

**Bylaws of the Colorado-Wyoming Chapter
of the American Fisheries Society**

SECTION I. Name and Objectives.

A. Pursuant to the Constitution of the American Fisheries Society (hereinafter referred to as the Society) there has been established within the Society a Colorado-Wyoming Chapter (hereinafter referred to as the Chapter).

B. The objectives of the Chapter shall be those set forth in the Constitution of the Society, and shall in particular:

1. Provide a forum through the annual meeting and newsletter for the exchange of technical and policy information common to and of interest to the Chapter membership.
2. Provide an opportunity through the annual meeting to promote understanding by regional, federal, and state policy-makers of the nature and extent of fishery matters of concern to the Chapter membership.
3. Assist in the exchange of information in a timely manner to Chapter membership through the publication of a Chapter newsletter, web site or other media as determined by the Executive Committee.
4. Provide a forum to address fisheries resource advocacy and policy issues important to the Chapter.

SECTION II. Membership.

A. The membership of the Chapter shall be composed of Society members in good standing residing in the states of Colorado and Wyoming.

B. Society members residing in other states can elect to be members of the Chapter by notifying the Chair of the Chapter Membership Committee.

C. Members of the Student Subunits from the University of Wyoming (UW) and Colorado State University (CSU) are Chapter members.

SECTION III. Chapter Officers.

A. The Chapter Executive Committee is comprised of the elected officers of the Chapter, including the President, Vice-President, Past-President, Secretary Treasurer, CSU and UW Subunit Presidents.

B. All officers must be members in good standing of the Chapter.

C. Upon completion of an election as described in Section VI F, the newly elected Chapter Secretary-Treasurer shall be announced at the annual meeting, usually held in the Spring of each year. Current Executive Committee Officers shall advance to the next higher office (excluding Subunit Presidents) at the first Executive Committee meeting of the new fiscal year (scheduled annually on or about August 1) and the newly elected Chapter Secretary-Treasurer will be installed at this time.

D. The term of all officers shall be August 1 until July 31 of the year following election or until a successor is elected. The Chapter President, Chapter Vice-President, Past-President, and Chapter Secretary-Treasurer shall serve for a period of one year in each office, and shall be ineligible for re-election for a period of one year after the expiration of their term as Past-President.

E. The incoming Chapter Secretary-Treasurer shall reside in the state holding the next annual meeting.

F. If an elected officer cannot complete the term of office, the Executive Committee shall develop a procedure for replacing that officer.

SECTION IV. Duties of Chapter Officers.

A. The President shall:

1. Preside at all meetings;
2. Serve as Chair of the Executive Committee;
3. Appoint special committee chairs;
4. Coordinate the activities of all Chapter committees and serve as liaison between such committees and the Executive Committee. Ensure that committee products intended for public distribution are deliberated according to the Chapter Rule on Advocacy;
5. Conduct official correspondence for the Chapter and present reports of Chapter activities at the annual meeting;
6. Present items in excess of \$500 in the current fiscal year budget and those anticipated for the next fiscal year at the annual meeting for a vote of the membership;
7. Work cooperatively with the Chapter's Secretary-Treasurer to prepare and submit a fiscal year-end financial statement to the Society's Executive Director and an annual report to the Western Division President by August 1;
8. Serve as general chair for the annual meeting. In that capacity the President must ensure that a meeting is scheduled and conducted. Providing primary oversight for all aspects of the meeting through delegation and coordination with the appropriate committees;
9. Ensure that all activities of the Chapter are in accordance with Chapter Bylaws, Rules and Procedures and Society Constitution, Rules and Procedures; and,
10. Ensure the long-term financial viability of the Chapter.

B. The Vice-President shall:

1. Assume the duties of the President, if the President is absent or unable to act;
2. Advance to the office of President on August 1;
3. Appoint standing committee chairs within 60 days after the Chapter's annual meeting;
4. Chair the Environmental Policy Committee (EPC) and ensure products concerning advocacy and policy follow a review and action pathway through the EPC committee and Executive Committee in accordance with the Rules;
5. Serve as a member of the Budget Review Committee;
6. Prepare and post on the Chapter website for review by membership a detailed budget by June 1 for the next fiscal year, to be reviewed and adopted by the Budget Review Committee by August 1 and published in the September/October issue of the Chapter newsletter; and ,
7. Attend the Western Division Meeting at Chapter expense.

C. The Secretary-Treasurer shall:

1. Keep the official records of the Chapter, collect and be custodian of any fees or assessments authorized by these bylaws or funds allotted to the Chapter by the Society;
2. Disburse funds only as authorized by either the membership or Executive Committee;
3. Submit, at the annual meeting of the Chapter, 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. Update and distribute current copies of the Colorado-Wyoming Chapter Bylaws to the Western Division President, the Society's Executive Director and each member of the Executive Committee on a yearly basis by September 1;
5. Work cooperatively with the Chapter's President to prepare and submit a fiscal year-end financial statement to the Society's Executive Director and an annual report to the Western Division President by August 1;
6. Submit minutes of the annual Chapter business meeting to the Executive Director and to the Secretary-Treasurer of the Division within 30 days after the annual Chapter meeting is held;

7. Advance to the office of Vice-President on August 1; and,
 8. Be responsible for overseeing election of the new Secretary-Treasurer.
- D. The immediate Past-President shall:
1. Serve as the chair of the Chapter's Nominating Committee;
 2. Serve as the chair of the Budget Review Committee; and,
 3. Serve on the Environmental Policy Committee.
 4. Administer student scholarships at the University of Wyoming and Colorado State University according to Chapter Procedures.
- E. The UW and CSU Presidents shall:
1. Represent the interest of the Subunits to the Chapter Executive Committee and act as liaison between the Executive Committee and Subunits;
 2. Work cooperatively with the Chapter's Executive Committee to assist in Chapter function and Subunit participation; and,
 3. Not advance in the Executive Committee, but instead be replaced yearly by a new Subunit President.

SECTION V. The Chapter Executive Committee.

- A. The Chapter Executive Committee shall consist of elected officers from the Colorado-Wyoming Chapter and CSU and UW Subunit Presidents.
- B. The Executive Committee is authorized to act for the Chapter between meetings and transact necessary business.
- 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 four of the six members. Executive Committee members can appoint a proxy.
- D. Each of the six members of the Executive Committee shall have one vote on Executive Committee decisions. In the event of a tie, the President's vote shall be the deciding vote.
- E. Executive Committee meetings are called by the President and are held at least three times per year (typically in August-September, December-January and March).
- F. Special Activities may be authorized by the Chapter Executive Committee. Such specialized functions may include symposia and activities outside the Colorado-Wyoming area. In such circumstances, steps will be taken to ensure adequate controls are established at the Chapter level for arrangements, finances, etc.

SECTION VI. Meetings, Quorum and Voting.

- A. The Chapter shall hold at least one meeting annually. This meeting is open to the entire membership, at a time and place designated by the Executive Committee. Annual meetings will normally be alternated between the states.
- B. When mutually agreeable, the Chapter may meet jointly with other organizations or with other units of the Society.
- C. A quorum is required for transaction of official business at the annual meeting. A quorum shall be at least 1/5 of the Chapter membership for the previous calendar year. In the event that a quorum as described above is not reached, official business may be conducted by unanimous vote of at least 20 members present, and in good standing.
- D. Decisions at a meeting of the Chapter shall be made by a majority of those voting except in the case of Amendments to the Bylaws (Section IX A) and Suspension of Rules (Section IX B). Decisions at a meeting of the Chapter shall be in accordance with Chapter Bylaws, Rules and Procedures and Society Constitution, Rules and Procedures.
- F. Election procedures for the Chapter Secretary-Treasurer shall be determined by the Executive Committee and executed by the Secretary-Treasurer.
- G. Unless otherwise specified in these Bylaws or the Society Constitution, meetings are conducted according to the latest edition of Robert's Rules of Order.

SECTION VII. Finances.

- A. The Chapter's fiscal year shall start August 1 and end July 31 of the following year.
- B. A current accounting of all funds shall be kept by the Chapter Secretary-Treasurer.
- C. The Chapter Executive Committee can approve funding requests up to \$500 without a vote of the membership. All requests larger than \$500 must be submitted on a Funding Request Application Form. The Executive Committee will review Funding Request Application Forms at each Executive Committee meeting and may award up to \$2,000 of request each fiscal year. Funding requests larger than \$500 submitted after the \$2,000 has been awarded, will be considered, but must be approved by a majority of members choosing to vote at the annual business meeting.
- D. The UW and CSU Subunits of the Chapter shall each be awarded at least \$200 annually from the Chapter for student activities and travel to Chapter meetings.
- E. The Chapter will fund travel expenses and meeting registration costs for the Vice President to attend the Western Division annual meeting and represent the Chapter on the Division Executive Committee. If the Vice President is unable to attend, the Executive Committee may select another Executive Committee member or any Past-President to serve as a proxy.
- F. The Chapter will fund travel expenses and meeting registration costs for the Student Subunit Presidents that are not paid by the Universities so they may attend the Chapter annual meeting and represent the Subunits on the Chapter Executive Committee. If a President is unable to attend they may select another Student Subunit officer to serve as a proxy.
- G. The Executive Committee can distribute copies of the Chapter newsletter to non-members.
- H. The Executive Committee may assess each registrant attending meetings of the Chapter a registration fee.
- I. It is the discretion of the Executive Committee to waive registration fees for annual meeting participants. Some reasons may include student volunteers, guest speakers, special guests, political pandering, among others.
- J. The Chapter will pay for Executive Committee lunches during scheduled business meetings. This item will be included in the annual budget.

SECTION VIII. Chapter Committees.

- A. Chapter committees assist the President and the Executive Committee in conducting the affairs of the Chapter. Chapter committees shall be composed of Chapter members in good standing.
- B. The chairpersons for the standing committees shall be appointed as described in Section IV. Duties of Chapter Officers.
- C. The standing committees will be organized by the chairpersons with assistance from the Executive Committee by the beginning of the fiscal year.
- D. The chair of each standing committee shall provide a written report to Chapter Executive Committee at the annual Executive Committee meeting held prior to the annual business meeting. In the event an annual meeting is canceled, committee reports shall be published in the newsletter.
- E. The term of duty for members of a standing committee shall extend from their appointment to 60 days after the following annual meeting, unless otherwise specified.
- F. Chapter committees shall work in close coordination with comparable committees of both the Western Division and Society.
- G. The Chapter has established the following standing committees:
 - 1. An Arrangements Committee shall be responsible for making all arrangements for the annual meeting, exclusive of program, to include lodging, meals, pre-registration, and registration, publicity and any other necessary facilities or equipment.
 - 2. A Budget Review Committee shall be responsible for reviewing, revising and adopting, by majority vote of the committee, a budget for the next fiscal year by August 1. The committee shall consist of 5 members, including the Chapter's immediate Past President

as chair, the Vice President and 3 appointed members. No more than 3 of the committee members shall be from the same state. The three appointed members will be appointed by the Chapter Vice President. The Vice President will strive to appoint members that have past experience with the fiscal activities of the Chapter.

3. The Chapter's Archivist shall be responsible for organizing, maintaining, and storing the Chapter records.

4. A Continuing Education Committee shall be responsible for developing the annual continuing education program to include invited speakers, their travel, lodging, and meals.

5. An Environmental Policy Committee shall be responsible for researching issues referred to the committee by the Executive Committee. The Committee shall develop appropriate Chapter policy and advocacy for the issue and report to the Executive Committee for decisions on advocacy and policy actions. The Committee shall consist of the Chapter Vice President as chair plus at least two members (at least one from each state, of which one will be the Past-President).

6. A Membership Committee shall maintain Chapter membership, take appropriate measures to attract new members and maintain accurate account of chapter membership.

7. A Newsletter Committee shall prepare a minimum of three issues of the Chapter newsletter on a yearly basis (January- February, May-June, September-October). The newsletter will provide a mechanism to update Chapter members on Chapter activities and advocacy and policy issues. The funding for publication and printing will be covered by the Chapter and included in the annual budget. The Chapter webmaster shall be a member of the newsletter committee and is responsible for maintenance of the Chapter web site.

8. A Nominating Committee shall recommend a slate of candidates for the office of Secretary-Treasurer for the Chapter. The Committee shall consist of the immediate Past-President as chair plus at least two members.

9. A Program Committee shall organize the meeting content for the annual meeting for the Chapter.

I. Special Committees may be created by the Chapter Executive Committee for a specific purpose and are to be dissolved when no longer needed.

SECTION IX. Bylaws, Rules and Procedures.

A. 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, unless otherwise specified in the Bylaws, 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 to the membership at least 30 days prior to voting.

2. 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.

3. Amendments take effect when the Chapter receives written notice of their approval by the Governing Board from the Executive Director.

B. Rules are the next highest level of documentation of Chapter operations. They are generally established to facilitate the conduct of Chapter 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 Executive Committee meeting until the next annual or special Chapter meeting by a 2/3 majority of the Executive Committee.

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

3. The Rules may be amended by a simple majority of Active Members voting at an annual or special Chapter meeting.
- C. Procedures are the lowest level of documentation of Chapter operations. They are generally established to provide continuity in the conduct of Chapter business. The Procedures may be suspended or amended by a simple majority vote of the Executive Committee.

Rules of the Colorado-Wyoming Chapter of the American Fisheries Society

Rule 1. Advocacy. From time to time the Chapter may seek to express its position or policy toward issues important to its members. It will be the purpose of the Environmental Policy Committee (EPC) to address such issues. In Chapter efforts to call attention to these issues, a rigorous and thorough review must be conducted to protect the credibility of the Chapter. The following process is consistent with the Western Division and Society guidance and should be applied when the Chapter joins the public debate as an advocate for or against any issue. In every instance, advocacy and policy issues shall be addressed according to this advocacy procedure through the Chapter Executive Committee and Environmental Policy Committee.

A. Criteria for Action.

1. The issue is pertinent to the goals of the Chapter.
2. Chapter involvement will make a difference.
3. Chapter involvement will not decrease Chapter credibility.
4. A majority of Chapter membership supports addressing this issue.
5. The Chapter has solid technical information on the issue, both for and against.
6. The Chapter is willing to follow through.

B. Action Process.

1. A member or committee identifies a concern or issue the Chapter may want to address;
2. The Chapter Executive Committee, coordinating with the EPC, reviews the available information and either determines the Chapter will not address the issue, or takes action;
3. If the issue is complex and/or urgency is not paramount, the Executive Committee assigns the issue to the EPC for further review and the development of recommendations to include pertinent documentation;
4. The documentation and recommendations from the EPC are submitted to the Chapter Executive Committee for review and action;
5. It is the duty of the Chapter Executive Committee to make a determination and to present the findings and recommendations to the Chapter membership or;
6. The issue is dropped from further consideration.

C. Possible Actions.

1. Refer the recommendations to the Chapter membership for approval.
2. Complete and distribute a position or policy paper for member review and ratification.
3. Send a letter requesting action or providing comments.
4. Refer the issue to the Western Division or Society for leadership and continue to provide support.
5. Recommend an educational forum.
6. Litigation.
7. Deny action and provide justification.

Rule 2. Order of Business at the Annual Business Meeting

A. Order of Business. The agenda of the regular business meeting shall include the following:

1. Call to order by the Chapter President;
2. Roll call of the members and determination of a quorum;
3. Appointment of a parliamentarian (normally the Secretary Treasurer);
4. Introduction of guests;
5. President's address on the state of the Chapter;
6. Reports of the Secretary-Treasurer;
7. Budget presentation by Vice-President;
8. President's highlights of committee chair reports;
9. Unfinished business;
10. Announce incoming Secretary-Treasurer;
11. New business;
12. Adjournment.