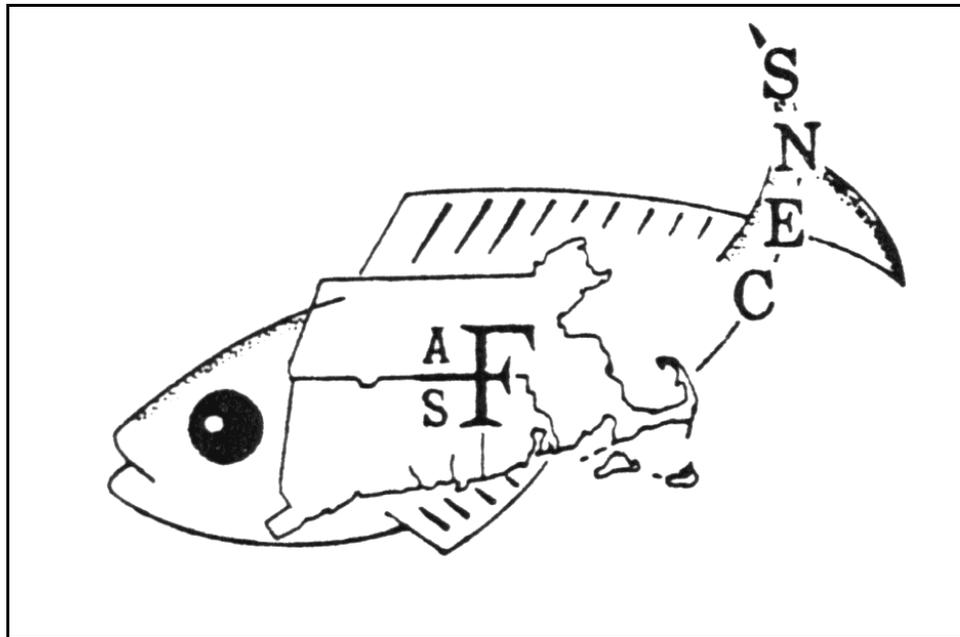


SOUTHERN NEW ENGLAND CHAPTER

AMERICAN FISHERIES SOCIETY



PROCEDURAL MANUAL

Revised

February 2014

PREFACE

This Procedural Manual is intended to serve as a handy reference for Southern New England Chapter (Chapter) officers and Board of Director (BOD) members, particularly for those new in their positions. This document outlines the Chapter policies, organizational structure, leadership responsibilities, and operational details for ongoing Chapter activities. Historically, this information has been passed down by "word of mouth" from one set of officers to the next, but details and unwritten policies frequently get "lost in the cracks." The annual update of this manual will help to maintain the institutional memory of the Chapter.

While the manual provides guidance, it should be viewed as an annually-updated "living document" that allows for creativity and originality within each office or committee. Each BOD member should annually review their section of the manual each year and recommend necessary changes to improve the performance of their office or committee. The procedural manual is intended to be a dynamic document that changes as Chapter activities and responsibilities evolve.

The Procedural Manual is available to any Chapter member upon request. Most of the manual's information will be available through the Chapter's World Wide Web home page on the Internet (www.snec.fisheries.org). This information will be particularly helpful as a recruitment tool for persons interested in participating as members of various committees or serving on the BOD.

TABLE OF CONTENTS

SECTION 1. CHAPTER MISSION STATEMENT AND BYLAWS.....	1
SECTION 2. CHAPTER LEADERSHIP AND ORGANIZATION.....	1
2.1 OFFICERS AND DUTIES	2
2.1.1 President.....	2
2.1.2 President-Elect	3
2.1.3 Secretary-Treasurer.....	3
2.1.4 Past-President.....	5
2.2 COMMITTEES AND RESPONSIBILITIES.....	5
2.2.1 Education Committee.....	5
2.2.2 Professionalism Committee	6
2.2.3 Program Development Committee	6
2.3 OTHER BOARD OF DIRECTORS MEMBERS	7
2.3.1 Publicity Officer.....	7
2.3.2 Members-at-Large.....	7
2.3.2 Web Committee	8
SECTION 3. CHAPTER ACTIVITIES	8
3.1 LONG RANGE PLAN	8
3.2 MEETINGS	8
3.2.1 Semiannual Meetings.....	8
3.2.2 Annual Business Meeting	10
3.2.3 Board of Directors Meetings.....	11
3.3 STUDENT INITIATIVES.....	11
3.4 AWARDS	11
3.4.1 Professional/Executive Awards	12
3.4.1.1 Common Administration Process	12
3.4.1.2 Specific Administration and Criteria	13
3.4.2 Saul Saila Best Student Paper Award	14
3.4.3 Best Student Poster Award	14
3.4.4 Student Stipends/Scholarships	14
3.5 CONTINUING EDUCATION	15
3.6 ASSISTANCE TO GOVERNMENTAL AGENCIES.....	15
3.7 NORTHEASTERN DIVISION RESPONSIBILITIES.....	16
SECTION 4. CHAPTER OPERATIONAL POLICIES.....	16
4.1 FINANCES	16
4.1.1 Annual Budget	16
4.1.2 Bank Accounts	16
4.2 DECISION MAKING	17
4.3 LEADERSHIP TRANSITIONS.....	18
4.3.1 Nominations	18
4.3.2 Elections.....	18

4.3.3 Board of Directors Appointments.....	18
4.4 WRITTEN COMMUNICATIONS	18
4.4.1 SNEC Email Distribution List (LISTSERV).....	18
4.4.2 Recordkeeping	19
4.4.3 Committee Work Plans	19
4.5 ADVOCACY	19
4.5.1 AFS Lobbying Guidelines	19
4.5.2 Chapter Position on Advocacy.....	19
4.6 CHAPTER TOOLS	20
SECTION 5. ATTACHMENTS.....	21
1. Southern New England Chapter American Fisheries Society Bylaws	21
2. Strategy for the Implementation of the AFS Long Range Plan in Southern New England	24
3. Example of a SNEC-AFS Business Meeting Agenda	28
4. Scoring Criteria for Student Presentations.....	30
5. Best Student Paper Scoring Sheet.....	31
6. Best Student Poster Scoring Sheet.....	34

SECTION 1. CHAPTER MISSION STATEMENT AND BYLAWS

The mission of the American Fisheries Society, Southern New England Chapter (SNEC) is to provide an organization for scientists and other professionals dedicated to the conservation and enhancement of fishery resources. Our goals are to:

- 1) Advance the conservation, development and wise use of fishery resources for optimum use and enjoyment by all;
- 2) Gather and disseminate information on fisheries science and management;
- 3) Promote and evaluate the educational, scientific, and technical aspects of the fisheries profession;
- 4) Provide an organizational structure that equitably represents members, develops opportunities for effective leadership, and generates resources necessary to carry out programs.

The most recent amendments to the Chapter bylaws were approved at the June 2006 annual business meeting. These amendments reflected organizational changes and formalized the University of Connecticut SNEC Student Sub-Unit. A copy of the amended bylaws is included as Attachment 1.

SECTION 2. CHAPTER LEADERSHIP AND ORGANIZATION

The Chapter leadership is organized into two overlapping bodies: the Executive Committee (EXCOM) and the Board of Directors (BOD). The EXCOM consists of the President, President-Elect, Secretary-Treasurer, and Past-President. A Secretary-Treasurer is elected annually and ascends to the positions of President-Elect, President, and Past-President in each succeeding year. The term of office begins at the annual business meeting, usually in June of each year. The EXCOM oversees daily operations of the Chapter. Much of the EXCOM work is accomplished by telephone/email with meetings typically reserved for the BOD.

The four EXCOM members also serve on the BOD along with the Education Committee Chair, Professionalism Committee Chair, Program Development Committee Chair, Publicity Officer, and Members-at-Large (if appointed). BOD members, other than the EXCOM members, are appointed by the President, approved by the EXCOM, and serve 1-year terms, unless reappointed. The BOD oversees Chapter directional changes and advises the EXCOM. The BOD serves as a steering committee to maintain present activities that serve the Chapter, to implement changes that increase the breadth of participation, and to provide an institutional framework for new activities that serve to promote professional effectiveness. There are typically two BOD meetings each year. The first meeting typically occurs in the fall (usually October) and precedes the Winter Chapter meeting by approximately 2-3 months. The second meeting typically occurs in the early spring (usually April) and precedes the Summer Chapter

meeting by approximately 2 months.

2.1 OFFICERS AND DUTIES

The principal duties and responsibilities of Chapter officers are spelled out in the Chapter Bylaws (Attachment 1). Other duties have evolved operationally.

2.1.1 President

- a. Is knowledgeable about Chapter Bylaws and oversees all aspects of Chapter operations.
- b. Presides at annual Chapter business meeting.
 - Is familiar with Robert's Rules of Order for conducting a meeting.
 - Adheres to a time schedule.
 - Introduces all visiting AFS officers from the parent society or the Northeastern Division and gives them an opportunity to address the membership.
- c. Chairs the Chapter's Executive Committee and Board of Directors, holds meetings, and seeks advice as needed.
- d. Fully informs the President-Elect of Chapter activities so that, if the need arises, that officer can perform the duties of the President competently.
- e. Subject to EXCOM approval, appoints chairs and members of all committees and other BOD members such as Members-at-Large. Creates other committees as needed.
- f. Communicates regularly with committee chairs and other BOD members, ensuring that they are actively pursuing their responsibilities.
- g. Ensures that the annual update of the Procedural Manual is completed by the Past-President.
- h. Is aware of the Society's safeguards concerning lobbying activities by the Chapter to protect the Society's tax-exempt status.
- i. Serves as a voting member of the Northeastern Division's Executive Committee and attends all meetings of that Committee, if possible. If unable to attend, seeks Chapter representation by asking another EXCOM member to take his/her place.
- j. Extend invitations to Northeastern Division and Society Presidents, and the Executive Director, to attend Chapter meetings.
- k. Prepares reports of the Chapter's activities for presentation at the annual Division meeting.

- l. Serves as a nonvoting member of the Society Governing Board and attends both the annual and mid-term meetings, if possible.
- m. Acknowledges the work of a BOD member by letter at the end of the year if required by the member's employer.

2.1.2 President-Elect

- a. Assumes the duties of President if the current President is unable to complete his/her term.
- b. Works closely with the President so that Chapter activities will continue smoothly in the next year.
- c. Serves as a voting member of the Chapter's EXCOM and BOD.
- d. Serves as an ex-officio member of the Program Development Committee to plan Chapter meetings.
- e. Has overall responsibility for the program at Chapter meetings.
- f. Assists the Program Chair as necessary in preparing the final agenda and abstracts of papers for distribution at Chapter meetings.
- h. Moderates technical sessions of Chapter meetings or delegates this responsibility, particularly to Chapter members organizing special sessions.
- i. Oversees the ordering of a Past-President's Certificate of Appreciation from the Society headquarters at least 8 weeks prior to the annual Chapter business meeting.
- j. Manages and moderates SNEC email distribution list and requests membership updates to email distribution list annually from AFS LISTSERVE coordinator.

2.1.3 Secretary-Treasurer

- a. Prepares and distributes draft minutes of all Chapter, EXCOM, and BOD meetings to the Chapter BOD within 30 days of the meeting. Provides copies of previous year Chapter annual business meeting minutes to the membership for acceptance at the current year's meeting. Sends approved minutes of annual Chapter business meeting to the AFS Executive Director and the Northeastern Division President.
- b. Prepares correspondence as requested by officers of the Chapter.
- c. Serves as a voting member of the Chapter's EXCOM and BOD.

- d. Maintains letterhead and other supplies necessary for Chapter functions.
- e. Informs the AFS Subunit Services Manager and the Northeastern Division President of changes in officers, dates and locations of meetings, and other necessary information.
- f. Responsible for pre-registration and registration at Chapter meetings.
- g. Compiles an electronic file (e.g. Microsoft Excel) of meeting registration information (registrant names, affiliations, membership status, email addresses) for addition to Chapter archives. Provides Publicity Officer with meeting attendance statistics (number of attendees, breakdown by affiliation and membership status). Provides BOD member with email addresses of all meeting registrants for inclusion in the SNEC email distribution list.
- h. Coordinates with the Program Chair in overseeing that all necessary rooms, audio-visual equipment, lunches, refreshments, and other items for Chapter meetings are acquired and financial obligations for the meeting are met.
- i. Maintains historical records of the activities, minutes, newsletters, correspondence, Chapter charter, and other Chapter business, and forwards these records to the incoming Secretary-Treasurer.
- j. Receives, holds, and disburses funds as needed for Chapter functions as approved by AFS society rules and the Chapter's EXCOM and BOD.
- k. Maintains financial records and is responsible for the Chapter bank account(s).
- l. Prepares financial reports for EXCOM, BOD and annual business meetings.
- m. Submits 990-N Form on Chapter's 501(c)(3) non-profit status to the IRS as required (see Section 4.1.2, below).
- n. Responsible for bank account and other special accounts, such as Vanguard or PayPal.
- o. Accepts applications for SNEC student membership award on behalf of the Professionalism Committee Chair; consults with Professionalism Committee Chair on potential award recipients and submits membership applications of award recipients to AFS parent society along with appropriate payment.
- p. Maintains a list of affiliate members and ensures that their email addresses are added to the SNEC email distribution list via coordination with the President, President-Elect, and Webmaster.
- q. Provides important electronic records (meeting registration info, newsletters, committee

reports, meeting minutes, etc.) to the incoming Secretary-Treasurer at the end of the term.

2.1.4 Past-President

- a. Acts as advisor to EXCOM, BOD and committees, and provides assistance as needed.
- b. Serves as a voting member of the Chapter's EXCOM and BOD.
- c. Serves as an ex-officio member of the Chapter Professionalism and Membership Committees.
- d. Provides recommendations for candidates to be considered for nomination for Chapter officers and BOD members.
- e. Assists with Chapter continuing education efforts.
- f. Responsible for updating the Chapter Procedural Manual each year.

2.2 COMMITTEES AND RESPONSIBILITIES

The basis for Chapter committees is the Chapter's Strategy for the Implementation of the AFS Long Range Plan (Attachment 2). This document spells out principal committee responsibilities. Other duties have evolved operationally. Ideally, Chapter committees should have a minimum of two to four members with a Chair appointed by the President.

2.2.1 Education Committee

The primary goal of the Education Committee has been to expand the opportunities for Chapter members to become involved with environmental education. Continuing education of Chapter members is emerging as a new direction for the Committee. Committee responsibilities and action strategies to achieve its primary goal include:

- a. Develops and maintains contacts throughout the educational community.
- b. Provides and coordinates judging for the best student presentation and poster at Chapter meetings.
- c. Works to generalize usage and evaluation of environmental education materials and curricula.
- d. Fosters improved environmental awareness through organized educational efforts at the elementary and secondary school levels.
- e. Assists with the Chapter continuing education workshops, in particular, securing CEU credits through AFS.

2.2.2 Professionalism Committee

The primary goals of the Professionalism Committee are to promote and evaluate the educational, scientific, and technical aspects of the fisheries profession and to acknowledge personal and institutional achievements in the profession. Committee responsibilities and action strategies to achieve these goals include:

- a. Overall administration of Chapter awards detailed in sections 3.4.1 - 3.4.3, notification of Chapter members of available awards, solicits member input on nominees. Recommends award recipients to EXCOM.
- b. Arranges for certificates for award winners and certificate of appreciation for outgoing Chapter President.
- c. Distributes information on AFS Fisheries Scientist certification through various channels such as the newsletter and a table at Chapter meetings.
- d. Provides assistance to Chapter members seeking AFS certification.
- e. Expands the Chapter awards program through development of new annual, semiannual, or special awards as deemed appropriate by BOD.
- f. Administers Student Membership Scholarship Awards for students each year. The number of Student Membership Scholarship Awards to be awarded annually is decided by the BOD.

2.2.3 Program Development Committee

The primary goal of the Program Development Committee is to provide a forum for open discussion of issues of regional and national significance through development of semiannual Chapter meeting programs. Committee responsibilities and action strategies to achieve this goal are:

- a. Plans all aspects of technical sessions at Chapter meetings and accommodates joint sessions with other resource and environmental organizations as desired.
- b. Selects topics for mini-sessions and invites speakers for keynote talks and panel discussions. Up to \$700 (subject to availability) is authorized for travel expenses for invited speakers at each meeting.
- c. Issues written call for abstracts of papers to all Chapter members typically 3 months before the date of the meeting. The deadline for submission of abstracts is typically 2 months prior to the meeting date.

- d. Solicits additional papers through telephone calls to Chapter members at key locations (State and Federal agencies, universities, etc.).
- e. Assists President-Elect with preparation of meeting agenda and abstracts of papers for distribution at Chapter meetings.
- f. Prepares letters of appreciation to invited speakers at Chapter meetings.

2.3 OTHER BOARD OF DIRECTORS MEMBERS

2.3.1 Publicity Officer

- a. Prepares informational pieces on Chapter meetings and programs for dissemination to the media, which serve to promote the Chapter or to educate the public on fisheries issues.
- b. Prepares write-ups for *Fisheries*, the Northeastern Division newsletter, and other AFS publications concerning Chapter meetings and programs. At a minimum, all Chapter meetings and continuing education workshops should be included.
- c. Takes photographs at Chapter meetings and other activities as necessary.
- d. Maintains a record of Chapter history, including lists of Chapter Presidents, award recipients, meeting dates and locations, and special topics related to a meeting or Chapter activity.
- e. Maintains Chapter informational brochures and ensures that they are available at the registration table at each semi-annual meeting.

2.3.2 Members-at-Large

- a. Nominations for Member-at-Large positions are reviewed and voted on by the BOD. Appointments are for 1 year and maybe extended by the President.
- b. Serve on ad-hoc committees and carry out special assignments (e.g., continuing education workshop).
- c. Serve as a resource to other BOD members and provide assistance to Chapter officers and committee chairs as appropriate.
- d. Attend BOD Meetings on a regular basis.

2.3.3 Web Committee

- a. Responsible for development and maintenance of the Chapter World Wide Web site for dissemination of Chapter information through the Internet.

- b. Disseminates Chapter information through the Chapter's World Wide Web home page on the Internet with assistance from designated Chapter members and the Professionalism Committee.

SECTION 3. CHAPTER ACTIVITIES

3.1 LONG RANGE PLAN

In 1989, the AFS adopted a "Long Range Plan" which represents the long-term strategic planning direction for the Society and its subunits (*Fisheries* Vol. 14:1, pp 16-22). The Chapter subsequently drafted its plan for implementing selected provisions of the AFS Long Range Plan in southern New England. The plan provided for a committee-based structure for implementing four principal goals: 1) fishery conservation, 2) dissemination of information pertaining to fishery science and management, 3) promotion of relevant aspects of the fisheries profession, and 4) provision of the organization necessary to carry out Chapter programs. The plan was most recently updated in 2011 to reflect the Chapter's current goals and agenda (Attachment 2).

3.2 MEETINGS

3.2.1 Semiannual Meetings

The Chapter typically holds two, 1-day technical meetings each year. The winter meeting is usually in January and the summer meeting is typically in June. Recently, the summer meeting agenda includes a presentation by a keynote speaker and the winter meeting agenda includes a poster session that may be preceded by 3-minute speed presentations by the poster authors. Every attempt is made to rotate the meeting site among the three states in the Chapter's geographic area.

Registration fees for 1-day meetings are typically \$40 for non-AFS members, \$30 for AFS members, and \$10 for students that pre-register for the meeting prior to the pre-registration deadline. Student registration fees subsequent to the pre-registration period are \$20. The Program Development Committee is authorized up to \$700 for travel expenses of invited speakers at each meeting. Meeting registration fees are typically waived for invited speakers.

The following table provides clarification for responsibilities prior to Chapter meetings, as well as guidelines on lead times.

ACTIVITY	RESPONSIBILITY	LEAD TIME
Recommend special session topics and meeting location	Prog. Dev. Comm.	10 months
Approve meeting special sessions, location and date	Board of Directors	10 months

Reserve meeting facility	Prog. Dev. Comm.	8 months
Announce meeting in <i>Fisheries</i> and other publications	Publicity Officer	8 months
Distribute electronic meeting announcement via SNEC email distribution list	President-Elect	4 months
Post meeting announcement on website	Web Comm.	4 months
Contact invited speakers	Prog. Dev. Comm.	4 months
Issue call for papers	Prog. Dev. Comm.	3 months
Confirm invited speaker's attendance	Prog. Dev. Comm.	2 months
Deadline for receipt of abstracts	Prog. Dev. Comm.	2 months
Prepare final agenda and abstracts	Prog. Dev. Comm.	2 weeks
Preregistration deadline	Secretary-Treasurer	1 week
Prepare receipts and name badges	Secretary-Treasurer	1 week
Provide facility with final headcount	Prog. Dev. Comm.	2-3 days

A number of meeting facility logistics must be addressed to allow for a smooth Chapter meeting. First, for new sites, the meeting room should be visited in person prior to its reservation to ensure its compatibility with Chapter needs (size of room, lighting, audiovisual capability, poster space, etc.). Beverages should be available during the pre-registration period for arriving meeting participants. When providing facility operators with final head counts, the person in charge should consider adding approximately 10% to the number of pre-registrants. Even though the Chapter policy is not to provide lunch to individuals who have not pre-registered, it is helpful to have a cushion available to accommodate persons who call late to register or the first few walk-ins. A final helpful hint is to make sure there is a vegetarian meal option if possible. Items that should be brought to each meeting include:

- 1) Receipts for pre-registrants (if requested)
- 2) Blank receipts for walk-ins (if requested)
- 3) Name badges for pre-registrants
- 4) Blank name badges for walk-ins
- 5) List of pre-registrants
- 6) Parking permits (if needed)
- 7) Meeting program and abstracts
- 8) Evaluation forms
- 9) Extra ballots (summer meeting)
- 10) Business meeting agendas (summer meeting)
- 11) Chapter checkbook
- 12) Chapter charter and easel
- 13) Gavel
- 14) Laser pointer
- 15) Cash box and change
- 16) Thumb or external drive
- 17) Audiovisual equipment (if required)
- 18) Easels, foam boards, and tacks for posters (when required)

- 19) Pens and sharpies
- 20) Chapter t-shirts for sale (if available)
- 21) Chapter membership brochures

There are a variety of tasks routinely performed by different BOD members during a Chapter meeting. The Secretary-Treasurer is responsible for registration. The Program Development Committee is responsible for meeting facilities, audiovisual equipment, lunches and refreshments at breaks. The facility conferences services group or another outside vendor may handle any of these functions, but the Program Development Committee Chair has the overall responsibility. .

The President is responsible for the meeting welcome, general announcements, introductions of invited guests (officers of AFS, Northeastern Division, etc.), concluding remarks, and acknowledgements. The President-Elect serves as moderator for the technical sessions and should ensure that all speakers are aware of the time allotted for their presentations and familiar with the operation of the AV equipment. Professionalism Committee members and individuals recruited by the Education Committee serve as judges for the Best Student Paper and Poster Awards, as appropriate. The Publicity Officer is responsible for taking photographs during the meeting as appropriate.

After the meeting, the Secretary-Treasurer should deposit proceeds, transfer funds from PayPal, and pay meeting bills. The Secretary-Treasurer should also compile an electronic record (e.g. in Microsoft Excel) of all meeting registration info for pre-registrants and walk-ins (registrant names, affiliations, membership status) for inclusion in the Chapter archives. The Secretary-Treasurer should provide meeting attendance statistics (number of attendees, breakdown by affiliation and membership status) to the Publicity Officer and the email addresses of all meeting attendees to the President-Elect and Webmaster for inclusion in the SNEC email distribution list.

The Professionalism Committee should make arrangements for the AFS home office to prepare a Best Student Paper and Poster certificates to be mailed to the winning student or presented at the following Chapter Meeting. The Program Development Committee should mail thank you letters to invited speakers. The Publicity Officer should prepare articles of meeting highlights, along with photographs, for submission to *Fisheries*, the Northeastern Division newsletter (*Fish Rapper*), and other publications.

3.2.2 Annual Business Meeting

The Chapter's annual business meeting is held during the summer Chapter meeting. The President is responsible for setting the agenda (an example is given as Attachment 3) and running the meeting following Roberts Rules of Order. Twenty Chapter members constitute a quorum for the transaction of official business. The Secretary-Treasurer prepares meeting minutes and sends the accepted minutes to the AFS Subunit Services Manager.

The annual business meeting marks the changing of Chapter officers. After running most of the meeting and delivering concluding remarks, the outgoing President announces the election results, naming the new Secretary-Treasurer, President-Elect and new President. The first order of business for the new President is to present a Past President's Certificate of Appreciation to the outgoing President. The newly installed President then briefly outlines plans for the coming

year and closes the business meeting.

3.2.3 Board of Directors Meetings

There has been a minimum of two meetings of the Chapter's Board of Directors each year since its inception in 1991. The first meeting typically occurs in the fall (October) and serves to clarify responsibilities of each BOD member and to finalize plans of work for the coming year. Another meeting occurs late winter (March). Other BOD meetings or conference calls may be scheduled as the need arises.

The President is responsible for setting the agenda and running the meeting following Roberts Rules of Order. The Secretary-Treasurer prepares draft minutes for distribution to all BOD members within 30 days of the meeting. Final minutes are provided at the next BOD meeting for acceptance on the record.

3.3 STUDENT INITIATIVES

The Chapter has always recognized the need to fully involve students in its membership and programs. To increase student attendance at Chapter meetings, the student registration fee has been kept low, \$20 (\$10 if student pre-registers) compared to the regular registration fee. Also, to encourage student presentations at Chapter meetings, the Saul Saila Best Student Paper Award has been in place since 1989 (see Section 3.4.2 for details on this award). Additionally, during the winter Chapter meeting, students who submit posters are eligible to receive the Best Student Poster Award and may gain experience speaking at Chapter Meetings through the three-minute speed poster presentations.

In recent years the Chapter has expanded its efforts to increase student involvement in Chapter activities. The UCONN subunit was formed in 2005 and the President of the Student Chapter is invited to attend BOD meetings and participate on the BOD.

3.4 AWARDS

One of the goals of the Chapter is to promote and evaluate the educational, scientific and technical aspects of the fisheries profession. The presentation of awards in recognition of contributions to the Chapter and the profession is one mechanism to accomplish that goal.

Chapter awards fall into three broad categories - Professional/Executive Awards recognize excellence in the Profession and/or service to the Chapter and AFS, Presentation Awards recognize the best student papers and posters at Chapter meetings, and Scholarships/Stipends encourage AFS involvement and professional development of students. Professional/Executive Awards are administered by the Professionalism Committee and are outlined in 3.4.1. The Professionalism Committee also administers the Saul B. Saila Best Student Paper Award, the Best Student Poster Award, and Student Stipends/Scholarships. These are outlined in Sections 3.4.2-4, respectively.

Additionally, the Chapter may offer a Student Travel Award to defray travel costs for students attending the national AFS meeting if sufficient funds are available. Typically, the BOD will collectively decide to make the award available on an annual basis. Preferably, students presenting a paper are eligible; however, students presenting a poster or simply attending the national meeting may also apply. The Education Committee is responsible for administering this award, including announcement of award and posting of application, soliciting judges (at least three), receiving applications, tallying scores, and announcement of winner. Typically we have awarded \$500 to the winner; however, another smaller amount (~\$200) may be also be awarded to the runner up (second place) if sufficient funds are available. The awards are typically presented at the summer meeting, prior to the Annual National Meeting. Applications for all student awards or stipends are available through the Chapter website.

3.4.1 Professional/Executive Awards

The Chapter currently has five Professional/Executive Awards that are administered by the Professionalism Committee. Common components of these awards are listed in the 3.4.1.1 and specific administration responsibilities and award criteria are listed in 3.4.1.2.

3.4.1.1 Common Administration Process

Awards are presented no more than once a year but multiple recipients could occur in a single year. Awards will not be made if the membership, EXCOM, BOD, or Committees do not present any nominations or if the appropriate committee determines that there are no suitable nominees.

Nominations from the Chapter membership are solicited at the winter meeting, SNEC email distribution list, and on the website.

Nominations for each Award must be in writing and accompanied by a nominative justification, not to exceed two pages, but in sufficient detail for the EXCOM, BOD and Committee to make a sound judgment in the selection process.

Preferably, nominations will be submitted to the appropriate Committee chair at least 8 weeks prior to the annual business meeting (early March). The documentation will be circulated to the EXCOM, BOD and all Committee members at the close of nominations. Committee members will rank the nominees and a Committee decision will then be made whether or not to nominate a candidate for each award that year and to whom. The Committee can reject nominations in any given year. The EXCOM will approve awards and notify BOD members prior to the spring meeting.

A congratulatory letter prepared by the Chair of the appropriate Committee will be mailed to award the winner(s). The chair also contacts the recipient by telephone and urges their attendance at the annual business meeting. Recipients are the guests of the Chapter at the Chapter Meeting.

The Award will be a plaque prepared by the Parent Society and presented at the annual business meeting.

3.4.1.2 Specific Administration and Criteria

Award of Excellence - administered by a standing Committee consisting of the last four Chapter Presidents, the current President, and the Chair of the Professionalism Committee, who will act as Chair. This award was created circa 1989. The Award of Excellence recognizes an AFS member who has made exceptional contributions to the field(s) of fishery administration, education, management or research. Criteria for the award can include significant publications, exceptional service, outstanding teaching or training of students, important discoveries or inventions, or other major contributions to the advancement of fishery science.

Irwin Alperin Membership Service Award - administered by the Professionalism Committee. This award was created in 1996 to recognize Chapter members who have made outstanding contributions to the Chapter and/or the Parent Society. Criteria for this award include significant service to AFS through volunteerism, active participation in standing or ad-hoc committees, increasing public awareness of Chapter and AFS activities, encouraging student involvement/membership, membership recruiting, or other important contributions that advance Chapter and profession goals.

Lesa Meng Aquatic Conservation Award (renamed from the Citizens Aquatic Conservation Award) - administered by the Professionalism Committee. This award was created in 1996. The Lesa Meng Aquatic Conservation Award recognizes an individual or individuals from outside the fisheries profession that have made an outstanding contribution to conservation or the fisheries profession in southern New England. Criteria for this award include activities that 1) protect, conserve or restore aquatic habitat and fisheries, 2) improve sustainable recreational and commercial fishery opportunities, 3) support federal, state, tribal, or private management and research agencies responsible aquatic resources, or 4) otherwise support the stewardship of aquatic resources or the enrichment of the fisheries profession.

Outstanding Organization Award - administered by the Professionalism Committee. This award was created in 1996. The Outstanding Organization Award recognizes academic, governmental, private, or tribal organizations and units for their current or historic advances in the stewardship of aquatic ecosystems, advancement of fisheries science, or service to the profession. Criteria for this award include exemplary activities to 1) protect, conserve or restore aquatic ecosystems, 2) improve sustainable recreational and commercial fishery opportunities, 3) develop new scientific methods, equipment, computer software, etc., 4) improve interactions of their organizations with aquatic resource user groups and the general public, or 5) enhance the status and visibility of the fisheries profession.

Special Achievement Award – this is an individualized award administered by the Professionalism Committee. This award was created in 1994. The Special Achievement Award recognizes a specific special achievement, typically, in service of the Chapter. The Chapter President nominates an individual or group to the Professionalism Committee and pending approval by both the Professionalism Committee and EXCOM this award can be conferred. This

award is conferred at the discretion of the Chapter President.

3.4.2 *Saul B. Saila Best Student Paper Award*

This award is administered by the Professionalism and Education Committees and originated in 1989 as the Best Student Paper Award. In 1996, it was renamed in honor of University of Rhode Island educator and longtime Chapter member Saul B. Saila. At its inception, a \$50 annual award was presented to the author of the student paper judged best at either the winter or summer meeting. In 1994, because of the difficulty of judging papers consistently across two meetings and to display further Chapter support for student participation, this award was changed to an award presented at each meeting. The criteria used in judging student papers are found in Attachment 4. In October 2000, the Saul B. Saila Best Student Paper Award was increased to \$100. A minimum of three committee members or members-at-large judges the papers using the standardized student paper evaluation form from the AFS Education Section. A sample of this form is included as Attachment 5. The Education Committee Chair coordinates judging, tallies the scores, and contacts all presenters within 2 weeks of their talk with summary scores and comments from judges. If the award is given, the winner is notified via email or phone call and awarded a check by the Secretary-Treasurer. A congratulatory letter prepared by the Chair of the Education Committee and a plaque prepared by the Parent Society are mailed or presented at the next meeting to award winners.

3.4.3 *Best Student Poster Award*

This award was initiated in 2007 and consists of a certificate and \$50 award presented at each meeting where posters presentations are made. A minimum of three committee members or members-at-large judge the posters using the standardized student poster evaluation form developed based on the AFS Education Section (Attachment 6). If the award is given, the winner is typically announced at the end of the meeting and awarded a check by the Secretary-Treasurer. A congratulatory letter prepared by the Chair of the Education Committee and certificate prepared by the Parent Society are mailed to award winners.

3.4.4 Student Stipends/Scholarships

Student Membership Scholarships are administered by the Professionalism Committee. At the 1994 annual business meeting, the Chapter voted to sponsor AFS Parent Society Student Memberships and Chapter Memberships for students attending schools in the Chapter area. The number of scholarships awarded annually is up to the discretion of the BOD. The availability of these awards is announced on the Chapter Website and possibly through announcements on the SNEC email distribution list. Exceptional undergraduates can be considered as well as graduate students. Students who are already AFS members are also eligible. These are available to students only once and are primarily based on the strength nominations by faculty advisors or interested fisheries mentors in other professional positions. Applicants are instructed to submit a standard AFS application form (available through the parent society website www.fisheries.org) and a letter of recommendation from an academic advisor via mail to the Secretary-Treasurer. The Secretary-Treasurer then consults with the Chair of the Professionalism Committee on the

applicant suitability. The Secretary-Treasurer submits the membership forms of successful applicants along with payment to the AFS parent society.

Associate Certification Scholarships are administered by the Professionalism Committee. At the 1993 annual business meeting, the Chapter decided to fund the cost of application for AFS Associate Fisheries Scientist Certification for up to four graduate students per year on a first-come first-served basis. The stipulation for the scholarships include that the student must be an AFS member, he or she must attend graduate school in the Southern New England area, and that the awards will be presented after the student makes a presentation at a Chapter meeting. Students who participate would be given four years after their presentation to finish any course work needed for certification. Chapter goals for this award are 1) to encourage students to become active in the Chapter, 2) promote the AFS certification program and encourage students to seek certification, and 3) to benefit students by making them more aware of the requirements for AFS certification. Information on this award and an application form is may be found on the Chapter website.

3.5 CONTINUING EDUCATION

An important function that the Chapter recently instituted is the sponsorship of continuing education workshops to further the professional development of its members. These could be anywhere from one half-day to several day sessions. The BOD recommended on August 3, 1994 that these workshops be held separate from Chapter meetings and that every attempt should be made to keep registration fees at a minimum (for example, no more than \$50 for a one-day session). Chapter members interested in the selected topic would organize courses with the Past-President serving in an advisory capacity. Continuing education units should be arranged through the parent society.

3.6 ASSISTANCE TO GOVERNMENTAL AGENCIES

In support of its mission to conserve and enhance fishery resources, the Chapter provides assistance to various governmental agencies as opportunities to do so arise. The most recent example is the Connecticut DEEP Fisheries Advisory Council (FAC). Starting in late 1994, the then Connecticut Department of Environmental Protection held a series of meetings of a Fisheries Task Force to develop a more comprehensive and open dialog with their constituent stakeholders. The Fisheries Task Force was comprised of nearly 50 people representing private fishing and conservation organizations and professionals in the fishing industry. The Chapter had a representative on this group that ultimately focused its discussions and action strategies on funding and resource concerns of the Fisheries Division. To continue to work on the funding issue and many others identified by the Fisheries Task Force, more permanent FAC was established. The Chapter is encouraged to have representation in this effort. This will be a voluntary position with the FAC representative approved by the BOD. The appointed representative should endeavor to attend the quarterly FAC meetings held in various locations throughout Connecticut.

3.7 NORTHEASTERN DIVISION RESPONSIBILITIES

The Chapter President serves as a voting member of the Northeastern Division EXCOM. He/she is responsible for providing reports of Chapter activities for the Division at a mid-year and annual basis. An oral report is given each year at the Division annual business meeting at the Northeast Fish and Wildlife Conference. The Chapter President-Elect serves as a member of Division Membership Committee.

The Chapter voted in 1992 to provide up to \$250 for any Chapter officer to attend the Northeastern Division meeting, if the individual's institution would not fund the travel. This approval included the stipulation that the Chapter reconsider the availability of funding annually.

SECTION 4. CHAPTER OPERATIONAL POLICIES

4.1 FINANCES

4.1.1 Annual Budget

The primary sources of income for the Chapter are the dues collected by AFS. Chapter meetings usually bring in additional revenue, but this is not always the case, and occasionally money is lost on meetings. Regular annual expenses that currently can be budgeted for include \$700 for invited speakers, \$330 for student AFS memberships, \$250 for Best Student Paper and Poster Awards, \$500-\$700 for Student Travel Award(s), and \$100 for website hosting, although this is subject to change. The Chapter solicits donations from Chapter Meeting attendees to help defer expenses associated with student opportunities, such as the reduced meeting registration fee for students and student awards. Chapter policy is that the Program Development Committee is authorized to spend up to \$700 for invited speakers at each meeting (to be reviewed on an annual basis).

4.1.2 Bank Accounts

The Secretary-Treasurer maintains two separate Chapter accounts. A checking account with an average minimum balance of at least \$1,000 is desired for day-to-day operating expenses. The current Chapter account is with Citizens Bank, which operates in all three states. The Secretary-Treasurer has primary signing privileges and authority over the checking account. Subsequent to the election of a new Secretary-Treasurer at the annual Business Meeting, the former Secretary-Treasurer shall work with the newly elected Secretary-Treasurer to transition signing privileges and authority of the checking account. Only members of the Executive Committee shall have check signing privileges, so the Past-President should be removed from the allowable signers list upon the addition of the new Secretary-Treasurer. Written receipts are required for reimbursement to facilitate auditing.

The second Chapter account is with Vanguard, which contains funds that are intended to be less liquid and serve as a cushion for emergency use only. At least one EXCOM member shall retain signing privileges and shall relieve himself/herself of signing privileges upon completion of

service as an EXCOM member. It is the responsibility of the Secretary-Treasurer to ensure that a replacement signer is added to the account once an EXCOM member is relieved of signing privileges.

The Internal Revenue Service has granted AFS the tax-exempt status of a public non-profit 501 (c)(3) organization. The Chapter has its own tax-exempt number 23-7226682, which should be used in setting up accounts.

Due to the amount held in the Chapter treasury of \$25,000 or less, an annual audit is not required and a 990-N, Electronic Postcard (e-Postcard) must be submitted. The e-Postcard is due every year by the 15th day of the fifth month after the close of our tax period (December 31st). Instructions in filling out the IRS Form 990-N correctly may be found at: http://www.roa.org/site/DocServer/irs_990.pdf?docID=10321

4.2 DECISION MAKING

The implementation of the BOD in 1991 added another level of Chapter organization in which decisions potentially could be made. Of particular concern is the clarification of EXCOM versus BOD roles in decision-making. Generally, the EXCOM makes decisions related to day-to-day operations of the Chapter, while the BOD is involved in longer-term decisions, such as policy changes and long range planning. Based on the Chapter bylaws and BOD policy, the following chart outlines which decisions are made at which level of organization:

Chapter membership at business meeting

- Officer elections
- Major new spending initiatives
- Resolutions
- Advocacy efforts
- Changes to bylaws

Board of Directors

- Annual work plan approval
- Financial planning
- Minor spending initiatives
- Officer candidate recommendations
- Review of ongoing projects and operational spending previously approved (invited speakers, awards, etc.)
- Semiannual meeting locations and dates

Executive Committee

- BOD member appointments
- Officer candidate nominations
- Minor spending initiatives
- Emergency spending needs
- Day-to-day operational decisions

Awards recipients (based on recommendations from Professionalism Committee)

President

BOD member and Committee Chair appointments (subject to EXCOM approval)
Establishment of committees

Note: Classification of "major" and "minor" spending initiatives is up to the discretion of the BOD.

4.3 LEADERSHIP TRANSITIONS

4.3.1 Nominations

The EXCOM is responsible for providing the BOD with a list of potential candidates for Secretary-Treasurer, although they may solicit the BOD for help with identifying potential nominees. In addition, a call for nominees is issued through the SNEC email distribution list to get outside input on potential candidates to add to the ballot. The BOD serves in the capacity of a Nominating Committee by selecting a slate of two candidates for Secretary-Treasurer. All nominees for elected office of the Chapter must be AFS members who have paid Chapter dues. All candidates are contacted by an EXCOM member to ascertain interest in running before proceeding with the election. Preferably at least two nominees should be secured to hold an election; however, the election will still be valid if only one nominee is secured prior to the summer meeting. The ballots for the election should contain a space for write-in candidates.

4.3.2 Elections

Ballots are distributed at the summer meeting, preferably during registration. At the discretion of the BOD, ballots may also be distributed via the SNEC email distribution list prior to the meeting. Ballots submitted via email must be received at least one day prior to the summer meeting. The Secretary-Treasurer tabulates results and the winning candidate is reported at the annual business meeting.

4.3.3 Board of Directors Appointments

The President is responsible for making all BOD appointments with EXCOM approval. Appointments are for one year and are renewable indefinitely at the discretion of the incoming President. An attempt is made to achieve geographical and organizational diversity in the BOD membership.

4.4 WRITTEN COMMUNICATIONS

4.4.1 SNEC Email Distribution List (LISTSERV)

The SNEC Email Distribution list (LISTSERV) and BOD Email Address List are managed and modified by the Webmaster, with aid from the President, President-Elect, and Secretary-

Treasurer. These email distribution lists shall be updated annually using Chapter meeting registration records or information from BOD members. The address for sending messages to the LISTSERV is AFS_SNEC-L@listserv.uconn.edu. The LISTSERV is maintained by the University of Connecticut and all access to the LISTSERV is subject to approval by the BOD. Requests for updates to the list of LISTSERV email addresses shall be directed to the current member of the University of Connecticut who is maintaining the LISTSERV. As of early 2014, this contact person is Dr. Eric Schultz (eric.schultz@uconn.edu). Day-to-day correspondence of news and information to Chapter members via the LISTSERV shall be locally administered by any member of the Executive Committee.

4.4.2 Record Keeping

In 1995, the BOD established a policy of striving for digital storage of Chapter information. Meeting minutes, newsletters, Committee reports, meeting registration records, and any other important information should be provided on CD or other media storage device (i.e., memory stick or flash drive) by the outgoing Secretary-Treasurer to the incoming Secretary-Treasurer on an annual basis. The Secretary-Treasurer is responsible for keeping and accessing the archived Chapter materials. This includes meeting minutes, correspondence, financial records, and other documents.

4.4.3 Committee Work Plans

Annual work plans for the each Chapter Committee should be prepared by Committee Chairs for oral presentation at the first Board of Directors Meeting after the annual Chapter business meeting. Status reports on committee activities may be included on the Chapter's website at the discretion of the BOD.

4.5 ADVOCACY

4.5.1 AFS Lobbying Guidelines

The Internal Revenue Service has granted AFS the tax-exempt status of a public non-profit 501 (c)(3) organization. As a result, there are certain guidelines that must be followed. We may provide expert testimony in administrative and legal hearings; write letters, make telephone calls and visits to our legislators on issues where we can provide science-based information; share our information with the public at large and urge that action be taken; and lobby for sound fisheries legislation. The one thing that we can never do **UNDER ANY CIRCUMSTANCES** is involve AFS in partisan political campaigns. This means neither AFS as a whole, nor one of its subunits, nor a member using their AFS affiliation can endorse a political candidate.

4.5.2 Chapter Position on Advocacy

Chapter members at the June 1994 annual business meeting expressed many varying opinions on advocacy and activism:

- a. The Chapter should put forward well-informed, well-justified, scientifically based position statements on fisheries issues.
- b. Fisheries professionals can no longer stay insulated in our own narrow technical sphere and ignore public opinion and policy. We need to strategize on ways to convey complex information to the public and policymakers in a clear, straightforward way if we are to maintain our funding base.
- c. The low attendance at the meeting indicated that many members of the Chapter are not especially interested in the advocacy/activism issue.
- d. An active lobbyist role for the Chapter may jeopardize our professional objectivity.
- e. Moving too fast on this issue might encourage position statements to be issued in the name of the Chapter which members personally had not seen, voted on, or approved.

In conclusion, the Chapter membership appeared to be interested in looking at the operational details of how advocacy/activism might work at the Chapter level. The final recommendation was to form a committee to investigate how the Chapter could become more involved in the Fisheries Information Network (FIN) and other types of fisheries activism. Position statements prepared by this committee could then be reviewed and voted on by the Chapter membership. Once approved, the position statements could be issued in the Chapter name.

4.6 CHAPTER TOOLS

Internet - A Chapter World Wide Web site has been developed. This home page allows instant access to Chapter information for a wide audience through the Internet. The Chapter home page address is: www.snec.fisheries.org.

Facebook Page - Due to the popularity of social media, the Chapter developed a Facebook page in 2010. Updated information is posted as necessary, including meeting announcements, student and professional award opportunities, Chapter events, and recent happenings.

SECTION 5. ATTACHMENTS

Attachment 1

SOUTHERN NEW ENGLAND CHAPTER AMERICAN FISHERIES SOCIETY BY-LAWS

Section 1 - Name and Objectives- The name of this organization shall be the Southern New England Chapter of the American Fisheries Society, hereinafter referred to as the Chapter and Society respectively. The objectives of the Chapter shall be those of the American Fisheries Society as set forth in Article 1 of the Constitution of the American Fisheries Society and to encourage the exchange of information by members of the Society residing or working within Massachusetts, Connecticut or Rhode Island.

Section 2 – Membership- The membership of the Chapter shall be composed of those Society members in good standing residing or working in Massachusetts, Connecticut or Rhode Island. Any American Fisheries Society member in good standing, who wishes to become a member of the Chapter, may do so by paying dues according to Section 10. Members of the University of Connecticut Student Subunit shall be recognized as Chapter members.

Section 3 – Officers- The officers of the Chapter shall consist of a President, President-Elect, and a Secretary-Treasurer. Officers shall serve for a period of one year in each office. Terms of newly elected officers shall change at the Chapter's annual business meeting. The Secretary-Treasurer shall be elected at the Chapter's annual business meeting, as defined in Section 8, and, in turn, shall ascend to the office of President-Elect, and President without election by the membership. If the Secretary-Treasurer cannot assume the responsibilities of President-Elect, the membership will elect a new President-Elect and Secretary-Treasurer at its next business meeting. If the President-Elect cannot assume the responsibilities of President, the Secretary-Treasurer will assume that office, and the membership will elect a new President-Elect and Secretary-Treasurer at its next business meeting. If a position is vacated during a term of office, the Executive Committee, as defined in Section 5, may appoint a qualified replacement to serve out the term. In the event of a cancellation of an annual meeting, the officers and the members of any committees shall continue to serve until the next scheduled meeting.

Section 4 - Duties of Officers - The President of the Chapter shall preside at all meetings, shall serve as Chairperson of the Executive Committee, shall represent the Chapter to the Northeastern Division and the Society, shall fulfill committee assignments as established by the Executive Committee, as defined in Section 5, make such appointments and perform other duties and functions as are authorized and necessary, and shall advance to the office of Past-President at the end of the term.

The President-Elect shall be the Chapter's representative to the Division's Membership Committee, shall prepare the program and moderate the presentations at Chapter meetings, shall fulfill committee assignments as established by the Executive Committee, as defined in Section

5, assume the duties of the President in the event of his/her inability to act, and shall advance to the office of President at the end of the term.

The Secretary-Treasurer shall keep the official records of the Chapter and collect and be custodian of dues and registrations fees collected under Section 10 of these By-Laws and any funds which may be allotted to the Chapter. The Secretary-Treasurer shall fulfill committee assignments as established by the Executive Committee, as defined in Section 5, shall disburse funds as may be authorized and necessary, and shall submit a record of receipts and disbursements at the annual Chapter meeting. He/she shall perform such duties as may be requested by the Secretary-Treasurer of the Parent Society and of the Northeastern Division, and shall advance to the office of President-Elect at the end of the term.

Section 5 - Executive Committee-The Executive Committee of the Chapter shall consist of the officers and the immediate Past President. The Committee is authorized to act for the Chapter as constrained by Sections 9 and 11 and to perform appropriate duties and functions.

Section 6 –Chapter Committees-Committees may be created as necessary to conduct the Chapter activities. These could include, but not be limited to Program Development, Publicity, Education and Environmental Affairs, Professionalism, and Membership Committees. The committee members and Chairpersons shall be appointed by the President. The terms of office for members of Chapter 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 7 - Board of Directors- Committee chairpersons will serve on the Board of Directors to advise the Executive Committee in conducting Chapter business between annual business meetings. In addition, one or more member(s)-at-large will be appointed by the President to serve a one-year term on the Board.

Section 8 – Meetings- The Chapter shall hold at least one business meeting annually at a time and place designated by the Executive Committee. The program and presentation shall be the responsibility of the President-Elect.

Section 9 - Voting and Quorum-Unless otherwise specified in these Bylaws or the Constitution of the Society, decisions of the Chapter shall be in accordance with the latest edition of Robert's Rules of Order. Business and voting may be conducted via mail or electronic media approved by the Executive Committee. A quorum at any meeting for the transaction of official business shall be twenty Chapter members.

Section 10 - Dues and Fees- Executive Committee shall establish annual dues subject to approval of the members voting at the annual meeting. The Executive Committee will assess each registrant attending meetings of the Chapter a registration fee necessary to cover the costs of the meeting and Chapter activities. The registration fee will be higher for registrants who are not members of the Parent Society and lower for students and retirees.

Section 11 - Amendments of the By-Laws -The Bylaws are the defining document for the Chapter and take precedence over all other rules and procedures of the Chapter. The Bylaws cannot be suspended and cannot be changed without prior notice to members. The Bylaws may be amended by a 2/3 majority of Active Members choosing to vote, provided that the proposed amendment(s) are circulated in writing to the membership at least 30 days prior to voting. 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 Governing Board for approval. Amendments take effect when the Unit receives written notice of their approval by the Governing Board from the Executive Director.

Accepted:	December 17, 1968	Auburn, Massachusetts
Amended:	June 27, 1985	Avery Point, Connecticut
Amended:	June 8, 1994	Narragansett, Rhode Island
Amended:	June 14, 2006	Fall River, Massachusetts

Attachment 2

Strategy for the Implementation of the AFS Long Range Plan in Southern New England

Mission Statement: The mission of the American Fisheries Society, Southern New England Chapter (SNEC) is to provide an organization for scientists, students, and other professionals dedicated to the conservation and enhancement of fisheries resources. Our goals are to:

1. Advance the conservation, development, and wise use of fishery resources for the optimum enjoyment by all,
2. Gather and disseminate information on fisheries science and management,
3. Provide and evaluate the educational, scientific, and technical aspects of the fisheries professions, and
4. Provide an organizational structure the equitably represents members, develops opportunities for effective leadership, and generates resources necessary to carry out programs.

Purpose

The purpose of this plan to provide a committee structure for the implementation of selected provisions of the Society's long range plan in the Southern New England Chapter area. This plan consists of an "Action Agenda" for implementing our goal.

ACTION AGENDA

1. Advance the conservation, development, and wide use of fishery resources for the optimum enjoyment by all. Provide a forum for open discussion of regional and national policy issues.

- A. Develop a semiannual meeting program around a discussion of issues of regional and professional importance.

Responsibility: Program Development Committee, in conjunction with the Professionalism Committee, Education Committee, Executive Committee, and the Board of Directors.

- B. Develop a semiannual meeting program to accommodate joint sessions with other resource and environmental organizations

Responsibility: Program Development Committee in conjunction with the Board of Directors.

- C. Promote the Conservation and the Sustainable use of fisheries resources throughout the region.

1. Monitor current events in the management of fisheries resources of the region.
2. Maintain databases of related government agencies and environmental conservation organizations by affiliations, and regional professionals by expertise.
3. Distribute information on environmental issues of regional importance.

Responsibility: Board of Directors

2. Gather and disseminate information on fisheries science and management. Inform the public about issues and policies of significance. Promote activities of the Chapter to the general public and professionals in other disciplines throughout the Northeastern Division via print and visual media. Foster improved environmental awareness through organizational educational efforts at the elementary and secondary school levels.
 - A. Prepare announcements and summaries of meetings and activities of the Chapter for publication in society publication. Prepare announcements for upcoming meetings on the Parent Society and Division websites and newsletters. Provide a summary of chapter activities and meetings to the Division for inclusion in their newsletters.

Responsibility: Publicity officer in conjunction with Board of directors

- B. Work with educational professionals for the applications of educational approaches. Work to generalize usage and evaluation of environmental education materials
- C. Foster new relationships with colleges and universities in the Southern New England area and encourage their participation.
- E. Maintain and update the SNEC website informing the public and members of current events.

Responsibility: Web Site Manager in conjunction with the Board of Directors and all committee chairs.

3. Promote and evaluate the educational scientific and technical aspects of the fisheries science professions. Acknowledge achievements in fisheries related activities.
 - A. Promote the AFS Professional Certification Program
 1. Provide application materials and assistance to all attendance
 2. Promote Chapter sponsorship of student applicants for Associate Certification.

Responsibility: Professionalism Committee

- B. Administer the Chapter Awards Program
 - 1. Requests nominations of chapter members for Award of Excellence
 - 2. Requests nominations of organizations for the Outstanding Organization Award
 - 3. Requests nominations of organization for the Lisa Meng Aquatic Conservation Award
 - 4. Coordinate assessments of candidates and presentation of the Saul Saila Best Student Paper and Best Student Poster Awards. (Primarily the Education Committee)
 - 5. Requests nominations for the Student Travel Award
 - 6. Promote awards on the SNEC website

Responsibility: Professionalism Committee and Education Committee

- C. Develop and Implement a Membership Recruitment Program
 - 1. Use current technology (Internet, Facebook, Twitter, etc...) to actively recruit new members.
 - 2. Coordinate with local universities along with federal, state, and non-profit agencies to bolster recruitment.
 - 3. Promote AFS SNEC to other Environmental groups within the Southern New England Area.

Responsibility: Board of Directors.

- D. Develop and present continuing education workshops as needed

Responsibility: Program Development Committee and President

- 4. Provide an organizational structure that equitably represents chapter members, develops opportunities for effective leadership, and generates resources necessary to carry out chapter programs. Develop and encourage committee participation by all members especially students

Responsibility: Executive Committee and Board of Directors

- A. Maintain the Program Development Committee to work in concert with other standing and ad hoc committees to identify current issues of interest in Chapter members in the development of semiannual meeting programs. Proposed membership: Chairperson, President elect, and the Board of Directors.

- B. Maintain the Education Committee to strive for widespread use of environmental awareness education programs and material. Proposed Membership: Chairperson, President, and the Board of Directors.
- C. Maintain the Professionalism Committee to promote the Professionalism and administer the awards program. Proposed Membership: Chairperson, Past President, and Board of Directors.
- D. Develop a Membership Committee to develop and implement a membership recruitment program. Proposed Membership: Chairperson, Past-President, and at least one other person from membership or the Board of Directors.
- E. Maintain a Publicity Officer to promote the chapter through the publication of announcements and summaries of special events. Appointment to be made by the Executive Committee.

Attachment 3

Example of a SNEC-AFS Business Meeting Agenda

Note the DATE
Note the LOCATION

1. President's Comments
 - a. Establish if a quorum of members is present
2. Secretary/Treasurer Report
 - a. Acceptance of minutes from previous Business Meeting by formal motion and vote by membership.
 - b. Review of the Secretary/Treasurer's Financial Report
3. Committee Reports and Updates
 - a. Program Chair Reports
 1. Education Committee
 2. Professionalism Committee
 3. Program Committee
 4. Publicity Officer
 5. UConn Student Sub-unit
4. Old Business
 - a. Add items as necessary
5. New Business
 - a. Add items as necessary
6. Presentation of Chapter Awards
 - a. SNEC Student Awards (given by Education Committee as required)
 1. Saul B. Saila Best Student Paper Award
 2. Best Student Poster Award.
 3. SNEC Student Travel Award(s)
 4. SNEC Student Scholarship Award(s)
 5. SNEC Associate Fisheries Scientist Certification Award(s)
 - b. SNEC Professional Awards (given by Professionalism Committee as required)
 1. Award of Excellence
 2. Outstanding Organization Award
 3. Lesa Meng Aquatic Conservation Award
 4. Irwin Alperin Outstanding Member Award
 5. Special Achievement Award

**Attachment 4. Scoring Criteria for Student Presentations
Education Committee, American Fisheries Society**

Individual Components

1. Title – Does it accurately describe the subject? 5 points
2. Abstract – Does it concisely state the objectives and scope of the investigation, describe the methods, summarize the results, and state the principal conclusions? Does it motivate interest? 5 points
3. Introduction – Does it provide adequate background, historical context, and justification for the study? 5 points
4. Methods – Are they described with appropriate detail? 5 points

Content

5. Structure and Organization – Logical development and integration of the presentation, including serial progression of results relating to the purpose of the study or hypothesis tested, and logical formulation and expression of conclusions, interpretations, and implications. In effect, is the presentation comprehensible by members of the audience not engaged in the particular specialty? 10 points
6. Originality – Value of the study in communicating and presenting unique or innovative methods, concepts, or interpretations. Relevance to fisheries science. 15 points
7. Technical Merit – Consonance of interpretations with results; identification and evaluation of limitations. 10 points
8. Analytical Merit – Adequacy and appropriateness of analytical and statistical methods and study design. 10 points

Physical Presentation

9. Delivery – Voice quality, enthusiasm, grammar, eye contact, posture, and body language, pronunciation, and articulation. 15 points
10. Visual aids – Visibility, simplicity, comprehensibility, and relevance of visual aids. 15 points

Other Considerations

11. Use this category to reward unique or attractive features which do not fit Exactly into other criteria (e.g. judicious and effective use of humor). It should be considered extra and should not be awarded automatically. 5 points

Comments

Provide a brief evaluation of your impression of each presentation. Comments are extremely useful in providing feedback to presenters.

ATTACHMENT 5. SNEC – AFS STUDENT PRESENTATION SCORING SHEET

SNEC STUDENT PRESENTATION SCORING SHEET Judge: _____ Date: _____

	Write the student name in each column → you may interpolate between numbers below				
A. Individual Components					
1. Title	1 2 3 4 5 Poor average excellent	Score: Comments:	Score: Comments:	Score: Comments:	Score: Comments:
2. Abstract	1 2 3 4 5 Poor average excellent	Score: Comments:	Score: Comments:	Score: Comments:	Score: Comments:
3. Introduction	1 2 3 4 5 Poor average excellent	Score: Comments:	Score: Comments:	Score: Comments:	Score: Comments:
4. Methods	1 2 3 4 5 Poor average excellent	Score: Comments:	Score: Comments:	Score: Comments:	Score: Comments:
B. Content					
1. Structure and Organization	5 6 7 8 9 10 Poor average excellent	Score: Comments:	Score: Comments:	Score: Comments:	Score: Comments:
2. Originality	7 8 9 10 12 13 15 Poor average excellent	Score: Comments:	Score: Comments:	Score: Comments:	Score: Comments:
3. Technical Merit	5 6 7 8 9 10 Poor average excellent	Score: Comments:	Score: Comments:	Score: Comments:	Score: Comments:
4. Analytical Merit	5 6 7 8 9 10 Poor average excellent	Score: Comments:	Score: Comments:	Score: Comments:	Score: Comments:

C. Physical Presentation					
1. Delivery	7 8 9 10 12 13 15 Poor average excellent	Score: Comments:	Score: Comments:	Score: Comments:	Score: Comments:
2. Visual Aids	7 8 9 10 12 13 15 Poor average excellent	Score: Comments:	Score: Comments:	Score: Comments:	Score: Comments:
C. Other considerations (sense of humor, answers to questions, conclusions, etc)	1 2 3 4 5 Poor average excellent	Score: Comments:	Score: Comments:	Score: Comments:	Score: Comments:

Total	Out of 100 possible points				
General Comments	Please write down a few general comments to suggest improvement in various aspects of the presentation.	Score: Comments:	Score: Comments:	Score: Comments:	Score: Comments:
Rank	Rank of each student relative to others you scored				

ATTACHMENT 6

SNEC – AFS STUDENT POSTER SCORING SHEET

Judge: _____ **Date:** _____

	Write the student name in each column → you may interpolate between numbers below			
A. Individual Components				
1. Title	1 2 3 4 5 Poor average excellent			
2. Abstract & Introduction	5 6 7 8 9 10 Poor average excellent			
3. Methods	5 6 7 8 9 10 Poor average excellent			
4. Results	7 8 9 10 12 13 15 Poor average excellent			
5. Discussion & Conclusion	7 8 9 10 12 13 15 Poor average excellent			
6. References	1 2 3 4 5 Poor average excellent			
B. Visual and Organization				
1. Visibility & Legibility	1 2 3 4 5 Poor average excellent			
2. Simplicity & Clarity	1 2 3 4 5 Poor average excellent			
3. Serial Progression	1 2 3 4 5 Poor average excellent			
4. Aesthetic Quality	1 2 3 4 5 Poor average excellent			
C. Oral Presentation				
1. Delivery & Knowledge	7 8 9 10 12 13 15 Poor average excellent			
D. Other Considerations				
1. Originality	1 2 3 4 5 Poor average excellent			

Total	Out of 100 possible points			
Comments	Please write down a few comments to justify your scoring (next to the score) and general comments in this column to suggest improvements for the student. These comments will be forwarded to the students with the judges names omitted.	Comments:	Comments:	Comments:
Rank	Rank of each student relative to others you scored			