

## FISH CULTURE SECTION BYLAWS \*

### Section I: Name and objectives

1. The name of this organization shall be Fish Culture Section of the American Fisheries Society, hereafter referred to as the Section and Society respectively, as provided in the Constitution of the Society.
2. The general objectives of the Fish Culture Section shall be those of the American Fisheries Society as set forth in Article I of the Constitution of the Society. The specific objectives of the Section shall be to:
  - (a) maintain an association of individuals interested in advancing the science and technology of fish culture by:
    - (1) conducting and promoting scientific research, workshops and projects; and
    - (2) collecting and assembling fish culture information for publication and distribution to Section, Society members, and others.
  - (b) develop criteria aimed at establishing expertise among fish culturists.
  - (c) continuously upgrade the science of fish culture.
  - (d) maintain a "Fish Culture Hall of Fame" that recognizes significant contributions to the science and technology of fish culture by individuals.

### Section II: Membership

1. The Section shall be composed of those individuals that fit into one of two categories.
  - (a) General Members of the Fish Culture Section shall be Society members in good standing who apply for membership after payment of annual dues. Membership entitles them to full voting privileges and receiving all mailings and other benefits of the Section.
  - (b) Fish Culture Affiliates are individuals who have paid the current Affiliate member dues, as determined by the General Members of the Section. They are entitled to receive all privileges of General Members of the Section with the following exceptions. Fish Culture Affiliates cannot vote, hold office, or serve as committee chairs. Affiliate members in good standing must subscribe to the North American Journal of Aquaculture (formerly Progressive Fish-Culturist).

### Section III: Meetings

1. The Section shall hold at least one meeting annually at a time and place designated by the Executive Committee. Special meetings may be called by the Section President with the consent of a majority of the Executive Committee of the Section.
2. The Section shall periodically conduct fish culture conferences, workshops and technical sessions. The Section may meet jointly with other organizations but will request official organizational recognition when co-sponsoring meetings.

#### Section IV: Officers

1. The officers of the Fish Culture Section shall include a President, President-Elect, and Secretary-Treasurer. Terms for all offices are two years or until a successor is duly elected.
2. Officers shall be ineligible for re-election to the same office within one year of their expired terms.
3. Election of officers shall be by mail or electronic ballot. The ballot will consist of two nominees in good standing for each office. In case of a tie vote, a special election will be held. Electees shall be installed and take office at the annual meeting of the Society.
4. In the event of a vacated position, the Section Executive Committee shall, by a majority vote, appoint a replacement to fill the remainder of the term.
5. Officers or appointed committee members may not receive compensation for their services. Travel and other expenses may be defrayed when authorized by the Executive Committee..

#### Section V: Duties of Officers

1. President -The President shall serve as chair of the Section Executive Committee, preside at all meetings of the Section, appoint all committees, and chairpersons thereof, except as they may be designed in these bylaws, and serve as ex-officio member on all committees. The President shall submit reports to the Governing Board of the Society, and shall make appointments and perform such duties related to the Section as the Society may deem necessary. The President shall maintain an up-to-date presidential handbook containing the following items: Society procedures manual; Section procedures manual; annual and mid-year Section President's report to the Society; copy of ballot for Past President's and present term; current bylaws and rules; Secretary-Treasurer's report for Past President's and present term; Hall of Fame requirements; audit report, Past President's and present term; names of all Past Presidents, officers, and committee heads; names, addresses, telephone numbers and FAX numbers of current officers and committee heads; programs of meetings during term; letters or other documents of significance; newsletters from term; list of members; Section brochure; Hall of Fame brochure and list of those inducted; change of officers form. Upon transfer of office, the President shall present the handbook to the incoming President. The President shall act as chairperson of the membership committee. The President shall upon completion of term of office, accede to Past-President.
2. President-Elect -The President-Elect shall assume the duties of the President if the President is absent, and shall act as chairperson of the program committee and shall ensure that all functions of the Section are in compliance with the bylaws. The President-Elect shall upon completion of term of office, accede to the President.
3. Secretary-Treasurer - The Secretary-Treasurer shall be responsible for maintaining the membership list and the minutes of Executive Committee and Section meetings. The minutes shall be submitted to the Executive Director of the Society within 30 days following the meeting.

The Secretary-Treasurer shall be responsible for maintaining documented accounts of all receipts, pay all bills, receive all funds, and report on the status of Section funding upon request of the President, or the Executive Committee of the Section. The Secretary-Treasurer also shall provide the Executive Committee with a semi-annual report and a detailed final report to the Section at each annual meeting.

4. The immediate Past-President shall:
  - A. Serve on the Executive Committee;
  - B. Serve as the chair of the Nominating Committee;
  - C. Serve as chair of the Hall of Fame Committee; and,
  - D. Assist the other officers as needed.

#### Section VI: Standing Committees

1. All standing committee activities and recommendations are subject to the approval of the Executive Committee. All standing committees shall consist of at least three members. The President shall appoint Section members to the following standing committees:

- (a) Membership Committee -This committee shall be responsible for promotional activities and maintaining the Section membership listing..
- (b) Newsletter Committee -This committee shall be responsible for gathering information for the Section newsletter and for printing and distribution of the newsletters. The newsletter committee shall be chaired by the Newsletter Editor.
- (c) Nominating Committee -The nominating committee shall be responsible for recruiting candidates for Section elections and shall be chaired by the Past-President.
- (d) Program Committee -This committee shall be chaired by the President-Elect and will be responsible for developing programs for meetings, symposia, and workshops.
- (e) Auditing Committee -The auditing committee shall conduct an audit and present a report at the annual meeting.
- (f) Hall of Fame Committee -This committee will support the Fish Culture Hall of Fame (HOF) that recognizes significant contributions to the science and technology of fish culture by individuals. The committee will consist of the three most recent Past-Presidents of the Fish Culture Section and two at-large Fish Culture Section members who will be appointed for consecutive two-year terms that are staggered. The committee will be chaired by the immediate Past-President. The committee will solicit, review and present nominations for the HOF according to the following processes and criteria:
  - (1) Living Persons – Minimum of 55 years of age; a minimum of 25 years of service to fish culture or aquaculture; must be separated (retired) from this service for at least three years prior to nomination; significant accomplishments in fish culture or aquaculture.
  - (2) Deceased Persons --Deceased for at least one year; a minimum of 25 years service to fish culture or aquaculture.
  - (3) Nominations may be submitted at any time by submitting a letter of nomination, a completed nomination form, and at least three letters of support

from co-workers (or individuals) familiar with the nominee's accomplishments in fish culture or aquaculture. Nominations will be kept on file until reviewed by the HOF committee during the spring of each year. The HOF committee will prepare a biographical sketch for each nominee recommended for induction into the HOF, and prior to the annual meeting, the all nomination packages will be reviewed by the executive committee. Nominees to be included on the next Section ballot, and the results of the past HOF election will be announced at the annual business meeting. Nominees must be approved by 2/3 of all persons voting to be elected. (4) The HOF shall establish a "Brickwalk" to gain revenues; a trust will be established, and interest from the fund will be used for HOF activities.

2. The term of office for all committee members shall coincide with that of the elected officers.
3. Special committees may be established as necessary by the President.

#### Section VII: Executive Committee

1. The Executive Committee shall consist of the officers of the Section and the chairpersons of the standing committees.
2. The Executive Committee shall have authority to determine policies, conduct business, and approve expenditures consistent with the objectives of the Section.
3. The Executive Committee is authorized to act on behalf of the Section between annual meetings.
4. A quorum is required for transaction of official business at an Executive Committee meeting. A quorum for an Executive Committee meeting shall consist of three of the four members. Executive Committee members can appoint a proxy.
5. Each member 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.
6. Meetings of the Executive Committee may be held whenever the President or a majority of the Executive Committee deems it necessary. Business and voting of the Executive Committee may be conducted by mail or electronic means.

#### Section VIII: Voting and Quorum

1. Decisions at meetings of the Section shall be in accord with the Constitution of the Society.
2. A quorum at an annual meeting for the transaction of official business shall consist of 10 members of the Section.

3. Business and voting may be conducted by mail or electronic media if approved by the Executive Committee.
4. Unless otherwise specified in these Bylaws or the Constitution of the Society, business shall be conducted according to the latest edition of Robert's Rules of Order.
5. Decisions at meetings are by simple majority of Active Members voting, except 2/3 majorities are required in special cases such as amending the Bylaws and suspending a Rule. Other less frequently used voting requirements are described in Robert's Rules of Order.

#### Section IX: Publications

1. The Section shall publish a newsletter which will be sent to all members of the Section, each Section and Division President, the Society President, and the Executive Director.
2. Other publications may be produced with the approval of the Governing Board of the Society.

#### Section X: Dues, Fees and Assessments

1. The Executive Committee may assess membership dues, registration fees for meetings, and other assessments as provided by the Constitution of the Society. Payment shall be made to the Secretary-Treasurer and deposited in the Section bank account for disbursement as determined by the executive committee of the Section.

#### Section XI: Bylaws, Rules and Procedures

1. The Bylaws are the defining document for the Section and take precedence over all other rules and procedures of the Unit. The Bylaws cannot be suspended and cannot be changed without prior notice to members.
  - A. 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.
  - B. 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.
  - C. Amendments take effect when the Section receives written notice of their approval by the Governing Board from the Executive Director.
2. Rules are the next highest level of documentation of Section operations. They are generally established to facilitate the conduct of Section business, and to describe duties and responsibilities of officers and committees. They may be suspended or amended as follows.

A. The Rules may be suspended during an Executive Committee meeting until the next annual or special Unit meeting by a 2/3 majority of the Executive Committee.

B. 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 Unit meeting.

C. The Rules may be amended by a simple majority of Active Members voting at an annual or special Unit meeting.

3. Procedures are the lowest level of documentation of Section operations. They are generally established to provide continuity in the conduct of Section business. The Procedures may be suspended or amended by a simple majority vote of the Executive Committee.

\*Bylaws with editing provided by Constitutional Consultant were approved by membership ballot vote February 2007 and AFS Governing Board vote March 2007.