

# **AMERICAN FISHERIES SOCIETY**

## **SOUTHERN DIVISION**

### **BYLAWS of the STUDENT SUBUNIT OF THE FLORIDA CHAPTER**

#### Section 1. NAME AND OBJECTIVES

(a) The name of this organization shall be the Student Subunit of the Florida Chapter of the American Fisheries Society, hereinafter referred to as the Subunit.

(b) The objectives of the Subunit shall be those of the American Fisheries Society as set forth in Article I of the Constitution, and especially, to encourage the exchange of technical and regional fisheries information among student members of the Florida Chapter who belong to this Subunit. Specific objectives of the Subunit include assisting the Florida Chapter with the annual Chapter meeting, supporting the Roger Rottman Memorial Scholarship Fund and Student Travel Grants by fundraising, actively recruiting participation from other Florida universities (both faculty and students), and to facilitate increased opportunities for professional development and networking.

(c) All activities of this subunit shall conform to the Parent Organization and Florida Chapter Constitution, Bylaws, Rules, and Policies.

#### Section 2. MEMBERSHIP

The membership of the Subunit shall be composed of active student members of the Florida Chapter of the American Fisheries Society. Active student members will be defined as those recognized by the Florida Chapter to be members in good standing. A portion of membership dues assessed by the Florida Chapter will be retained by the subunit to fund subunit related initiatives and activities.

#### Section 3. MEETINGS

The Annual Meeting of the Student Subunit of the Florida Chapter will coincide with the Annual Meeting of the Florida Chapter. The Subunit business meeting will be held at the Chapter Business Meeting and technical sessions of the Florida Chapter will include input from the Subunit President Elect.

#### Section 4. OFFICERS

(a) The officers of the Subunit shall consist of, at least, a President, a President-Elect, and a Secretary-Treasurer, although the latter position may be split between two persons, if sufficient interest in the office exists.

(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.

In the event of a meeting cancellation, officers and committee members will continue to serve until the next scheduled meeting.

## Section 5. DUTIES OF OFFICERS

(a) The President of the Subunit shall preside at all meetings, become a voting member of the Executive Committee of the Florida Chapter, make appointments, and perform other duties and functions as authorized by the Chapter's Executive Committee.

(b) The President-Elect shall learn the responsibilities of the President and shall assume the duties of the President if he/she is unable to act.

(c) The Secretary-Treasurer shall keep the official records of the Subunit (including subunit EXCOM meetings), submit minutes of the Subunit meetings to the Society's Executive Director and the Division's Secretary-Treasurer, and Florida Chapter Secretary 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 Subunit meeting, collect and handle dues and other income, and discharge other duties as requested by appropriate Society officers.

## Section 6. EXECUTIVE COMMITTEE

The Executive Committee of the Subunit shall consist of elected officers, the immediate Past-President, and other subunit members as appointed by the President. The Executive Committee is authorized to act on behalf of the Subunit 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 Subunit committees shall cease to function upon the discharge of duties for which they were appointed.

## Section 8. VOTING AND QUORUM

(a) Decisions at meetings are by simple majority of Active Members voting, except 2/3 majorities are required in special cases such as amending the Bylaws and suspending a Rule. Other less frequently used voting requirements are described in Robert's Rules of Order.

(b) A quorum at any meeting for transaction of official business shall be one-third of the subunit 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

No additional dues will be assessed for membership. Subunit members must be Active Members of the Florida Chapter, defined as those members in good standing. Membership dues may be collected at the Chapter annual meeting. Student dues collected by the Florida Chapter will be shared in a 50% split between the Chapter and the Subunit and will be used to fund specific subunit initiatives and activities.

#### Section 10. AMENDMENT OF BYLAWS

(a) The Bylaws of the Subunit may be amended by a two-thirds majority approval of those Subunit 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 Subunit membership, bylaw amendments must be submitted to the President of the Florida Chapter at least 45 days before the next meeting of the Chapter's Executive Committee.

(c) Bylaw amendments shall not be implemented until they have been approved by the Florida Chapter's Executive Committee and approved by the Governing Board of the Society.

## **PROCEDURES**

### **STUDENT SUBUNIT OF THE FLORIDA CHAPTER AMERICAN FISHERIES SOCIETY**

#### **Section 1 – Specific Officer Duties**

##### 1. President

- a. Oversees all aspects of Subunit operations, especially the planning of the annual subunit meeting by the President-elect and the Program Committee.
- b. Informs President-elect of date and time of annual subunit business meeting and coordinates with them to present a subunit report during the Chapter Business meeting...

- c. Presides at annual subunit business meeting to be held during the annual Chapter meetings. Knows how to conduct a meeting (familiar with Robert's Rules of order).
- d. Adheres to a time schedule!
- e. Introduces all visiting AFS officers from the parent society, Southern Division, Florida Chapter or other student subunits and gives them an opportunity to address the membership.
- f. Installs the new President in a dignified ceremony.
- g. Chairs the Subunit's Executive Committee, hold meetings and seek advice as needed.
- h. Fully informs the President-Elect of Subunit activities so that, if the need arises, that officer can perform the duties of the President competently.
- i. Is knowledgeable about Chapter and Subunit Bylaws.
- j. Is prepared to appoint chairpersons and members of all standing and special committees at the annual Subunit meeting.
- k. Completes committee appointments within one month after annual Subunit meeting. Appointments should be done by letter to help people justify travel to meetings during the year.
- l. Forwards list of committee chairs to Florida Chapter. The President should be specific in his/her charges to committee chairpersons.
- m. Notifies Division secretary of committee chair persons when they are appointed. Forwards list of all committee members to next president.
- n. Communicates regularly with committee chairpersons, ensuring that they are actively pursuing their responsibilities. Requires progress reports, preferably in a brief written format which may be submitted to the newsletter editor.
- o. Acknowledges the work of committee chairpersons by letter, and committee members in newsletter, at the end of the year.
- p. Is responsible for overall Subunit, Chapter and Parent organization publicity where opportunity arises.
- q. Is chief fund-raiser.
- r. Is aware of Society safeguards concerning lobbying activities by the Chapter and Subunit to protect the Society's tax-exempt status.
- s. Serves as a voting member of the Florida Chapter Executive Committee and attends all meetings of that Committee, if possible. If unable to attend, seeks Subunit representation by another Executive Committee member to take his/her place.
- t. Prepares reports of the Subunit's activities for presentation at the annual Chapter meeting, which should be attended if possible.

## 2. President-Elect

- a. Assumes the duties of President if the current President is unable to complete the term.
- b. Works closely with the President so that Subunit activities will continue smoothly in the next year.
- c. Serves as Chairperson of the Program Committee to plan the annual Subunit meeting.
- d. Coordinates with Florida Chapter Program Chair to plan the annual meeting. Develops and distributes promotional materials for the annual Subunit meeting well in advance.

- e. Extends an invitation to students, Universities and other Subunits of the Southern Division.
- f. Runs technical sessions of annual subunit meeting and assists with technical sessions of the Florida Chapter as requested by the Program Chair.

### 3. Secretary-Treasurer

- a. Prepares and distributes minutes of all Subunit and Executive Committee meetings to the Subunit Executive Committee. Sends minutes of annual Subunit meeting to the AFS Executive Director, Southern Division President and Florida Chapter President within 30 days after the annual Subunit/Chapter meeting. Minutes and newsletters should also be sent to the Southern Division President.
- b. Prepares correspondence as requested by officers of the Subunit.
- c. Informs the Executive Director, the Division President, Florida Chapter and AFS Parent Society staff of changes in officers, dates and locations of meetings, and other necessary information. Notifies Executive Director within 30 days of change in officers.
- d. Distributes copies of resolutions to the Subunit President, Chapter President, the Executive Director, the AFS Parent Society officers, the Division President, and appropriate individuals or agencies, as instructed in the resolution.
- e. Prepares write-ups for *Fisheries* concerning Subunit activities and programs. These should include a joint-meeting announcement within three months prior to and following the annual Chapter meeting (coordinated with Chapter President-elect/Program Chair).
- f. Is responsible for pre-registration and registration for annual Subunit meeting and other planned activities.
- g. Maintains membership list.
- h. Is Liaison to Membership and Newsletter Committees. Keeps in close contact with these people to insure membership list and mailing lists are properly maintained. Mailing list should include Subunit members, Chapter members, AFS members living in Florida (that are non-Chapter members), agencies, university departments, and AFS Southern Division and parent society officers.
- i. Ascertains if a quorum (see bylaws) is present at the annual Subunit Business meeting for official actions and furnish ballots for election.
- j. Maintains letterhead and other supplies necessary for Subunit functions.
- k. Maintains historical records of the activities, minutes, individuals, and other aspects of the Subunit, and forwards these records to the incoming Secretary-Treasurer of the Subunit and Chapter and to the AFS headquarters, as requested.
- l. Keeps a supply of Subunit bylaws on hand and is familiar with their content for consultation at Subunit meetings. 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.
- m. Receives, holds, and disburses funds as needed for Subunit functions as approved by AFS parent society rules and the Subunit.
- n. Maintains financial records and is responsible for the Student Subunit bank account.

- o. Prepares financial report(s) for Executive Committee meetings and annual Subunit meeting.
- p. Circulates sign-up list for committees at each Subunit meeting and delivers the list to the incoming President for his committee selections.

#### Immediate Past-President

Acts as advisor to Subunit executive committee and standing committees, and gives assistance when needed.