



# PROCEDURES MANUAL

Colorado/Wyoming Chapter of the American Fisheries Society

CO/WY AFS Executive  
Committee

3/1/22

Duties and Responsibilities



## Table of Contents

<b>CHAPTER OBJECTIVES</b>	4
<b>CHAPTER HISTORY</b>	5
<b>DUTIES OF OFFICERS</b>	5
General	5
President	6
Vice-President	7
Past-President	7
Secretary-Treasurer	8
<b>STUDENT SUBUNITS</b>	9
General	9
Background and Purpose	9
<b>DUTIES OF COMMITTEES</b>	10
General Duties of All Committees	10
Arrangements Committee	11
Budget Review Committee	12
Chapter Archivist	12
Continuing Education Committee	13
Environmental Policy Committee	16
Executive Committee	16
Membership Committee	17
Newsletter and Website Committee	19
Nominating Committee	20
Program Committee	20
<b>SPECIAL COMMITTEES</b>	22
Aquaculture Committee	22
Audio-Visual Committee	22
Awards Committee	23
Best Paper/Poster Committee	25
Endowment Funding Committee	26
Fundraising Committee	28
Gifts Committee	29
Inclusion and Diversity Committee	29
Mentoring Committee	30

Raffle Committee	31
Registration Committee	32
Student Liaison Committee	33
<b>APPENDIX A. COMMITTEE GUIDELINES, JUDGING FORMS, AND LETTER TEMPLATES</b>	<b>35</b>
Guidelines for Submitting Material to the Archives of the Colorado Wyoming Chapter of the American Fisheries Society	35
Items to be submitted to the archives	35
Publications for libraries	35
Contacts:	36
Formal Agreement with D.C. Booth Historic National Fish Hatchery	36
Judging Forms for Informational, Poster, and Scientific/Formal Presentations	36
Fundraising Solicitation, Thank You letters, and Certificate of Appreciation templates	36
Moderator Handout	37
CO/WY Awards Templates	37
<b>APPENDIX B. CO/WY ADVOCACY (BY-LAWS)</b>	<b>38</b>
<b>APPENDIX C: SOCIETY GOVERNING BOARD REPORTING TOOL USERS GUIDE</b>	<b>39</b>



## PURPOSE OF MANUAL

This manual is a dynamic, working document that has been prepared as a reference source for officers and committee chairs of the Colorado/Wyoming Chapter of the American Fisheries Society. It updates and replaces the revised Operational Handbook developed by the Chapter in 1982-1983. The manual describes the general structure and operation of the Colorado/Wyoming Chapter, and the duties and responsibilities of officers and committees as prescribed by the Bylaws of the Colorado/Wyoming Chapter, and as developed by the membership and its Executive Committee (EXCOM). This manual is meant to be an information resource for members and a “living document” subject to change. It is not intended to be a bureaucratic impediment to service within the CO/WY AFS Chapter. The manual and the Chapter should be open to new ideas for changes that will result in a better organization and lead to improvements in our profession.

This document has a number of features that make finding information much easier. The Table of Contents is linked to each Heading. There are reference links to information sprinkled throughout and links to various Forms that can be updated independent of this manual.

## CHAPTER OBJECTIVES

The objectives of the Colorado/Wyoming Chapter are modeled after those of the [American Fisheries Society](#). Our Chapter’s mission is to “promote conservation, development and wise utilization of the states' fisheries resources; technological advancement of all branches of fisheries science; and the professional exchange of fisheries information among its members”. The objectives of the Chapter (as stated in the Chapter Bylaws and Constitution of the Society) are to:

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

## CHAPTER HISTORY

The American Fisheries Society is an international organization dedicated to improving the conservation and sustainability of fishery resources and aquatic ecosystems by advancing fisheries and aquatic science and promoting the development of fisheries professionals. The American Fisheries Society, founded in 1870, is the oldest and largest professional society representing fisheries scientist. The first geographic Chapters of the organization were incorporated in 1962.

The Colorado/Wyoming Chapter of the American Fisheries Society is one of the oldest chapters, founded in 1966. The first annual meeting was held on April 1<sup>st</sup> in the student center at Colorado State University, Fort Collins, Colorado. Fifty-nine people attended. The first officers were Fred M. Eiserman, President; George Post, Vice-President; and Charles Viox, Secretary-Treasurer. In the preamble of the *Chapter Operational Handbook* of 1978, it states "More than an organization representing fishery people, the Chapter is active in formulating, supporting, guiding, and responding to issues bearing on the aquatic resource." In 1977, the Chapter began publishing a newsletter titled "Angler." It continues to be published under that title.

The Colorado/Wyoming Chapter of the American Fisheries Society is a subunit and local extension the Society, and is a subunit of the Western Division of the American Fisheries Society. The Western Division consists of those Society members residing in Alaska, Alberta, Arizona, British Columbia, California, Colorado, Hawaii, Idaho, Montana, New Mexico, Nevada, Oregon, Saskatchewan, Utah, Washington, Wyoming, and the Western Pacific Trust Territories.

## DUTIES OF OFFICERS

### General

The Bylaws state that the officers of the Chapter shall consist of a President, Vice-President, Past-President, Secretary-Treasurer, Colorado Mesa University (CMU), Colorado State University (CSU), and University of Wyoming (UW) Subunit Presidents. Western Colorado University (WCU) is in the process of becoming a sub-unit (2022). Collectively, the role of the Chapter officers is to assure Chapter, Division, and Society goals and objectives are met on an annual and long-term basis. All officers must be members in good standing of the Chapter. Elections for new officers are determined by the EXCOM and executed by the Secretary-Treasurer. Currently, the incoming Secretary-Treasurer is elected from ballots presented in the Chapter newsletter, *The Angler*. Upon completion of an election, the newly elected Secretary-Treasurer shall be announced at the annual meeting, traditionally held in the spring of each year. Current Executive Committee officers shall advance to the next higher office (excluding Student Subunit Presidents) at the first Executive Committee meeting of the new fiscal year (scheduled annually on or about August 1) and the newly elected Chapter

Secretary-Treasurer will be installed at this time. The term of all officers shall be the length of the fiscal year (August 1 until July 31) of the year following election or until a successor is elected. The Chapter President, Chapter Vice-President, Past-President, and Chapter Secretary-Treasurer shall serve for a period of one year in each office, and shall be ineligible for re-election for a period of one year after the expiration of their term as Past-President. The incoming Chapter Secretary-Treasurer shall reside in the state holding the next annual meeting. If an elected officer cannot complete the term of office, the EXCOM shall develop a procedure for replacing that officer.

The President of a student subunit will serve on the EXCOM from August 1-July 31 on a rotating basis. The rotation is in alphabetical order of subunits (CMU, CSU, UW, WCU). The CO/WY Chapter President will determine and coordinate with the incoming subunit student president.

### **President**

According to the Bylaws, the President shall preside at all meetings, serve as Chair of the Executive Committee, and appoint special committee chairs. The President will advance to the role of Past-President on August 1<sup>st</sup>.

Overall, the President is to assure Chapter, Division, and Society goals and objectives are met on an annual and long-term basis. More specifically, the President will:

1. Maintain oversight of all aspects of Chapter operation;
2. Appoint Chairs to all Special Committees;
3. Serve as a voting member of the Chapter's EXCOM;
4. Represent the Chapter with the Western Division and Parent Society or, if not available, appoint a representative;
5. Coordinate the activities of all Chapter committees and serving as liaison between such committees and the Executive Committee;
6. Ensure that committee products intended for public distribution are deliberated according to the Chapter Rule on Advocacy (see [Appendix B](#));
7. Conduct official correspondence for the Chapter and present reports of Chapter activities at the annual meeting;
8. Present items in excess of \$500 in the current fiscal year budget and those anticipated for the next fiscal year at the annual meeting for a vote of the membership;
9. Work cooperatively with the Secretary-Treasurer to prepare and submit an annual report to the Western Division President by August 1;

10. Serve as general chair for the annual meeting and ensure that a meeting is scheduled and conducted;
11. Provide primary oversight for all aspects of the meeting through delegation and coordination with the appropriate committees;
12. Ensure that all activities of the Chapter are in accordance with [Chapter Bylaws](#), Rules and Procedures and Society Constitution, Rules and Procedures;
13. Ensure the long-term financial viability of the Chapter;
14. Check Chapter accomplishments against planned actions and compare the activities of the Chapter with the Strategic Plan of the Parent Society and the new Parent Society President's Program of Work as presented at the previous annual meeting of the Society.

### **Vice-President**

According to the [Bylaws](#), the Vice-President assumes the duties of the President, if the President is absent or unable to act. The Vice-President will advance to the office of President on August 1.

More specifically the Vice-President will:

1. Serve as a voting member of the EXCOM;
2. Appoint standing committee chairs within 60 days of the Chapter's annual meeting;
3. Chair the Environmental Policy Committee ([EPC](#)), ensure advocacy and policy issues follow Chapter Rules (see [Appendix B](#));
4. Serve as a member of the [Budget Review Committee](#);
5. Prepare and post on the Chapter website for review by membership a detailed budget by June 1<sup>st</sup> for the next fiscal year, to be reviewed and adopted by the Budget Review Committee by August 1 and published in the September/October issue of the Chapter newsletter;
6. Attend the Western Division Annual Meeting at Chapter expense.
7. Prepare taxes from previous fiscal year with the assistance of Secretary-Treasurer.

### **Past-President**

According to the Bylaws, the (Immediate) Past-President will:

1. Serve as a voting member of the EXCOM;

2. Serve as the Chair of the Chapter's [Nominating Committee](#);
3. Serve as the Chair of the [Endowments Committee](#);
4. Serve as Chair of the [Budget Review Committee](#);
5. Serve as a member on the [Environmental Policy Committee](#).

### **Secretary-Treasurer**

According to the Bylaws, the Secretary-Treasurer keeps the official records of the Chapter. The Secretary-Treasurer will collect and be custodian of any fees or assessments authorized by the Bylaws or funds allotted to the Chapter by the Society. The Secretary-Treasurer will advance to the office of Vice-President on August 1.

Note: Although not stated specifically in the Bylaws, the Secretary-Treasurer will be responsible for cybersecurity with respect to our online banking account. Phishing scams for bank account numbers, transfers, texts from "current presidents" to transfer money have all happened in the last several years.

More specifically, the Secretary-Treasurer will:

1. Serve as a voting member of the EXCOM;
2. Disburse funds as authorized by either the membership or EXCOM;
3. Submit, at the Chapter annual meeting, the year-end report for the previous fiscal year and a comparison of approved versus actual income and expenditures for the current fiscal year;
4. Update and distribute current copies of the Colorado/Wyoming Chapter Bylaws to the Western Division President, the Society's Executive Director, and each member of the EXCOM on a yearly basis by September 1;
5. Work cooperatively with the Chapter's President to prepare and submit an annual report to the Western Division President by August 1;
6. Submit minutes of the annual Chapter business meeting to the Executive Director and to the Secretary-Treasurer of the Division within 30 days after the Annual Chapter meeting is held;
7. Be responsible for overseeing election of the new Secretary-Treasurer;
8. Serve as Parliamentary at the Chapter Annual Business meeting unless otherwise appointed by the President;
9. Submit report to the EXCOM including breakdown of attendance at the annual meeting by state, members/non-members, and total attendance;

10. Prepare taxes from previous fiscal year with assistance of Vice-President.

11. Other information:

- a. AFS Tax Exempt Number – Status 501C3 - #23-7226678
- b. Current Bank Account
  - i. U.S. Bank, 400 South Howes Street, Fort Collins, CO 80521
  - ii. Phone Number – 970-493-5506

## **STUDENT SUBUNITS**

### **General**

The Student Subunits reside at Colorado Mesa University (CMU), Colorado State University (CSU) and the University of Wyoming (UW). Western Colorado University (WCU) will be a subunit soon (2022). The objectives, operations, and election of officers of the Student Subunits are defined by the Bylaws of each Student Subunit. The Student Subunit meetings are open to anyone; however, only student members of the American Fisheries Society who are enrolled at CMU, CSU, UW, or WCU may hold office or vote in the Subunit. The president of one student subunit will serve on the EXCOM from August 1 – July 31 and have voting privileges. The rotation of student subunits is CMU, CSU, UW, and WCU. The current CO/WY Chapter President will notify the student subunit that will sit on the EXCOM.

Student members may organize a campus group of the Student Subunit. Each group must have a faculty advisor who is a member of the Colorado/Wyoming Chapter. Student faculty advisors change from time to time. The CO/WY Past President will be responsible for knowing who the current faculty advisor is and how to contact the current student subunit president.

### **Background and Purpose**

The Student Chapters of the American Fisheries Society are nonprofit, student run organizations. Officially, they are subunits of the Colorado/Wyoming Chapter and national organization of the American Fisheries Society. The purpose of the Student Chapters is to broaden the minds of University students about the fisheries profession, advancing fisheries science, and conserving fisheries resources. Both undergraduate and graduate students that attend meetings can meet experts in every area of fisheries and aquatic biology, acquiring information about academic and professional opportunities. By becoming involved with the American Fisheries Society, students have an excellent opportunity to meet new people with similar interests while attending fun activities. AFS members participate in community events, habitat restoration projects, group fishing trips, fishing derbies, and the Colorado/Wyoming Chapter annual meeting.

## **DUTIES OF COMMITTEES**

### **General Duties of All Committees**

Appointments to committees are open to Colorado/Wyoming Chapter members in good standing. Only Chapter members may serve as committee chairs.

Two types of committees are established by our bylaws: standing committees specifically identified in the bylaws, and special committees appointed by the President. The standing committees are the Arrangements Committee, Budget Review Committee, Chapter Archivist Committee, Continuing Education Committee, Environmental Policy Committee, Executive Committee, Membership Committee, Newsletter Committee, Nominating Committee, and Program Committee.

For special committees (*ad hoc* committees), the President appoints the committees and the Chairpersons as necessary to conduct Chapter activities. Committee Chairpersons do not begin their term until the Vice-President has been promoted to President. The term of office for these committee appointments extends from their appointment to the end of the fiscal year (July 31<sup>st</sup>), unless otherwise specified.

Currently (2022), the Special Committees are the Aquaculture Committee, Audio-Visual Committee, Awards Committee, Best Paper/Poster Committee, Endowment Funding Committee, Fundraising Committee, Inclusion and Diversity Committee, Gifts Committee, Mentoring Committee, Raffle Committee, Registration Committee, Student Liaison Committee, and Website Committee. New special committees may be created by the Chapter EXCOM and chairs appointed by the President for specific purposes and established special committees may be dissolved when no longer needed.

The following rules apply to all Committees; specific guidelines for standing committees and special committees are identified in subsequent sections.

1. Chapter committees will assist the President and the Executive Committee in conducting the affairs of the Chapter.
2. Each committee chair will periodically inform the President of committee activities and will provide the President an annual (and sometimes quarterly) report detailing committee activities and accomplishments.
3. The terms of office for committee chair members of Chapter Committees end upon completion of the duties for which they were appointed, or at the end of the fiscal year, whichever comes first. Chairs and committee members may be reappointed for consecutive terms. An exception to this is the term of office for members of the Executive Committee.

4. Committee records will be turned over to the incoming committee chairperson complete and in good order as soon as possible after the end of the fiscal year. Records not in active use will be turned over to the Chapter Archivist.

## STANDING COMMITTEES

### Arrangements Committee

#### Background and Purpose:

The Arrangements Committee is a standing committee of the Colorado/Wyoming Chapter, established by the Chapter Bylaws. The primary purpose of the Arrangements Committee is to make all arrangements for the annual meeting, excluding the program, to include lodging, meals, pre-registration, registration, publicity, and any other necessary facilities or equipment. Arrangements should be in close coordination with the incoming and/or current CO/WY President who is responsible for hosting the meeting. It is preferable to decide the location for the next year's annual meeting during the current year's annual meeting (usually presented by the Vice-President). The biggest issue is finding, reserving, and agreeing upon a location.

#### Composition:

The Vice-President appoints the Chair of the Arrangements Committee within 60 days of the Chapter's annual meeting.

#### Duties:

1. In conjunction with the EXCOM, set dates and location (city) for annual meeting, which includes considering desires of membership and cost factors.
2. In conjunction with the Chapter Secretary-Treasurer, develop meeting budget and submit to EXCOM for approval.
3. Considers any special registration considerations such as waiver of registration fees for student members, invited speakers, special guests, etc.
4. Reserves meetings facilities and arrange lodging options.
5. Facilities should include (at the minimum) room for all meeting attendees, close proximity to at least one eating establishment, enough room for conversation outside the main meeting room, and necessary technology for presentations (microphones, podium, podium light, pointer, projectors, extension cords, WIFI, lap top/portable computers, etc.).
6. Provides all pertinent information relative to meeting dates, location, registration procedures and lodging to membership via the chapter newsletter, *The Angler*, the chapter web site, or other forms of communication.

7. Arranges for coffee and/or refreshments to be served during meeting breaks.
8. Organizes any special meals/banquets.
9. Arranges for a photographer to take photos of award winners and officers.
- 10.** After the meeting, work with the Chapter Secretary-Treasurer to provide final accounting of all meeting income and expenses. This should be provided to the EXCOM as soon after the meeting as practical.
- 11.** Other information: Meeting facilities in the State of Colorado may not accept the AFS tax exempt number but will accept the State of Colorado tax exempt number provided under the duties of the Secretary/Treasurer.

### **Budget Review Committee**

#### **Background and Purpose:**

The Budget Review Committee is a standing committee of the Colorado/Wyoming Chapter, established by Chapter Bylaws. The primary purpose of the Committee is to review, revise, and adopt, by majority vote of the Committee, a budget for the next fiscal year starting August 1<sup>st</sup>.

#### **Composition:**

The Budget Review Committee is comprised of the five (5) members, including the Chapter's immediate Past President as chair, the Vice President, and three (3) appointed members. No more than three (3) of the committee members shall be from the same state. The Chapter Vice President will appoint the three members. The Vice President will strive to appoint members that have past experience with the fiscal activities of the Chapter.

#### **Duties:**

1. Select members of the Committee according to criteria stated above under "Composition."
2. Review and revise budget submitted by the EXCOM for approval by August 1 submits a copy of the budget for publication in the September/October issue of the Chapter Newsletter.
3. Once the Committee agrees upon the revised budget, it will adopt the budget by a majority vote of the Committee before August 1<sup>st</sup> (the next fiscal year).

### **Chapter Archivist**

#### **Background and Purpose:**

The Chapter Archivist Committee is a standing committee of the Colorado/Wyoming Chapter, established by the Chapter Bylaws. The Archivist Committee maintains

(updates, organizes, and stores) historical records of the Chapter, and makes them available as needed (contingent upon available funds), to the EXCOM, to the membership of the Chapter, and to interested individuals. The Archivist prepares summaries of Chapter history upon the EXCOM's request. The Archives of the Colorado/Wyoming Chapter are housed under formal agreement of long-term loan at the D.C. Booth Historic National Fish Hatchery in Spearfish, South Dakota. They are available to all chapter members for general informational purposes, for use in answering questions and for the provision of sample documents.

#### Composition:

The Vice-President appoints the Chair of the Archivist Committee within 60 days of the Chapter's annual meeting. Unlike other standing committee positions, the Archivist chair serves at the discretion of the EXCOM for an indefinite time period.

#### Duties:

1. Maintains the Chapter archives, a detailed set of important Chapter documents and photographs, and digital media.
2. Receives and actively collects Chapter documents and photographs from the officers and committees as they become available (see "Guidelines for Submitting Material, Appendix A, Figure 1). Reviews and adds the records to the archives.
3. Continually seeks to acquire documents and photographs from earlier years, not in the archives, in order to make the Chapter historical record more complete.
4. Completes a report for the Annual Meeting of the Chapter.
5. Researches possible locations for permanent storage of the records, makes a recommendation to the EXCOM and transports the records to the permanent housing facility.

### **Continuing Education Committee**

#### Background and Purpose:

The Continuing Education Committee was formed in 1991 as part of an effort by the Parent Society to better serve the continuing educational needs of members. This is a standing committee of the Colorado/Wyoming Chapter, established by Chapter Bylaws. Continuing education provides fishery professionals with opportunities to improve their professional skills, become informed of significant new scientific findings or techniques, and, overall, become more effective stewards of fishery resources and fish habitats. The mission of the Continuing Education Committee is to provide a forum for the continuing education of fishery professionals, particularly those working in Colorado and Wyoming.

#### Goals:

1. Ensure the training needs of CO/WY fishery professionals are met. Develop ideas for symposia, workshops, tours, videos and other methods to provide an opportunity for fisheries professionals to expand their knowledge and experience for their work to remain relevant, focused and effective.

2. Sponsor at least one continuing education opportunity through the CO/WY Chapter each, typically in association with the Chapter's annual meeting. Based upon historic surveys and minimum teaching contact time, the basic format has been workshops that lasts a minimum of 1 full day, typically in association with the Chapter's annual meeting. Additional continuing education opportunities can also be arranged for other locations at other times of the year if desired.
3. Increase CO/WY Chapter participation and support and fostering of new biologists by giving undergraduate and graduate students the opportunity to moderate sessions, operate audio/visual equipment, set-up and clean-up, registration tables, etc...in lieu of payment to increase their participation in the workshops.
4. Strive to keep continuing education opportunity fees at a low cost for members and non-members, while not creating debt for the Parent Chapters. Ideally, revenues generated from workshop fees should balance out expenses paid.

Composition:

The Vice-President appoints the Chair of the Continuing Education Committee within 60 days of the Chapter's annual meeting. The Chair will appoint an indefinite number of Colorado/Wyoming Chapter members as necessary to achieve the Committee's goals.

Committee Duties:

1. In cooperation with the annual meeting committee and theme, develop an annual continuing education program/agenda to address an identified training need. Solicit feedback from executive committee, annual meeting committee, state and federal agencies representatives, etc. Conduct surveys of Chapter members to determine what types of professional training are desired. Topics need not be limited to those suggested on recent surveys. The Committee should use past surveys to help select topics for future workshops as well. A record of assessment should be kept in the master chapter continuing education file, if a survey is used for example, include a copy of the survey, and the results.
2. Recruit and support invited speakers (arrange training room, breaks/refreshments, travel, lodging, meals, training packets, AV needs, reimbursement if needed, and a thank you from the Chapter).
3. Organize courses and workshops by soliciting instructors, scheduling time and place, developing course agendas, coordinating travel and local arrangements, preparing course announcements, determining appropriate income and enrollment fees, determining minimum and maximum enrollment numbers, conducting registration (names, participants, fees) prior to course and physically at course location, providing receipts as necessary, and distributing certificates of completion.
4. Develop, distribute, and summarize a course evaluation.

5. Announce all courses and workshops, their fee structure, and enrollment requirements in the Chapter newsletter and on the Web Pages, as soon as possible, prior to the course dates.
6. Register the course with National AFS and provide the necessary paper work for members who want credit for the course.
7. Provide for instructor introductions, course and facility facilitation so that it does not fall upon the instructor.
8. Coordinate training efforts with State and Federal agencies, other professional societies, and private organizations involved in fisheries resource management, enhancement, and research.
9. Make decisions whether or not to pursue Continuing Education workshop credit through the Parent Society.
10. Ensure that arrangements are well underway five months before the annual meeting workshops, typically by the Thanksgiving holiday prior to the meeting (usually occurring in mid-March).
11. Update the CO/WY continuing education course file with a copy of agenda, instructor biographies, any material/packets from the course, and a summary of the course evaluation.
12. Provide a summary to Chapter President on course participation, budget, and evaluation.
13. Additional continuing education opportunities can also be arranged for other locations at other times of the year if warranted. Task list for any additional classes is the same as for the annual class.

Chair Duties:

1. Responsibility for and oversight of Committee Duties so that they are completed in a timely and effective manner. If chair duties are shared, identification of roles and tasks will be communicated between co-chairs as soon as possible (within one month) of co-chair appointment to the committee.
2. Prepare workshop announcements for the Chapter newsletter and make arrangements with the newsletter editor to have announcements published. Announcements should also be provided to all other potential workshop participants including state agencies, federal agencies, universities, and consulting firms. Getting the word out by publicizing upcoming workshops is critical to the success of the event.
3. Coordinate with the Arrangements Chair for the annual meeting to provide for meeting breaks, audio/visual equipment, meeting rooms, microphones, etc...

4. Make arrangements to staff the workshop registration table.
5. Introduce workshop speakers and oversee the actual workshop.
6. Keep the Chapter Continuing Education files/binder up to date.

### **Environmental Policy Committee**

#### **Background and Purpose:**

The Environmental Policy Committee is a standing committee of the Colorado/Wyoming Chapter, established by the Chapter Bylaws. It is responsible for researching issues referred to the Committee by the EXCOM. The Committee develops appropriate Chapter policy and advocacy for the issue and reports directly to the EXCOM for decisions on advocacy and policy actions. Policy and advocacy actions are expressions of the Chapter's views, and serve as a way to focus attention on relevant issues affecting our fishery resources. The [Advocacy Rules](#) set forth in the Chapter Bylaws will guide the committee.

#### **Composition:**

The Committee shall consist of the Chapter Vice-President as chair plus at least two members (at least one from each state, of which one will be the immediate Past-President).

#### **Duties:**

1. Work along with the EXCOM to review available information on particular issues and determine whether or not the Chapter should address the issue.
2. Conduct investigative research on issues referred to the Committee by the EXCOM, including defining the issue, providing professional evaluations of potential impacts created by alternative solutions, and promotion of an acceptable or recommended course of action through position statements, resolutions, information summaries, briefs, opinion surveys, and public education.
3. Develop appropriate Chapter policy and advocacy for the issue, including documentation and recommendations, to be reported directly to the EXCOM for final decisions on advocacy and policy action.

### **Executive Committee**

#### **Background and Purpose:**

The Executive Committee (EXCOM) is a standing committee of the Colorado/Wyoming Chapter, established by the Chapter Bylaws. The primary purpose of the Committee is to function as a Board of Directors in the administration and planning of all aspects of Chapter activities. The Committee is authorized by the Bylaws to act for the Chapter members the extent of their term (fiscal year, August 1<sup>st</sup>- July 31<sup>st</sup>).

### Composition:

The Chapter Executive Committee is comprised of the elected officers of the Colorado/Wyoming Chapter, including the President (Chair of the Executive Committee), Vice-President, Past-President, Secretary-Treasurer, and the designated by [rotation](#) Subunit President.

### Duties:

1. Convene at least three times per year (typically in August-September, December-January, and March) to conduct Chapter business. A Business Meeting shall be held at the annual meeting and as arranged by the President.
2. Review at each meeting an agenda of Chapter activities prepared by the President; provide input and direction to the President as appropriate.
3. Authorize to act for the Chapter between meetings and transact necessary business, including disbursement of funds.
4. Approve location and registration fees for the annual Chapter meeting.
5. Approve nominations for Chapter officers.
6. A quorum is required for transaction of official business at an Executive Committee meeting. A quorum for an Executive Committee meeting shall consist of four of the five members. Executive Committee members can appoint a proxy.
7. Each of the five members of the Executive Committee shall have one vote on Executive Committee decisions. In the event of a tie, the President's vote shall be the deciding vote.
8. The Chapter Executive Committee may authorize special activities. Such specialized functions may include symposia and activities outside the Colorado/Wyoming area. In such circumstances, steps will be taken to ensure adequate controls are established at the Chapter level for arrangements, finances, etc.

### **Membership Committee**

#### Background and Purpose:

The Membership Committee is a standing committee of the Colorado/Wyoming Chapter, established by the Chapter Bylaws. The purpose of the Membership Committee is to attract new members, to stimulate and encourage involvement in the American Fisheries Society, to promote membership services to include professional certification, the Hutton program, etc. among Colorado/Wyoming Chapter members, and to maintain accurate account of Chapter membership.

### Composition:

The Vice-President appoints the Chair of the Membership Committee within 60 days of the Chapter's annual meeting. The Chair and the Executive Committee will appoint an indefinite number of others as necessary to achieve the Membership Committee's purpose by the beginning of the fiscal year.

### Duties:

1. Maintain an up-to-date membership list including the names and addresses of all Chapter members.
2. Provide an annual report to the Chapter membership at the Chapters annual business meeting. This report will be published in the Chapter's Newsletter, *The Angler*.
3. Provide a calendar year end membership list to the Chapter's EXCOM and Arrangements Committee for use at the annual meeting in order to establish a quorum at the business meeting and track membership at meeting registration.
4. Recruit new members using the full range of services available through the Chapter and Parent Society including: newsletter, email, bulk mailing, printing, web page, incentive contests, and personal contacts.
5. Encourage enrollment in the Chapter, Western Division and Parent Society, and active participation in their activities. Take other such measures, as it deems appropriate and effective, to stimulate interest in the Society and to recruit fisheries professionals for membership.
6. Encourage professional certification of Chapter members.
7. Communicate and coordinate with Universities and Community Colleges. Encourage recruitment of Student members who are likely to develop into committed life-long members of the Society. Maintain communications with the Student subunits and provide recruitment materials as requested.
8. Communicate with the Parent Society's Marketing department and utilize their resource materials to include brochures, catalogs complimentary magazines, etc. for use at meetings and making up membership recruitment packets, their hats, t-shirts and books for raffle items and their assistance with displays to take to events and meetings.
9. Communicate and coordinate membership lists and activities with the Chapter's Newsletter editor. Supply a membership quarterly and annual activity report in each issue of *The Angler*. Report membership status i.e. retirements, death or people no longer in the chapter and report these changes to the Parent Society.
10. Communicate with the Parent Society's Membership Services to get accurate membership lists and coordinate with National recruitment programs.

11. Provide comments, changes and assistance to Chapter Webmaster concerning the Membership Section of the web page

### **Newsletter and Website Committee**

#### **Background and Purpose:**

The Newsletter Committee is a standing committee of the Colorado/Wyoming Chapter, established by the Chapter Bylaws. It is responsible for updating Chapter members on Chapter activities, advocacy, and policy issues through the production of the Chapter's newsletter, *The Angler*, and by updating the Chapter website:

<https://units.fisheries.org/cowyafs/>

#### **Composition:**

The Vice-President appoints the Chair of the Newsletter Committee within 60 days of the Chapter's annual meeting. The Chapter Webmaster shall be a member of the Newsletter Committee and is responsible for maintenance of the chapter website. Chair will appoint an indefinite number of Colorado/Wyoming Chapter members as necessary to achieve the Committee's purpose.

#### **Duties:**

1. Prepare a minimum of three issues of the Chapter newsletter on a yearly basis (January-February, May-June, September-October). Funding for publication and printing will be covered by the Chapter and included in the annual budget.
2. Meet with the EXCOM to outline and agree upon newsletter publication schedules at the beginning of each Chapter year.
3. Solicit input to the newsletter from individuals working through the broad spectrum of fishery science.
4. Include the following in Chapter newsletter: a President's report "The Vent", Chapter, Division, and Parent society news, information on the annual meeting, information on upcoming educational classes or workshops, membership application, schedule of upcoming events, requests for award nominations, officers and committee members names, addresses, email addresses, and phone numbers, articles from members, reports and reminders from Committee Chairs, and other appropriate Chapter business.
5. Uses previous newsletters to generate ideas for news articles, formatting, or other questions related to creating future newsletter editions.
6. Prepare each newsletter edition in a finished format, ready for copying or publishing online.
7. The Chapter website will be updated as needed. The website will provide an updated list of award recipients, past and current officers, updated committee

members, information pertaining to the Chapter Annual meeting, copies of the three most recent Angler Newsletters, Executive Committee meeting minutes from the last three meetings, Bylaws, Procedure Manual, Program of Work, and the Chapter's approved budget. The Chapter website will provide access (links) to each Student subunit website, Western Division, and National AFS websites.

8. The website costs vary; contact current Webmaster for budget item.
9. Solicit input from EXCOM and other Chapter members.

### **Nominating Committee**

#### **Background and Purpose:**

The Nominating Committee is a standing committee of the Colorado/Wyoming Chapter, established by the Chapter Bylaws. It is responsible for recommending a slate of candidates for the office of Secretary-Treasurer for the Chapter.

**Composition:** The Nominating Committee shall consist of the immediate Past-President as chair plus at least two members.

#### **Duties:**

1. Recommend candidates from the home state of the chairman of the Committee.
2. Nominate at least two candidates, who must be members in good standing of the Parent Society, for the position of Secretary-Treasurer.
3. Nominate candidates on the basis of their activity in AFS and their dedication to the field of fisheries without regard to or influence by their employers.
4. Publish a call for names of potential candidates should be posted in the late summer or fall newsletter.
5. Collect background information on each candidate nominated to be included in the last newsletter before the annual meeting and to be presented orally at the time of the new officers election.
6. Inform each candidate of the responsibilities and time commitments required for each office.

### **Program Committee**

#### **Background and Purpose:**

The Program Committee is a standing committee of the Colorado/Wyoming Chapter, established by the Chapter Bylaws. The primary purpose of the Program Committee is to

organize the meeting content for the Annual Meeting of the Colorado/Wyoming Chapter of the AFS.

Composition:

The Vice-President appoints the Chair of the Program Committee within 60 days of the Chapter's annual meeting. The Program Committee chair is typically (but not always) held by the Chapter President.

Duties:

1. The Program Committee has the responsibility for planning the program for the annual meeting.
2. The Program Committee should contact Chapter members for program themes or session topic ideas before planning the program.
3. The program should be an outlet for technical information with the addition, when appropriate, of sessions emphasizing current issues and their political and professional implications.
4. The program should not be constrained by arbitrary time limits. The goal should be a high quality program rather than a program that lasts 2 days.
5. The Program Committee should plan for and emphasize the interaction of the audience with the speakers.
6. The Program Committee should issue a first call for papers in the late summer newsletter and a second call in the fall newsletter. Calls should outline the theme of the meeting and any special sessions being planned.
7. The Program Committee should prepare a tentative meeting schedule for inclusion on the Chapter website and the last newsletter prior to the meeting.
8. The Program Committee should outline standards for presentations to presenters and session chairs. Speakers should understand the importance of the quality of their presentations and session chairs should understand their role to strictly enforce speaker time blocks.
9. The Program Committee is responsible for having sufficient copies of the final meeting agenda available at the start of the annual meeting.
10. The Program Committee is responsible for sending the Chapter Archivist hard copies of the annual meeting program. A copy will be distributed to our chapter archives and to the Student Subunit libraries.

## **SPECIAL COMMITTEES**

### **Aquaculture Committee**

#### **Background and Purpose:**

The aquaculture committee is a special committee appointed by the President that is responsible to help involve members and non-members from Wyo. and Co. to bring together aquaculture in with research and management, by involving aquaculture professionals in AFS.

#### **Composition:**

The composition is one person from Wyoming and one person from Colorado as co-chairs.

#### **Duties:**

1. Contact employees of the states of Colorado and Wyoming and private sector aquaculture facilities, through letters, phone calls, email, etc. to gain new members and interest in developing aquaculture for the future within AFS and the aquaculture profession.
2. Committee serves at the request of the chapter's EXCOM.
3. Develop ideas and work with EXCOM and Arrangements and Planning committees to incorporate aquaculture-themed activities (field trips to hatcheries, plenary or special sessions, contacting speakers for specific talks, etc.) into the Chapter annual meeting.

### **Audio-Visual Committee**

#### **Background and Purpose:**

The Audio-Visual Committee is a special committee appointed by the President that is responsible for audio-visual equipment arrangements and for training Audio-Visual volunteers on proper equipment use. The primary purpose of the Audio-Visual Committee is to arrange and operate audio-visual equipment for the Annual Meeting of the Colorado/Wyoming Chapter of the American Fisheries Society. The Committee will assist with any virtual component of the Annual Meeting, which may include setting up virtual meeting software and coordinating/monitoring/troubleshooting its use during the Annual Meeting.

#### **Composition:**

The President appoints the Chair of the Audio-Visual Committee. Chair will appoint as many committee members as necessary to achieve the Committee's purpose.

#### **Duties:**

1. Composing and submitting the “Guidelines for Presenters” to the chair of the Newsletter Committee for inclusion in “The Angler” Newsletter issue prior to the meeting.
2. Securing necessary audio-visual equipment for use during meeting sessions, including microphones, laptops, projectors, printers, backup equipment, and any additional equipment.
3. Securing any additional audio-visual equipment needed for the meeting by other committees (i.e., Continuing Education, Registration).
4. Arranging any additional audio-visual equipment (i.e., projection screens, podiums) with conference location personnel.
5. Testing equipment prior to the meeting to ensure equipment is in proper working order.
6. Arranging volunteers, primarily from the student subunits to assist in the audio-visual component of the meeting.
7. Training volunteers on proper equipment use, set-up, and troubleshooting techniques.
8. During the meeting, the audio-visual committee is responsible for uploading all presentations and running presentations during meeting sessions (includes the preview/practice room).
9. Ensuring virtual meeting software is working.
10. Hosting virtual meeting software and monitoring for questions to the presenters.

### **Awards Committee**

#### **Background and Purpose:**

The Awards Committee is a special committee appointed by the President that selects qualified candidates to recognize excellence in professional performance and outstanding contributions to Colorado and Wyoming fisheries.

#### **Composition:**

The President appoints the Chair of the Awards Committee. Chair will appoint four committee members, two from each state (Colorado and Wyoming).

#### **Duties:**

1. The Committee will use past award criteria for each year’s nomination. The awards criteria and request for submissions will be published in *The Angler* newsletter and the Colorado/Wyoming Chapter website. The Committee Chair

will use *The Angler* newsletter, website, and Chapter membership list (email) for soliciting nominations.

2. There are four different awards given annually at the annual meeting. The categories are the Award of Excellence, the “Max” Award of Merit, the Leaky Boot Award, and the Outstanding Mentor Award.
  - a. **Award of Excellence:** At the 1976 Chapter meeting, the membership passed a motion to present an annual award to an outstanding fishery worker. The “Fishery Worker of the Year Award” was first presented at the annual meeting in 1977. In 1980, the award was renamed the “Award of Excellence” to be awarded to “an individual who has made significant contributions in the fishery-aquatic resource field”. For many years, the “Award of Excellence” Committee was in charge of the award. In 1991, the “Awards Committee” began administering it. This award is considered a lifetime achievement award. Only one award will be given annually unless there are special circumstances as determined jointly by the EXCOM and Awards Committee.
  - b. **“Max” Award of Merit:** In 1977, the Chapter created a “Stream Habitat Award” to be made to an undergraduate student enrolled in a fisheries program within the Chapter boundaries. The applicant was required to participate in some pertinent activity relating to public education, management, or maintenance/improvement of stream habitat. The award included a scholarship of \$100.00. In 1978, in honor of Max Rollefson of the Wyoming Game and Fish Department, the award was renamed the “Max Rollefson Stream Habitat Award.” Although the “Rollefson Award Committee” publicized, promoted and revised the award, there were many years in the 1980’s when it was not awarded. In 1991, the award became the “Max Rollefson Award of Merit” or “MAX Award of Merit”, an “atta boy or girl” to recognize a short-term professional accomplishment in management, administration, research or culture. Since 1991, the award has been administered by the “Awards Committee.” There is no limit to the number of “Max” awards given annually; the number of awards given annually is solely at the discretion of the Awards Committee.
  - c. **Leaky Boot Award:** The “Leaky Boot Award” was first presented in 1976 for the “most polluted biologist”. Although it has been periodically “lost” during its 25 years of existence, it always reemerges to represent the Chapter's sense of humor. Presently it “recognizes the most outrageous behavior” of any fisheries student or professional in the year subsequent to the Chapter's annual meeting. The award is administered by the “Awards Committee”.
  - d. **Outstanding Mentor Award:** The “Outstanding Mentor Award” was first presented at the Chapter’s 2010 meeting in Laramie. This award will recognize a fisheries professional who has shown substantial devotion to assisting or mentoring prospective fisheries students/professionals, current

fisheries students, or fisheries professionals. The recipient of this award should meet or exceed the following criteria: 1) A current or previous fisheries professional; 2) Provided substantial assistance to Colorado/Wyoming prospective fisheries students/professionals or current fisheries students/professionals; 3) Demonstrated a sincere interest/devotion in seeing students or professionals succeed; 4) Provided learning and training opportunities for students or professionals to gain experience otherwise unobtainable without the assistance of the nominated professional. The award will be administered by the “Awards Committee”, but the award recipient will be selected by the [“Mentoring Committee”](#). Selection will be based solely on the above criteria. Nominations should be submitted in the form of a single-page letter describing how a particular professional has met the defined criteria.

3. Select appropriate candidates from among nominees to receive awards in specified categories. Awards do not have to be given on an annual basis when there is not majority agreement among members of the Committee that an award is justified. The committee members independently judge each of the submissions. The Max award may be presented to more than one winner. Usually the Award of Excellence is only presented to 1 candidate but is open for Committee and EXCOM members to decide if should be presented to more than 1 individual. The Leaky Boot award is presented to 1 person. The Outstanding Mentor award is usually presented to 1 candidate, but is open for Committee and EXCOM members to decide if it should be presented to more than 1 individual.
4. A standardized plaque will be presented to the Award of Excellence winner and framed certificates are presented to winners of the MAX, Leaky Boot, Outstanding Mentor, Best Professional Paper, Best Student Paper, and Best Poster awards. Certificates will be printed on American Fisheries Society cardstock paper obtained from the Parent Society. Spending limits for various Awards and Award plaques will be determined by the EXCOM.
5. The Awards Committee Chair will present the winners with their plaque or certificates at the Chapter’s Annual Business Meeting or Banquet. Award Chair may also defer award presentation to the person who nominated the award recipient if that person so chooses. If a winner is not present, the Awards Committee Chair will arrange for the AFS awards certificate to be sent to the supervisor or major professor for presentation to the recipient.

### **Best Paper/Poster Committee**

**Background and Purpose:** The Best Paper/Poster Committee is a special committee appointed by the President that selects the best papers presented at the annual meeting in as many as four of the following categories: Best Professional Paper, Best Student Paper, Best Professional Poster, and Best Student Poster. Category selection is at the discretion of the Committee (with oversight from the EXCOM) and depends on the types and variety of papers presented.

### Composition:

The President appoints the Chair of the Best Paper Committee. Chair will appoint as many committee members as necessary to achieve the Committee's purpose.

### Duties:

1. Selects as many as four categories for judging best papers: Best Professional Paper, Best Student Paper, Best Professional Poster, and Best Student Poster.
2. Publicizes award availability and criteria in *The Angler* newsletter and on the Chapter website in conjunction with the Call for Papers.
3. Presentations are evaluated by volunteer judges at the annual meeting. The Best Paper Committee is responsible for recruiting, coordinating, and training judges. Presentations and posters are judged based upon criteria stated on rating sheets located in [Appendix A](#). Committee members should review the past judging criteria as a template and finalize the criteria for the upcoming year.
4. The award in each category will be determined by the highest average score. In the event of ties, the judges will discuss the merits of the top papers and attempt to reach a consensus (majority vote); if a consensus cannot be reached, both papers will be awarded as best papers for that category.
5. If there is only one presentation in a category, no award will be given in that category. Only one award will be presented to each individual for a given category.
6. Purchases frames for best paper certificates. The certificates are obtained from the Secretary-Treasurer. Each certificate provides recognition to each winner and is signed by the Chapter President. Chair makes sure certificates are signed, and provides recognition for winners.

### **Endowment Funding Committee (*This section needs to be revised*)**

#### Background and Purpose:

The Endowment Funding Committee is a special committee of the Colorado/Wyoming Chapter; established in 2002, by President Rob Gipson. The Committee was originally created to secure funding for \$20,000 endowments at the University of Wyoming (UW) and Colorado State University (CSU). These endowments were to support \$500 student scholarships at both schools.

Interim funding and administrative guidelines were adopted at the 2002 annual business meeting and were to remain in effect until both endowments were fully funded, or until meeting the deadline for endowment requirements at CSU in 2007. The 2002 interim guidelines also included a provision to incorporate endowment funding and scholarship administration into the Chapter bylaws in 2007.

Endowments at both universities were fully funded in 2003 and university scholarship committees at UW and CSU began administering the scholarship selection process in 2002. Administration of the student scholarships remains a function of the university scholarship selection committees and the Endowment Funding Committee continues to focus on endowment fund raising.

Composition:

The President appoints the Chair of the Endowment Funding Committee within 60 days of the Chapter’s annual meeting. By the beginning of the Chapter fiscal year, the Chair and the Executive Committee will recruit other Chapter members as necessary to fulfill the Endowment Committee’s purpose.

Duties:

1. Incorporate creativity, commitment, persistence, and follow-through in the pursuit of additional funding for endowments at both universities. The following suggested funding sources, while by no means exhaustive, include some that have proven successful, and some that remain untried.
  - a. Corporate contributions
  - b. Individual contributors
  - c. Chapter member contributors
  - d. Wyoming Game and Fish Commissioner game tags
  - e. University fisheries student alumni
  - f. Chapter meeting raffle proceeds
  - g. Bequeaths
  - h. Foundations
  
2. Coordinate with the Newsletter/Webmaster Chairpersons to ensure *all* contributors are acknowledged on the Chapter website according to these established contribution categories:

Endowment Support Categories	
Platinum	\$1,000 or more
Gold	\$500 to \$999
Silver	\$100 to \$499
Bronze	\$10 to \$99

3. Coordinate with the Secretary-Treasurer and send a thank you letter on Chapter letterhead to *all* contributors (Appendix A, Figure 5). Example solicitation letter template included in Appendix A.
  
4. Recognize all Platinum contributors with a thank you letter *and* a certificate of appreciation printed on high quality stock suitable for framing ([Appendix A](#)).
  
5. A contribution to the endowments was made in the form of Coca Cola Enterprises, Inc. stock in 2002. Since then, Bill Bradshaw has served as the Chapter contact for Coca Coal Enterprises. The EXCOM decided in 2002 that all stock dividends would be rolled back into additional shares, and Bill Bradshaw

has maintained all ensuing records. The Endowment Committee chair should contact Bill Bradshaw regarding the status of this contribution; its current value, and information about selling the stock to provide additional cash for the endowments (307-672-7418, 307-672-3325, [Bill.Bradshaw@wgf.state.wy.us](mailto:Bill.Bradshaw@wgf.state.wy.us), [Fishhead@vcn.com](mailto:Fishhead@vcn.com))

6. At the request of the Chapter EXCOM, the Committee should actively participate in the process of incorporating scholarship funding and administration into Chapter bylaws as directed by the 2002 interim guidelines.
7. Incorporate all Committee changes into the Committee “corporate history” on the Endowment Funding Committee web page.
8. Other information:  
CSU and UW current contacts are:

Colorado State University Foundation  
Colorado/Wyoming Chapter American  
Fisheries Society Scholarship  
c/o Kathleen Henry Byington  
President/CEO  
510 University Services Center  
601 South Howes Street  
Fort Collins, CO 80523  
(970) 491-4939

University of Wyoming Foundation  
Colorado/Wyoming Chapter American  
Fisheries Society Scholarship  
c/o Chris Spooner  
Director of Corporate and Foundation Giving  
1200 East Ivinson Avenue  
Laramie, WY 82070-4159  
(307) 766-5087

## **Fundraising Committee**

### **Background and Purpose:**

The Fundraising Committee is a special committee appointed by the President that is responsible for raising revenue to help fund the Chapter and especially the annual meeting.

### **Composition:**

The President appoints the Chair of the Fundraising Committee. Chair will appoint as many committee members as necessary to achieve the Committee’s purpose.

### **Duties:**

1. Contact businesses, government entities, and/or individuals, through letters, phone calls, email, or other means of communication, to ask for donations specifically for assisting costs associated with the annual meeting.
2. Committee serves at the request of the Chapter’s EXCOM, and generally acts by responding to more specific immediate and short-term budget needs.
3. Coordinate with the Registration, Program, and Arrangement Committees. Provide the Program and Registration Committee with a list of participating vendors for inclusion in the meeting program and to provide vendors with

appropriate meeting discounts/benefits. Coordinate with the Arrangements Committee in order to provide vendors with space and supplies specifically requested by vendors, including tables, chairs, power strips, power cords, lighting, etc.

4. Acknowledges all businesses, government entities, and individuals contributing to the fundraising efforts during the annual meeting and in the meeting program, when possible. Ensures that all contributors are appropriately thanked in writing after conclusion of annual meeting.

### **Gifts Committee**

#### **Background and Purpose:**

The Gift Committee is a special committee, appointed by the President that comes up with registration and Committee member gift ideas to purchase for the annual meeting.

#### **Composition:**

The President appoints one member for the Chair of the Gift Committee.

#### **Duties:**

1. Search for registration gift ideas to provide to the President and assist him/her with Committee member gift ideas or help with purchasing.
2. Purchase registration gifts with the provided budget from the President either using personal money and get reimbursed or use Chapter's money if form of payment is available.
3. Organize gift/s for annual meeting for the registration booth and assist handing out gifts.

### **Inclusion and Diversity Committee**

**Background and Purpose:** The I&D committee is a special committee appointed by the President that works to maximize participation in Chapter functions. Focusing on the creation of a welcoming atmosphere at the Chapter's annual meeting, the committee aims to minimize barriers that restrict full engagement by all who are interested in participation.

#### **Composition:**

The President appoints the Chair of the committee. With a focus on inclusivity, the Committee is open to anyone interested in participation. The committee aspires to maintain membership that includes representatives from both state wildlife agencies, federal agencies, universities and the private sector.

#### **Duties:**

1. Meet regularly as a committee throughout the year to discuss the needs of the Chapter relative to I&D.

2. Participate in Excom meetings and provide assistance to elected officers in decision making related to I&D.
3. Participate in WDAFS, Diversity and Inclusion activities and report to the Excom on significant actions at the Division level.
4. Develop proposals and seek Excom approval (and budget capacity as needed) for initiatives designed to minimize barriers and increase participation at Chapter meetings.
5. Advise the Excom on best practices for Chapter functions relative to I&D.
6. Provide Chapter members opportunities and information to expand their knowledge and experience related to I&D topics.
7. Develop and implement initiatives designed to increase Chapter participation by underrepresented groups.

### **Mentoring Committee**

#### **Background and Purpose:**

The Mentoring Committee is a special committee, appointed by the President that administers the Mentoring Program and assists the Awards Committee with selecting the winner of the Outstanding Mentor Award.

#### **Composition:**

The President appoints the Chair of the Mentoring Committee. Chair will appoint an indefinite number of Colorado/Wyoming Chapter members as necessary to achieve the Committee's purpose.

#### **Duties:**

4. Administer the Mentoring Program, which has a principal goal to assist college students and young fisheries professionals in expanding their fisheries expertise and skills and continuing their personal and professional growth.
  - a. Solicit mentor and mentee applicants for the Mentoring Program annually in March. This includes working with the Membership Committee and President to send a call for applicants email to chapter members and posting the call for applicants to the Chapter's social media. It also includes working with Presidents of the Student Subunits to further disseminate the call for mentee applicants within respective schools, targeting students who may not be aware of the program because they are either not members of AFS, early in collegiate careers, or both. This can include posting flyers, presenting in classes, sharing information on subunit social media pages, or other avenues.

- b. Review mentee and mentor applications in April and pair up mentees with mentors based on interests and locational information for the April-March Mentoring Program.
  - c. Review, approve, and submit mentee reimbursement documents to the Secretary-Treasurer as needed during the mentoring program. All reimbursement documents from the prior year's Mentoring Program should be received and submitted by June 15.
  - d. Provide a Mentoring Program update and job fair prior to an evening social at the annual Chapter Meeting. Mentees from the previous year's program should be encouraged to present on their experience. The job fair should allow for employers to present or post jobs in a way that facilitates review and further discussion with prospective employees.
5. Assist [Awards Committee](#) with Outstanding Mentor Award.
    - a. Solicit nominations, review nominations, and select recipient annually in January/February.
    - b. Present the Outstanding Mentor Award to the recipient at the annual Chapter Meeting.
  6. Provide a Mentoring Committee update to Chapter Members at the annual meeting business lunch.

### **Raffle Committee**

#### **Background and Purpose:**

The Raffle Committee is a special committee, appointed by the President that helps to raise money for the Chapter through a raffle and silent auction held during the banquet at the annual meeting.

#### **Composition:**

The President appoints the Chair of the Raffle Committee. Chair will appoint an indefinite number of Colorado/Wyoming Chapter members as necessary to achieve the Committee's purpose.

#### **Duties:**

1. Contacts various companies, agencies, private groups, and individuals to ask for donations or services for the raffle/auction.
2. Uses a specified amount of seed money to purchase specific items for the raffle/silent auction. The amount approved will be determined by the EXCOM and will be disclosed in the proposed Chapter budget.
3. Typical procedure for soliciting companies for donations involves an initial written letter (or email) followed by a phone call 2-3 weeks later.
4. During the annual meeting, encourage and provide opportunities for attendees to purchase raffle tickets prior to the banquet.

5. At the annual meeting the Committee will organize the raffle and silent auction. The duties include arranging ticket sales, displaying raffle and silent auction items, and arranging the time and location for the raffle.
6. Acknowledges all businesses and individuals contributing to the fundraising efforts during the event and in the meeting program, when possible. Insures that all contributors are appropriately thanked in writing after the raffle/auction event.
7. Maintain and update the Raffle Committees database. This database should be updated by the Committee annually and be available to the next Committee Chair.

### **Registration Committee**

#### **Background and Purpose:**

The Registration Committee is a special committee, appointed by the President that organizes and runs registration for the annual meeting.

#### **Composition:**

The Secretary-Treasurer will be the chair of the committee. The chair will appoint Colorado/Wyoming Chapter members as necessary to achieve the Committee's purpose.

#### **Duties:**

1. Set up the registration software with the appropriate meeting information including costs for students, young professionals, professionals, non-members, retirees, banquet, and any continuing education costs or special meeting costs the chapter may incur. This should be coordinated closely with the EXCOM.
2. Coordinate registration date and announcement with the President. Publish date and link to registration site in "*The Angler*".
3. Monitor software and address any issues that arise with payment. Inform President on registration numbers and problems with registration payment/software.
4. Talley banquet meal requests for the President to communicate to the hotel catering staff a week or more before the Annual Meeting.
5. Coordinate with Program Committee to get a copy of the final Program for printing. Print out number of copies for all registrants.
6. Prepare registration packets ahead of the annual meeting. Packets should have the registered person's name, name badge, banquet ticket, program, and any special information on local eateries or recreational opportunities.
7. Set up a Registration Desk. Coordinate with [Student Liaison](#) Committee to help staff volunteers at the desk and in other critical areas during the Annual Meeting.

- Be prepared to receive registration fees from walk-ins and the ability to print out receipts (need a computer and printer plus office supplies). Registration fees can be collected via credit card software such as “Square” as long as the account is set up ahead of time to deposit money into the business account.
8. Coordinate with Student Subunit groups, membership committee, continuing education committee, etc. for space at the Registration desk.
  9. Communicate final attendance and registration sales to President during the Annual Meeting.

### **Student Liaison Committee**

#### **Background and Purpose:**

The student liaison position is to be an advocate for the student chapter subunits to increase opportunities and engagement at the national meeting, promote interactions among subunits outside of meetings, and help promote ways to reduce student expenses.

#### **Composition:**

The President appoints the Student Liaison Chair.

#### **Duties:**

1. Keep record of updated officer contact information for each subunit.
2. Send reminders to subunit presidents to provide updates for each ExComm Meeting
3. Request angler submissions for each semester from each subunit. Submissions can include current student research, subunit outreach events, fundraising opportunities etc.
4. In preparation for annual meetings, create volunteer schedule for each position needed at the meeting. Coordinate with [Registration Committee](#) to determine the number of volunteers needed and how long each shift will be. Main volunteer positions include the raffle, student social/quiz bowl, and presentation upload/check-in.
5. In preparation for annual meetings, coordinate with the current president to have student lodging at the annual meeting. Based on rooms available and the number of students attending, shared lodging among subunits may occur.
6. Promote interactions among the subunits outside of meetings. This can include meeting in person, writing Anger submissions together, game nights over zoom, and meetings to encourage each subunit how to manage events, meetings, fundraising opportunities.

7. Interact with other universities in Colorado and Wyoming to gain interest in being involved with the CO/WY AFS chapter.

## **APPENDIX A. COMMITTEE GUIDELINES, JUDGING FORMS, AND LETTER TEMPLATES**

### **Guidelines for Submitting Material to the Archives of the Colorado Wyoming Chapter of the American Fisheries Society**

An organization's records are systematically preserved in its archives. A complete collection of an organization's records is valuable for a historical perspective on the philosophy and activities of that organization as well as being useful in future decision-making and problem-solving. The archives of the Colorado/Wyoming Chapter of the American Fisheries Society are housed under a formal agreement of long-term loan at the D.C. Booth Historic National Fish Hatchery in Spearfish, South Dakota. They are available to all chapter members for general informational purposes, for use in answering questions and for the provision of sample documents.

#### **Items to be submitted to the archives**

One copy of all documentation generated as a result of Chapter activities is to be saved for inclusion in the Archives. This includes, but is not limited to, documentation created by Chapter officers, Standing Committees, Special Committees and Student Subunits, all correspondence to and/or from the aforementioned groups, as well as any publications issued by the Chapter or its committees. All items should be submitted in paper format rather than digital format since electronic media requires constant updating of both software and hardware and is not archival.

Some specific categories of documents to be sent to the Archives include the following:

- Chapter annual and midyear reports
- Budget requests; Budgets approved
- Annual Meeting Agendas, Minutes and Reports
- ExCom Meeting Agendas, Minutes and Reports
- Publications including the Newsletter and Proceedings
- Correspondence
- Photographs

The above records should be kept in possession of the office for 3 years. Each year, the records that are older than 3 years should be passed on to the Chapter Archivist at the fall ExCOM Meeting. The records will then be sent to the D.C. Booth Historic National Fish Hatchery.

Business records such as bills, receipts, banking statements, etc. should be kept in the possession of the Chapter Secretary-Treasurer for 7 years and then discarded.

#### **Publications for libraries**

The Chapter has a long-standing relationship with the Colorado State University and the University of Wyoming. The libraries at both of these institutions are interested in receiving copies of the Chapter's publications. Specifically, Colorado State University

would like to receive back and current issues of the Chapter Proceedings. The University of Wyoming would like to receive back and current issues of the Chapter Proceedings and the Chapter Newsletter.

**Contacts:**

D.C. Booth Historic National Fish Hatchery  
423 Hatchery Circle  
Spearfish, SD 57783  
605/642-7730  
Curator: Randi Smith  
[Randi\\_Smith@fws.gov](mailto:Randi_Smith@fws.gov)

Colorado State University Libraries  
1019 Campus Delivery  
Fort Collins CO 80523-1019  
Allison Level  
970 491-3918  
[Allison.Level@colostate.edu](mailto:Allison.Level@colostate.edu)

University of Wyoming Libraries  
Department 3334  
1000 E. University Ave.  
Laramie, WY 82071  
Mary Ann Harlow  
307 766-4072  
[mharlow@uwyo.edu](mailto:mharlow@uwyo.edu)

**Formal Agreement with D.C. Booth Historic National Fish Hatchery**

**[CO-WY AFS Chapter Spearfish Loan Agreement Extension December 2019](#)**

**[DC\\_Booth\\_Letter\\_Template](#)**

**Judging Forms for Informational, Poster, and Scientific/Formal Presentations**

The links below are to the CO/WY AFS Excom Google Drive. These files were created on MS Word. When uploaded to the Drive the files are automatically converted to a google doc. Download the files into MS WORD before editing. Otherwise, the formatting in Google Docs is all messed up!

**[Informational Oral Presentation - Judge's Score Sheet and Evaluation](#)**

**[Poster Presentations – Judge's Score Sheet and Evaluation](#)**

**[Scientific/Formal and Student Oral Presentation - Judge's Score Sheet and Evaluation](#)**

**Fundraising Solicitation, Thank You letters, and Certificate of Appreciation templates**

**[CO/WY Chapter Letter to Sponsors Example](#)**

**[CO/WY Chapter Letter to Vendors Example](#)**

[CO/WY Chapter Letter to Moderators Example](#)

[Certificate of Appreciation Template](#)

**Moderator Handout**

[Guidelines for Moderators Handout](#)

**CO/WY Awards Templates**

[CO/WY AFS Award Certificate Template \(Excellence, Max, Mentor, Leaky Boot\)](#)

## **APPENDIX B. CO/WY ADVOCACY (BY-LAWS)**

The Chapter may put forth policy statements, position statements, legislative briefing statements, resolutions (hereafter collectively referred to as Chapter positions) considered important by the membership in accordance with this rule and in conformance with Society published guidelines on advocacy. Chapter positions shall represent the best scientific knowledge and support views of the Chapter. Such positions are recommended to the membership from the Executive and Environmental Policy Committees. The process for identifying, drafting and passing Chapter positions is as follows:

### **A. Issue Identification.**

1. Any Chapter member may present a concern or issue to the Environmental Policy Committee for consideration as a Chapter position.
2. The Environmental Policy Committee will evaluate each issue to determine a) if Chapter action may influence outcome, b) ensure involvement will not decrease Chapter credibility, and c) if credible technical information is available both for and against the issue.
3. A majority vote of the Environmental Policy Committee will affirm the issue meets criteria set forth in Rule 1.A.2.

### **B. Developing a Chapter Position.**

1. Issues identified by Rule 1.A. shall be developed into a written proposed Chapter position and presented to the Executive Committee.
2. The Executive Committee reviews the proposed Chapter position and may a) return the proposal to the Environmental Policy Committee for modification or b) vote to approve or reject forwarding the proposal to the Voting Membership for approval.

### **C. Adopting a Chapter Position.**

1. Upon Executive Committee approval, the proposed Chapter position and all available information for and against the issue shall be made available to the Voting Membership.
2. A vote for adoption of the position shall be finalized no less than 14 days after the Voting Membership receives the proposal.
3. A vote of the membership shall be overseen by the Chapter Vice-President. Voting Members may vote to a) approve the proposed Chapter position, b) reject the proposed Chapter position, or c) return the proposed Chapter position to Environmental Policy Committee for modification.
4. The proposed Chapter position must be approved by 2/3 of Voting Members choosing to vote to be adopted.

### **D. Publishing Adopted Chapter Positions.**

1. Adopted Chapter positions shall be signed by one or more members of the Executive Committee.
2. Adopted Chapter positions shall be published in the Chapter newsletter and website.
3. The Environmental Policy Committee shall forward adopted positions to pertinent parties.
4. The Executive Committee may present adopted positions to other Chapters, Western Division, or Society for consideration.

## APPENDIX C: SOCIETY GOVERNING BOARD REPORTING TOOL USERS GUIDE

**Strategy 1.** Organize and sponsor forums to present new findings and exchange ideas. For this strategy, you will be asked to report on meetings that are hosted, sponsored, or otherwise affiliated with your unit. The information requested depends on the specific type of meeting, but keeping track of the following details (as applicable) will allow you to provide complete information for this strategy:

- Name of the meeting
- Number of Regular, Student, Young Professional, and Retired Attendees
- If there was a student mentoring activity, how many mentors and mentees participated
- Number of symposia, presentations (student and professional), and posters (student and professional)
- Number and value of travel awards given
- Number of students provided with means of deferring attendance cost and value of support provided
- Early, Regular, and Late registration costs, registration costs for students, young professionals, and/or retirees
- Meeting proceeds (total revenues minus expenses)
- Number of symposia
- Target audience of meeting
- Amount of financial support provided by the unit

**Strategy 2.** Provide continuing education opportunities with an emphasis on training and courses that are not commonly offered by academic institutions and/or that will be essential tools in the future. Details to include:

- Category or subject of training or course (e.g. GIS, Leadership, Electrofishing, Habitat, Data Analysis)
- Number of attendees
- Length of course
- Instructor fees and/or course registration fees

**Strategy 3.** Develop communication materials and publicly accessible information to promote the value of fisheries, aquatic habitat, and fisheries science.

\*Note: Report information related to website or social media communications under Strategy 7.

- Type of communication (e.g. newsletter, lay article, promotional material, traditional media)
- Frequency of communication
- Targeted audiences
- Intended range of communication: regional, national, international, etc.

**Strategy 4.** Develop relationships, partnerships, and collaborations with other professional societies, conservation organizations, decision makers, and stakeholders to

establish and promote mutual goals of fisheries science, education, and stewardship. This includes:

- NGOs
- Professional Organizations
- Fish organizations/clubs
- Policy/decision-makers/elected officials
- Students
- Nature of the relationship/partnership and how it advances AFS priorities

\*Note: AFS-affiliated groups should not be reported

**Strategy 5.** Publish high quality scientific journals, books, and proceedings that present recent advances, reviews, and syntheses of fisheries and aquatic science and management. This strategy is not intended to capture an individual member's publications. Website-related activity should be reported under Strategy 7. Publication data to report includes:

- Type of publication – e.g. text book, symposium, journal
- A brief description of the publication's topic
- Distribution or number of published copies

**Strategy 6.** Develop and disseminate scientifically-based communication materials that represent and reflect the mission of the Society to political leaders, decision makers, stakeholders, and the public. These include:

- Letters
- Briefing/White Paper
- Public hearing
- Letter to the editor
- Provide brief descriptions of materials
- Targeted audiences
- Distribution numbers

**Strategy 7.** Provide online resources of value and interest to members and non-members to be the leading source of online fisheries science. Those will include:

- Unit's website: date of most recent update, number of visitors per month over the reporting period, most viewed pages
- Listserv: number of members and of messages distributed over the reporting period
- Facebook: number of posts, "likes", "followers", "shares", "group members", "people reached"
- Twitter: number of tweets, followers, retweets and impressions, most popular tweet based on number of retweets
- LinkedIn: number of members/followers, discussion strings, most popular discussion
- Photo/video (Instagram/YouTube, etc): number of views or people reached, explain value to AFS members

**Strategy 8.** Certification program. Explain what type of activities are being conducted to promote certification among Unit members. Examples: Eblasts, Facebook posts, Linkedin, announcement at annual meeting.

*\*the number of Certified Professionals within a Unit will be provided by AFS staff*

**Strategy 9.** Use of innovative techniques to determine and respond to the needs and opinions of Society members, such as:

- Surveys
- Focus Groups
- Linkedin Discussion Groups

**Strategy 10.** Report new technologies used by the Unit to enhance or expand Society's communications, networking, and advocacy activities and their outcomes Those may include:

- Online forums
- Online surveys/voting
- Meeting app
- Changes to website

**Strategy 11.** Activities conducted by unit to improve participation of students and professionals at all levels to assure recruitment, retention and leadership development. Examples:

- Membership drive
- ELMA/Leadership training

*\*actual number of members may be provided by AFS staff*

**Strategy 12.** Activities conducted by your unit promoting demographic and disciplinary diversity within the Society and fisheries profession. Those may include:

- Recognition for students and underrepresented groups
- Formation of new student subunit
- Contribution to Hutton and Skinner program

**Strategy 13.** List types and number of awards (monetary and non-monetary) granted within the reporting period.

**Strategy 14.** Information regarding Excom meeting, and other Unit governance meetings of elected officers, number of participants, elections, number of votes: Annual business meeting, leadership retreat, financial audits, elections

*\*active committees should be addressed in Strategy 1*

**Strategy 15.** Any periodical reviews of the unit's constitution, bylaws and procedures.

## EXAMPLE CO/WY Chapter of AFS Statement of Income and Expenses

<b>Beginning Balance June 1, 2018</b>	<b>\$81,229.00</b>
 <b>INFLOWS</b>	
Annual Meeting Income (Registration and banquet)	\$23,090.00
Raffle/Auction Income	\$6,305.00
Annual Meeting Donations	\$6,225.00
Society Refund	\$285.00
WD Investment Fund Change	\$5,228.00
<b>TOTAL INFLOWS</b>	<b>\$41,133.00</b>
 <b>OUTFLOWS</b>	
Annual Meeting Base Registration Fee	\$1,041.00
Annual Meeting Continuing Education Courses	\$422.00
Annual Meeting Food and Space Charges	\$19,045.00
Annual Meeting Audio/Visual	\$775.00
Annual Meeting Raffle Committee Seed Money	\$1,495.00
Annual Meeting Awards, Nametags, Gifts, and Student Rooms	\$2,948.00
Mentoring Committee (travel, registration, books, etc.)	\$83.00
Annual Expenses (WD AFS donation, President travel, taxes, liability insurance)	\$1,575.00
Student subunit annual contribution (3 units)	\$1,500.00
Executive Committee Expenses (meetings, travel, etc.)	\$2,778.00
CO/WY AFS Member Travel grants (3)	\$4,270.00
WD AFS Student Colloquium Donation	\$500.00
WD AFS Cutthroat Trout Book Donation	\$500.00
<b>TOTAL OUTFLOWS</b>	<b>\$35,933.00</b>
 <b>Ending Balance July 31, 2018</b>	 <b>\$86,429.00</b>