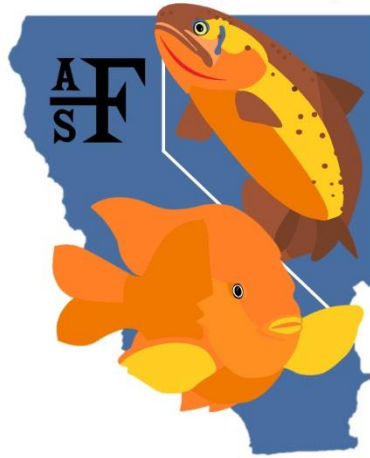


PROCEDURE MANUAL

CALIFORNIA - NEVADA CHAPTER

California-Nevada Chapter



of the
AMERICAN FISHERIES SOCIETY

October 2020

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1. INTRODUCTION

1.1. Purpose of Manual

This manual has been prepared as a reference for officers and committee chairs of the California-Nevada (Cal-Neva) Chapter (Chapter) of the American Fisheries Society (AFS or Society). Under Article 12 of the Chapter Bylaws (Appendix A), the Bylaws are the defining document for the Chapter and take precedence over all other rules and procedures of the Chapter. 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. Procedures are the lowest level of documentation of Chapter operations. They are generally established to provide continuity in the conduct of Chapter business.

Under Article 14 of the Chapter Bylaws, “the Chapter's Procedure Manual details protocols for Chapter operations, including responsibilities of Committees, Committee Chairs, and Chapter officers and use of Chapter funds. The Procedure Manual can be revised as needed by a majority vote for approval of the Executive Committee or a majority vote of approval of the membership. The Immediate Past President is responsible for keeping the Procedure Manual updated with assistance from the Committee Chairs and the Executive Committee. The Procedure Manual is periodically updated to accurately reflect how the Chapter conducts its business and provides information that ensures new Committee Chairs and officers can conduct Chapter business effectively.”

This manual is meant to be an information resource for members, not a bureaucratic impediment, and is intended to be reviewed annually and updated by the Chapter's Immediate Past-President, as needed.

1.2. Chapter Objectives

Under Article 1 of the Chapter Bylaws, the objectives of the Chapter are consistent with those of the Society, with a specific focus on the California and Nevada region, as set forth in Article I of the Society's Constitution and are as follows:

- (a) To promote the conservation, development, and wise use of the fisheries;
- (b) To promote and evaluate the development and advancement of all branches of fisheries science and practice;
- (c) To gather and disseminate to Society members and the general public scientific, technical, and other information about fisheries science and practice through publications, meetings and other forms of communication; and
- (d) To encourage the teaching of fisheries science and practice in college and universities and the continuing professional development of fisheries workers.

2. EXECUTIVE COMMITTEE

2.1. Composition

The Executive Committee (ExComm) of the Chapter consists of the President, President-Elect, Immediate Past-President, Secretary, Treasurer, Chapter Historian, and the Presidents of the Student Subunits of the Chapter. In addition, the ExComm includes the chairs of the following Standing Committees:

- Awards Committee
- Bylaws and Nominations Committee
- Communications Committee
- Conservation Committee
- Continuing Education Committee
- Diversity and Outreach Committee
- Exhibits Committee
- Finance Committee
- Grants Committee
- Merchandise Committee
- Native Fishes Committee
- Policy and Resolutions Committee
- Time and Place Committee

2.2. Duties of Officers

Chapter officers consist of a President, President-Elect, Immediate Past-President, Secretary and Treasurer. A candidate for the Presidential track is first voted into the President-Elect position for one year. They will then serve as President and Immediate Past President for 1 year in each position, thereby fulfilling a three-year commitment. The Secretary and Treasurer positions are two-year terms. In recognition of their service all officers will have their Chapter Annual Meeting registration waived during their tenure. In addition to this, those who serve in the Presidential track will have their annual Chapter and Society membership dues paid by the Chapter for the entirety of their three-year term. Travel for those in the Presidential track for conducting Chapter business (e.g., Society and Division Annual Meetings, Western Division mid-year meeting) will be reimbursed by the Chapter, as well. The official duties of officers are outlined in brief under Article 5 of the Chapter Bylaws (Appendix A). Officer duties are not exclusive to those listed in these sections, and often times officers may need to assist other standing committees to effectively conduct Chapter business.

2.2.1. President

The President's role is to ensure Chapter, Division and Society goals and objectives are met on an annual and long-term basis.

The President is also expected to oversee all aspects of Chapter operation. Responsibilities include:

- Chair and prepare agendas for Chapter ExComm meetings;
- Chair the Annual Business Meeting of the Chapter and appoint a qualified member to serve as Parliamentarian at that meeting;
- Serve as a voting member of the Division ExComm and as an ex-officio member of the Society ExComm;
- Complete the annual Chapter Report Card and the annual Governing Board Report;
- Oversee development of the Chapter Strategic Plan (every 5 years) with the ExCom;
- Inform the President-Elect and other ExComm members of Presidential activities so that, if necessary, the President-Elect can perform the duties of the President;
- Submit a President's report for inclusion in each quarterly issue of the Chapter newsletter
- Determine the need for and, when appropriate, form special committees of the Chapter;
- Inform the Chapter membership about committee chairs and activities;
- Communicate regularly with Committee Chairs to ensure that committee responsibilities are actively pursued;
- Request Committee Chairs to prepare annual reports;
- Respond to issues brought to the Chapter's attention by the Society and Division;
- Extend an invitation to the Annual Chapter Meeting to Division and Society leadership;
- Attend the Western Division Annual Meeting;
- Attend the Western Division Mid-year Meeting;
- Attend the Society's Annual Meeting;
- Maintain and regularly check the Chapter email account to ensure that all incoming messages are directed to the right contact;
- Edit and sign, or designate a signatory for, all Chapter correspondence;
- Ensure the disbursement of Chapter funds as authorized by the Chapter ExComm; and,
- Facilitate new individual membership to the Chapter.

The President is often the first Chapter contact for individuals soliciting information or financial contributions, and hence needs to be prepared to respond or delegate requests to other committees or officers.

2.2.2. President-Elect

The President-Elect serves as the General Meeting and Program Committee Chair (selects Annual Meeting Planning Committee members and runs the Annual Meeting) for the Chapter's Annual Meeting. In the President's absence or inability to act, they will assume the duties of President.

The President-Elect is expected to:

- Work closely with the President to provide continuity of the Chapter activities into the next year;
- Serve as a voting member of the Chapter ExComm, unless assuming the duties of President as specified above;
- Coordinate or oversee all arrangements for the annual Chapter meeting, including budget, time, location, meals, program, keynote speaker, guest lecturer, raffle, etc. (these duties are described more fully under the Program Committee Chair responsibility description);
- Prepare a President's Annual Plan of Work based on the Strategic Plan to guide activities and priorities upon taking office as President;
- Anticipate Committee Chair appointments that may be necessary immediately after succession to President;
- Assist with disbursement of Chapter funds as authorized by the Chapter's ExComm; and,
- Attend Society's Annual Meeting to assume the position of President.

2.2.3. Immediate Past-President

The Immediate Past-President is the outgoing president. The Immediate Past-President is expected to do the following:

- Assist the current President in all aspects of their duties;
- Assist the Bylaws and Nominations chair in seeking and procuring nominations for officers;
- Recommend changes in the Bylaws to the ExComm and membership;
- Review and recommend changes to the Chapters' Procedure Manual to the ExComm when necessary and to the general membership at the Chapter's Annual Meeting;
- Update the Procedure Manual with the assistance of the ExComm and Committee Chairs;
- Distribute copies of the Bylaws and Procedure Manual to new Officers and Committee Chairs;

- Serve in the capacity of President in the absence of the President-Elect and/or President;
- Serve on the Program Committee and assist the President-Elect with the preparation of the Annual Meeting Program; and,
- Serve as a voting member of the Chapter ExComm, unless serving in the capacity of President as specified above.

2.2.4. Secretary

The Secretary keeps the official records of the Chapter and performs such duties as may be requested by the Executive Secretary of the Society or Secretary-Treasurer of the Division.

The Secretary is also expected to:

- Submit a copy of the approved minutes of the Annual Business Meeting to the Chapter Historian and Secretary-Treasurer of the Division within 30 days after said meeting;
- Prepare and distribute minutes of the Annual Business Meeting and ExComm meetings to members of the ExComm;
- Send minutes of the Annual Business Meeting to the Society Executive Director within 30 days after said meeting;
- Serve as a voting member of the ExComm;
- Maintain records of activities, minutes, and other aspects of the Chapter and forward these records to the Chapter Historian upon approval;
- Discharge other duties that may be required by the Chapter ExComm;
- Ensure receipt of monthly membership reports from Society's Membership Manager; and
- Inform the Executive Officers and general membership of our Chapter membership condition by reporting any loss or gain in membership numbers via an update at the Chapter Business Meeting. In this update, summarize the major differences in total number of paid members, net gains or losses of members, regional membership data, and membership types.

2.2.5. Treasurer

The Treasurer is expected to:

- Track and maintain all financial records and transactions in standard accounting format for review by Society and Chapter officers and members as needed or required;
- Provide bank statements to the President for quarterly review;

- Prepare and submit an annual financial report to the Chapter's EXCOM and members at the annual meeting;
- Prepare and submit periodic financial reports at Chapter EXCOM meetings;
- Prepare an annual budget, with the help of the EXCOM, to be presented to the members at the Annual Business Meeting;
- File any necessary tax documents with either Society staff or directly to state and federal authorities, including maintaining non-profit status with the state of California.
- Deposit income from sources such as Chapter's annual meeting, donations, continuing education or other sources;
- Pay out authorized disbursements (checks) and keep track of all Chapter expenditures;
- Prepare a Treasurer's Report showing the activities of each account periodically to the EXCOM and annually to the Chapter's members.
- Pay Chapter bills associated with the Annual Meetings, donations, and any other financial transactions;
- Serve as a voting member of the Chapter ExComm;
- Serve as account contact for the Chapter's storage unit (South Davis Storage)¹;
- Serve as a member of the Financial Committee; and,
- Annually renew event insurance provided by the Society.

For additional detail regarding how the Treasurer is to fulfill these duties, please refer to Appendix C.

¹ South Davis Storage, 4836 Chiles Road, Davis, CA 95616. 530-758-2560. Locker #: B-20

2.3. Standing Committees

This section describes the purpose, composition and functions of each Standing Committee. Under Article 7 of the Chapter Bylaws, the Chapter President is authorized to create from “Full Members of the Chapter” (i.e., active members of both the Chapter and Society) any temporary or ad hoc committees that are necessary to meet Chapter objectives. Standing Committees are long-term in nature. Their subject matter is of continuing significance for meeting Chapter objectives and sufficiently important to warrant representation on the ExComm. Standing Committees shall be created upon the affirmative vote of a majority of the ExComm. Standing Committee Chairs shall be appointed by the President, and will serve as a voting member of the Chapter ExComm. Standing Committee members shall be appointed by respective Chairs.

2.3.1. Awards Committee

The Awards Committee shall nominate candidates for special recognition by the Chapter. Awards promote and recognize excellence; encourage contributions to fisheries conservation, science, and education; and promote the professional image of the Chapter and Society. Awards shall be given upon approval of the ExComm.

The Awards Committee is responsible for awards in the following five categories:

1. The Chapter Award of Excellence recognizes a Chapter and Society member for exemplary depth and breadth of professional achievement in academia, government service, or private practice; combined with significant publications and/or conservation activities, and participation in Chapter activities. They must have achieved significant distinction on multiple fronts (professionally, scientifically, environmentally, and as a supporting Chapter volunteer). Those given this award should have achieved statewide recognition as a major authority or guiding force in California and/or Nevada fisheries management and science.
2. The Chapter Award for Distinguished Professional Achievement recognizes Chapter members for professional excellence in research, management, education, or publication, or outstanding contribution to the profession, the Society, or fisheries conservation.
3. Award for Special Contributions recognizes Chapter members and others for outstanding service to the Chapter.
4. The Conservation Achievement Award recognizes non-member individuals or groups for outstanding contributions or service to fisheries conservation.
5. The Chapter Award for Scientific Journalism recognizes journalists whose work is particularly accurate and effective in conveying information to the public regarding fisheries science or conservation.

In addition to nominating awards candidates, the Awards Committee communicates with the ExComm and Chapter membership to solicit the names of potential nomination candidates. To assist the ExComm in considering award nominations, the Awards Committee gathers and summarizes relevant information about awards candidate accomplishments. The Awards Committee also maintains records of Chapter award giving.

Chapter awards are typically announced and presented during the Annual Meeting, often at the banquet associated with the meeting. Although the Bylaws do not require this timing, the Annual Meeting provides a convenient and celebratory venue for recognizing award recipients and displaying award plaques.

The following schedule is provided as guide for the Awards Committee to facilitate the timely completion of the awards process prior to the Annual Meeting:

Timing Prior to Annual Meeting	Task
4 months	Begin soliciting award nominations through broad Chapter outreach and focused communication.
3 months	Compile appropriate nominations and supporting material, and present to the ExComm for a vote.
2 months	Inform successful nominees of their selection and encourage their attendance at the annual meeting.
1 month	Submit order for award plaques or other gift as recognition (e.g. fish prints). If a new vendor is employed, more lead time may be required.

2.3.2. Bylaws and Nominations Committee

The Bylaws and Nominations Committee shall consist of a Committee Chair, Past-Presidents and other interested ExComm members. The purpose of this committee is to obtain nominees for elected officer positions and to review and revise Bylaws as necessary.

The Bylaws and Nominations Committee shall submit to the ExComm a slate of candidates for specific Chapter offices (President-Elect each year, Treasurer or Secretary in alternating years). The names of at least two active members (Chapter and Society) shall be submitted for each office to be elected. Additional nominations may be placed on the Bylaws and Nominations Committee's slate upon the signature approval of five Chapter members, provided prior approval of the nominee has been obtained. Such additional nominations must be submitted to the Bylaws and Nominations Committee at least 60 days before the general membership meeting.

The Committee Chair will contact the nominees for their willingness to serve, asking those who have accepted to provide a brief biography (with photograph) emphasizing education, positions held, present activity, Chapter/Division/Society service, and interests in Chapter issues. The biography should be no more than two type-written pages. The nominations and a short

biographical sketch of each nominee shall be circulated to the general membership at least 30 days before the general membership meeting.

The procedure for the conduct of the ballot shall be determined by the ExComm and executed by the Secretary. Balloting must remain open for at least 30 days. In recent years, an announcement with a link for electronic voting has been sent to current Chapter members a month or more before the Annual Meeting.

The following schedule is provided as guide to the process of soliciting candidates and conducting the election:

Timing Prior to Annual Meeting	Task
4 months	Solicit nominations for officers (President-Elect each year, Treasurer and Secretary in alternating years). Discuss the election process and timing with ExComm
3 months	Contact nominees to confirm willingness to serve and request their biographies.
2 months	Post candidate biographies on Chapter website and social media
At least 30 days before Annual Meeting	Secretary opens election by electronic balloting and send announcement to members. Balloting remains open for 30 days.

The Bylaws and Nominations Committee shall periodically review the Chapter Bylaws and present them to the ExComm for approval at least 60 days before the general membership meeting. Any revision of the Bylaws must be reviewed and approved by the Society's Constitutional Consultant prior to the general membership meeting to ensure consistency with Society's Constitution, Rules, and Procedures (allow a month for review). All changes to Chapter Bylaws will be voted on by the membership during the general membership meeting prior to being finalized. Once approved by the general membership, revisions to the Chapter's Bylaws must be reviewed and approved by Society's Management Committee, and will only take effect once Society's Executive Director has notified the Chapter of Management Committee approval.

2.3.3. Chapter Historian

The Chapter Historian is appointed by the Chapter President, with the concurrence of the ExComm. The Historian serves at the discretion of the Chapter President for an indefinite period. The Historian maintains the historical records of the Chapter, and makes them available, as needed and contingent upon available funds, to the ExComm, to the membership at Chapter events, and to interested individuals.

Records that will be kept include, but are not limited to: minutes of ExComm meetings; Treasurer reports; newsletters; listings of officers and committee chairs by year; and other records the Chapter deems important.

Specifically, the Chapter Historian maintains the Chapter archives, a detailed set of important Chapter documents and photographs and uses these documents to prepare reports or summaries of historical value to the Society or to the Chapter membership.

Duties of the Historian include:

- Prepare a file folder in the digital archives for the year beginning just after an annual meeting and ending at the conclusion of the next annual meeting;
- Complete the administrative duties associated with the Chapter's storage unit (South Davis Storage);
- Receive, actively collect, and upload Chapter documents and photographs for the current year and file them in the archives, including a complete annual set of the Chapter newsletter, approved meeting minutes, and non-Chapter materials relating to activities and events;
- Attend the annual Chapter meeting, or is represented at the annual meeting, and collects programs and other materials of historical value to the Chapter;
- Receive from the outgoing President, soon after the annual meeting, a package of important, non-sensitive documents, such as letters to/from VIPs outside the Chapter, that the President deems useful for the archives (routine correspondence is not useful);
- Complete the annual file for the archives soon after the annual meeting by placing one copy of each important document and photographs in the file; and
- Continually seek to acquire documents and photographs for earlier years, not in the archives, in order to make the Chapter historical record more complete.

Documents of historical significance may also be stored at the Chapter's storage facility.

2.3.4. Communications Committee

The communications committee shall be chaired by the newsletter/webmaster editor, and shall provide information on chapter activities to the division, society, and to the public and media regarding chapter activities, positions, and opinions.

Specific duties include:

- Configure and maintain Chapter list server;
- Develop guidelines for list server messages and implement these guidelines;
- The Communication Committee Chair will establish their email address as the list server administrator to approve posting messages;

- Work with the ExComm to release the quarterly newsletters;
- Maintain and update the Chapter website; and,
- Receive and regularly update addresses for relaying official Chapter messages to the membership by contacting the Society Webmaster and Electronic Services Coordinator.

2.3.5. Conservation Committee

The Conservation Committee shall review fisheries legislation, issues and environmental recommendations and policies of the Society and other organizations. This Committee shall submit review statements as verbal testimony, written or electronic comment letters, letters to editors of newspapers or position statements on aquatic environmental issues with suggested actions for approval by majority vote of the ExComm, or by majority vote of the Chapter membership at the next general membership meeting, and subsequent signature by the Chapter President. The Conservation Committee Chair shall represent the Committee on the Chapter's ExComm and regularly provide updated information for inclusion on the Chapter website, Committee articles for publication in the Chapter newsletter, and serve as the Chapter representative on the Division's Resource Policy and Environmental Concerns Committee.

2.3.6. Continuing Education Committee

The Continuing Education Committee shall determine the educational needs of Chapter members and set up educational programs to fulfill such needs. The Continuing Education Committee will be responsible for proposing potential courses or workshops, contacting potential instructors for courses or workshops, and working with other committees and officers to resolve any logistical issues with having the instructor teach the course (e.g., instructor fees, student access to computers, presentation hardware). The Continuing Education Chair will serve on the Annual Meeting Planning Committee.

2.3.7. Diversity and Outreach Committee

The Diversity and Outreach Committee shall encourage and support professional interactions between Cal-Neva Chapter members, Western Division's Diversity and Inclusion Committee, and Society's Equal Opportunity Section. The committee will work to increase the representation and involvement by diverse ethnic groups regardless of sexual orientation, and will foster a welcoming, inclusive, and supportive environment for the professional development of underrepresented groups.

Specific duties include:

- Increase outreach, recruitment, engagement, and retention efforts with the goal of building and maintaining a membership that reflects society.

- Participate in the Equal Opportunities Section (EOS) and Western Division's Diversity and Inclusion Committee.
- Develop and conduct an annual voluntary survey to determine demographics of our membership and track changes over time.
- Manage social media accounts and grant full posting rights to certain Chapter elected officers.

2.3.8. Exhibits Committee

The Exhibits Committee coordinates the Trade Show at the annual meeting of the Chapter and will serve on the Annual Meeting Planning Committee. Duties of the Chair include recruiting vendors for the Trade Show that are of interest to the membership, working with the meeting planners regarding arrangements affecting the Trade Show, and helping vendors with set-up, tear-down, and other needs during the meeting. Tasks associated with this committee are often completed throughout the year and outside of the term of the Annual Meeting Planning Committee.

Specific duties of the Exhibits Committee include the following:

- Make initial contact with potential vendors;
- Work with the Time and Place Chair to coordinate the space and amenities for vendors;
- Develop a vendor registration form and vendor solicitation letter;
- Provide reminders to vendors;
- Arrange vendor arrival times for the conference;
- Determine vendor needs for the conference (e.g., power, shipping of exhibit items to hotel);
- Direct vendors to their exhibit location and assist with set-up, if necessary; and,
- Assist vendors in taking down their exhibits.

A suggested timeline for Exhibits Committee activities is in the following table:

Duty	Time Frame	Comments or Further Description
Make initial contact with potential vendor	As soon as meeting site and dates are finalized	It is important to contact them as early as possible with a 'Save the date' invitation, because many vendors plan a year or more in advance.
Contact annual meeting planners to inquire about space and amenities for vendors	As soon as meeting site and dates are finalized	
Coordinate vendor (and non-profit) registration costs and benefits with ExComm	About six months before the meeting	
Develop vendor registration form and vendor solicitation letter	After costs and benefits have been agreed upon	Send these out to potential vendors four to six months before the meeting. Also send conference floor plan and describe to vendors how they will be in a high traffic area where break service is served.
Reminder solicitations	Every four to six weeks	Sending out reminders periodically has improved attendance at the Trade Show. Avoid sending reminders to those that have already agreed to participate.
Check in with meeting planners	One month before meeting	Make sure that Trade show set-up and tear-down are in the program, or at least discussed. Be flexible with the vendors on times and be prepared to know where and how vendors can ship their materials to the venue.
Arrange arrival times with vendors	Two weeks before meeting	Plan to be available to assist vendors with finding shipped materials, and helping to unload and set up their booth. Make sure you know if they need electrical access, pipe and drape, chairs, table coverings, and anything else. Find out what the venue provides.
Check in with vendors	During the meeting	Make sure that they have anything they need, within reason, and be open to feedback. We want to make this successful for them and our membership to ensure future success.
Booth tear-down	End of meeting	Help vendors take down their booths and load or ship materials. Coordinate with venue staff for shipping or loading needs. Thank vendors for attending and ask for feedback.

2.3.9. Finance Committee

The Finance Committee which includes the Committee Chair, Chapter Treasurer, President-Elect, and the President, shall advise the ExComm on matters of fiscal policy. This Committee shall review funding opportunities and submit its recommendations to the ExComm for approval.

Specific duties include:

- Annually (Or Quarterly) review the chapter investments and provide recommendations to the ExComm.
- Develop and maintain a financial stability plan to support various Chapter programs which require monetary support, such as the Small Grants Program and the Travel Grants Program.

2.3.10. Grants Committee

The Grants Committee administers all Chapter grants, including all travel grants and the Small Projects Grant Program. The travel grants program includes the Cal-Neva Travel Grant and the Semi-annual Travel Grant and will provide up to \$2,500 to support member attendance to the Chapter Annual Meeting, Society Annual Meeting, or fisheries related trainings or meetings. The Small Projects Grant Program's goal is to provide funds for at least 2 awards totaling \$3,000 to support projects consistent with the Chapter's and Society's goals, and will be open to all Chapter members. If there are funds remaining for the Small Projects Grant Program following selection of awardees, the funds will be rolled into the next year's Small Projects Grant Program funds rounded down to the nearest \$100. In the event that the Chapter needs access to the excess funds, the ExComm may vote to re-allocate the balance, as necessary.

Specifically, the Grant Committee shall:

- Develop grant solicitations and guidelines for travel grants and the Small Projects Grant Program. (Examples of the guidelines in Appendix D)
- Work with the Communications Committee to distribute travel grant solicitations for the Cal-Neva Travel Grant by December and the Cal-Neva Semi-Annual Travel Grant by June of each year
- Develop a scoring matrix to evaluate applications, and select up to awardees for each of the two the travel grants.
- Work with the Communications Committee to distribute Small Project Grant Program solicitations by January of each year.
- Develop a scoring matrix to evaluate Small Project Grant Applications, form the review committee consisting of all five elected officers and at least one Committee Chair, and fulfill the goal of selecting up to 2 projects to fund.
- Notify all awardees of the travel grants and Small Project Grants, with further instruction on their obligations according to the guidelines of the grant (e.g., presenting at the Annual Meeting).
- Notify unsuccessful applicants that they did not receive funding, with rationale provided during the evaluation process.

2.3.11. Merchandise Committee

The Merchandise Committee develops, selects, purchases, and sells merchandise printed or embroidered with the Chapter's logo. The Merchandise Chair also serves on the Annual Meeting Planning Committee. Surplus merchandise material, along with registration materials, excess name badges, etc., and archived material are housed at the Chapter Storage unit.

2.3.12. Native Fishes Committee

The Native Fishes Committee is responsible for promoting the awareness and conservation of California and Nevada's native fishes through education and outreach activities, public recognition of outstanding work towards native fish conservation, and serving as an outlet for the discussion and dissemination of information pertinent to California and Nevada's native fishes.

Specifically, the duties of the Native Fishes Committee include:

- Provide a forum for networking between aquatic ecologists and resource managers and for the dissemination of information on California and Nevada's native fishes.
- Educate biologists, Chapter members, and other interested parties (e.g. general public, environmental organizations) on the biology, habitat requirements, status, and threats/impacts to California and Nevada native fishes.
- Enhance the understanding, awareness, and conservation of California and Nevada native fishes.
- Provide technical assistance to the Chapter on issues involving native fishes.
- Annually hold a Native Fishes Workshop. The Workshop will generally be held independent of the Chapter annual meeting. Workshops will focus on a unique species or community of fishes in California and/or Nevada, and specific locations will vary annually depending on interest.
- Publicly acknowledge individuals or groups who have made noteworthy contributions to the conservation of California and/or Nevada's native fishes.
- Submit a written report of committee activities to the California Nevada Chapter ExComm once a year prior to the annual meeting.
- The Committee Chair will submit an annual work plan and budget to the ExComm for approval in line with the Chapters budgeting schedule.
- Conduct technical session at Chapter annual meetings by convening and inviting relevant speakers.

2.3.13. Policy and Resolutions Committee

The Policy and Resolutions Committee drafts and recommends to the Chapter and/or the ExComm for approval those resolutions, policies, and position statements that accomplish Chapter objectives. As defined under Article 13 of the Chapter Bylaws:

1. Resolutions are declarations calling attention to a need and requesting Chapter action.
2. Policy and position statements are the principal means of expressing professional opinion to the public. Such statements involve matters affecting fisheries resources and should be formulated only after a comprehensive study has been made. Such statements should contain: (1) the Issue; (2) an Analysis of the problem, together with relevant facts; and (3) the Position taken.

Ideally, the Committee would include representatives of State and Federal agencies, private industry, and the academic community and shall consider all resolutions, policies, and positions statements, submitted to it by any Chapter member or Committee.

All resolutions, policies, and position statements recommended for approval by the Policy and Resolutions committee shall be submitted to the ExComm for approval by majority vote or submitted to the membership at the general membership meeting for approval by majority vote. All resolutions or position statements approved by the ExComm must be reported to the membership in the next newsletter.

All resolutions, position statements, and policies, submitted to the ExComm without unanimous agreement of the Policy and Resolutions committee may contain a minority report prepared by those Policy and Resolutions Committee members opposing the recommendations. Such minority reports shall be reported to the Chapter membership in either the next newsletter or at the general membership meeting.

The ExComm may defer action on any resolution, position statement, or policy until the general membership meeting for membership action provided that such resolution, position statement, or policy, be published in the Chapter Newsletter at least 30 days before the meeting.

All resolutions, position statements, or policies, considered by the Policy and Resolutions Committee during the year shall be presented to the Chapter membership at the general membership meeting.

Resolutions may be introduced by Chapter members at the general membership meeting. Such resolutions may be submitted for approval by the membership, pursuant to Article 10 of these Bylaws, or referred to the Policy and Resolutions Committee for consideration.

2.3.14. Time and Place Committee

The Time and Place Committee selects appropriate times, locations, and facilities to accommodate the general membership meetings, under guidance of the General Meeting Chair. The location shall be selected at least nine months before the general membership meeting and presented to the ExComm for approval. The Time and Place Committee Chair typically

coordinates and plans the logistics of the annual meeting. Such tasks include, facilitating a request for proposals if using an event planner (e.g. HelmsBriscoe), coordinating site visits of potential venues, chairing the planning committee, recruiting the help of volunteers, assessing student subunit needs, managing the hotel contract and all Banquet Event Orders, securing accommodations for special guests, master scheduling, meeting space setup, and miscellaneous tasks as needed.

2.4. Meetings

The ExComm is authorized to act for the Chapter between general membership meetings, to perform Chapter duties and functions, and to disperse funds for Chapter business. A voting quorum for transaction of official business of the ExComm consists of six members, including at least three elected officers (President, President-Elect, Past-President, Secretary, and Treasurer) and three Standing Committee Chairs. In the event that a Standing Committee Chair cannot attend an ExComm meeting, the Chair may designate another member of the same committee to attend with full voting rights. All ExComm members are expected to vote on all issues when the Chapter President calls for a vote.

ExComm meetings are generally held monthly at convenient locations. In recent years, this has been in West Sacramento or Sacramento, since these are fairly central locations. A conference call line is essential to allow participation by members unable to attend physically.

In addition, an Annual Retreat meeting is generally held in November or December. This full-day meeting is a working session that focuses on annual planning, development of the budget, and other business that requires more time than the monthly meetings.

2.5. Strategic Plan and Annual Reporting

The Cal-Neva Strategic Plan outlines objectives and strategies to meet the overarching goals of the Society and Chapter. The first Chapter Strategic Plan was developed in 2016 and based on the Society's 5-year Strategic Plan. The Society has developed a new Strategic Plan 2020-2024, which should be the basis for any update of the Chapter Strategic Plan (suggested on a 5-year interval).

The Strategic Plan helps the ExComm prioritize decisions, informs Chapter members about planned activities, and provides a benchmark for transparency and accountability. An annual workplan can be developed to identify specific activities that the Chapter will pursue. The workplan is a living document that should be updated annually by the President.

Each year, the ExComm provides a report on the state of the Chapter (including the annual budget and current status of the Chapter Report Card) during the Business Meeting, which is typically held in conjunction with the Annual Meeting.

Finally, the Chapter submits an annual Governing Board Report to the Society in August, describing the activities and status of the Chapter and its Subunits.

3. STUDENT SUBUNITS

Student subunits, maintained under the auspices of the Chapter, are intended to advance the Society's objectives through involvement of student members at colleges and universities. The Chapter currently recognizes subunits at the University of California Davis (Sacramento-Davis Subunit), Humboldt State University (Humboldt Subunit), and University of California Santa Cruz (Santa Cruz-Monterey Bay Area Subunit). The Bylaws of the three subunits approved by the Chapter and the Society are provided in Appendix D.

The Chapter officers and subunit officers meet, at a minimum, annually at the Chapter's annual business meeting.

Responsibilities of the Chapter to Subunits include:

- Provide seed money annually to active subunits to support activities;
- Provide mentoring and support to student members;
- Provide travel grant opportunities to attend and present at Chapter, Division, and/or Society Meetings as funds allow.

Responsibilities and opportunities of Subunit members include:

- Participate in the monthly ExComm meetings (strongly encouraged, usually an officer);
- Provide reports at least quarterly to ExComm on Subunit activities;
- Present annual Subunit report at Chapter's annual business meeting; and
- Opportunity to apply for travel grants and volunteer at Chapter Annual Meeting to offset registration and travel costs
- Opportunity to connect with professional mentors and other fisheries students in Chapter and Western Division.

3.1. Sacramento-Davis Student Subunit

The Sacramento-Davis Student Subunit, started in the early 1990's, is a regional subunit comprised of two local universities, Sacramento State University and University of California Davis. This subunit currently operates from the University of California, Davis. Its objectives are:

1. Encourage exchange and awareness of regional fisheries and other technical information among Subunit members and fisheries professionals and other members in the Chapter and Society.
2. Provide a forum for students and other fish enthusiasts to interact and participate in activities.
3. Emphasize and foster professional development of students, research opportunities for undergraduates, promotion of student participation in meetings, interaction and networking

with fisheries professionals from various private and government agencies and academic researchers.

4. Provide service to our local aquatic habitats and community.
5. Increase representation of student members in the Chapter and Society, and promote involvement and participation at all levels.

The Sacramento-Davis Subunit holds one meeting quarterly, during the fall, winter, and spring academic quarters, at a time and place designated by the President. Additional meetings are held periodically for exchange of information and to engage in fisheries related activities and field trips.

The officers of the Subunit consist of a President, Vice-President/Treasurer, Secretary, and Past-President. Elections take place annually in the spring quarter and terms for newly elected officers begin in September with the onset of the fall academic quarter.

3.2. Humboldt State University Student Subunit

Started in 2006, the primary purpose of the Humboldt State University Student Subunit is to bolster the professional development of Subunit members and fisheries students at Humboldt State University, by promoting student participation in meetings, development of research opportunities for undergraduates, interaction and networking with fisheries professionals, and service to our local aquatic habitats and communities.

The Subunit is comprised of 3 elected officers: President, Secretary, and Treasure. Meetings are held at last once an academic term, but often times more frequently. Elections take place annually in the spring term, with newly elected officers taking office at the beginning of the fall term. Participation of Subunit officers and membership in extracurricular activities is highly encouraged.

3.3. Santa Cruz-Monterey Bay Area Student Subunit

The Santa Cruz-Monterey Bay Area Student Subunit was established in 2015. The Subunit objectives are to encourage the exchange and awareness of aquatic sciences among Subunit members, fisheries professionals, and other members in the Chapter and Society. The Subunit shall also provide a forum for students and other aquatic science professionals and enthusiasts to interact and participate in activities. Furthermore, the Subunit shall emphasize and foster professional development of students, research opportunities for undergraduates, promotion of student participation in meetings, interaction and networking with fisheries professionals from various private and government agencies and academic researchers, and service to our local aquatic habitats and community.

Membership in the Subunit is open to all students, alumni, faculty, and staff in the Monterey Bay Area. The officers of the Subunit consist of a President, Vice-President, Treasurer, Secretary, Webmaster, and Past-President. Officers shall be student members of the Subunit and be elected

at the Spring Quarter Meeting. Terms for newly elected officers shall begin in September with the onset of the Fall Academic Quarter.

The Subunit shall hold at least one meeting quarterly, during the fall, winter, and spring academic quarters, at a time and place designated by the President and/or ExComm. Periodically, additional meetings shall be held for the exchange of information and to engage in fisheries related activities and field trips.

3.4. Establishing a Subunit

Other institutions may want to start a subunit, and are encouraged to do so by the Chapter. The following outlines the process that is required for a new subunit to be established.

More information describing Student Subunits can be found in the Society Constitution and Procedures. For those interested in making contact with the Chapter ExComm to begin establishment of a subunit, contact can be made via the Chapter's email (afs.calneva@gmail.com).

At a minimum, a Subunit requires:

- Faculty sponsor at the affiliated university or college who is a Society member
- A petition to create a Student Subunit signed by at least 6 active members and a faculty sponsor. The petition must be approved by the Chapter officers, as well as the Chapter membership.
- Bylaws approved by the Chapter and Society (via the Chapter's Bylaws and Nominations Chair and Society's Constitutional Consultant)
- Subunit officers who are members of the Society and Chapter

Examples of Subunit Bylaws which have been approved for the Chapter's existing Subunits can be found in Appendix B. It the responsibility of the faculty sponsor and the potential officers to establish enough student interest to pursue a Subunit, and draft bylaws with the guidance of the Chapter.

Members interested in forming a subunit should recognize that such groups often appear viable because of the interest of a few motivated individuals. When these individuals relocate or become involved in other activities, a Subunit may become inactive. Subunit member recruitment is essential to ensuring longevity of the Subunit. Making connections and maintaining communication with the ExComm and other Student Subunits in the Chapter and Western Division are also important ways to support a Subunit and help it flourish.

4. ANNUAL MEETING

According to Article 3 of the Chapter Bylaws, the Chapter shall hold at least one general membership meeting each year at times and places designated by the ExComm. The President-Elect is responsible for all meetings of the membership held during their term as President-Elect, and is the General Meeting Chair. Program development for the annual meeting is the responsibility of the Program Committee, which is also chaired by the President-Elect. For more detail on meeting planning see the Annual Meeting Planning Guide for the California Nevada Chapter of the American Fisheries Society.

4.1. Joint Meetings

Joint meetings may also be held with other organizations, provided that such meetings are consistent with the Chapter's objectives. Past examples include meetings with other Society units (e.g., Western Division), professional societies (e.g., The Wildlife Society), resource agencies (e.g., Interagency Ecological Program), and non-profit organizations (e.g., Salmonid Restoration Federation). Joint meetings can be held pursuant to Chapter Bylaws, given that;

- The Chapter achieves parity in all printed programs,
- The Officers of both organizations are included in the printed programs,
- The Chapter assumes responsibility for all aspects of abstracts submitted as part of AFS technical sessions or symposia,
- The Chapter is an active participant on all relevant committees, to include program, arrangements, publicity, and ad hoc or standing committees involving the fisheries aspects of the meeting,
- The Joint ExComm meetings are to be held at least once, and
- The Chapter shares in the cost of printing of programs and proceedings, as well as the proceeds, if any.

4.2. Schedule and Content

The Chapter normally holds the annual meeting in late-winter/early-spring at rotating locations throughout California and Nevada visiting the following regions no more than twice in a six year period: north, mid, south, west, and east (see meeting history for locations). Regions are delineated in the map below. For meeting planning purposes, portions of Nevada that are north of the dashed line will be considered "East", and portions that are south of the dashed line will be considered "South".

Included in the annual meeting are a plenary session, Continuing Education workshop(s), committee caucuses, the Annual Business Meeting, a banquet, poster reception, and presentations of scientific, research, management, and policy and issue papers and perspectives.



Appendix A — California-Nevada Chapter Bylaws

BYLAWS OF THE CALIFORNIA-NEVADA CHAPTER OF THE AMERICAN FISHERIES SOCIETY

Article 1. Name and Objectives

1. The name of this organization shall be the California-Nevada Chapter of the American Fisheries Society, hereinafter referred to as the Chapter. The parent American Fisheries Society is hereinafter referred to as the Society and the Western Division of the American Fisheries Society is hereinafter referred to as the Division.
2. Chapter objectives shall be consistent with those of the Society as set forth in Article I of the Society's Constitution and are as follows:
 - a) To promote the conservation, development, and wise use of the fisheries;
 - b) To promote and evaluate the development and advancement of all branches of fisheries science and practice;
 - c) To gather and disseminate to Society members and the general public scientific, technical, and other information about fisheries science and practice through publications, meetings, and other forms of communication;
 - d) To encourage the teaching of fisheries science and practice in college and universities

Article 2. Membership

1. Chapter membership shall be composed of: 1) Full Members (those Society members whose Society and Chapter dues are paid); and 2) Affiliate Members (those members whose Chapter dues are paid but are not members of the Society). Only Full Members have voting rights and are eligible to hold Chapter Offices, serve on Standing Committees, or chair temporary or ad hoc committees. It is the policy of the Chapter to encourage Affiliate Members to become Full Members. Society membership does not provide automatic Chapter membership.

Article 3. Meetings

1. The Chapter shall hold at least one general membership meeting each year at times and places designated by the Executive Committee.

Article 4. Officers

1. Chapter officers shall consist of a President, President-Elect, Past-President, Secretary, and Treasurer. Election of officers shall be by mail or electronic ballot vote or by a ballot box vote at the annual meeting. Officers shall be elected by a majority of ballots cast. The Executive Committee shall determine balloting procedures. In the case of a vacated position, the Executive Committee shall appoint a Chapter member as replacement by majority vote.
2. All officers must be members in good standing of the Society.
3. The terms of President, President-Elect, and Past-President shall be one year. The terms of Secretary and Treasurer shall be two years and shall be staggered so that only one of these officers is elected each year.

4. The terms of office will coincide with that of the Society. Elected officers will assume their new duties at the time of the Society's scheduled annual business meeting.
5. No elected officer or appointed committee member of the Chapter shall receive any salary or other compensation. Expenses may be defrayed from funds available to the Chapter when authorized by the Executive Committee or when specified by the annual budget.

Article 5. Duties of Officers

1. The President shall:
 - a) Preside at all meetings.
 - b) Serve as Executive Committee Chair;
 - c) Represent the Chapter to the Division and the Society;
 - d) Appoint all standing and ad hoc committee chairs.
2. The President-Elect shall:
 - a) Serve as Program Committee Chair
 - b) Assume the duties of President in the President's absence or inability to act.
 - c) Advance to the office of President at the end of the term.
3. The Past-President shall:
 - a) Be the immediate outgoing President
 - b) Assume the duties of President in the event of the President's and President-Elect's absence.
4. The Secretary shall:
 - a) Keep the official Chapter records and perform such duties as may be requested by the Executive Secretary of the Society or the Secretary-Treasurer of the Division.
 - b) 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.
 - c) Conduct the election.
5. The Treasurer shall:
 - a) Collect and be custodian of funds collected under Article 10 of these Bylaws, and any other funds received by the Chapter.
 - b) Prepare an annual budget and disperse funds as authorized or required
 - c) Submit a record of receipts and disbursements at the general membership meeting
 - d) Maintain financial records in standard accounting format for review by Society officers and staff as needed or required.

Article 6. Executive Committee

1. The Executive Committee of the Chapter shall consist of the President, President-Elect, Past-President, Secretary, Treasurer, Newsletter Editor, Standing Committee Chairs, and the Presidents of the Student Subunits of the Chapter. It is authorized to act for the Chapter between general membership meetings, to perform Chapter duties and functions, and to disperse funds for Chapter business.
2. A voting quorum for transaction of official business of the Executive Committee shall be six Executive Committee members, including at least three elected officers (President, President- Elect,

Past-President, Secretary, and Treasurer) and three Standing Committee Chairs. In the event that a Standing Committee Chair cannot attend an Executive Committee meeting, the Chair may designate another member of the same committee to attend with full voting rights.

3. Each member of the Executive Committee shall have one vote on Executive Committee decisions. In the event of a tie, the President's vote may cast the deciding vote.
4. Executive Committee meetings are called by the President.

Article 7. Chapter Committees

1. The Chapter President is authorized to create from Full members of the Chapter any temporary or ad hoc committees that are necessary to meet Chapter objectives, consistent with Article 2 of these Bylaws. Standing Committees, as referred to in these Bylaws, are long-term in nature. Their subject matter is of continuing significance for meeting Chapter objectives and sufficiently important to warrant representation on the Executive Committee.
2. Standing Committees shall be created upon the affirmative vote of a majority of the Executive Committee. Standing Committee Chairs shall be appointed by the President. Standing committee members shall be appointed by respective Chairs. The Standing Committees and their function are described in the Chapter's Procedure Manual.

Article 8. Application for Society Membership

1. Applications for all categories of Society membership received by the Chapter Secretary shall be forwarded to the Executive Director of the Society.

Article 9. Student Subunits

1. The Chapter can maintain one or more student subunits under its auspices. The student subunits shall abide by a set of bylaws approved by both the Chapter and Society.

Article 10. Voting and Quorum

1. Decisions at Chapter business meetings shall be by majority vote of Full Members present at any meeting, except that a two-thirds majority vote shall be required for amendment of Chapter Bylaws and suspending a Rule. Other less frequently used voting requirements are described in Robert's Rules of Order.
2. A quorum at any Chapter general membership meeting for the transaction of Chapter business shall be twenty Chapter members. Business and voting may be conducted via mail or electronic media if approved by the Executive Committee.
3. 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.

Article 11. Fees and Dues

1. The Executive Committee may assess each general membership meeting or other Chapter activity registrant a fee to cover the cost of the meeting or activity.

2. Annual dues to carry on Chapter activities shall be reviewed by the Executive Committee and any changes approved by majority vote of the general membership.

Article 12. Amendments to the Bylaws, Rules and Procedures

1. 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.
 - a) Chapter Bylaws may be amended and approved in accordance with Article 10 of these Bylaws, or by mail or electronic ballot.
 - b) 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.
 - c) In accordance with the Society Constitution, all amendments shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society Management Committee for approval.
 - d) Amendments take effect when the Chapter receives written notice of their approval by the Management Committee from the Society Executive Director.
2. 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.
 - a) 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.
 - 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 Chapter meeting.
 - c) The Rules may be amended by a simple majority of Active Members voting at an annual or special Chapter meeting.
3. 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.

Article 13. Communications Guidelines

1. Resolutions - Resolutions are declarations calling attention to a need and requesting Society action.
2. Policy and Position Statements - Policy and position statements are the principal means of expressing professional opinion to the public. Such statements involve matters affecting fisheries resources and should be formulated only after a comprehensive study has been made. Such statements should contain: (1) the Issue; (2) an Analysis of the problem, together with relevant facts; and (3) the Position taken.
3. Correspondence - The Chapter shall regularly correspond with other individuals or groups to express professional opinions, provide technical advice, and exchange information and ideas.

- a) Correspondence shall be used when time does not permit the formulation of resolutions or position statements or when resolutions or position statements are unnecessary. Correspondence may be followed up by a resolution or position statement.
- b) All Chapter correspondence must be signed by the President or the President's designee. If the President refuses to sign or appoint a designee, Article 7(a) (v) of these Bylaws shall apply.

Article 14. Procedure Manual

- 1. The Chapter's Procedure Manual details protocols for Chapter operations, including responsibilities of Committees, Committee Chairs, and Chapter officers and use of Chapter funds. The Procedure Manual can be revised as needed by a majority vote for approval of the Executive Committee or a majority vote of approval of the membership.
- 2. The Immediate Past President is responsible for keeping the Procedure Manual updated with assistance from the Committee Chairs and the Executive Committee.
- 3. The Procedure Manual is periodically updated to accurately reflect how the Chapter conducts its business and provides information that ensures new Committee Chairs and officers can conduct Chapter business effectively.

Revisions and Approvals:

Approved AFS Governing Board, March 8, 2008

Approved AFS September 9, 2011

Approved Cal-Neva Chapter Annual Business Meeting, March 1, 2018

Approved AFS Governing Board, April 16, 2018

Appendix B — Student Subunit Bylaws

BYLAWS OF THE HUMBOLDT STATE UNIVERSITY STUDENT SUBUNIT

March 2006

SECTION I. NAME AND OBJECTIVES.

1. The name of this organization shall be the Humboldt State University Student Subunit of the California-Nevada Chapter of American Fisheries Society, hereinafter referred to as the Subunit, Chapter and Society respectively.
2. The objectives of the Unit shall be those of the Society as set forth in Article I of the Constitution. In addition, the Subunit also has the following objectives:

To encourage the teaching and learning of fisheries science and practice at Humboldt State University;

To gather and disseminate to students, Society members, and the general public, scientific, technical, and other information about fisheries science and practice through meetings, publications, and other forms of communication;

To bolster the professional development of Subunit members and fisheries students at Humboldt State University by promoting student participation in meetings, development of research opportunities for undergraduates, interaction and networking with fisheries professionals, and service to our local aquatic habitats and community.

The Subunit shall increase representation of student members in the Chapter and Society, and promote involvement and participation at all levels.

All activities of this Unit shall conform to the Society's Constitution, Rules, and Procedures.

SECTION II. MEMBERSHIP.

1. The membership of the Subunit shall be open to all students, alumni, faculty, and staff in the geographic region represented by the Chapter. Subunit members must be members of the Chapter in good standing (dues are paid) and the Society. In accordance with the Constitution of the Society and Humboldt State University regulations, only student Subunit members may hold office, serve as committee chairs, or vote on Subunit business. The President and/or Subunit Executive Committee shall appoint faculty advisor(s).

SECTION III. MEETINGS AND VOTING.

1. The Subunit shall hold at least one meeting quarterly, during the fall, winter, and spring academic quarters, at a time and place designated by the President and/or Executive Committee. Periodically, additional meetings shall be held for the exchange of information and to engage in fisheries related activities and field trips.

SECTION IV. OFFICERS.

1. The officers of the Subunit shall consist of a President, Vice President Treasurer, Secretary, and Past-President.

2. Officers shall be student members of the Subunit and be elected at the Spring Quarter Meeting. Terms for newly elected officers shall begin in September with the onset of the Fall Academic Quarter. Officers may hold office for a period longer than one year if there are no other candidates, but the term of the officers shall be one year unless reelected. A member may hold the same elective position for no more than two consecutive terms unless there is no successor.
3. In the event of a vacated position, the President and/or Subunit Executive Committee shall appoint a qualified replacement for the unexpired term. In the event the President cannot fulfill his/her duties, the Vice-President shall take over and the Subunit Executive Committee shall appoint a new Vice-President for the remainder of the term.
4. Student members shall nominate candidates including themselves. Officer elections shall be conducted by written ballot. The candidate receiving the largest number of votes on the written ballot shall be declared elected. In the case that there are no nominees then the incumbent is automatically nominated.
5. Officers shall serve without salary or compensation for their services.

SECTION V. DUTIES OF OFFICERS.

1. The President of the Subunit shall:
 - Preside at all Subunit meetings.
 - Serve as the chair of the Subunit Executive Committee.
 - Represent the Subunit and attend Chapter Executive Committee Meetings and other Chapter functions (e.g., Annual Meeting and Symposium).
 - Represent the Subunit at regional and national meetings of the Society when necessary and/or able.
 - Conduct official correspondence for the Subunit.
 - Make such appointments and perform other duties and functions as are authorized and necessary.
 - Have general supervision of the Subunit officers. Furthermore, the President shall oversee all aspects of Subunit operations, especially events, activities, and exchange of money.
 - Appoint chairpersons for all regular and special committees.
 - Sign all official Subunit correspondence, but may designate another officer or committee member to sign specific items.
 - Disburse funds in the absence of the Vice-President and Treasurer, as it may be necessary and authorized by the Subunit Executive Committee.
 - Be responsible for presenting awards.
 - Be accountable for conducting and announcing voting results.
 - Submit the Subunit Snapshot, a quarterly section on Subunit news and events in the Chapter's Newsletter, Pisces.
 - Proceed to the office of Past-President at the end of the term.
2. The Vice-President of the Subunit shall:
 - Assume the duties of the President in the absence or upon the inability of the President to serve.
 - Serve on the Subunit Executive Committee.
 - Take on responsibilities the President delegates to him/her and work closely with the President.

- Receive application for all classes of American Fisheries Society memberships and shall forward to the Membership Committee Chair of the Chapter.
- Disburse funds in the absence of the Treasurer, as it may be necessary and authorized by the Subunit Executive Committee.
- Along with the President, the Vice-President shall serve as the chief fundraising officer for the Subunit.

3. The Treasurer of the Subunit shall

- Be the custodian to all Subunit funds and keep all official financial records.
- Receive funds, pay bills, keep an itemized account of all receipts and disbursements, and prepare an annual financial report to the Subunit Executive Committee and Subunit members.
- Disburse funds, as it may be necessary and authorized by the President and/or Subunit Executive Committee.
- Along with the President and the Vice-President, the Treasurer shall serve as a fundraising officer for the Subunit.

4. The Secretary of the Subunit shall:

- Keep the official records of Subunit meetings and activities.
- Submit minutes of the Subunit meetings to the President and Subunit Executive Committee for review within 30 days after each meeting.
- Submit an approved official version of meeting minutes to the Webmaster to post on the Subunit's website and retain a copy for Subunit record.
- Prepare correspondence as requested by officers and chairpersons of the Subunit Executive Committee.
- Perform other duties as may be requested by the President and/or Subunit Executive Committee.

5. The Past-President of the Subunit shall:

- Be the immediate outgoing President
- Assume the duties of President in the event of the President's and Vice-President's absence.
- Act as advisor to the Subunit Executive Committee and other committee, and give assistance when needed.

SECTION VI. EXECUTIVE COMMITTEE.

1. The Subunit Executive Committee of the Subunit shall consist of: the President, Vice-President, Treasurer, Secretary, Past-President, Webmaster, Agency Liaison, Regional University Liaisons, Faculty Advisor, and other members as may be appointed by the President.
2. The Subunit Executive Committee is authorized to act on behalf of the Subunit between meetings, to perform Subunit duties and functions, and may authorize the use of funds. The Subunit Executive Committee shall have authority to determine policies, establish committees, and conduct business consistent with the objectives of the Subunit. The Subunit Executive Committee will determine annual membership fees.
3. A majority of voting Subunit Executive Committee members including at least two elected officers (President, Vice-President, Treasurer, Secretary, PastPresident) constitutes a quorum. Business and

voting by the Subunit Executive Committee may be conducted via mail, telephone, and other electronic media.

4. Meetings of the Subunit Executive Committee may be held at the call of the President when a majority of the committee members can meet and conduct business.

SECTION VII. UNIT COMMITTEES.

1. Committees and Chairs of committees, except as listed in Sections 5 and 6 of these Bylaws, shall be appointed and charged by the President. Except for Standing Committees, these Subunit committees shall cease to function upon discharge of the duties for which they were appointed or with the end of the term of the appointing officer. The President is authorized to create any special committees that are necessary to meet Society and Subunit objectives, consistent with Section 1 of the Bylaws.
2. Standing Committees, as referred to in these Bylaws, are long-term in nature and are of continued significance for meeting Subunit objectives. Standing Committees are of sufficient importance to warrant representation on the Subunit Executive Committee. Standing Committee members shall be appointed by respective chairs. Standing committees as defined in this paragraph shall include:
 - A. Webmaster, who shall maintain the official website of the Subunit and perform other related duties as may be requested by the President and/or the Subunit Executive Committee.
 - B. Agency Liaison, who shall represent the Subunit and promote interaction and communication with both state and federal government agencies. The Agency Liaison shall perform other related duties as may be requested by the President and/or Subunit Executive Committee.
 - C. University Liaisons, who shall represent the Subunit and promote student participation and interaction from their respective academic institution in Subunit activities and meetings. University Liaisons shall be appointed by the President as the liaison between the Subunit and Subunit members at an individual school. University Liaisons shall coordinate and oversee all activities at his/her school. Academic institutions represented may be any university or college in the geographic region represented by the Chapter.
 - D. Faculty Advisor, who shall serve as a non-voting member of the Subunit Executive Committee and provide consultation as needed. The Faculty Advisor shall supervise officer elections and transitions, attend meetings on a regular basis, assist officers in general operations and procedures. The Faculty Advisor shall assist in promoting and recruiting members to the Subunit and the Society. The term of the faculty adviser shall desist when selected adviser(s) are no longer willing or able to contribute time to the Subunit.

SECTION VIII. VOTING AND QUORUM

1. All decisions at meetings are decided by a simple majority vote, except for bylaw revisions.
2. Decisions at meetings of the Subunit shall be in accordance with the Constitution of the Society. A quorum at any meeting for the transaction of official business shall be at least five members including at least two elected officers (President, Vice-President, Treasurer, Secretary, Past-President).

3. Business and voting may be conducted via mail and other electronic media if approved by the EXCOM.
4. Unless otherwise specified in these Bylaws or the Constitution of the Society, meetings are conducted according to the latest edition of Robert's Rules of Order.

SECTION IX. DUES AND FEES

1. The Subunit Executive Committee shall establish and assess member annual dues. The Subunit Executive Committee may also assess registration fees for special events necessary to cover costs. Collections of fees shall be made by the Vice-President/Treasurer of the Subunit.

SECTION X. AMENDMENT OF BYLAWS

1. The Bylaws of the Subunit may be amended by a two-thirds majority approval of those members voting, provided that notice of the proposed change(s) be given to the membership at least 30 days prior to a meeting. If voting is by mail ballot, members must be given at least 30 days to return their ballots.
2. Prior to voting the proposed amendments should be approved by the Chapter Executive Committee and the Society Constitutional Consultant.
3. Following approval by the Subunit membership, bylaws amendments must be submitted to the Chapter President and the Society Constitutional Consultant within 45 days of Subunit approval of the amendment.
4. In accordance with the Society Constitution, an adopted amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society Governing Board for approval. Amendments take effect when the Subunit receives written notice of their approval by the Governing Board from the Executive Director.

BYLAWS OF THE SACRAMENTO-DAVIS STUDENT SUBUNIT

June 2008

Section 1. Name and Objectives

1. The name of this organization shall be the Sacramento-Davis Student Subunit of the California-Nevada Chapter of the American Fisheries Society, hereinafter referred to as the Subunit, Chapter and Society respectively.
2. The objectives of the Subunit shall be those of the Society as set forth in Article I of the Constitution, and especially, to encourage the exchange and awareness of regional fisheries and other technical information among Subunit members and fisheries professionals and other members in the Chapter and Society. The Subunit shall also provide a forum for students and other fish enthusiasts to interact and participate in activities. Furthermore, the Subunit shall emphasize and foster professional development of students, research opportunities for undergraduates, promotion of student participation in meetings, interaction and networking with fisheries professionals from various private and government agencies and academic researchers, and service to our local aquatic habitats and community.
3. The Subunit shall increase representation of student members in the Chapter and Society, and promote involvement and participation at all levels.
4. All activities of the subunit shall conform to the Society's Constitution, Rules, and Procedures.

Section 2. Membership

1. The membership of the Subunit shall be open to all students, alumni, faculty, and staff in the geographic region represented by the Chapter. Subunit members must be members of the Chapter in good standing (dues are paid) and the Society. In accordance with the Constitution of the Society and the University of California, Davis regulations, only student Subunit members may hold office, serve as committee chairs, or vote on Subunit business. The President and/or Subunit Executive Committee shall appoint faculty advisor(s).

Section 3. Meetings

1. The Subunit shall hold at least one meeting quarterly, during the fall, winter, and spring academic quarters, at a time and place designated by the President and/or Executive Committee. Periodically, additional meetings shall be held for the exchange of information and to engage in fisheries related activities and field trips.

Section 4. Officers

1. The officers of the Subunit shall consist of a President, Vice-President/Treasurer, Secretary, and Past-President.
2. Officers shall be student members of the Subunit and be elected at the Spring Quarter Meeting. Terms for newly elected officers shall begin in September with the onset of the Fall Academic Quarter. Officers may hold office for a period longer than

one year if there are no other candidates, but the term of the officers shall be one year unless reelected. A member may hold the same elective position for no more than two consecutive terms unless there is no successor.

3. In the event of a vacated position, the President and/or Subunit Executive Committee shall appoint a qualified replacement for the unexpired term. In the event the President cannot fulfill his/her duties, the Vice-President shall take over and the Subunit Executive Committee shall appoint a new Vice-President for the remainder of the term.
4. Student members shall nominate candidates including themselves. Officer elections shall be conducted by written ballot. The candidate receiving the largest number of votes on the written ballot shall be declared elected. In the case that there are no nominees then the incumbent is automatically nominated.
5. Officers shall serve without salary or compensation for their services.

Section 5. Duties of Officers

1. The President of the Subunit shall:
 - A. Preside at all Subunit meetings.
 - B. Serve as the chair of the Subunit Executive Committee.
 - C. Represent the Subunit and attend Chapter Executive Committee Meetings and other Chapter functions (e.g., Annual Meeting and Symposium).
 - D. Represent the Subunit at regional and national meetings of the Society when necessary and/or able.
 - E. Conduct official correspondence for the Subunit.
 - F. Make such appointments and perform other duties and functions as are authorized and necessary.
 - G. Have general supervision of the Subunit officers. Furthermore, the President shall oversee all aspects of Subunit operations, especially events, activities, and exchange of money.
 - H. Appoint chairpersons for all regular and special committees.
 - I. Sign all official Subunit correspondence, but may designate another officer or committee member to sign specific items.
 - J. Disburse funds in the absence of the Vice-President/Treasurer, as it may be necessary and authorized by the Subunit Executive Committee.
 - K. Be responsible for presenting awards.
 - L. Be accountable for conducting and announcing voting results.
 - M. Submit the *Subunit Snapshot*, a quarterly section on Subunit news and events in the Chapter's Newsletter, *Pisces*.
 - N. Proceed to the office of Past-President at the end of the term
2. The Vice-President/Treasurer of the Subunit shall:

- A. Assume the duties of the President in the absence or upon the inability of the President to serve.
 - B. Serve on the Subunit Executive Committee.
 - C. Take on responsibilities the President delegates to him/her and work closely with the President.
 - D. Be the custodian to all Subunit funds and keep all official financial records.
 - E. Receive funds, pay bills, keep an itemized account of all receipts and disbursements, and prepare an annual financial report to the Subunit Executive Committee and Subunit members.
 - F. Disburse funds, as it may be necessary and authorized by the President and/or Subunit Executive Committee.
 - G. Along with the President, the Vice-President/Treasurer shall serve as the chief fundraising officer for the Subunit.
 - H. Receive application for all classes of American Fisheries Society memberships and shall forward to the Membership Committee Chair of the Chapter.
3. The Secretary of the Subunit shall:
- A. Keep the official records of Subunit meetings and activities.
 - B. Submit minutes of the Subunit meetings to the President and Subunit Executive Committee for review within 30 days after each meeting.
 - C. Submit an approved official version of meeting minutes to the Webmaster to post on the Subunit's website and retain a copy for Subunit record.
 - D. Prepare correspondence as requested by officers and chairpersons of the Subunit Executive Committee.
 - E. Perform other duties as may be requested by the President and/or Subunit Executive Committee.
4. The Past-President of the Subunit shall:
- A. Be the immediate outgoing President
 - B. Assume the duties of President in the event of the President's and Vice-President/Treasurer's absence.
 - C. Act as advisor to the Subunit Executive Committee and other committee, and give assistance when needed.

Section 6. Subunit Executive Committee

1. The Subunit Executive Committee of the Subunit shall consist of: the President, Vice-President/Treasurer, Secretary, Past-President, Webmaster, Agency Liaison, Regional University Liaisons, Faculty Advisor, and other members as may be appointed by the President.

2. The Subunit Executive Committee is authorized to act on behalf of the Subunit between meetings, to perform Subunit duties and functions, and may authorize the use of funds. The Subunit Executive Committee shall have authority to determine policies, establish committees, and conduct business consistent with the objectives of the Subunit. The Subunit Executive Committee will determine annual membership fees.
3. A majority of voting Subunit Executive Committee members including at least two elected officers (President, Vice-President/Treasurer, Secretary, Past-President) constitutes a quorum. Business and voting by the Subunit Executive Committee may be conducted via mail, telephone, and other electronic media.
4. Meetings of the Subunit Executive Committee may be held at the call of the President when a majority of the committee members can meet and conduct business.

Section 7. Subunit Committees

1. Committees and Chairs of committees, except as listed in Sections 5 and 6 of these Bylaws, shall be appointed and charged by the President. Except for Standing Committees, these Subunit committees shall cease to function upon discharge of the duties for which they were appointed or with the end of the term of the appointing officer. The President is authorized to create any special committees that are necessary to meet Society and Subunit objectives, consistent with Section 1 of the Bylaws.
2. Standing Committees, as referred to in these Bylaws, are long-term in nature and are of continued significance for meeting Subunit objectives. Standing Committees are of sufficient importance to warrant representation on the Subunit Executive Committee. Standing Committee members shall be appointed by respective chairs. Standing committees as defined in this paragraph shall include:
 - A. Webmaster, who shall maintain the official website of the Subunit and perform other related duties as may be requested by the President and/or the Subunit Executive Committee.
 - B. Agency Liaison, who shall represent the Subunit and promote interaction and communication with both state and federal government agencies. The Agency Liaison shall perform other related duties as may be requested by the President and/or Subunit Executive Committee.
 - C. University Liaisons, who shall represent the Subunit and promote student participation and interaction from their respective academic institution in Subunit activities and meetings. University Liaisons shall be appointed by the President as the liaison between the Subunit and Subunit members at an individual school. University Liaisons shall coordinate and oversee all activities at his/her school. Academic institutions represented may be any university or college in the geographic region represented by the Chapter.
 - D. Faculty Advisor, who shall serve as a non-voting member of the Subunit Executive Committee and provide consultation as needed. The Faculty Advisor shall supervise officer elections and transitions, attend meetings on a regular basis, assist officers in general operations and procedures. The Faculty Advisor shall assist in promoting

and recruiting members to the Subunit and the Society. The term of the faculty adviser shall desist when selected adviser(s) are no longer willing or able to contribute time to the Subunit.

Section 8. Voting and Quorum

1. All decisions at meetings are decided by a simple majority vote, except for bylaw revisions.
2. Decisions at meetings of the Subunit shall be in accordance with the Constitution of the Society. A quorum at any meeting for the transaction of official business shall be at least five members including at least two elected officers (President, Vice-President/Treasurer, Secretary, Past-President).
3. Business and voting may be conducted via mail and other electronic media if approved by the EXCOM.
4. Unless otherwise specified in these Bylaws or the Constitution of the Society, meetings are conducted according to the latest edition of Robert's Rules of Order.

Section 9. Dues and Fees

1. The Subunit Executive Committee shall establish and assess member annual dues. The Subunit Executive Committee may also assess registration fees for special events necessary to cover costs. Collections of fees shall be made by the Vice-President/Treasurer of the Subunit.

Section 10. Amendment of Bylaws

1. The Bylaws of the Subunit may be amended by a two-thirds majority approval of those members voting, provided that notice of the proposed change(s) be given to the membership at least 30 days prior to a meeting. If voting is by mail ballot, members must be given at least 30 days to return their ballots.
2. Prior to voting the proposed amendments should be approved by the Chapter Executive Committee and the Society Constitutional Consultant.
3. Following approval by the Subunit membership, bylaws amendments must be submitted to the Chapter President and the Society Constitutional Consultant within 45 days of Subunit approval of the amendment.
4. In accordance with the Society Constitution, an adopted amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society Governing Board for approval. Amendments take effect when the Subunit receives written notice of their approval by the Governing Board from the Executive Director.

BYLAWS OF THE SANTA CRUZ-MONTEREY BAY AREA STUDENT SUBUNIT

October 2015

Section 1. Name and Objectives

1. The name of this organization shall be the Santa Cruz – Monterey Bay Area Subunit of the California-Nevada Chapter of the American Fisheries Society, hereinafter referred to as the Subunit, Chapter, and Society respectively.
2. The objectives of the Subunit shall be those of the Society as set forth in Article I of the Constitution, and especially, to encourage the exchange and awareness of aquatic sciences among Subunit members, fisheries professionals, and other members in the Chapter and Society. The Subunit shall also provide a forum for students and other aquatic science professionals and enthusiasts to interact and participate in activities. Furthermore, the Subunit shall emphasize and foster professional development of students, research opportunities for undergraduates, promotion of student participation in meetings, interaction and networking with fisheries professionals from various private and government agencies and academic researchers, and service to our local aquatic habitats and community.
3. The Subunit shall increase representation of student members in the Chapter and Society, and promote involvement and participation at all levels.
4. All activities of the subunit shall conform to the Society's Constitution, Rules, and Procedures.

Section 2. Membership

1. The membership of the Subunit shall be open to all students, alumni, faculty, and staff in the Monterey Bay Area. In accordance with the Constitution of the Society and the University of California Santa Cruz regulations, only Subunit members may hold office, serve as committee chairs, or vote on Subunit business. All members holding office must be members in good standing of the Chapter and the Society.
2. Faculty advisor(s) shall be appointed by the Chapter in consultation with the Subunit Executive Committee.

Section 3. Meetings

1. The Subunit shall hold at least one meeting quarterly, during the fall, winter, and spring academic quarters, at a time and place designated by the President and/or Executive Committee. Periodically, additional meetings shall be held for the exchange of information and to engage in fisheries related activities and field trips.

Section 4. Officers

1. The officers of the Subunit shall consist of a President, Vice-President, Treasurer, Secretary, Webmaster, and Past-President.

2. Officers shall be student members of the Subunit and be elected at the Spring Quarter Meeting. Terms for newly elected officers shall begin in September with the onset of the Fall Academic Quarter. Officers may hold office for a period longer than one year if there are no other candidates, but the term of the officers shall be one year unless re-elected. A member may hold the same elective position for no more than two consecutive terms unless there is no successor.
3. In the event of a vacated position, the President and/or Subunit Executive Committee shall appoint a qualified replacement for the unexpired term. In the event the President cannot fulfill his/her duties, the Vice-President shall take over and the Subunit Executive Committee shall appoint a new Vice-President for the remainder of the term.
4. Student members shall nominate candidates including themselves. Officer elections shall be conducted by written or electronic ballot. The candidate receiving the largest number of votes shall be declared elected. In the case that there are no nominees then the incumbent is automatically nominated.
5. Officers shall serve without salary or compensation for their services.

Section 5. Duties of Officers

1. The President of the Subunit shall:
 - A. Preside at all Subunit meetings.
 - B. Serve as the chair of the Subunit Executive Committee.
 - C. Represent the Subunit and attend Chapter Executive Committee Meetings and other Chapter functions (e.g., Annual Meeting and Symposium).
 - D. Represent the Subunit at regional and meetings of the Society when necessary and/or able.
 - E. Conduct official correspondence for the Subunit.
 - F. Make such appointments and perform other duties and functions as are authorized and necessary.
 - G. Have general supervision of the Subunit officers. Furthermore, the President shall oversee all aspects of Subunit operations, especially events, activities, and exchange of money.
 - H. Appoint chairpersons for all regular and special committees.
 - I. Sign all official Subunit correspondence, but may designate another officer or committee member to sign specific items.
 - J. Disburse funds in the absence of the Treasurer, as may be necessary and authorized by the Subunit Executive Committee.
 - K. Be responsible for presenting awards.
 - L. Be accountable for conducting and announcing voting results.
 - M. Submit the Subunit Snapshot, a quarterly section on Subunit news and events in the Chapter's Newsletter, Pisces. Otherwise, delegate the writing of the Subunit Snapshot to the Vice President.
 - N. Proceed to the office of Past-President at the end of the term

2. The Vice-President of the Subunit shall:

- A. Assume the duties of the President in the absence or upon the inability of the President to serve.
- B. Serve on the Subunit Executive Committee.
- C. Take on responsibilities the President delegates to him/her and work closely with the President.
- D. Receive application for all classes of American Fisheries Society memberships and shall forward to the Membership Committee Chair of the Chapter.
- E. Write and submit the Subunit Snapshot if so delegated by the President.

3. The Secretary of the Subunit shall:

- A. Keep the official records of Subunit meetings and activities.
- B. Submit minutes of the Subunit meetings to the President and Subunit Executive Committee for review within 10 days after each meeting.
- C. Submit an approved official version of meeting minutes to the Webmaster to post on the Subunit's website and retain a copy for Subunit record.
- D. Prepare correspondence as requested by officers and chairpersons of the Subunit Executive Committee.
- E. Perform other duties as may be requested by the President and/or Subunit Executive Committee.

4. The Treasurer of the Subunit shall:

- A. Be the custodian to all Subunit funds and keep all official financial records
- B. Receive funds, pay bills, keep an itemized account of all receipts and disbursements, and prepare an annual financial report to the Subunit Executive Committee and Subunit members.
- C. Disburse funds, as it may be necessary and authorized by the President and/or Subunit Executive Committee.
- D. With assistance from the President and the Vice-President, the Treasurer shall serve as the chief fundraising officer for the Subunit.

5. The Webmaster of the Subunit shall:

- A. Maintain the functionality and aesthetics of the Subunit website.
- B. Post meeting minutes on the Subunit website following review by the President.
- C. Maintain the Subunit Facebook group, including posting notifications for all Subunit meetings and events.
- D. Keep membership and officer information on the website up-to-date.

6. The Past-President of the Subunit shall:

- A. Be the immediate outgoing President
- B. Assume the duties of President in the event of the President's and Vice-President/Treasurer's absence.
- C. Act as adviser to the Subunit Executive Committee and other committees, and give assistance when needed.

Section 6. Subunit Executive Committee

1. The Subunit Executive Committee of the Subunit shall consist of: the President, Vice-President, Treasurer, Secretary, Past-President, Webmaster, Agency Liaison, Regional University Liaisons, Faculty Advisor(s), and other members as may be appointed by the President.
2. The Subunit Executive Committee is authorized to act on behalf of the Subunit between meetings, to perform Subunit duties and functions, and may authorize the use of funds. The Subunit Executive Committee shall have authority to determine policies, establish committees, and conduct business consistent with the objectives of the Subunit. The Subunit Executive Committee will determine annual membership fees.
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 - A. Agency Liaison, who shall represent the Subunit and promote interaction and communication with both state and federal government agencies. The Agency Liaison shall perform other related duties as may be requested by the President and/or Subunit Executive Committee.
 - B. University Liaisons, who shall represent the Subunit and promote student participation and interaction from their respective academic institution in Subunit activities and meetings. University Liaisons shall be appointed by the President as the liaison between the Subunit and Subunit members at an individual school. University Liaisons shall coordinate and oversee all activities at his/her school. Academic institutions represented may be any university or college in the geographic region represented by the Chapter.
 - C. Faculty Advisor, who shall serve as a non-voting member of the Subunit Executive Committee and provide consultation as needed. The Faculty Advisor shall supervise

officer elections and transitions, attend meetings on a regular basis, and assist officers in general operations and procedures. The Faculty Advisor shall assist in promoting and recruiting members to the Subunit and the Society. The term of the faculty adviser shall end when selected adviser(s) are no longer willing or able to contribute time to the Subunit.

Section 8. Voting and Quorum

1. All decisions at meetings are decided by a simple majority vote, except for bylaw revisions.
2. Decisions at meetings of the Subunit shall be in accordance with the Constitution of the Society. A quorum at any meeting for the transaction of official business shall be at least five members including at least two elected officers (President, Vice-President/Treasurer, Secretary, Past-President).
3. Business and voting may be conducted via mail and other electronic media if approved by the Subunit Executive Committee.
4. Unless otherwise specified in these Bylaws or the Constitution of the Society, meetings are conducted according to the latest edition of Robert's Rules of Order.

Section 9. Dues and Fees

1. The Subunit Executive Committee shall establish and assess member annual dues. The Subunit Executive Committee may also assess registration fees for special events necessary to cover costs.
Collections of fees shall be made by the Treasurer of the Subunit.

Section 10. Amendment of Bylaws

1. The Bylaws of the Subunit may be amended by a two-thirds majority approval of those members voting, provided that notice of the proposed change(s) be given to the membership at least 30 days prior to a meeting. If voting is by mail ballot or other electronic media, members must be given at least 30 days to cast their ballots.
2. Prior to voting the proposed amendments should be approved by the Chapter Executive Committee and the Society Constitutional Consultant.
3. Following approval by the Subunit membership, bylaws amendments must be submitted to the Chapter President and the Society Constitutional Consultant within 45 days of Subunit approval of the amendment.
4. In accordance with the Society Constitution, an adopted amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society Management Committee for approval. Amendments take effect when the Subunit receives written notice of their approval by the Management Committee from the Executive Director.

Appendix C - Detailed Chapter Accounting

Collecting Funds from the Federal Government (DUNS Number)

The DUNS Number is used with the Central Contractor Registration (CCR). The CCR allows the Chapter to be paid directly by the Federal Government. It is used to register large numbers of people for classes/annual meetings and to get donations from Federal Agencies. Each year the Treasurer must re-register the CCR standing. To do this, go to the DUNS website

(<https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>) and click on the link to update and follow the directions. The contact information must be changed to the new Treasurer as soon as they take office.

Chapter Bank Accounts

The Treasurer maintains two bank accounts with Bank of America – a checking account and a savings/money market account –and an Individual Investor Account (IIA).

Bank of America Accounts – All of the current Chapter Officers must meet annually with Bank of America’s Business Services to add or delete current and past officers, respectively. A copy of Chapter meeting minutes identifying the previous meeting’s election results must be taken as evidence of change of Chapter leadership (i.e., Chapter Business Meeting minutes). In addition, all Current Officers must be present at the selected Bank of America office to sign paperwork. If the Treasurer is newly elected, he or she will provide a new mailing address for the accounts (often the Treasurer’s home address). The Treasurer will have a debit card and any chapter credit cards, and the President-Elect, President, and Past-President will each be provided a debit card for Chapter business.

The Treasurer will write checks from the checking account to provide reimbursements for expenses directly related to Chapter business, provide donations, and provide monetary awards. Each check has a stub to record the date, to whom the check is written, and the purpose of the check. The Treasurer will use a receipt book to provide people receipts for payments/deposits.

IIA – The Treasurer, upon taking office, will provide new contact information and signature card for an Individual Investor Account (mostly mutual funds with Merrill Lynch) or other accounts that may be determined in future by the ExComm (“Investment Account”). While the Investment Account is similar to a savings account with a higher interest rate, there are limitations on withdrawing money from the account. The Treasurer and Finance Committee Chair may transfer money from the Bank of America accounts into this account. **The Investment Account must be accessed at least every six months so it does not fall into abandoned property status.**

Budget

The Treasurer, along with the Chapter President, will prepare the Chapter budget, which will include line items for annual meeting income and expenses. The budget will be for the calendar year at the latter portion of the President’s term (e.g., a Chapter President from Fall 2019 to Fall 2020 would prepare a budget for calendar year 2020). The budget should be balanced so that total income equals total expenses. The budget for the coming year needs to be prepared before the annual meeting, because it is presented at the business meeting held during the annual meeting. The treasurer will also assist the President-Elect in creating a budget for the Annual Meeting, prepared around November updated leading up to the meeting as necessary. The budget for the annual meeting will typically show a profit.

Income Taxes

The Chapter must file taxes each year (both State and Federal). Taxes are due by May 15.

Information required by the CPA will include an itemized break down of expenses. The Treasurer also provides the CPA a break-down of the beginning and ending balances for the Chapters accounts (Checking, Savings, and Investment accounts).

The Treasurer will file one copy with the State, one with the IRS, one will be sent to the State Charitable Trust, and one will remain with the Chapter. The State Franchise Tax Board requires a check for \$10 and the Charitable Trust requires a check for \$25. The IRS does not require payment. The CPA will supply mailing addresses.

Sales Taxes

The Treasurer will obtain a free permanent Seller's Permit to sell merchandise, which is obtained from the State Board of Equalization. The Treasurer will need to know the address and the dates that the Chapter will be selling items at different locations (generally this is the annual Chapter meeting). The Chapter has to pay sales tax on merchandise sold.

- If the Chapter paid sales tax when purchasing items to be sold, then tax is only paid on any profit.
- If the Chapter paid no sales tax when purchasing an item to be sold, then Chapter is required to pay tax on the total amount of the sale.

Taxes are due on July 31 and are paid at the local State Board of Equalization.

Annual Meeting Insurance

The Society provides an insurance policy annually to cover Chapter events. This event insurance is often required by venues hosting the annual meeting. The Treasurer will file appropriate enrollment forms with the Society and pay associated fees to maintain this insurance. Typically renewal occurs in the September-October timeframe.

Travel Reimbursements

Travel that has been approved for ExComm members, either regularly occurring (e.g., meeting attendance for the Presidential track) or approved by the ExComm on a case-by-case basis, will be reimbursed at the current Federal travel reimbursement rates specified by the US General Services Administration (<https://www.gsa.gov>). Copies of any receipts for reimbursable expenditures must be provided to the Treasurer for tax purposes. The Cal-Neva Travel Expense Form below, or a similar form, should be used to help track reimbursements.

TRAVEL EXPENSES | CAL-NEVA AFS

Name		Position	
Email		Purpose	

TRIP HOURS

Dates	Itinerary

EXPENSES

GSA Per Diem Information: Lodging \$_____ / Per Diem \$_____ / Mileage \$_____/mile Other: _____			
Category	Dates	Details	Amount
Transportation		Air <input type="checkbox"/> Train <input type="checkbox"/> Taxi <input type="checkbox"/> Rental Car <input type="checkbox"/> Parking <input type="checkbox"/> Other <input type="checkbox"/> :	
		Air <input type="checkbox"/> Train <input type="checkbox"/> Taxi <input type="checkbox"/> Rental Car <input type="checkbox"/> Parking <input type="checkbox"/> Other <input type="checkbox"/> :	
		Air <input type="checkbox"/> Train <input type="checkbox"/> Taxi <input type="checkbox"/> Rental Car <input type="checkbox"/> Parking <input type="checkbox"/> Other <input type="checkbox"/> :	
		Air <input type="checkbox"/> Train <input type="checkbox"/> Taxi <input type="checkbox"/> Rental Car <input type="checkbox"/> Parking <input type="checkbox"/> Other <input type="checkbox"/> :	
Own car		Mileage:	
Lodging			
Meals		Breakfast /Lunch / Dinner	
		Breakfast /Lunch / Dinner	
		Breakfast /Lunch / Dinner	
		Breakfast /Lunch / Dinner	
Conference fees		Registration <input type="checkbox"/> CE Course <input type="checkbox"/> Other <input type="checkbox"/> :	
		Registration <input type="checkbox"/> CE Course <input type="checkbox"/> Other <input type="checkbox"/> :	
Other			
Comments:			
			Sub-Total 0
			Less amount Paid by Cal-Neva AFS
Receipts Attached Yes <input type="checkbox"/> No <input type="checkbox"/>			Total Reimbursed to ExComm Member

Signature

Date

Appendix D — Grant Program Forms

[YEAR] AFS California-Nevada Chapter Travel Award Application

Part I – Professional Application Form

The AFS California Nevada Chapter (CalNeva) Travel Award provides monetary awards for deserving applicant to support their attendance at the Cal-Neva Chapter American Fisheries Society (MEETING NUMBER) Annual Meeting. The [YEAR] meeting will be held in [LOCATION] on [DATES].

Any member of the AFS who is active in fisheries, environmental sciences and management, or related aquatic disciplines is eligible to apply. Up to two awardees will be selected by established CalNeva Executive Committee members. Selection is based on academic qualifications, professional service, and reasons for attending the meeting. Travel support of \$500.00 will be made available for up to two successful applicants.

Below is Part I of the [YEAR] Application form. For questions and/or additional information, contact [GRANTS COMMITTEE CHAIR NAME AND PHONE] or via email at [CHAIR EMAIL] .

Both part I (*professional form*) and part II (*employer form*) of the completed application must be received no later than [DATE] at 5:00pm PST. *Note that part I and II of the application are separate documents. This is Part I of the application and should be filled out by the applicant.* Limit all answers to the space provided. Additional material will not be considered in evaluating applicants. Please complete the form and email as an attachment to [CHAIR EMAIL].

[YEAR] Application Form and Instructions

AFS California-Nevada Chapter Travel Award Application

Use this form to apply for the [YEAR] AFS California Nevada Chapter Travel Award for the Cal-Neva American Fisheries Society [MEETING NUMBER]nd Annual Meeting in [LOCATION] on [DATES].

There are two parts to the application. The applicant fills out this section (Part I) of the form. Part II of the application is a separate document and **should** be completed by the applicant's academic advisor or employer. **The advisor/employer will need to send Part II of the form separately from the applicant.** Completed applications must be received no later than **[DATE] at 5:00pm PST**. Please complete the form and email the form as an attachment to [CHAIR EMAIL].

Instructions:

- Each field below has a limit on the number of characters (regardless of the size of the box).
- You will be evaluated based on four criteria: 1) AFS involvement, 2) Professionalism and leadership, 3) Reason to attend the Joint Division Meeting, and 4) Academic Advisor/Employer input from Part II. All four criteria are weighted equally.
- There are two parts to the application: Part I is to be filled out by the applicant; Part II by the academic advisor/employer. ***The academic advisor/employer is required to send his/her section under a separate email.***
- A written signature is not required. Please type your name in the signature line to certify the application.

Guidelines to Part I:

AFS involvement: Describe your involvement in AFS chapters, sections, and divisions. Please indicate the levels of AFS to which you currently belong, the positions you currently hold (committee member, elected position, active member, etc.), and any positions you have held in the past.

Professionalism and leadership: Describe your professionalism and leadership that make you an outstanding candidate for this award. This may include (but is not limited to): presentations and publications, memberships in other societies and/or committees (AFS involvement will be described in the AFS involvement section), manuscript reviews, symposia, awards, and other outreach activities.

Reason to attend: Indicate your reason to attend the Annual Meeting. This may include (but is not limited to) attending a symposium or workshop, presenting a paper or poster, attending a committee or technical meeting, networking for job and graduate school opportunities, etc.

[YEAR] AFS California-Nevada Chapter Travel Award Application

Part I: To be completed by the applicant

Name of applicant	
Address	
Phone number	
Email address	

Academic Advisor/Employer	
Degree	
Year completed or will complete	

Grade Point Average for current degree: B.S.: M.S.: Ph.D.:

1. Chapter Involvement

Are you an AFS member? Yes ☐ No ☐

Describe below your involvement in AFS (e.g., Chapters, Student Subunits, Sections, Committees), including level of participation (e.g., president, committee chair, member).

--

Name of applicant	
-------------------	--

2. Professionalism and Leadership

Describe your professionalism and leadership qualities that help make you stand out as a candidate for the California-Nevada Chapter of the American Fisheries Society Travel Award. For example, describe your involvement in professional society activities (presentations, publications, other society memberships, committees, scientific reviews, symposia, awards, outreach activities, etc.). Please do not reiterate AFS activities listed above.

Briefly describe your goals as a professional of aquatic natural resources.

Name of applicant	
--------------------------	--

3. Reason to Attend

Describe the reason(s) you want to attend the Joint Division Meeting (e.g., presenting a paper or poster, chairing a session, networking, business meetings, etc.)

--

I CERTIFY that the information I reported on this application is true, correct and complete to the best of my knowledge and belief.

Name /signature	
------------------------	--

Date	
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Submit the application as an email attachment to sacuna@mwdh2o.com

Application deadline: **[DATE] at 5:00pm PST**. Please contact [GRANTS COMMITTEE CHAIR NAME AND PHONE] or via email at [CHAIR EMAIL] for questions and/or additional information.

[YEAR] AFS California-Nevada Chapter Travel Award Application Part II – Academic Advisor/Employer Application Form

The AFS California Nevada Chapter (CalNeva) Travel Award provides monetary awards for deserving applicant to support their attendance at the Cal-Neva Chapter American Fisheries Society [MEETING NUMBER] Annual Meeting. The [YEAR] meeting will be held in [LOCATION] on [DATES].

Any member of AFS who is active in fisheries, environmental sciences and management, or related aquatic disciplines is eligible to apply. Up to two awardees will be selected by established CalNeva Executive Committee members. Selection is based on academic qualifications, professional service, and reasons for attending the meeting. Travel support of \$500.00 will be made available for up to two successful applicants.

Below is Part II of the [YEAR] Application form. For questions and/or additional information, contact [GRANTS COMMITTEE CHAIR NAME AND PHONE] or via email at [CHAIR EMAIL].

Both part I (*applicant form*) and part II (*academic advisor/employer form*) of the completed application must be received no later than [DATE] at 5:00pm PST. *Note that part I and II of the application are separate documents. This is Part II of the application and should be filled out by the academic advisor/employer.* Limit all answers to the space provided. Additional material will not be considered in evaluating applicants. Please complete the form and email as an attachment to [CHAIR EMAIL].

[YEAR] Application Form and Instructions

AFS California Nevada Chapter Travel Award Application

Use this form to apply for the [YEAR] AFS California Nevada Chapter Travel Award for the Cal-Neva American Fisheries Society [MEETING NUMBER] Annual Meeting in [LOCATION] on [DATES].

There are two parts to the application. The applicant fills out this section (Part I) of the form. Part II of the application is a separate document and should be completed by the applicant's major advisor or employer. **The advisor/employer will need to send Part II of the form separately from the applicant.** Completed applications must be received no later than [DATE] at 5:00pm PST. Please complete the form and email the form as an attachment to [CHAIR EMAIL].

Instructions:

- Each field below has a limit on the number of characters (regardless of the size of the box).
- You will be evaluated based on four criteria: 1) AFS involvement, 2) Professionalism and leadership, 3) Reason to attend the Joint Division Meeting, and 4) Academic advisor/Employer input from Part II. All four criteria are weighted equally.
- There are two parts to the application: Part I is to be filled out by the applicant; Part II by the academic advisor/employer. **The academic advisor/employer is required to send his/her section under a separate email.**
- A written signature is not required. Please type your name in the signature line to certify the application.

Guidelines to Part II:

Please include relevant information regarding:

1) How long and in what capacity have you known the applicant?

2) The future potential of the applicant in aquatic natural resources and professional society involvement, and

3) The reason the applicant should attend the Joint Cal-Neva and Western Division American Fisheries Society 41th Annual Meeting. This may include (but is not limited to) financial hardship, presenting research results, attending symposia, participates in business meetings, and other relevant information.

AFS California Nevada Chapter Travel Award Application

Part II. To be completed by the applicant's faculty advisor/employer

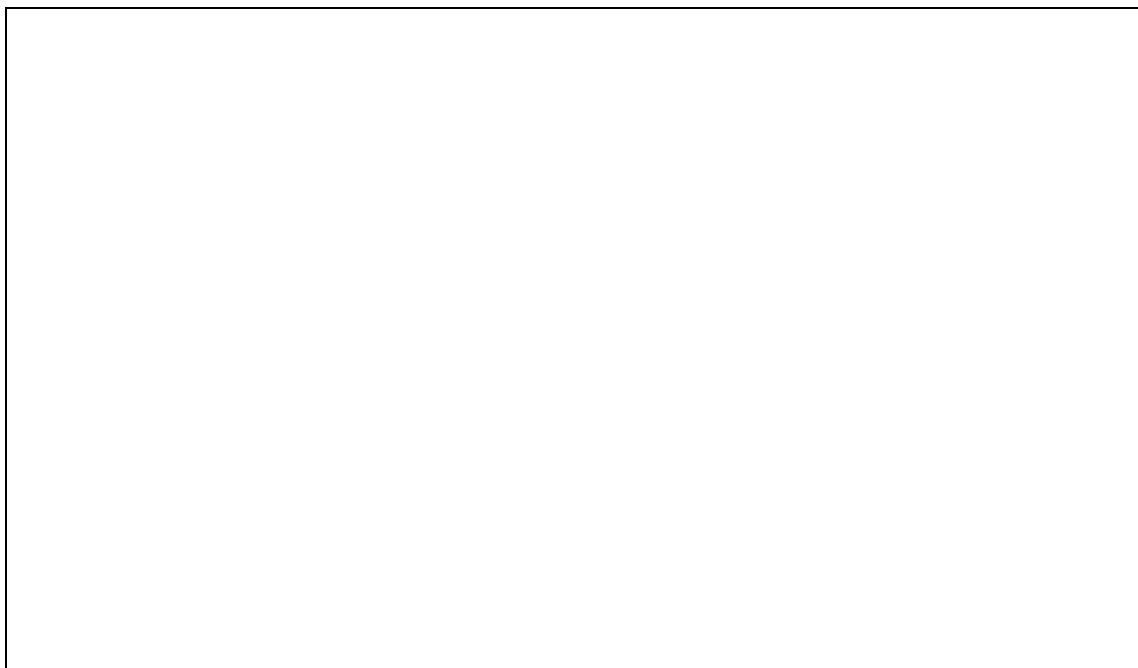
Name of applicant	
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Name of advisor/employer	
Address	
Phone number	
Email address	

1. *How long and in what capacity have you known the applicant?*

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2. *What is the applicant's involvement in aquatic natural resources and the American Fisheries Society?*



Part II. Continued.

Name of applicant	
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3. Give reasons why the applicant should receive the California-Nevada Chapter of the American Fisheries Society Travel Award to attend the Joint Division Meeting this year (e.g., scholarship, leadership, or financial need if appropriate)?

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I CERTIFY that the information I reported on this application is true, correct and complete to the best of my knowledge and belief.

Advisor/Employer Name	
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Date	
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Submit the application as an email attachment to [CHAIR EMAIL].

Application deadline: **[DATE] at 5:00pm PST**. Please contact [GRANTS COMMITTEE CHAIR NAME AND PHONE] or via email at [CHAIR EMAIL] for questions and/or additional information.

[YEAR] AFS California-Nevada Chapter Semi Annual Travel Award Application

Part I – Applicant Form

The AFS California-Nevada Chapter (Cal-Neva) Semi Annual Travel Award provides monetary awards for deserving student or young professional applicants to support their attendance of conferences, annual meetings, or workshops.

Any member of the AFS who is active in fisheries, environmental sciences and management, or related aquatic disciplines is eligible to apply. The Cal-Neva Executive Committee members will select up to two awardees. Selection is based on academic qualifications, professional service, and reasons for travel. Criteria for selection will differ to applicants that are AFS members of good standing, who are presenting their research or attending trainings essential to their development, and establish financial need. Travel support of up to \$750.00 will be made available for up to two successful applicants for the 2nd half of 2018. In addition, all awardees must submit an article to the AFS newsletter, Pisces summarizing the event which was identified for being the reason for travel no later than 1 month after the event.

Below is Part I of the [YEAR] Application form. For questions and/or additional information, contact [GRANTS COMMITTEE CHAIR NAME AND PHONE] or via email at [CHAIR EMAIL].

Both part I (*professional form*) and part II (*employer form*) of the completed application must be received no later than [DATE] at 5:00pm PST. Note that part I and II of the application are separate documents. This is Part I of the application and should be filled out by the applicant. Limit all answers to the space provided. Documentation of **proof of membership must be included**. Any additional material will not be considered in evaluating applicants. Please complete the form and email as an attachment to [CHAIR EMAIL].

[YEAR] Application Form and Instructions

AFS California-Nevada Chapter Semi Annual Travel Award Application

Use this form to apply for the 2018 AFS California-Nevada Chapter Semi Annual Travel Award for the 2nd half of [YEAR].

There are two parts to the application. The applicant fills out this section (Part I) of the form and includes proof of AFS membership. Part II of the application is a separate document and should be completed by the applicant's academic advisor or employer. **The advisor/employer will need to send Part II of the form separately from the applicant.** Completed applications must be received no later than **[DATE] at 5:00pm PST**. Please complete the form and email the form as an attachment to [\[CHAIR EMAIL\]](#)

Instructions:

- Each field below has a limit on the number of characters (regardless of the size of the box).
- You will be evaluated based on four criteria: 1) AFS Membership and involvement, 2) Professionalism and leadership, 3) Reason for travel, and 4) Academic Advisor/Employer input from Part II. All four criteria are weighted equally.
- There are two parts to the application: Part I is to be filled out by the applicant; Part II by the academic advisor/employer. ***The academic advisor/employer is required to send his/her section under a separate email.***
- A written signature is not required. Please type your name in the signature line to certify the application.

Guidelines to Part I:

AFS involvement: Describe your involvement in AFS chapters, sections, and divisions. Please indicate the levels of AFS to which you currently belong, the positions you currently hold (committee member, elected position, active member, etc.), and any positions you have held in the past. Make sure to **include proof of membership** as an attachment to the email.

Professionalism and leadership: Give examples of professionalism and leadership that make you an outstanding candidate for this award. These may include (but are not limited to): mentorship to students and/or employees, presentations and publications, memberships in other societies and/or committees (AFS involvement will be described in the AFS involvement section), manuscript reviews, symposia, awards, and community outreach activities that support the mission and goals of AFS.

Reason for travel: Indicate your reason for travelling such as professional development and/or presentation of research. This may include (but is not limited to) attending a symposium or

workshop, presenting a paper or poster, attending a committee or technical meeting, networking for job and graduate school opportunities, etc.

Budget: Detail the expected total budget for the event (i.e. air fare, gas, car rental, registration, lodging, etc)

[YEAR] AFS California-Nevada Chapter Semi Annual Travel Award Application

Part I: To be completed by the applicant

Name of applicant	
Address	
Phone number	
Email address	

Academic Advisor/Employer	
Degree	
Year completed or will complete	

Grade Point Average for current degree: B.S.: M.S.: Ph.D.:

1. Chapter Involvement

Must be an AFS member. Membership receipt attached: Yes ☐ No ☐

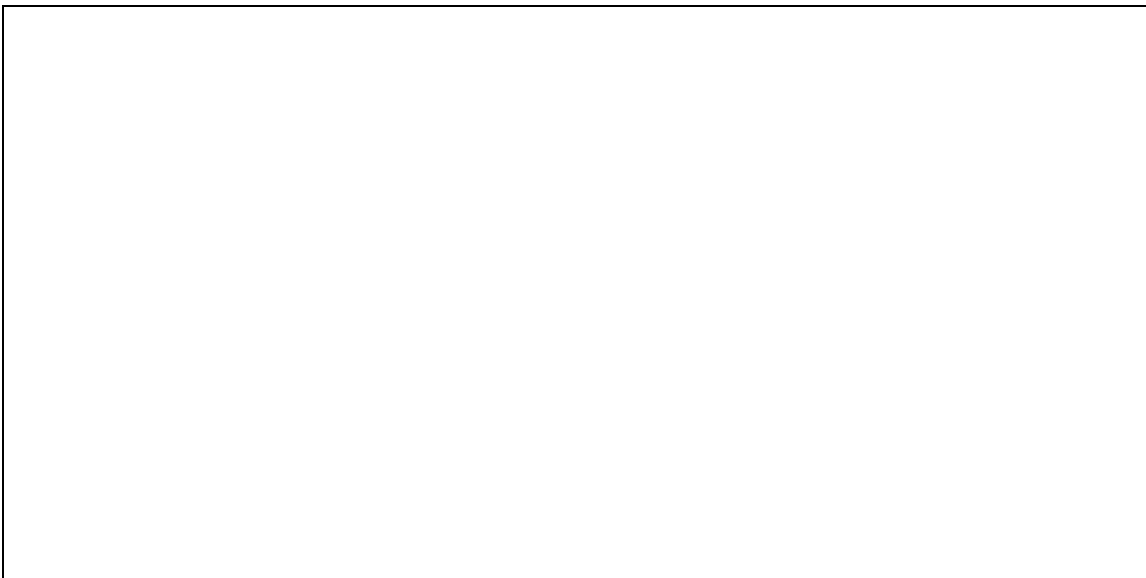
Describe below your involvement in AFS (e.g., Chapters, Student Subunits, Sections, Committees), including level of participation (e.g., president, committee chair, member).

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Name of applicant	
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2. Professionalism and Leadership

Describe your professionalism and leadership qualities that help make you stand out as a candidate for the California-Nevada Chapter of the American Fisheries Society Semi Annual Travel Award. For example, describe your involvement in professional society activities (presentations, publications, other society memberships, committees, scientific reviews, symposia, awards, outreach activities, etc.). Please do not reiterate AFS activities listed above.



Briefly describe your goals as a professional of aquatic natural resources.



Name of applicant	
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3. Reason to Attend

Describe the reason(s) for your travel (e.g., presenting a paper or poster, chairing a session, networking, business meetings, etc.)

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4. Budget

Detail the expected total budget for your travel (e.g., travel expense, registration, etc.)

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I CERTIFY that the information I reported on this application is true, correct and complete to the best of my knowledge and belief. If awarded the grant I will submit an article to the Cal-Neva Chapter Executive Committee, for publication on the Chapter's webpage and/or newsletter, summarizing my participation in the activity. The article will include details about the activity (workshop, conference, training, etc.) as well as details about my participation.

Name /signature	
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Date	
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Submit the application as an email attachment to [CHAIR [EMAIL](#)]

Application deadline: **[DATE] at 5:00pm PST**. Please contact [GRANTS COMMITTEE CHAIR NAME AND PHONE] or via email at [CHAIR EMAIL for questions and/or additional information.

[YEAR] AFS California-Nevada Chapter Semi Annual Travel Award Application

Part II – Academic Advisor/Employer Application Form

The AFS California-Nevada Chapter (Cal-Neva) Semi Annual Travel Award provides monetary awards for deserving student or young professional applicants to support their attendance of conferences, annual meetings, or workshops.

Any member of the AFS who is active in fisheries, environmental sciences and management, or related aquatic disciplines is eligible to apply. The Cal-Neva Executive Committee members will select up to two awardees. Selection is based on academic qualifications, professional service, and reasons for travel. Criteria for selection will differ to applicants that are AFS members of good standing, who are presenting their research or attending trainings essential to their development, and establish financial need. Travel support of up to \$750.00 will be made available for up to two successful applicants for the 2nd half of 2018. In addition, all awardees must submit an article to the AFS newsletter, Pisces summarizing the event which was identified for being the reason for travel no later than 1 month after the event.

Below is Part I of the 2018 Application form. For questions and/or additional information, contact [GRANTS COMMITTEE CHAIR NAME AND PHONE] or via email at [CHAIR EMAIL].

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[YEAR] Application Form and Instructions

AFS California Nevada Chapter Semi Annual Travel Award Application

Use this form to apply for the [YEAR] AFS California-Nevada Chapter Semi Annual Travel Award for the 2nd half of [YEAR].

There are two parts to the application. The applicant fills out this section (Part I) of the form. Part II of the application is a separate document and should be completed by the applicant's major advisor or employer. **The advisor/employer will need to send Part II of the form separately from the applicant.** Completed applications must be received no later than [DATE] at 5:00pm PST. Please complete the form and email the form as an attachment to [CHAIR EMAIL].

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3) The reason the applicant should receive the award to attend the event. This may include (but is not limited to) financial hardship, presenting research results, attending symposia, participates in business meetings, and other relevant information.

AFS California-Nevada Chapter Semi Annual Travel Award Application

Part II. To be completed by the applicant's faculty advisor/employer

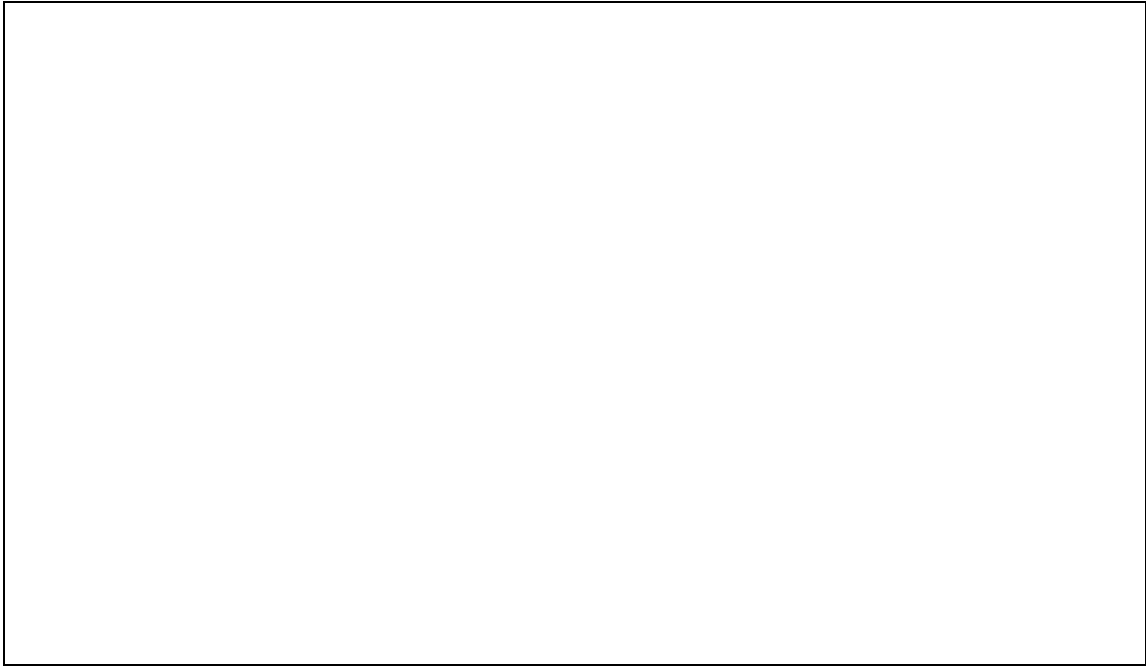
Name of applicant	
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Name of advisor/employer	
Address	
Phone number	
Email address	

1. *How long and in what capacity have you known the applicant?*

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2. *What is the applicant's involvement in aquatic natural resources and the American Fisheries Society?*



Part II. Continued.

Name of applicant	
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3. Give reasons why the applicant should receive the California-Nevada Chapter of the American Fisheries Society Semi Annual Travel Award to travel this year (e.g., scholarship, leadership, or financial need if appropriate)?

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I CERTIFY that the information I reported on this application is true, correct and complete to the best of my knowledge and belief.

Advisor/Employer Name	
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Date	
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Submit the application as an email attachment to [CHAIR EMAIL]

Application deadline: **[DATE] at 5:00pm PST**. Please contact [GRANTS COMMITTEE CHAIR NAME AND PHONE] or via email at [CHAIR EMAIL] for questions and/or additional information.