

American Fisheries Society  
Education Section  
Bylaws of the Student and Early Career Professionals Subsection  
February 6, 2018

#### Article I. NAME AND OBJECTIVES

(a) The name of this organization shall be the **STUDENT AND EARLY CAREER PROFESSIONALS SUBSECTION** of the American Fisheries Society, herein referred to as the **SUBSECTION** and the Society, respectively. The **SUBSECTION** operates under the auspices of the Education Section of the American Fisheries Society.

(b) The **SUBSECTION** has the following primary objectives:

- 1) To provide an organized forum for the discussion of issues and ideas among students and the Society
- 2) To improve communication among fishery students, and to promote Society activity at the student level
- 3) To increase representation of student membership in the Society.

(c) All activities of this **SUBSECTION** shall conform to the Society's Constitution, Rules and Procedures.

#### Article II. MEMBERSHIP

(a) Membership in the **SUBSECTION** shall be open to all members of the American Fisheries Society in good standing. Each **SUBSECTION** member is entitled to one vote on all matters requiring approval of the membership.

(b) Only Active Members of the Society may vote, hold office, or chair a committee.

#### Article III. MEETINGS AND VOTING

(a) The **SUBSECTION** shall hold at least one business meeting at the annual meeting of the Society. Special meetings may be called by the President of the **SUBSECTION** with approval of the Executive Committee (**EXCOM**) of the **SUBSECTION**.

(b) A quorum is required for transaction of official business, except for bylaw revisions, and shall be at least 15 members of the **SUBSECTION**.

(c) Business and voting may be conducted via mail or electronic media if approved by the **EXCOM**.

(d) 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

(hereafter referred to as Rules).

(e) Decisions at meetings are approved by a simple majority of Active Members voting, except in special cases (e.g., amending bylaws and suspending a Rule when a 2/3 majority is required). Other less frequently used voting requirements are described in the Rules.

#### Article IV. OFFICERS

(a) The officers of the SUBSECTION shall be the President, President-Elect, Past-President, and Secretary-Treasurer.

(b) All officers shall be elected for a term of one year, or until a successor is duly elected. Terms of newly elected officers shall begin at the meeting closest in time to the Society's annual meeting.

(c) Officers shall serve without salary or compensation for their services. Expenses may be defrayed from funds available to the SUBSECTION when authorized by the SUBSECTION EXCOM (see section VI).

(d) No officer shall hold the same office for consecutive terms, unless an alternative is unavailable.

(e) Candidates for office shall be nominated by a nominating committee appointed and chaired by the Past-President. Officers shall be elected by mail ballot or electronic ballot (see Article III) received by members at least 30 days prior to the deadline deemed by the SUBSECTION EXCOM. Officers shall be elected by a majority of the returned ballots.

(f) In the event of a vacated position, the remaining SUBSECTION EXCOM shall appoint a qualified replacement for the unexpired term.

#### Article V. DUTIES OF OFFICERS

(a) The President shall:

- 1) Serve as chair of the EXCOM;
- 2) Preside at the business meetings of the SUBSECTION;
- 3) Serve as Editor for the student page in *Fisheries* magazine or as otherwise requested by the Executive Director or Society Officers;
- 3) Perform other duties and functions authorized and necessary; and,
- 4) Advance to the office of Past-President at the end of the term.

(b) The President-Elect shall:

- 1) Perform the duties of the President in the absence of the President;
- 2) Serve on the EXCOM;

- 3) Advise and oversee the activities of the Division Representatives (see Article VIII);
  - 3) Serve as Second Editor for the student page in *Fisheries* magazine or as otherwise requested by the Executive Director or Society Officers; and,
  - 4) Advance to the office of President at the end of the term.
- (c) The Immediate Past-President shall:
- 1) Serve on the EXCOM;
  - 2) Appoint and chair a SUBSECTION member committee for nominating candidates for SUBSECTION offices;
  - 3) Serve as an advisor to the President and President-Elect; and,
  - 4) Assist the other officers as needed.
- (d) The Secretary-Treasurer shall:
- 1) Keep the official records of the SUBSECTION, and collect and be custodian of any fees or assessments authorized by these Bylaws or funds allotted to the SUBSECTION by the Society;
  - 2) Disburse funds only as authorized by either the membership or EXCOM;
  - 3) Submit, at the annual SUBSECTION meeting, the year-end report for the previous fiscal year and a comparison of approved versus actual income and expenditures for the current fiscal year;
  - 4) Submit a record of receipts and disbursements at the Annual Section meeting, establish necessary banking arrangements and prepare and file necessary tax returns and other official documents necessary to keep the Subunit in good legal and financial standing, and maintain financial records for review by Society officers and staff as needed or required;
  - 5) Submit minutes of the SUBSECTION annual business meeting to the Executive Director and to the Secretary-Treasurer of the Education Section within 30 days after the annual meeting of the SUBSECTION;
  - 6) Serve on the EXCOM; and,
  - 7) Conduct the election.

## Article VI. EXECUTIVE COMMITTEE (EXCOM)

- (a) The EXCOM of the SUBSECTION shall consist of elected officers, the Division Representatives (see Article VII), and other members as may be appointed and charged by the President in consultation with the EXCOM. The EXCOM is authorized to act on behalf of the SUBSECTION between meetings.
- (b) Meetings of the EXCOM may be held at the call of the President when a majority of the committee members can meet and conduct business. Business and voting by the EXCOM may be conducted by mail, telephone, or other electronic media.
- (c) A quorum is required for transaction of official business at an Executive Committee meeting. A quorum for an Executive Committee meeting shall consist of five members. Executive Committee members can appoint a proxy. Each member of the EXCOM shall have one vote on EXCOM decisions. In the event of a tie, the President shall have the

deciding vote.

#### Article VII. STANDING COMMITTEES

- (a) There shall be one standing committee of the SUBSECTION:
- 1) The Nominating Committee shall consist of SUBSECTION members and shall conduct the nominating process for SUBSECTION offices. The Past-President shall appoint and chair the Nominating Committee.

#### Article VIII. DIVISION REPRESENTATIVES

(a) Each of the four AFS Divisions and Canada will have a Student Representative that will be elected concurrently with the SUBSECTION officers. Nominations for Divisional Representatives shall be communicated to the SUBSECTION Past-President prior to a date specified by her/him. SUBSECTION members may vote for a representative from their division on the annual ballot for SUBSECTION officers. Division representatives are charged with promoting SUBSECTION membership to the members of their respective divisions and serving on special committees as directed by the EXCOM.

(b) Division representatives will report biannually to the EXCOM. Reports will include SUBSECTION-related accomplishments to date and challenges or suggestions reported from student subunits in their division or country. Due dates for these reports will coincide with the AFS mid-year Governing Board meeting and the AFS annual meeting.

#### Article IX. SPECIAL COMMITTEES

(c) Committees and representatives, except as listed in Article VII and VIII of these Bylaws, shall be appointed and charged by the President. Special committees shall cease to function upon the discharge of the duties for which they were appointed.

#### Article X. PAGE IN *FISHERIES* MAGAZINE OR AS OTHERWISE REQUESTED BY THE EXECUTIVE DIRECTOR OR SOCIETY OFFICERS

(a) The President will serve as Editor for the "Student's Angle" page in *Fisheries* magazine as otherwise requested by the Executive Director or Society Officers. The President-Elect will serve as Second Editor. The responsibilities of the two Subsection editors will include solicitation of information and production of the page according to the policy and schedule of *Fisheries* magazine.

#### Article XI. DUES AND FEES

(a) Annual membership fees will be determined by the EXCOM of the SUBSECTION

subject to approval of the members voting at the annual meeting.

(b) The EXCOM may assess registration fees for meetings.

## Article XII. AMENDMENT OF BYLAWS

(a) The Bylaws are the defining document for the SUBSECTION and take precedence over all other Rules and Procedures of the SUBSECTION. The Bylaws cannot be suspended and cannot be changed without prior notice to members.

1) The Bylaws may be amended by a 2/3 majority of Active Members choosing to vote, provided that the proposed amendment(s) are circulated by mail or electronic media to the membership at least 30 days prior to voting. If voting is by mail ballot or electronic ballot, members must be given at least 30 days to return their ballots.

2) Following approval by the SUBSECTION membership, bylaws amendments must be submitted to the Education Section President and the Society Constitutional Consultant within 45 days of SUBSECTION approval of the amendment.

3) Changes to the SUBSECTION Bylaws must be submitted and approved by the Executive Committee of the Education Section before taking effect.

4) In accordance with the Society Constitution, an adopted amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society Management Committee for approval.

5) Amendments take effect when the SUBSECTION receives written notice of their approval by the Management Committee from the Executive Director.

(b) Rules are the next highest level of documentation of SUBSECTION operations. They are generally established to facilitate the conduct of SUBSECTION business, and to describe duties and responsibilities of officers and committees. They may be suspended or amended as follows:

1) The Rules may be suspended during an EXCOM meeting until the next annual business meeting or special SUBSECTION meeting by a 2/3 majority of the EXCOM.

2) The Rules may be suspended for the duration of a meeting by a 2/3 majority of Active Members voting at an annual business meeting or special SUBSECTION meeting.

3) The Rules may be amended by a simple majority of Active Members voting at an annual business meeting or special SUBSECTION meeting.

(c) Procedures are the lowest level of documentation of SUBSECTION operations. They are generally established to provide continuity in the conduct of SUBSECTION business. The Procedures may be suspended or amended by a simple majority vote of the EXCOM.