

Bylaws

SDAFS Nongame Aquatics Committee

February 21, 2002

Section 1 – Name and Mission

The name of this organization shall be the Nongame Aquatics Committee of the Southern Division of the American Fisheries Society (SDAFS), hereafter referred to as the Committee.

The mission of the Nongame Aquatics Committee is to promote the conservation and preservation of nongame aquatic species through research, management and education, and by providing a forum for the exchange of ideas, information, and concerns.

Section 2 – Membership

Members and officers serve at the request of the SDAFS President, who shall appoint representatives of state and federal natural resource agencies, academic institutions, and non-governmental organizations within the Division. Membership is open to any SDAFS member with an interest in the Committee's mission and a desire to participate. Membership confers the right to vote. Active participation by other interested parties is welcome and encouraged.

Section 3 – Meetings

The Committee meets formally one (1) or more times each year to conduct business and informally once a year to exchange information. Time and location of meetings are planned to maximize opportunities for attendance by Committee members. A winter meeting is held in February in conjunction with the SDAFS Executive Committee (EXCOM) and mid-year technical meetings, a summer meeting may be held independently, and an informal meeting is held in conjunction with the annual meeting of the Southeastern Association of Fish and Wildlife Agencies and SDAFS. A roundtable forum is held during each meeting and members are encouraged to make presentations to update the Committee on programs, projects, activities, and concerns.

Section 4 – Voting and Quorum

- A quorum will consist of a minimum of eight (8) members or their designees. All decisions must have a simple majority to pass. Votes on pre-announced items may include proxy votes and/or absentee ballots.
- In the event that a quorum is not present at a formal meeting, a motion can be discussed and a subsequent written or electronic vote conducted. In such cases, all Committee members have the opportunity to vote, a period of at least 30 days is allowed to submit votes, and a simple majority of votes cast determines the outcome.
- Robert's Rules of Order shall apply in cases not covered by these bylaws.

Section 5 – Officers and Responsibilities

- **Chair:** The Chair is filled by the current Chair-Elect upon appointment by the incoming SDAFS President. The term of the Chairperson is one (1) year with appointment beginning after annual Division meeting. Duties include:
 1. Organizing meetings with Committee officers and members, other SDAFS technical committee chairpersons, and the SDAFS EXCOM by determining meeting times, locations, and agendas.
 2. Conducting meetings in accordance with Robert's Rules of Order and these Bylaws.
 3. Working with the SDAFS President to establish Committee membership.
 4. Attending the SDAFS EXCOM meeting to report on Committee activities and assuring compatibility between EXCOM and Committee goals and objectives.
 5. Maintaining committee records and appointing Secretary/Treasurers and Communications and Outreach Officers as needed.

- **Chair-Elect:** The Chair-Elect is elected by a majority vote of the members for a one (1) year term. Nominees for Chair-Elect are recommended by the current and past Chairs and at-large Committee members. The Chair-Elect is the Committee's recommendation to the SDAFS President to fill the Chair's position. Duties include:
 1. Substitutes for the Chair in his/her absence.
 2. Arranges and plans program for the summer meeting, if held.
 3. Provides new Committee items to the SDAFS Newsletter Editor in advance of each issue.

- **Past-Chair:** The current Chair, upon expiration of his/her term, fills the position of Past-Chair. The term of the Past-Chair is one (1) year. Duties include:
 1. Participates in Committee EXCOM and provides guidance and advice to Chair.

- **Secretary-Treasurer:** The Secretary-Treasurer serves a two (2) year term and is appointed by the Chair. Duties include:
 1. Records and produces minutes for each meeting, and provides them to the Chair, Chair-Elect, Past-Chair, and the SDAFS Secretary/Treasurer within ninety (90) days of the meeting.
 2. Keeps financial records and accounts from which Committee-approved expenditures are disbursed. Prepares a financial statement for each meeting.
 3. Sends the financial statement to the SDAFS auditor for review prior to the annual meeting.

- **Communications and Outreach Officer:** The Communications and Outreach Officer is appointed by the Chair and serves a two (2) year term staggered with that of Secretary-Treasurer. Duties include:
 1. Increase the Committee's interaction with other committees and subunits of AFS and other professional societies and related groups that focus on nongame aquatic issues.
 2. Communicates Committee information to be posted on the SDAFS homepage on the World Wide Web.

Section 6 – Leadership Team

The Leadership Team (LT) of the Committee shall consist of the Chair, Chair-Elect, Past-Chair, Secretary-Treasurer, and Communications and Outreach Officer. Participation by subcommittee chairs is invited and encouraged. All members of the LT must be AFS members in good standing. The Chair convenes meetings of the LT as needed. The LT is authorized to act for the Committee between meetings and to perform appropriate duties and functions.

Section 7 – Subcommittees

The Committee may conduct its business through various ad-hoc subcommittees appointed by the Chair. As an issue is brought to the Committee's attention, a specific ad-hoc subcommittee may be formed to address that issue.

Section 8 - Resolutions

Ad hoc subcommittees or members at large prepare draft resolutions for review and approval by vote. Voting procedures include:

1. Distribution by the Chair of resolutions to be considered for adoption along with meeting announcements and an absentee voting ballot form for members unable to attend the upcoming meeting. The ballot form should include options to approve, disapprove, or propose amendment. The ballots are to be returned to the Chair prior to the upcoming meeting.
2. Confirmation of a quorum at each meeting.
3. If quorum exists, adoption of pending resolutions may be approved or rejected by written ballot or roll-call vote. Results of the vote and all absentee ballots are to be included in the official minutes of the meeting.
4. If a quorum is not present, the Chair may elect to discuss the resolution and conduct a subsequent written or electronic vote as described in Section 4 of these Bylaws.

Section 9 – Amendments to the Bylaws

The Bylaws of the Committee 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 SDAFS EXCOM before taking effect.

APPROVED BY UNANIMOUS CONSENT 2-21-2002