treasurer's Report, Raffle/Auction Item Donor Acknowledgment, Committee Reports and Sub-unit reports.

Fall Newsletter, available in September: President's Message, First Call for Papers and other information regarding the annual Chapter meeting, Nomination Requests for officers as needed and for the Individual Achievement and Conservation Awards, Highlights of any EXCOM Meeting Minutes, Treasurer's Report, announcement of recipients of the Science Fair Awards (along with their topics, school affiliation, and sponsor), Committee Reports, and Chapter sub-unit reports.

Winter Newsletter, available in December: President's Message, Last Call for Papers, Annual Chapter Meeting Information, Annual Chapter Meeting Registration Materials, forms for membership dues, Annual Chapter Meeting Activities Announcement, Background Summaries of Candidates for offices, Mail Ballot, Committee Reports and Sub-unit reports.

Additional appropriate news items can be added to newsletters at the Newsletter Editor's discretion as space allows.

Chapter Webmaster

The Chapter Webmaster is responsible for designing and maintaining the Chapter Web-Page including appropriate links to Sub-unit Web-Pages. The Web-Page should provide members and non-members with information on current and historical Chapter activities including, but not limited to, annual meeting details, EXCOM minutes, committee affairs, abstract booklets, newsletter (current and past year), member directory, award recipients, bylaws, membership renewal form and member recognition.

The Chapter Webmaster works closely with the Southern Division Webmaster to assure that all Web-Page materials are properly posted to the internet. Chapter Web-Page materials are added/revised as new information becomes available from Chapter committees, officers and the Newsletter Editor.

Committees

Executive Committee

Voting members include the elected officers: President, President-Elect, Immediate Past-President, Secretary, Treasurer, and each subunit President. However, regular attendance and participation in EXCOM meetings is encouraged and expected for the Newsletter Editor, Chapter Webmaster, and committee chairs. The EXCOM oversees all Chapter functions. In addition to the following scheduled meetings of the EXCOM, special meetings should be called by the President when the need arises.

Spring (e.g. April): EXCOM approves time, place, and topic for the next annual Chapter meeting, as proposed by the Program Committee. A formal meeting need not be convened to make these decisions, preferably, they can be made by telephone or other correspondence.

Summer (e.g. August): Mid-term EXCOM meeting to review progress, provide direction to Chapter committees, and discuss forthcoming annual Chapter meeting; in conjunction with Chapter's annual social event (if held).

Winter (e.g. December): Final coordination meeting for upcoming annual Chapter meeting.

Annual Chapter Meeting: EXCOM meets before the annual Chapter business meeting to discuss concerns and the agenda for the business meeting. Evaluates any proposed resolutions and position statements.

Program Committee

This Committee plans, organizes, and administers all aspects of the annual Chapter meeting (facilities, schedule, book of abstracts, meeting artwork, meeting T-shirts, lodging, speakers, format etc.) except the raffle/auction (Activities/Raffle Committee). However, the Committee should coordinate efforts with these committees (e.g., concerning scheduling, rooms, and facilities) to insure a successful meeting. The President-Elect serves as chair of this committee.

1. Solicit advice from the membership at the annual Chapter business meeting, previous program committee, and EXCOM in making decisions concerning time, place, and topic of next February's annual Chapter meeting.
2. Propose time, place, and topic for next annual Chapter meeting to EXCOM for approval at its spring meeting.
3. Submit committee reports as requested by the Newsletter Editor and Webmaster.
4. Coordinate the first call for papers with the Newsletter Editor for inclusion in the Fall Newsletter.
5. Announce last call for papers to membership.
6. Set the deadline for abstracts and establish formats for presentations at the annual meeting.
7. Select presentations for the annual Chapter meeting, inform presenters, and prepare the meeting agenda program, which should be provided electronically to the chapter Webmaster for posting and printed for the attendees.

8. Conduct the annual Chapter meeting. Provide a brief overview of the meeting orally at the annual Chapter business meeting. Within two weeks after the meeting, the committee should submit a committee report for inclusion in the March Newsletter providing an overview of the meeting (Annual Meeting Summary). This report should include a critical review of the meeting that describes both high and low points and offers advice for future improvement.

Nominating and Awards Committee

This committee solicits recommendations of candidates or nominees for the office of Secretary, Treasurer, and President-Elect. They obtain consent from nominees and provide them with a procedural manual so they are familiar with job responsibilities. They insure that all nominees are AFS Parent Society members and that they are willing and able to serve competently. This committee oversees the election process, which is focused at the annual business meeting. The committee is encouraged to involve the membership by facilitating nominations from the floor and offering mail and/or electronic ballots for members who do not attend the annual business meeting.

This committee develops criteria for the **Robert M. Jenkins Award for Outstanding Conservation Achievement** and the **Joe Hogan Award for Individual Achievement**. They also solicit and evaluate nominations, recommend recipients for approval by EXCOM, acquire plaques and present the awards at the annual Chapter meeting. Finally, this committee evaluates, selects and awards certificates to recognize the best presentations at the annual meeting (undergraduate, graduate, and professional). They also oversee production of these framed certificates.

Suggested Timeline:

August: Submit announcement requesting appropriate officer nominations and nominations for the Joe Hogan Individual Achievement Award and Robert Jenkins Conservation Achievement Award to Newsletter for inclusion in the Fall Newsletter and to Chapter Webmaster for posting to Web-Page.

October: Review and evaluate nominations received from the membership or generated by the Awards Committee, if needed.

November: Submit rating results and recommendations to EXCOM for review and approval.

December: Oversee production of plaques recognizing outgoing elected officers, recipient of the Joe Hogan Individual Achievement Award, and the Robert Jenkins Conservation Achievement Award.

January: Conduct absentee voting process, if deemed feasible, and get results to the annual business meeting.

Annual Business Meeting: Conduct the officer election and announce results of the award competition. Provide Chapter Webmaster and Newsletter Editor with a report summarizing the selection and reason for all award recipients.

Activities/Raffle Committee

This committee plans, organizes, and administers Chapter fundraising activities. They are also encouraged to propose Chapter participation in activities such as: National Hunting and Fishing Day, annual float trip and clean-up, recreation at Chapter meetings, kid's fishing clinics.

The committee plans, organizes, and administers all aspects of raffle/auction held at the annual Chapter meeting. They schedule the raffle/auction in coordination with the Program Committee. They administer collection of all raffle/auction items, sells raffle tickets (in coordination with the Treasurer), conduct the raffle or auction, and send letters to donors thanking them for their donations.

Suggested Timeline:

When requested: Submit announcement for inclusion in the Fall Newsletter requesting that Chapter members begin soliciting donations of raffle/auction items from businesses in their vicinity.

Four months prior to the Annual Chapter Meeting: Start actively soliciting raffle/auction items.

When requested: Submit committee report for inclusion in Winter Newsletter describing progress in accruing raffle/auction items and recreational activities planned or available at annual Chapter meeting. Coordinate drafting of this announcement with the Program Committee to avoid redundancy.

The month prior to the Annual Chapter Meeting: Complete collection of raffle/auction items.

During the Annual Chapter Meeting: Organize and direct recreational activities associated with the annual Chapter meeting. Conduct the raffle/auction and deposit funds with the treasurer. Provide a brief overview of Chapter activities in the past year orally at the annual Chapter business meeting.

The month following the Annual Chapter Meeting: Complete mailing of letters to donors thanking them for their donations.

Provide copy of names/addresses of donors to the President.

Environmental Affairs Committee

This committee develops position statements, advisories, and resolutions representing the Chapter's opinions, recommendations, and advice regarding environmental issues of concern to the Chapter. They solicit issues for consideration from the membership, maintain a constant vigil for new issues of concern, and monitor comment announcements to insure that no deadlines pass without the Chapter's consent.

They respond to requests for information on environmental issues and concerns from the Parent Society, other sub-units, or non-Society entities as directed by the Chapter President.

Suggested Timeline:

Early summer: Submit progress report and any resolutions to be considered to Executive Committee for summer EXCOM.

When requested: Submit progress report for inclusion in Winter Newsletter.

Two months prior to the Annual Chapter Meeting: Meet with EXCOM to provide information on new resolutions (if any).

During the Annual Chapter Meeting: Provide a brief overview of committee progress in the past year orally at the annual Chapter business meeting. Present any new resolutions to the Chapter membership for voting. Submit committee report for inclusion in the March Newsletter. Forward proposed resolutions to the Chapter President.

Education Liaison Committee

This committee promotes chapter goals by working with high schools and universities through Science Fairs and sub-units, respectively. They assist in developing and initiating Chapter sub-units at the state's colleges and universities that have fisheries or related curricula. This includes helping the sub-units develop bylaws and assuring that the bylaws are on file with the Chapter and AFS Parent Society. The committee chair submits committee reports as requested for inclusion on the Web-Page, in Newsletters, at EXCOM meetings, and at the Annual Chapter Meeting.

Working with student sub-units: Sub-unit presidents or their designees will be invited to serve on this committee. The committee requests that each sub-unit recognize an **Outstanding Sub-unit Member**. This individual will receive a framed certificate and \$50.00 check from the Chapter. Recipients should be encouraged to attend the annual Chapter business meeting where the winners will be announced. The committee should also request a brief description of the recipient's accomplishments to be announced at the meeting, published in the newsletter, and posted on the Web-Page. The committee is responsible for producing the awards as well as handing them out.

The sub-unit, on-campus sponsor(s) and Chapter Past-President are responsible for procuring space for a student sub-unit Web-Page. These sites should provide students an avenue to correspond with their members, maintain current events/information and links to the Arkansas Chapter, Southern Division and Parent Society Web-Pages. The president of the student sub-unit is responsible for providing the Chapter Webmaster with a correct web address. The Chapter Webmaster will provide each sub-unit with link from the Chapter Web-Page to the sub-unit Web-Page. In the case that a sub-unit is unable to procure space for a Web-Page, the Chapter Webmaster will work with the sub-unit to assure that a Web-Page is provided for them on the Chapter Web-Page.

The Chapter will fund travel expenses at the approved State of Arkansas travel rate and meeting registration costs for the Student Subunit Presidents that are not funded by the Universities so they may attend the Chapter annual meeting and represent the Subunits on the Chapter Executive Committee. If a President is unable to attend they may select another Student Subunit officer to serve as a proxy.

The Chapter will fund one-half of the membership fees to the Parent Society for the Student Subunit Officers. These funds will be distributed annually in December to each Subunit Sponsor. A copy of each Student Subunit Officer's Parent Society membership card will be provided to the Chapter's Treasurer by spring of the year in which membership was paid..

This committee also administers the Chapter's High School **Science Fair** judging and awards program. This involves scheduling Chapter members (as much as possible) to be present to judge the best **Aquatic Sciences Award**, procuring the awards, announcing awards and summarizing results for the membership (at the Annual Chapter Meeting and for the Newsletter and Web-page). This committee can develop and distribute judging criteria for the Chapter Science Fair awards as needed. The Chapter awards an Aquatic

Sciences Award trophy at each of the seven regional junior high fairs and eight regional high school science fairs. In addition to a trophy, we award a plaque and \$35.00 check to the overall state winner at the State Science Fair in Conway. The committee reports recipient names, project titles, and hometowns at the annual Chapter business meeting and provides this report in written or electronic format to the Newsletter Editor and Chapter Webmaster. Chapter members to serve as judges should be lined up in February, typically at the Annual Chapter Meeting. Regional Science Fairs are in March and the state-wide fair is in mid-April. The specific timing and places of competition are available from the Arkansas Science Fair Association in Loney Hall, Conway.

The Chapter will fund travel expenses to the Chapter's annual meeting for each Hutton Award winner and their parent(s) from Arkansas. Each Hutton student attending the Chapter's annual meeting will be required to give a presentation on his/her fisheries work. The education liaison committee chair will be responsible for informing each Hutton student and his/her parents of the upcoming Chapter's annual meeting and coordinating travel arrangements with the parent(s) of the award winner and the Executive Committee.

Ad Hoc Committees

Ad Hoc Committees may be created or continued by the Chapter President for a specific purpose or special case. Ad Hoc Committees are automatically dissolved upon discharge of their appointed tasks. These committees provide reports at EXCOM and Annual Chapter Meetings and as requested by the Newsletter Editor and Webmaster.

Revision to Procedural Manual

As stated in the preface of this volume, this manual is meant as a flexible tool. Therefore, this manual must be revised by majority vote of the Executive Committee (EXCOM). This does not apply to the "BYLAWS" section, as any changes to that section must be approved by the Chapter membership and the Parent Society EXCOM.