

American Fisheries Society  
Education Section  
Bylaws of the Student and Early Career Professionals Subsection  
~~February 6, 2018~~ June 28, 2024

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, Early Career Professionals, herein referred to as ECPs, and the Society, and when necessary, advocate to the Society on behalf of students and ECPs to ensure relevancy/needs are met. -
  - 2) To improve communication among fisheries students and ECPs, and to promote Society activity at the student and ECP levels.
  - 3) To increase representation of student and ECP membership in the Society.
- (c) All activities of this SUBSECTION shall conform to the Society's Constitution, Rules and Procedures, Standards of Professional Conduct, and AFS Meetings Code of Conduct.

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) Membership in the SUBSECTION is automatic for students (high school and post-secondary) and ECPs ~~early career professionals (hereafter referred to as ECPs)~~, as defined by the Society. Non-ECP or non-student members may elect to become members during the registration/renewal process.
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- (c) 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 or near ~~the~~ 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, which may include members attending in person or participating via electronic media. If a vote is required and quorum is not reached, voting may be conducted via electronic media.
- (c) Business meetings, official SUBSECTION 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 two Co-Secretary-Treasurers.
- (b) All officers with the exception of Co-Secretary-Treasurers shall be elected for a term of one year, or until a successor is duly elected. The President-Elect is voted in once, serves for a term of one year, and then serves for two following years as President and Past-President, respectively. The co-secretary-treasurers shall serve a two year-staggered term. If no candidate is voted into a position for a new term, the current officer will serve until a successor is duly elected.
- (c) Terms of newly elected officers shall begin at the meeting closest in time prior to the Society's annual meeting.
- (d) Officers shall serve without salary or compensation for their services. Expenses may be defrayed from funds available to the SUBSECTION when authorized by the EDUCATION SECTION ~~SUBSECTION~~ EXCOM (see section VI).
- (e) No officer shall hold the same office for consecutive terms, unless an alternative is unavailable.

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

(g) In the event of a vacated position, the remaining SUBSECTION EXCOM shall appoint a qualified replacement for the unexpired term, ~~or hold~~ ~~have a meeting and distribute the duties of the vacated office amongst the remaining EXCOM members.~~

(h) ~~If the Section fails to hold a valid election, officers shall serve until a successor is duly selected in accordance with these Bylaws.~~

## 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;
- 4) ~~Serve as a non-voting member of the AFS Governing Board.~~
- 5) Sit on other section committees (i.e. ~~Membership Committee, Hutton Committee~~) and perform other duties and functions authorized and necessary; and,
- 6) 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);
- 4) ~~Sit on other section committees and perform other duties and functions authorized and necessary;~~
- 5) Serve as Second Editor for the student page in *Fisheries* magazine or as otherwise requested by the Executive Director or Society Officers; and,
- 6) 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 ~~Co-Secretary-Treasurers~~ shall:
1. Keep the official records of the SUBSECTION, ~~conduct correspondence on behalf of the SUBSECTION, schedule mid-year meetings, maintain the student and ECP member database, and be~~ ~~collects and is~~ the custodian of any fees or assessments authorized by these Bylaws or funds allotted to the SUBSECTION by the Society;
  2. The Secretary-Treasurer acts as bylaws consultant and parliamentarian at the annual business meetings. The person determines if a quorum is present (or 15 members to conduct official business; see Article 3b) at the annual business meeting.
  3. The Secretary-Treasurer circulates a sign-in roster for attendees at the annual business meeting and retains it in Subsection records.
  4. Disburse funds only as authorized by either the membership or EXCOM;
  5. Submit, at the annual SUBSECTION meeting, the year-end report as applicable for the previous fiscal year and a comparison of approved versus actual income and expenditures for the current fiscal year;
  6. Submit a record of receipts and disbursements at the Annual ~~SUBSECTION business meeting~~ ~~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;
  7. 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;
  8. Serve on the EXCOM; and,
  9. 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 ~~two~~~~one~~ standing committees 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.
  - 2) The Outreach and Communications Committee (OCCOM) shall consist of SUBSECTION members and shall be responsible for communicating relevant information to SUBSECTION members. The President shall appoint ~~the~~ chair of the OCCOM. The President and chair of OCCOM shall appoint OCCOM members.

## Article VIII. DIVISION REPRESENTATIVES

- (a) Each of the four AFS Divisions and Canada will have a SUBSECTION member representative from the respective divisions and Canada ~~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 ~~them~~~~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, providing division updates, and serving on special committees as directed by the EXCOM.
- (b) All Division Representatives shall be elected for a term of one year, with the opportunity to extend their term for an additional year should it be agreed upon by the President and President-Elect ~~they so wish~~, or until a successor is duly elected. Terms of newly elected Division Representatives shall begin at the SUBSECTION meeting closest in time prior to the Society's annual meeting.
- (c) 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

(a) 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 ~~a~~Active SUBSECTION ~~m~~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 ~~close of~~ 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, ~~B~~ylaws 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.