

Georgia Chapter AFS



Operations Manual

Approved by the Georgia AFS Executive Committee December 2023

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Georgia Chapter AFS Operations Manual

This manual is a guideline and resource for Georgia Chapter AFS (GAAFS) officers, committee chairs, and members of GAAFS.

Georgia Chapter Mission

The mission of the Georgia Chapter is to improve the conservation and sustainability of fishery resources and aquatic ecosystems by advancing fisheries and aquatic science and promoting the development of fisheries professionals.

History of the Georgia Chapter

The Georgia Chapter of the American Fisheries Society began in 1986. Initially, the meetings were held in conjunction with the Georgia Fisheries Workers Association (GFWA). In 1990, the American Fisheries Society officially recognized GAAFS with approval of GAAFS Bylaws. In 1991, Spud Woodward (GAAFS President) proposed the combining of GFWA and GAAFS. In 1992, the two groups voted to merge and continue as the Georgia AFS Chapter.

The Georgia AFS EXCOM

The EXCOM is the governing body of the Chapter. The EXCOM shall consist of a President, President-Elect, Executive Secretary/Treasurer, Recording Secretary-Treasurer, Past President, a single representative from Student Subunits within the Chapter, and Ex Officio members as appointed by the President.

The EXCOM is authorized to act on behalf of the Chapter between meetings to carry out the work of the Chapter, including expending Chapter funds, speaking on behalf of the Chapter, and performing appropriate duties and functions.

AFS Procedures: <https://fisheries.org/about/governance/procedures/>

SDAFS Procedure Manual and Bylaws: <https://sd.fisheries.org/procedure-manual-and-bylaws/>

Georgia AFS Monthly Timeline

The timeline starts in February immediately following the Chapter's annual meeting.

February

- Change of Officer form to AFS and send email to SDAFS President
 - Contact SDAFS webmaster to change information on SDAFS website
 - Need email address (work or personal) for each Chapter officer
- Set date for March EXCOM meeting
- Write summary of annual meeting events for SDAFS newsletter
 - Submit to SDAFS newsletter contact by end of March
- Complete Chapter financial report after all annual meeting expenses paid
- Send thank you letters to keynote speaker, fundraising donors and sponsors

March

- Chapter newsletter released first Wednesday of the month
 - Include information about annual meeting with pics
 - Include award winners along with pics
- EXCOM meeting (include all Chapter committee chairs)
 - Options for next annual meeting
 - What committee chairs do we need to replace
 - Financial report
 - Any new business need to be discussed
- Submit information for SDAFS newsletter
- Start fundraising for annual raffle and silent auction

April

- Set up meeting with hotels/conference center for planning team to visit
- Confirm upcoming workshops sponsored by the Chapter
- Determine theme of the next annual meeting
- Letter from the Chapter President – for newsletter and website

May

- Chapter newsletter released first Wednesday of the month
- Theme for next annual meeting
- Location of next annual meeting if confirmed early
- Request symposium ideas
- Planned workshops
- IRS report due May 15th – 990 N (E-postcard)
- EXCOM selects a keynote speaker for the next annual meeting
- Confirm location of next annual meeting – needs to be done before contacting potential keynote speaker

June

- Confirm keynote speaker for next annual meeting
- Review scholarship application requirements with Scholarship Committee Chair
- Review Chapter bylaws for any necessary updates

July

- Chapter newsletter released the week following 4th of July week
- EXCOM meeting (include committee chairs)
 - Announce keynote speaker
 - Location of next annual meeting
 - Symposium ideas
- Annual report due to AFS

August

- Email professors to remind students of scholarship opportunities
- Meeting planning team work on schedule of events

September

- Chapter newsletter released first Wednesday of the month
 - Student Scholarships
 - Due mid-December
 - Chapter officer nominations
 - Due last day of November
 - Professional Award nominations
 - Due end of December
 - Announce abstract due date

October

- Choose a date for the November EXCOM meeting (before Thanksgiving)
- Meeting planning team confirm special sessions/workshops/etc.

November

- Chapter newsletter released first Wednesday of the month
- EXCOM meeting (include committee chairs)
 - Update on officer nominations
 - Update from meeting planning team
- Chapter officer nominations due
- Work on SDAFS Outstanding Chapter Award application

December

- Contact Chapter officer nominees
 - Need bio from nominees by December 27 (Jan. newsletter)
 - Provide nominees with sample bio

- Remind students due date for Scholarship and Travel Award applications
- Remind upcoming due date for Chapter professional awards
- SDAFS Outstanding Chapter Award application due
- Letter from Chapter President for newsletter and website

January

- Chapter newsletter released first Wednesday of the month
- Abstracts due (at least 2 weeks prior to the annual meeting)
- Chapter award nominations due (except Professional Awards)
- Finalize plans for annual meeting

Duties and Responsibilities

(See [Appendix I](#) Chapter Bylaws)

Duties of Officers

- ❖ Chapter President
 - Preside over all meetings of the Chapter.
 - Serve as Chairperson and voting member of the Executive Committee (EXCOM) of the Chapter.
 - Represent the Chapter on the EXCOM of the Southern Division and at the Society meetings.
 - Determine the specific time and place of all EXCOM meetings.
 - Prepare an agenda for and preside over all meetings of the EXCOM.
 - Appoint an Executive Secretary/Treasurer and Ex Officio as needed.
 - Appoint committee leaders.
 - Sign all Chapter correspondence to non-Chapter entities.
 - Perform other duties and functions as outlined in the current AFS Procedural Manual
 - Proceed to the office of Past-President at the end of the term.

- ❖ Chapter President Elect
 - Assume the duties of the President if the President is unable to complete the term.
 - Serve as a voting member of the Chapter's EXCOM.
 - Work closely with the President to ensure that Chapter activities continue smoothly into the next year.
 - Anticipate necessary committee appointments so that they can be made at the time of the annual Chapter meeting.
 - Perform other duties delegated by the President.
 - Proceed to the office of President at the end of the term.

- ❖ Executive Secretary-Treasurer
 - Serve as a voting member on the EXCOM of the Chapter.
 - Serve until their resignation or at the request of the President.
 - Maintain membership files and regularly up-date membership information.
 - Collect and be custodian of Chapter funds as authorized by the EXCOM or the membership.
 - Prepare and file necessary tax returns and other official documents necessary to keep the Chapter in good legal and financial standing.
 - Submit a record of receipts and disbursements at the annual Chapter meeting.
 - Prepare correspondence as requested by officers of the Chapter.
 - Maintain letterhead and other supplies necessary for Chapter functions.

- Inform the Executive Director, Division President, and appropriate Society staff of changes in officers, dates and locations of meetings, and other necessary information.
 - Distribute copies of resolutions to the Executive Director, Society officers, Division President, and appropriate individuals/agencies, as instructed in the resolution.
 - Prepare occasional written summaries of Chapter activities and programs for the Society monthly bulletin “Fisheries”.
 - Discharge other duties that may be requested by the Executive Director, the Society, or officers of the Southern Division.
 - Maintain the archives of records regarding the business of the Chapter.
 - Finalize all business transactions prior to leaving the position.
 - Perform other duties delegated by the President.
- ❖ Recording Secretary-Treasurer
- Serve as a voting member on the EXCOM of the Chapter.
 - Keep the official records of the Chapter, including minutes of the annual Chapter business meeting. These minutes shall be submitted to the Executive Director of the Society and to the Secretary-Treasurer of the Southern Division within 30 days after said meeting.
 - Present an annual summary of collections and payments to the Chapter at the business meeting of the annual Chapter meeting
 - Temporarily assume position of Executive Secretary/Treasurer if position becomes vacant and a replacement cannot be found by the President. This appointment would be until the next annual meeting when other candidates (including the incumbent) would be considered and a new Executive Secretary/Treasurer elected.
 - Perform other duties delegated by the President.
- ❖ Chapter Past-President
- Serve as an ex-officio member on the EXCOM of the Chapter who shall only vote in the event of a tie-breaker.
 - Nominate the Chapter for “Chapter of the Year” with the Division, as requested by EXCOM.
 - Assist current Chapter President transitioning into office
 - Perform other duties delegated by the President.
- ❖ *Ex Officio* members
- Serve as non-voting adjuncts to the EXCOM to ensure the completion of special project(s) or activities of interests to the EXCOM. Ex Officio positions are term-limited and are appointed by the President.

Duties of Chapter Committees

- ❖ Membership and Student Affairs
 - Recruit new members for the Chapter and the Society.
 - encourage continued membership of current members.
 - promote student involvement.
 - identify concerns of members and students related to Society/Chapter structure, function, and activities.
 - assist the Executive Secretary-Treasurer in maintaining a current copy of the Chapter membership.
 - assist the Recording Secretary-Treasurer in collecting Georgia AFS membership dues during the annual meeting.
 - work with the EXCOM to plan the Student-Mentor luncheon that takes place during the annual meeting.

- ❖ Ballot
 - prepare, receive, and tally ballots for the elections of Chapter officers and other matters (e.g., adoption of new policy) as appropriate.
 - report all election results to the EXCOM at the annual Chapter meeting.

- ❖ Fundraising
 - solicit donations and contributions for various Chapter and/or Society events, including the annual Chapter meeting.
 - ensure that pre-identified information from all donations and contributions received is provided to the Executive Secretary/Treasurer.

- ❖ Arrangements
 - assist in organizing and carrying out various duties (e.g., selecting venue, negotiating venue rental rates (room, breaks, AV), arranging outside catering as needed) associated with the annual Chapter meeting
 - Other assigned events as needed

- ❖ Hutton
 - oversees the Chapter's implementation of the Hutton Junior Fisheries Biology Program.
 - serve as a Hutton mentor, as appropriate.
 - be responsible for recruiting of new mentors.

- ❖ Continuing Education
 - arrange for or provide affordable opportunities that help support the continuing education requirements for Society Professional Certification program.
 - provide applied training opportunities to students that will serve them well as they seek employment in the profession.

- meet the training needs of employees of the Georgia Department of Natural Resources and fisheries-related personnel in the state of Georgia.

- ❖ Nominating
 - work with the Communications Committee to recruit individuals willing to run for and serve in Chapter offices.
 - solicit biographies from candidates running for office.
 - recommend candidates for officer positions at least 3 months prior to the date of the annual Chapter meeting.
 - distribute copies of the biography of each candidate running for specific Chapter office to Chapter members prior to elections occurring at the annual Chapter meeting.

- ❖ Policy, Bylaws, and Resolutions
 - be familiar with current Chapter bylaws and maintain a copy of the contact information of the current Society Constitutional Consultant.
 - develop and recommend resolutions considered prudent and necessary to further the mission of the Chapter.
 - present resolutions to the EXCOM for consideration.
 - assist in the development of Chapter bylaw amendments as directed by the EXCOM.

- ❖ Program
 - be responsible for solicitations of presentations and posters for the annual Chapter meeting.
 - lead the development and printing of the program for the annual Chapter meeting.

- ❖ Awards
 - be responsible for judging presentations at the annual meeting and for any other Chapter awards as designated by the EXCOM.
 - solicit nominations for the annual awards offered by the Chapter.
 - consider all nominations and select appropriate recipients by a majority vote of the Committee.
 - ensure that the Executive Secretary/Treasurer has ordered the President's "Certificate of Appreciation" plaque from the Society.

- ❖ Audit
 - meet with Executive Secretary/Treasurer every 2 years to audit the Chapter accounts.
 - report the results of the audit to the membership at the regular chapter meeting.

- ❖ Scholarship
 - assist in assessing scholarship applicants for the Ronnie J. Gilbert Scholarship and the Georgia AFS Undergraduate Travel Stipend.
 - Submit names of student scholarship winners to the EXCOM for approval.

- ❖ Communication
 - seek to disperse information pertaining to the Chapter via multiple outlets, including the Chapter website, Facebook, newsletters, Fisheries magazine, or other appropriate media.

- ❖ Environmental Concerns
 - identify issues pertaining to the conservation and responsible management of aquatic species and their habitats.
 - provide a forum by which ideas and information pertaining to environmental concerns may be exchanged.
 - consider an official “Chapter position” on specific issues, when deemed appropriate. In that realm, consultation with the Policy, Bylaws, and Resolutions Committee may be warranted.

- ❖ AFS/SDAFS Liaison
 - seek to maintain good communication between the Chapter and the Society and the Southern Division of the American Fisheries Society.
 - report pertinent information pertaining to the Society to the EXCOM.

AFS Resources Available for Unit Leaders

- Unit Resource Center: <https://fisheries.org/about/units/guidelines/>
- Code of Conduct: <https://fisheries.org/about/governance/afs-meetings-code-of-conduct/>

Chapter Procedures

Planning the Annual Meeting

The Georgia AFS annual meeting is a 3-day meeting scheduled for 2 weeks after or 2 weeks before the annual Southern Division AFS meeting. It is preferred to have the annual meeting around mid-February.

The Chapter should select different venues around the state when planning an annual meeting. However, we must consider potential inclement weather when selecting a site for the annual meeting. The Chapter can lose money if we are forced to cancel a meeting due to snow and/or ice. The Chapter signs a contract with the hotel and/or conference center committing to filling a pre-determined number of room nights, booking a ballroom, and arranging for the awards banquet. The Chapter can lose thousands of dollars.

- **Who is involved?**
 - EXCOM
 - Planning Team

- **Selecting Dates for the annual meeting**
 - 2 weeks prior or 2 weeks after SDAFS meeting
 - Prefer early to mid-February
 - Most colleges start second semester after first week of January
 - Late February GA DNR is collecting fish for spawning season

- **Venue selection (See [Appendix A](#) for potential venue and site venue checklist)**
 - Ballroom
 - space for 150 seated banquet style (round tables)
 - 4200 square feet or greater is preferred (space for fundraiser)
 - Additional rooms and outdoor space (not necessary, but helpful)
 - Separate rooms for breakout sessions or posters
 - Command Center for registration table, arrangements, etc.
 - Space outdoors to host outdoor activity/training/etc.
 - Pre-function area
 - Space for registration tables (3 6ft tables)
 - Power for printer and laptops
 - Trash can
 - Space for food and beverage breaks
 - Cost (add to cost the service fee + local taxes = about 30%)
 - Break Sessions – check on cost of all day breaks
 - Poster Social
 - Awards Baquet – expect \$35 - \$50 per person

- Meeting Room(s) – some hotels comp meeting space when we book a certain # of room nights or spend a certain amount of money on food and beverage)
 - Cash Bar for Social and Awards Banquet
 - Student-Mentor Luncheon
 - Hotel Room
 - Gov't rate or very close is preferred; check with professors and GA DNR if unsure
 - Clean and friendly service
 - Meeting space and hotel are in the same building or within walking distance (this request comes from Chapter members)
 - Can we have offsite vendors? (Most do not)
 - Tim Barrett for Social and Awards Banquet
 - Cheaper for us to set up our own break sessions
- **Selecting a Meeting Theme**
 - Guidelines
 - What are the event goals and purpose?
 - Ensure theme is relevant to the audience
 - Does the theme reflect the Chapter's mission and values?
 - Keep it Simple
 - Ask planning team to submit ideas to the EXCOM
 - EXCOM vote on meeting theme
- **Selecting Keynote Speaker (See [Guidelines for Selecting Keynote Speaker](#))**
 - Chapter President and President-elect create a list of 3 – 5 candidates
 - EXCOM decides upon top two candidates
 - Chapter President contacts potential keynote speaker
- **Student Poster Social**
 - Arrangements Committee Chair and Student Awards Committee Chair determine best location for the Poster Social
 - Determine if we have within our budget to include finger foods during social event
 - Does the hotel/conference center require us to have a bartender?
 - Cash bar?
 - Drink tickets?
 - Chapter responsible for making sure no underage drinking of alcoholic beverages during scheduled events
- **Awards Banquet**
 - Awards Committee Chair and Arrangements Committee work together to plan the handing out of awards

- How much time is needed to hand out awards?
- Hospitality Coordinator arranges for a photographer to take pictures of award winners
 - Take pictures of award winners after all awards presented
 - Select a location with a nice background
- **Georgia AFS Annual Fundraiser**
 - Determine the number of tables needed for raffle and silent auction items – typically we need 12 – 15 6ft tables
 - Prior to the meeting organize the donated items into “baskets” valued at \$100 or more (saves time when setting up the night before the meeting)
- **Annual Meeting Program**
 - Program needs to be completed at least one week prior to the meeting
 - Program posted to website prior to start of the meeting
 - Determine how many programs to print prior to the meeting
- **Planning Team Responsibilities**
 - **Executive Secretary - Treasurer**
 - Determine budget for meeting
 - Present to EXCOM recommended registration rates
 - Suggest sites for Chapter President to consider
 - Attend site visit if possible
 - Review meeting sponsorship levels and adjust as necessary
 - Contact potential meeting sponsors
 - Work with EXCOM to create a draft of the meeting schedule
 - Make sure Program Committee has approved meeting schedule 2 weeks prior to the annual meeting – creating the official program
 - Work with Program Committee Chair to create meeting program
 - Organize volunteers for registration table
 - Recruit volunteers to be moderators and notify them of their assigned times one week prior to the meeting
 - Work with Membership and Student Affairs Committee to plan Student-Mentor luncheon
 - Work with Communications Chair to update website and social media sites to advertise annual meeting and due dates
 - Contact poster presenters to send a pdf of their poster to the Chapter 5 days prior to the meeting
 - Determine how many programs to print 5 days prior to the meeting
 - Keep the planning team informed and on track to meet deadlines
 - **Chapter President**
 - Contact potential sites to consider and arrange for planning team site visit to selected locations

- Review contract before it is signed by Executive Treasurer
 - Present ideas for meeting theme
 - Work with Executive Treasurer to create list of potential sponsors
 - Work with Chapter President-elect to present a list of potential keynote speakers to the EXCOM to vote upon
 - Work with the Program Committee to recruit symposia organizers and technical session conveners
 - Work with the Program Committee to organize a panel discussion that relates to either a current fisheries issue or is part of one of the meeting symposiums
 - Work with EXCOM to create draft of meeting schedule
 - Approve final draft of schedule
 - Work with Executive Treasurer and Hospitality Coordinator to plan Student-Mentor Luncheon
- **Recording Secretary-Treasurer**
 - Attend site visit for potential locations if possible
 - Work with Arrangements Committee to plan break sessions, Awards Banquet, and Social event
 - Review contract before it is signed by Executive Treasurer
 - Work with Student Awards Committee Chair to organize Student Poster Social
 - Work with EXCOM to create draft of meeting schedule
 - Work with Fundraising Chair to sell raffle tickets during meeting (use Square Reader – need to have app on phone)
- **Arrangements Committee Co-Chairs**
 - Attend site visit if possible
 - Work with Recording Secretary to plan break sessions, Awards Banquet, and Social Event
 - Review contract before it is signed by Executive Treasurer
 - Work with Student Awards Committee Chair to organize Student Poster Social
 - Check to make sure all A/V equipment is ready for meeting
 - Work with Fundraising Chair to sell raffle tickets at registration table
- **Hospitality Coordinator**
 - Work with EXCOM on creating draft of the schedule
 - Work with Recording Secretary-Treasurer and Arrangements Committee to plan break sessions, Awards Banquet, and Poster Social event
 - Present extracurricular team-building event ideas to planning team to consider to include during the meeting

- Work with Membership and Student Affairs Committee Chair to plan Student-Mentor luncheon
 - Recruit volunteers to take pictures for the Chapter during the meeting (and the awards ceremony)
 - Manage the hospitality suite for Chapter volunteers and other invited guests
- **Membership and Student Affairs Committee Chair**
 - Work with Executive Treasurer, Chapter President, and Hospitality Coordinator to plan Student-Mentor Luncheon
 - Collaborate with whomever has Bubba Bass to make sure they have a PowerPoint presentation or video to present at the annual Awards Banquet
- **Fundraising Committee Chair**
 - Work with Executive Treasurer to plan annual fundraising event
 - Work with Chapter Recording Secretary-Treasurer and Arrangements Committee to sell raffle tickets (cash and credit)
 - Review meeting program to make sure no fundraising donor logo was left off the list
- **Student Awards Committee Chair**
 - Work with Arrangements Committee and Chapter Recording Secretary to plan organization of the Student Poster Social
 - Recruit and organize judging volunteers 7 – 10 days prior to the annual meeting
 - Work with the Program Chair to get a list of student presentations and student posters
 - Provide each judge with their assignments at least 3 days prior to the annual meeting
- **Professional Awards Committee Chair**
 - Work with Arrangements Committee to plan the awards ceremony during the annual meeting
 - Make sure the Executive Treasurer has purchased enough award plaques
 - Approve design of the Chapter award certificates
- **Program Committee Chair**
 - Work with the Chapter President to recruit symposia organizers and technical session conveners
 - Work with Chapter President to organize a panel discussion that relates to either a current fisheries issue or is part of one of the meeting symposiums

- Works with Communication Committee Chair to establish a suitable deadline for submitting abstracts
- Work with Executive Treasurer to create meeting program
- Have schedule of events ready 2 weeks prior to annual meeting
- **Chapter President-Elect**
 - Review contract before it is signed by Executive Treasurer
 - Work with EXCOM to create a draft of the meeting schedule
 - Work with Chapter President-elect to present a list of potential keynote speakers to the EXCOM to vote upon
 - Work with Executive Treasurer to create list of potential sponsors
 - Work with Executive Treasurer, Chapter President, Membership and Student Affairs Committee, and Hospitality Coordinator to plan Student-Mentor Luncheon
- **What if we have a joint meeting with another Chapter?**
 - Both EXCOMs
 - will need to meet and discuss the best venue for both chapters
 - discuss the layout of the program
 - determine how to solicit sponsors
 - decide how to divide any profits from the meeting
 - decide how meeting participants register for the meeting
 - settle on how student presentations and posters will be judged
 - The Georgia Chapter annual fundraiser is separate from the annual meeting. Our fundraising team secures thousands of dollars' worth of raffle and silent auction prizes each year. The Georgia AFS Fundraising Chair should meet with the other chapter's Fundraising Chair to discuss options for the raffle and silent auction.

Chapter EXCOM Meetings

The EXCOM is the governing body of the Chapter. The EXCOM shall consist of a President, President-Elect, Executive Secretary/Treasurer, Recording Secretary-Treasurer, Past President, a single representative from Student Subunits within the Chapter, and Ex Officio members as appointed by the President.

The EXCOM is authorized to act on behalf of the Chapter between meetings to carry out the work of the Chapter, including expending Chapter funds, speaking on behalf of the Chapter, and performing appropriate duties and functions.

Except for the Past President and Ex Officio members, each member of the EXCOM shall have one vote on EXCOM decisions. In the event of a tie, the Past-President's vote shall be the deciding vote. A quorum (i.e. more than half of the voting EXCOM) is required for transaction of official business at an EXCOM meeting; and a simple majority, meaning more than half of the members attending the meeting, is required for a motion to pass.

The EXCOM shall hold meetings necessary to conduct the business of the Chapter. The specific time and place of all EXCOM meetings shall be the responsibility of the President. EXCOM meetings may be in-person or via electronic communication through means including, but not limited to phone, electronic mail, and videoconferencing. The Chapter President or their proxy should provide EXCOM members with an agenda and other related material at least two days prior to the EXCOM meeting. Though meeting frequency is not defined, at least four meetings are recommended annually: These include meeting:

- Within 2 weeks following the annual Chapter meeting: to summarize the annual meeting; to act on issues as necessary; and conduct other business as appropriate.
- Fall: to review plans for the upcoming annual Chapter meeting; discuss the Southern Division meeting; discuss the status of committee recommendations; and conduct other business as appropriate.
- Within 2 weeks prior to the annual Chapter meeting: to finalize plans and agendas for the annual Chapter meeting.
- The night before the annual Chapter meeting: to review and complete any last-minute tasks and ensure no issues have arisen pertaining to the annual meeting, the social, or the awards banquet.
- Conference calls will be conducted as needed. Attendance at EXCOM meetings is required, when reasonably possible, by all EXCOM members.

Each of the Chapter committee chairs should be invited to the EXCOM meetings. Although the committee chairs will not vote on EXCOM decisions, their input is valuable when planning for the annual meeting and conducting other Chapter business.

Chapter Business Meeting

The AFS Rules provide an order of business for the annual Business Meeting that must be followed, and which supersedes the order suggested in Robert's Rules. For other AFS meetings, Robert's Rules suggests that the meetings follow the following order of business:

1. Reading the Minutes of the previous meeting [and their approval]
 2. Reports of Officers and Standing Committees
 3. Reports of Special Committees
 4. Special Orders
 5. Unfinished Business and General Orders
 6. New Business
- Note that "Determination of a Quorum" is not part of the formal order of business, because the meeting must have a quorum before any official business is conducted.
 - "Special Orders" are usually motions or actions carrying over from past meetings, for which the members want to make certain are addressed at the present meeting. Unfinished actions can also be handled under "Unfinished Business."
 - Reading of the minutes under the first order of business may be waived if the draft minutes are distributed to the members ahead of the meeting. If the minutes are distributed ahead of time, a motion to dispense with reading of the minutes may be made. This motion must be seconded, is neither debatable nor amendable, and requires a simple majority to pass.
 - If a matter arises during the meeting that is not "in order," members attending may vote to suspend the rules to address that matter immediately. A motion to suspend the rules must be seconded, is neither debatable nor amendable, and requires a two-thirds majority vote to pass.

See [Appendix H](#) for a sample agenda and AFS guidelines for conducting a Chapter Business Meeting

Nominations and Voting

The Nominations Chair and Ballot Chair work together to ensure we have a successful election of Chapter officers. All Chapter officers must be members of the Parent Society.

The Nominations Chair will work with the Communications Chair to make sure Chapter members are aware of the procedures for nominating someone for Chapter President-Elect and Chapter Recording Secretary-Treasurer. This information will be published in the September/October newsletter, on the Chapter website, posted to Chapter social media accounts, and emailed to all members.

Nominations Chair Timeline

- Mid-August
 - Work with Communications Chair to create GAAFS Officer Nomination Form
- September
 - Link for nomination form sent to members (remind members they can nominate themselves or another member in good standing)
 - Email, newsletter, website, social media
 - Due date for nominations is November 30th to allow time for nominees to submit their bio by the end of December
- November
 - Remind members of due date for nominations
 - Email, newsletter, website, social media
- December
 - Nominations Chair contacts nominees by December 10th to confirm their acceptance to run for office
 - All candidates willing to run for office need to provide a brief biography by December 28th to be included in the January/February newsletter and posted to the website and the Chapter social media sites

Candidate Biography should be 500 words or less and include the following:

- What “hooked” you into pursuing a career in fisheries
- Experience working in fisheries – include graduate experience if applicable
- Academic credentials
- GAAFS involvement (can include volunteer experience with SDAFS and AFS)
- Your vision for GAAFS
- What can you bring to Georgia AFS

Once the Nominations Chair confirms the candidates, they need to provide the names to the Ballot Committee Chair.

The Ballot Committee Chair needs to work with the Communications Chair to announce election information to the Chapter members. Chapter members will need to be reminded that they are only able to vote for chapter officers if they are members of the Parent Society.

Ballot Committee Chair Timeline

- December
 - Reminder in January/February newsletter that Chapter members in good standing with the Parent Society will be receiving an email about information on voting for Chapter officers in mid-January. And if they do not receive an email they need to email the Chapter (GeorgiaAFS@gmail.com).
- January
 - Ballot Committee creates a Google form to allow for electronic voting
 - 15 days prior to the annual meeting email voting ballot link only to members in good standing with AFS
 - Voters should include their AFS membership number on the voting ballot
 - Due date for electronic voting is by noon of the 1st day of the meeting
 - Ballot Committee Chair prints at least 40 ballots to be handed out at the annual meeting for those who do not want to vote electronically
- February (Annual Meeting)
 - Online voting is closed at noon so the Ballot Committee can confirm the votes
 - Find a quiet place away from people
 - One committee member reads out the AFS membership number from the ballot for another committee member to check off the spreadsheet of Georgia Chapter members AFS membership number. (Names are not included on this list to maintain anonymity)
 - The Executive Secretary-Treasurer can look up any membership number that is not on the checklist to double-check membership status
 - Meeting registration table - Recording Secretary-Treasurer can hand out paper ballots to any member in good standing with AFS who did not vote electronically
 - Ballot box will be on the registration table
 - All paper ballots must be submitted by 4pm
 - 4pm – Ballot Committee counts the paper ballots submitted and combines the votes with the electronic votes to determine winner(s)
 - At least two members of the Ballot Committee should be present during the counting of paper ballots (as well as counting electronic ballots)
 - Once results validated the Ballot Committee Chair can announce the results at the Chapter business meeting

Notes:

- ❖ Since the Georgia Chapter has its elections early in the year it is a good time to remind members to renew their AFS membership so they can vote on Chapter business.
- ❖ Publicly reporting the number of votes cast for each candidate offers little in terms of validation but can be damaging to the candidates; for these reasons, it's recommended that the ballot counts not be disseminated.

Policy, Bylaws, and Resolutions Committee

The primary purpose of this Committee is to review proposed resolutions and Bylaw changes and make recommendations to the Executive Committee. This committee also works with the Past President in updating the Chapter Operations Manual.

Georgia Chapter Bylaws

The Bylaws are the defining document for the Chapter and take precedence over all procedures and guidelines listed in the Chapter Operations Manual. The Bylaws cannot be suspended and cannot be amended without prior notice to Chapter members. Amending bylaws requires a strategic plan of action. The amendment of the bylaws takes a considerable amount of time. Therefore, the committee should perform an annual review of the Chapter bylaws for any needed updates or changes.

- Announce in the March/April Chapter newsletter for Chapter members to provide any recommendations for amendments to the Chapter Bylaws by a predetermined date in June (prior to meeting with the EXCOM) and send a reminder in the May/June newsletter.
- The Committee should plan a meeting with the Chapter EXCOM to review the Chapter bylaws in June or July and to read through comments provided by members.
 - EXCOM and Committee Chairs responsibilities
 - Offices and titles
 - Quorum requirements
 - Methods of communication
 - Voting rules
 - Virtual meeting rules
- Contact the Society's Constitutional Consultant as early in the process as possible to make sure the necessary steps to amending unit bylaws are understood. They Constitutional Consultant can provide example bylaws to help facilitate the approval process. ([Society Checklist for Amendment of Bylaws](#))
- Contact SDAFS EXCOM to present them with the amended bylaws. A vote of approval is not needed by SDAFS.
- A 2/3 majority approval by voting Chapter members is required provided that the proposed amendment(s) are circulated in writing (i.e website, newsletter, email) to the membership at least 30 days prior to voting. Voting will be open for two weeks post membership review.
- Send a copy of the final amended bylaws and decision to the Society's Constitutional Consultant for approval.
- The amended bylaws will take effect after receiving written notice from the Society's Executive Director.

Chapter Operations Manual

The Chapter Operations manual should be reviewed annually.

- The Committee Chair should provide a due date for the EXCOM and Chapter Committee Chairs to review the Chapter's Operations Manual.
 - Any proposed changes or updates need to be sent to the Committee Chair
 - The Committee Chair will compile the list to present to the EXCOM for review and approval.
- After amendments have been approved by the EXCOM the Committee Chair will make changes to the Operations Manual and provide a copy for the Communications Chair to post to the Chapter website.

Resolution Proposals

Resolutions are simply formal statements, typically of support for an idea or appreciation. A resolution can call attention to issues of concerns and inform members of matters important to the Chapter.

There are two types of resolutions the Chapter can consider.

- Internal resolutions concern the Chapter by honoring the achievements of members, addressing Chapter operations, or recognizing individuals or organizations that have assisted the Chapter in its work.
- General resolutions place the views of the Chapter on record regarding matters of significance affecting fishery resources within the boundaries of the Chapter. Resolutions may be adopted at any organizational level of AFS. *Chapters are encouraged to submit resolutions of national or international significance to its Division or AFS.*

How to propose a resolution?

- Enlist Chapter members into submitting ideas for a resolution by making an announcement in the Summer and Fall newsletters.
 - Resolutions should be sent to the Committee Chair to review for conformity to format and grammatical accuracy
- Work with the Environmental Concerns committee 5-6 weeks prior to annual meeting to compile suggestions and prepare rough drafts of resolutions
- Special attention is needed to assure a resolution contains the desired wording
- Consult Society guidelines to make sure any action taken does not endanger our tax exempt status but still fulfill the Chapter's objective
- Carefully reviewed resolutions should be presented to the Chapter members for discussion and a vote during the Chapter Business Meeting. The Committee should provide copies of the resolutions to the Chapter EXCOM 2 weeks prior to the Business Meeting for review.

How to write a resolution (See [Appendix B](#) for additional information)

The format of resolutions should follow that recommended in Robert's Rules of Order (revised). A resolution begins with the words "Resolved, that," the word "Resolved" being underscored or printed in italics. Most resolutions include a preamble, which gives reasons for the proposed action. Each clause in the preamble constitutes a paragraph beginning with "Whereas." The preamble should never include a period, but each paragraph should close with a comma or semicolon, followed by "and," except the last paragraph, which should close with the words "therefore, be it." A resolution should avoid periods. When periods are necessary, it is better to separate the resolution into two or more sentences each beginning with the word "Resolved."

Resources for writing resolutions

- [Southern Division AFS Procedure Manual](#)
- <https://fisheries.org/policy-media/resolutions/>
- <https://senate.humboldt.edu/Guidelines-for-Writing-Resolutions>

Preparing Annual Reports for AFS and SDAFS

The Chapter President and Executive Secretary-Treasurer will work together to prepare the annual reports for AFS and SDAFS. Both AFS and SDAFS will email the Chapter President the due date for the reports along with the link for the form the Chapter needs to complete.

AFS Annual Report

1. What goals did your Chapter establish for the year?
2. What progress has your Chapter made in achieving your goals?
3. Any additional Chapter activities?
4. Annual Meeting information
 - a. Theme
 - b. Number registered
 - c. Number of presentations
5. What DEIJ initiatives or practices did your Chapter implement this year?
6. What guidance or resources from AFS might benefit your Chapter's DEIJ practices in the next year?
7. What continuing education courses did your Chapter host?
8. What is your Chapter doing to promote AFS membership?
9. Does your Chapter have any developing concerns or issues?

SDAFS Annual Report

1. What goals did your Chapter establish for the year?
2. What progress has your Chapter made in achieving your goals?
3. Any additional Chapter activities?
4. Did you hold a meeting?
 - a. Number registered
 - b. In-person only or hybrid
5. What DEIJ initiatives or practices have you implemented?
6. What guidance or resources from SDAFS might benefit your DEIJ practices in the next year?
7. What continuing education courses did your Chapter host?
8. What is your Chapter doing to promote AFS membership?
9. Does your Chapter have any developing concerns or issues?

SDAFS Outstanding Chapter Award

The immediate Past-President and Executive Secretary-Treasurer will work together to complete the application for SDAFS Outstanding Small Chapter. Information about SDAFS awards and due dates is on their website <https://sd.fisheries.org/southern-division-awards/>.

What information do we need for the SDAFS Outstanding Chapter application?

- A summary of what makes our chapter unique and outstanding (300 words or less)
- Names of EXCOM and Committee Chairs
- Membership information
 - Total number
 - % increase or decrease from previous year
 - # Student members
 - # Parent Society members
- Our efforts towards enhanced recruitment and retention (150 words or less)
- Chapter annual meeting information
 - Duration, location
 - Participation (# registered, # presentations, theme)
 - Special accomplishments
 - Social functions
- Additional Chapter/Committee activities
- Information on how Chapter communicates with members
- Special symposia/workshops/projects
- Student Activities – need report from UGA Subunit
- List of Chapter awards and criteria
- Chapter Scholarships
- Chapter Grants
- Chapter Environmental Action

The Georgia Chapter has been awarded the SDAFS Outstanding Small Chapter in 2021, 2022, and 2023.

The Awards Chair for SDAFS is responsible for submitting chapters for the AFS Outstanding Chapter awards. The Chapter should provide the SDAFS awards chair and SDAFS President with its completed nomination form for the AFS Outstanding Small Chapter of the Year.

The Georgia Chapter was awarded AFS Outstanding Small Chapter in 2021.

Financial Management

The Executive Secretary-Treasurer is responsible for maintaining the Chapter's financial records. (See [Appendix H](#) for sample of Chapter financial report)

It is very important that the Chapter has an independent checking account for all Chapter funds. These funds cannot be commingled with those of any other organization or person. The checking account must be in the name of the Chapter and use the Chapter's Employer Identification Number (EIN). (Georgia Chapter EIN: 52-1457100)

The Executive Secretary-Treasurer maintains records of the Chapter's checking account and the investment account we have through AFS.

After the 2017 annual meeting the Chapter invested our profits (\$10,000) from the 2015 Southern Division AFS Savannah meeting along with a substantial donation from Ronnie Gilbert (\$10,000) in a way that would benefit our student members and provide opportunities to attract new members to the Georgia Chapter. The Chapter decided to invest with the AFS Managed Unite Investment Program because we are guaranteed not to lose our \$20,000 investment. It was decided not to touch the investment for at least the first three years to allow for more profits.

Square Reader and Chapter Ecommerce Store

The Chapter has a Square account that is managed by the Executive Secretary-Treasurer. In addition to using Square readers onsite at the annual meeting, the Chapter maintains an ecommerce store that allows members to pay dues, pay for meeting registration, pay for workshops, make donations, etc.

Georgia AFS Store: <https://georgia-chapter-of-the-american-fisheries-society.square.site/>

Tax Filing Responsibilities

The Executive Secretary-Treasurer is responsible for filing IRS Form 990 or 990-EZ.

Most organizations exempt from income tax must file an annual information return (Form 990 or 990-EZ) or submit an annual electronic notice (Form 990-N), depending upon the organization's gross receipts and total assets.

Organizations with gross receipts normally \$50,000 or less will file electronically using Form 990-N on or before May 15, for calendar year end entities. Most AFS Units fall in this category and will file using Form 990-N. There is no penalty for late filing but organizations failing to file for three consecutive years will automatically lose their tax-exempt status and will have to apply and pay for reinstatement separately from AFS.

Chapter Donations

The EXCOM must approve all Chapter donation requests.

Chapter members may submit in writing to the EXCOM requesting approval for donations to support an event or a project that supports the Chapter's mission.

The Chapter donates \$500 to both the Go Fish Education Center classroom and the McDuffie Environmental Education Center classroom each year. It is easier for both organizations if the Chapter purchased \$500 worth of supplies and/or equipment instead of sending a check. The Executive Secretary-Treasurer is responsible for requesting the EXCOM approve these donations.

The Chapter typically donates \$500 to the Chapter hosting the SDAFS annual meeting if funds are available.

Chapter-Funded Travel for AFS Meetings

With the continued growth of the GA AFS Chapter and its secure current financial status, it is prudent for us as EXCOM members to proactively prepare, plan, and ensure that our Chapter is represented at higher level Society meetings (e.g. Southern Division, National meeting). Although we have historically called upon the employers of EXCOM members (e.g. academic institutions, GADNR, etc.) to fund such travel, considering recent budgetary restrictions for these groups and the fiscal solvency of the Chapter, it is appropriate for the Chapter to set aside funds to support the travel expenses of its own EXCOM representative to attend and represent the GA Chapter at a designated meeting (e.g. Southern Division or National AFS), in situations where other sources of travel support are inadequate. To accomplish this, adequate budgetary planning must occur. Consequently, it is proposed that the Executive Secretary Treasurer, with support from the EXCOM, annually discuss and, when feasible, set aside up to \$1,000 per year to fund the travel of one EXCOM member to attend an AFS meeting (e.g. SDAFS, National AFS). This sum could be used 100% for SDAFS, 100% for AFS, split between the two, or not used at all if no financial need arises in a given year. It is further proposed that the representative for a given meeting be selected in the following order: current President, President-elect, Past-President, Executive Secretary-Treasurer, Recording Secretary-Treasurer, and Subunit President. It is emphasized that the representative's employer should remain the first choice for funding meeting travel; only if such support is not available (in part or whole) should the Chapter step in to fill the void to the extent possible. In the event that an EXCOM member can attend fully funded by their employer or other funding source, this would negate the need for the Chapter to fund the travel that year. Types and amounts of expenses eligible for reimbursement, including per diem rates, will be discussed and agreed-upon by EXCOM members case by case, prior to each travel event. The approved traveler is expected to use wise and economical judgment pertaining to travel expenses. Unless otherwise retracted by EXCOM vote, this policy shall remain in effect from 1 February 2020 until 31 January 2025 (5 years) and can be discussed and voted upon for renewal by EXCOM beyond that date.

UGA Student Subunit

The University of Georgia Student Subunit was officially recognized as the Chapter's first subunit in 2000 when its bylaws were approved by the Governing Board of AFS.

<https://fisheries.org/about/governance/procedures/chapters-and-other-units/>

Chapters may create smaller organizational units with various titles, organization, and purposes. These subsidiary units may not act without the unit's approval. Under the Constitution, this is the mechanism for creating groups covering even smaller geographic areas (e.g., Student Subunits within state Chapters).

<https://fisheries.org/about/governance/constitution-and-rules/#Rules6>

STUDENT SUBUNITS are defined by academic institutions and are maintained under the auspices of Chapters. They are intended to advance the Society's objectives through involvement of student members at the level of colleges and universities.

1. *A petition to create a Student Subunit must be signed by at least 6 Active Members and an AFS member faculty advisor at the University or College. Formation of a Student Subunit shall be overseen by the Chapter within whose geographical boundaries it occurs.*
2. *The Student Subunit operates under the auspices of the Chapter within whose geographical boundaries it occurs.*

Only students who are AFS members in good standing can hold office, chair a committee, or vote on subunit affairs.

The UGA Subunit President shall prepare a summary of the subunit's activities to report at the annual Georgia Chapter AFS business meeting. If the President is unable to attend the meeting, they should appoint a representative and inform the Georgia AFS President.

The UGA Subunit Secretary shall prepare:

1. A mid-year summary (August to November) to submit to the Georgia AFS Executive Secretary-Treasurer by the end of November. This summary will be used in the annual report to SDAFS that is due in December.
2. A summary of the subunit's activities from January to April that is to be sent to the Georgia AFS Executive-Treasurer to be used in the annual report to AFS that is due in August.

Chapter Guidelines for EXCOM and Committee Chairs

The Annual Meeting

Our annual chapter meetings have evolved over the years and now require a team of volunteers to arrive the night before to set up the meeting. This team of volunteers usually consists of the Chapter President, Chapter Recording Secretary-Treasurer, Executive Secretary-Treasurer, Arrangements Committee Chairs, Hospitality Coordinator, Awards Committee Chairs, Fundraising Committee Chair, and pertinent committee members.

Setting up the night before:

- Registration tables
 - Laptops
 - Printer
 - Name Tags and extra blank name tags (Avery 74459)
 - Check-in sheet (all pre-registered participants)
 - Programs
 - Square Readers
 - Money Bags (Registration with \$200 petty cash and Raffle)
 - Office supplies
 - Paper for copier
 - Sticky notes
 - Clips
 - Stapler
 - Scissors
 - Tape (Painter blue tape)
- Raffle and Silent Auction tables
 - 25 – 30 plastic containers for raffle tickets
 - Clipboards for silent auction items (silent auction sheets for each)
- Audio and Visual
 - 2 projector screens with projectors
 - Chapter laptop
 - Chapter sound system
 - A/V box supplies
 - Remote control for presenters
 - Extra AA batteries
 - Extension cords (two 25ft and one 50ft)
 - HDMI cables for projectors
 - Microphone and cable
 - Cable ties
 - Duct tape
- Poster stands and backboards
- Hospitality Suite

Day One of the Annual Meeting

- 11am – soda and water
- 1pm – Chapter President Welcome
 - Opening remarks
 - Hand out a door prize
- 1:15pm – Introduce Keynote Speaker
- Sessions of four to five 15-minute presentations
- 15-minute break after each session
- 4pm – Chapter Business Meeting
- 5pm – Chapter members on their own for dinner
- 7pm – Poster Social and Trivia Night

Day Two of the Annual Meeting

- 7:30am – Breakfast refreshments
- 7:45am – Fellowship Christian Conservationist
- 8:30am – Chapter President reminders and updates
 - Housekeeping
 - Purchase Raffle tickets – raffle and silent auction ends after awards ceremony
 - Give out a door prize
- Sessions of four to five 15-minute presentations
- 15-minute break after each session
 - Mid-morning refreshments
- 11:30am Break for lunch (student-mentor luncheon?)
- 1:00pm Return from Lunch
 - Hand out a door prize
- Sessions of four to five 15-minute presentations
- 15-minute break after each session
 - Mid-afternoon refreshments
- ***Alternatives to typical 15-minute presentations***
- *Breakout sessions, technical sessions, workshop, etc. the afternoon of day two*
- *6pm – **Awards Banquet and Annual Fundraiser*

Day Three of the Annual Meeting

- 7:30am – Breakfast refreshments
- 8:30am – Chapter President reminders and updates
- Sessions of four to five 15-minute sessions
- 15-minute breaks after each session
 - Mid-morning refreshments
- 11:30am – Closing Remarks
 - Chapter President last comments
 - Door prizes (two or three)
 - Incoming President presents plaque to outgoing President
- 12:00am – Adjourn

****Georgia AFS Awards Ceremony**

The Awards Ceremony takes place 1 hour after the start of the banquet dinner. Whenever possible the banquet dinner should be planned to start no later than 6:30 pm. The Chapter Awards Ceremony takes approximately 1.5 hours.

Prior to start of the Awards Ceremony

- Hospitality Coordinator makes sure the Chapter has someone to take pictures of Chapter award winners
 - It works well to have an assigned location for pictures (nice background)
 - Ask the Chapter President or another Chapter officer to stand with award recipient for pictures
 - Arrange space for a group picture of award winners
- All awards are printed, signed, and placed in plaque holders
- All award write-ups maximum of 350 words
- Determine if enough time is available to allow Career Contribution Award recipients to say a few words
- Professional Awards Chair reads through the list of award recipients and makes sure the awards are stacked in correct order for handing out during the ceremony

Selecting a Keynote Speaker

The Chapter should select a keynote speaker that can capture the attention of meeting participants and help set the tone for the meeting theme. A phenomenal keynote speaker can potentially add some “star power” to the speaker lineup and attract additional meeting attendees.

Keynote Speaker Selection Timeline

- Provide Chapter members 15 days to suggest keynote speakers
 - Online form – can be included in post-meeting survey
 - Include guidelines for selecting keynote speakers
 - Nominator should provide a brief summary (150 words or less) as to why their nominee should be selected
- EXCOM reviews and selects a potential keynote speaker by May 17
 - Use list of nominees generated by online form
 - Consider theme of the meeting when selecting a keynote speaker
 - Select at least two potential candidates in case top choice declines
- Chapter President contacts potential keynote speaker by May 24
 - Email and formal invitation on Chapter letterhead
 - Include theme of the meeting and suggest content within their expertise
 - Potential keynote speaker needs to confirm by second Friday of June
 - If first choice unavailable contact 2nd choice by June 15
- Confirmation of a keynote speaker should be no later than June 30
 - Some employees need to get travel approval 6 months prior to meeting

What to look for in a keynote speaker:

- Excellent, dynamic, and inspirational communication skills
- Provides a perspective that amplifies the diversity of the fisheries profession
- Enhances visibility of underrepresented groups
- Ability to attract members and potential members to attend meeting
- Well-known expert in field
- Contributions to fisheries, academics, sport fishing, conservation
- Influence should reach well beyond Georgia (whenever possible)

GA AFS Chapter responsibilities and commitment to Keynote Speaker

- Pre-Meeting Arrangements
 - Add keynote speaker email to Chapter email list
 - Transportation to and from the meeting if necessary
 - Chapter cover lodging expenses if necessary
 - Complimentary meeting registration
 - Promote speaker prior to meeting
 - Newsletter

- Social Media
- Website
- Meeting
 - Schedule keynote speaker at the start of the meeting
 - Formal meeting kick-off and speaker introduction
 - Extended time for talk
 - Introduced by Chapter President
 - Include time for Q&A at the end
 - Assign a member to take care of keynote's needs during the meeting
 - Depending on the keynote speaker assign task to either a young professional or a committee chair
 - Volunteer should be a positive person with a can do attitude
- Post-Meeting
 - Formal thank you letter
 - Thank you, card, signed by all of the planning team members
 - Email from Chapter President
 - Appropriate thank you gift relevant to GA AFS
 - Custom made rod with speakers name and Georgia AFS (Year)
 - Georgia AFS Swag
 - Framed thank you note signed by the Chapter planning team
 - Certificate of Appreciation from the Chapter
 - Original/Signed art from local artist

Annual Meeting Program

The Program Chair is responsible for collecting abstracts and organizing them into a meeting program. The Communications Chair works with the Program Chair to create the annual meeting program for print and for placement on the Chapter website.

Abstract and Poster Submission

The Program Chair should collaborate with the Communications Chair to determine the due date for submitting abstracts. The first due date for abstracts should be 4 weeks prior to the first day of the meeting. The extended due date will be one week after the original due date.

A call for abstracts should be sent out through the Chapter mailing list, posted to the website, added to the Chapter newsletter, and posted to the Chapter's social media sites by the first week of September. The following information should be in the *Call for Abstracts*.

We welcome topics including, but not limited to, fisheries management, aquatic invasive species, fish health, aquaculture, endangered species, genetics, economics, fisheries ecology in the urban interface, and all topics relevant to marine and coastal fisheries. This is a wonderful opportunity to share your knowledge and research with various professionals and students.

Interested individuals are encouraged to email their abstracts to Name of Program Chair (email address of Program Chair) by Due Date. Abstracts (300 words max) should be submitted as an attachment in a Word document and include the following information:

- *Presentation Title*
- *Presenting Author (with contact information; work address and email)*
- *Co-authors (with contact information)*
- *Abstract (300 words max)*
- *Presentation type: Oral or Poster*
- *Poster size (Minimum poster size of 24" x 36" and maximum poster size of 48" x 36" - check with your advisor as to what they require)*
- *Please also indicate if you are a student presenter*

Special Note

- ❖ *Oral presentations are 15 minutes (10 minutes for presentation and 5 minutes for Q&A)*
- ❖ *Poster judging (15 minutes per student) – poster presenters should prepare a 3 – 5 minute “hook” for the judges and expect to answer questions the remainder of the time.*

Meeting Program

The final draft of the annual meeting program should be completed at least one week prior to the start of the meeting to allow ample time to print copies for the annual meeting. The Schedule-at-a-Glance can be made available several weeks prior to the meeting to help participants better plan their meeting experience. It is sometimes more cost effective to have an abridged version of the program to print copies for meeting participants. The full program with abstracts can be made available on the Chapter website.

The annual meeting program should include the following:

- Schedule-at-a-Glance
- Meeting Schedule of Events
- Logos of our meeting sponsors and fundraising donors
- [AFS Meeting Code of Conduct](#)
- Contact information of meeting organizers
 - Phone number of Executive Secretary-Treasurer and Chapter President
 - Who to contact to report unacceptable behavior

Optional information to include in the annual meeting program

- Welcome from Planning Committee and Chapter President
- Keynote speaker bio
- Thank You page for our meeting volunteers
- Map of meeting facility
- List of local restaurants, hospital, and drug store

Fundraising and Sponsorship

The goal of our Chapter is to improve the conservation and sustainability of fishery resources and aquatic ecosystems by advancing fisheries knowledge and promoting the development of fisheries professionals. To achieve this goal our Chapter coordinates information exchange, outreach, and aquatic stewardship within Georgia. But we cannot accomplish our goals without the generous support of our chapter sponsors and fundraising donors. The Fundraising Committee Chair and the Executive Secretary-Treasurer maintain the contact list of the Chapter's sponsors and donors.

Annual Fundraiser

Each year at our annual meeting our Chapter hosts a raffle and silent auction to raise funds to support the Chapter's mission. Proceeds from the annual fundraiser support our aquatic education outreach programs, aquatic habitat restoration projects, student travel stipends, as well as programs that provide fishing opportunities for all age groups. The Chapter Fundraising Chair is responsible for recruiting a fundraising team and organizing the raffle and silent auction at the annual meeting.

In exchange for their donation, the organization's name and/or logo will appear in the meeting program and their organization's logo/name will appear on our website, in our newsletter, on our Facebook group page, and posted to our social media accounts. Depending on the value of the donation, some of our fundraising donors can earn free advertisements in our newsletter, conference space, or a complimentary registration. (See [Appendix C](#) for example of our Donation Appreciation package)

Meeting Sponsorship

Our sponsors are critical to the success of our annual meeting and our efforts to promote the conservation and sustainability of our fishery resources and aquatic ecosystems in Georgia. As a non-profit, we are thankful for our sponsors because the money raised allows us to support aquatic education outreach programs for children and adults, fish habitat restoration projects around our state, and we can subsidize annual meeting expenses for students and professionals who participate in our annual meeting. The Executive Treasurer and Chapter President are responsible for seeking annual meeting sponsorship.

In exchange for their support, the organization's name and/or logo will appear in the meeting program and their organization's name will appear on our website, in our newsletter, on our Facebook group page, and posted to our social media accounts. Some sponsorship levels include table space and free advertising space in our newsletter. (See [Appendix C](#) for example of sponsorship package)

Membership and Student Affairs

The mission of the Membership and Student Affairs Committee is to stimulate and encourage membership and involvement in both the Georgia Chapter and the Parent Society.

Membership in the Georgia Chapter of the American Fisheries Society is open to anyone interested in the progress of fisheries science and education in Georgia and the conservation and management of Georgia's fisheries and aquatic ecosystems. Members of Georgia AFS are encouraged to join the Parent Society as well. A person who pays dues to the Chapter but not to the Society is considered an "Affiliate" member. Affiliate members cannot vote for Chapter elections or other for actions in the Chapter business meeting.

Membership dues: \$10/per year

All memberships are for a calendar year. New memberships and renewals received from January 1 through August 31 are processed for full membership that calendar year. Those received September 1 or later are processed for full membership beginning January 1 of the following year (some students applying for scholarships pay their dues in the Fall).

The Chair of the committee can be either a professional or a student in good standing with the Society and the Georgia Chapter.

Duties and Responsibilities

- Recruit membership and participation in GA AFS and AFS
 - Communicate with other Georgia colleges to recruit participation in the annual Chapter meeting
 - Encourage students to join the Parent Society and to apply for the Georgia AFS Gift of AFS Membership Award
- Organize the student-mentor luncheon at the Chapter annual meeting
 - Purpose is for the professional to give career guidance to the student
 - Coordinate plans with the Executive Secretary-Treasurer to determine budget for a student-mentor luncheon
 - Collaborate with the Newsletter editor to advertise in the November/December and January/February Chapter newsletter information about the student-mentor luncheon
 - Survey students and professionals about participating in the student-mentor luncheon
 - Pair students with professionals of like interests
 - May have more than one student per mentor
 - Notify them one week prior to the annual meeting
 - Additional pairings can occur at the annual meeting
- Coordinate with the registration table during the annual meeting to ensure everyone has paid their membership dues.

Student Gift of AFS Membership Award

Georgia AFS will cover Society (AFS) student membership and Georgia AFS membership for a maximum of 6 students annually. Students will need to complete and submit the application form by the first Friday of October. Students selected to receive the gift of membership will be notified by the last Friday of October.

This award is open to undergraduates and graduate students interested in a career that promotes the conservation and sustainability of fish and aquatic resources.

Recipients of the award will have their AFS student membership and Georgia AFS membership covered until they graduate. Students may re-apply for the Gift of Membership Award if after graduation they are accepted into a Master's/PhD program to continue their education toward a career in fisheries.

Georgia AFS Travel Grant

This travel grant is ONLY open to fisheries professionals and graduate students who are Georgia AFS members. The travel grant can be used by members to cover hotel accommodations and/or registration at a Georgia AFS annual meeting or a Georgia AFS training workshop. We ask that applicants only request assistance when they do not have any other funding resources. The number of awards granted each year will be at the discretion of EXCOM depending on available funds.

See [Appendix D](#) for sample applications for the Gift of AFS Membership and Georgia AFS Travel Grant.

Student Academic Scholarship and Travel Award

The Georgia Chapter of the AFS understands how important student involvement is to accomplish the mission of the Society. As part of our mission to promote the development of fisheries professionals, we offer an academic scholarship and several undergraduate travel awards. The Ronnie J. Gilbert scholarship is awarded annually at the Chapter's annual meeting. The Chapter offers several undergraduate travel awards each year to cover hotel accommodations and registration for undergraduate students to attend the annual meeting.

Ronnie J. Gilbert Scholarship (See [Appendix D](#) for sample application form)

Georgia AFS is proud to offer an annual scholarship program open to both undergraduate and graduate students. The Ronnie J. Gilbert Student Scholarship provides \$500 to one outstanding student who is a member of the Georgia Chapter of the American Fisheries Society at the time of their application. College students who are currently pursuing an education that will allow them to seek careers that help improve, manage, and protect our aquatic natural resources are encouraged to apply. However, students are only eligible to win a scholarship once per degree track (e.g. a student could win once as an undergraduate and once as a master's candidate but not twice as an undergraduate). The winner will be expected to serve a one-year term on the scholarship and undergraduate travel stipend awards selection committee.

Robert E. Reinert Undergraduate Travel Award (See [Appendix D](#) for sample application form)

It is not easy for students to take time from their academic schedules to attend a professional conference. We are grateful to the faculty who work with their students to allow them to reschedule exams or make up a missed lab so they can attend the Georgia AFS annual meeting. Students who attend professional meetings have opportunities to not only present their research, but they can develop the professional relationships and practices that will make them successful throughout their careers.

The Georgia Chapter is pleased to offer an Undergraduate Travel Stipend to attend Georgia Chapter annual meetings. The undergraduate travel stipend will provide lodging and meeting registration. The number of awards presented each year will depend on the amount of funding available in the Student Opportunity Fund, the cost of lodging, and the number of student applicants. Recipients of the travel stipend will be expected to assist with various duties at the annual meeting.

Timeline for both awards

- Mid- August
 - Scholarship Committee review and approve both application forms
 - Determine due date for applications
 - Send application forms to webmaster to be added to the Chapter website
 - Inform Chapter newsletter editor to add information about scholarships in the September/October issue

- September
 - Email students and professors about scholarships

- November
 - Early November remind students about due date for applications

- December
 - Scholarship Applications due early December
 - Scholarship Committee reviews applications and make a decision by January 5

- January
 - By January 8: Scholarship Committee notifies Undergraduate Travel Award recipients
 - Copy the Executive Treasurer on email to students
 - Remind students the travel award covers their accommodations, meeting registration, and Chapter membership
 - Students should NOT make a hotel reservation
 - Students NEED to complete the online meeting registration form (check the Student Travel Award box on form)
 - Students should pick up their hotel keys at the registration table

Chapter Award Nominations

The Georgia Chapter of the American Fisheries Society values its members and all those who work to improve the conservation and sustainability of our fishery resources and aquatic ecosystems. One way our Chapter shows its gratitude is by recognizing outstanding individuals or organizations for their achievements and excellence in support of the Chapter's mission and objectives.

Distinguished Service Award

Recognizes the outstanding contributions of chapter members to Georgia AFS over the course of the year.

Career Contributions Award

Honors individuals who have made numerous and significant contributions towards the advancement of fisheries research and/or management in Georgia over the course of their career(s).

Fisheries Professional Team of the Year

This award is open to all professional fishery teams working in Georgia whose job entails the management of marine and freshwater finfish and shellfish and their respective fisheries and environments.

Professional of the Year in Fisheries Management

This award is open to all fisheries professionals working in Georgia whose job entails the management of marine and freshwater finfish and shellfish and their respective fisheries and environments.

Professional of the Year in Fisheries Science and Research

This award is open to all fisheries professionals working in Georgia whose job entails the conservation and research of marine and freshwater finfish and shellfish and their respective fisheries and environments.

Fisheries Conservationist of the Year

This award is not restricted to Georgia Chapter AFS members. It is presented annually to an individual or group for their outstanding contributions or service to fisheries conservation in Georgia.

Best Student Paper and Poster

Awarded at the annual meeting to the best student paper or poster presentation(s) as judged by the membership. Consideration is given to any individual presenting research conducted in an academic setting while enrolled as a student in an academic institution. Judges will select the top 3 graduate and top 3 undergraduate student papers for an award during the business meeting of the chapter.

Certificate of Appreciation

Exhibits the Chapter's gratitude to an individual or organization for a specific contribution or event that supports the Chapter or its mission.

Hidden Hero Award

This award recognizes the contributions of a person who may not be directly employed as a typical fishery professional (e.g., biologist, technician, etc.), but provides exceptional work that is essential to the mission of promoting the conservation, development, and wise use utilization of fisheries resources. This award is designed to celebrate the contributions of people often completing responsibilities “behind the scenes.”

President's Award (formerly Chapter Service Award)

Chosen by the current Chapter President and presented annually to an individual Georgia Chapter AFS member for loyalty, dedication, and meritorious service to the Chapter over a long period of time and for exceptional commitment to the programs, objectives, and long-term goals of the Chapter.

Past-President's Award

Recognizes the contributions of the outgoing Chapter President. Presented annual as the Chapter leader moves from President to Past-President.

Timeline for Award Nominations

- Before Mid-August
 - Professional Awards Committee reviews awards and nomination process
 - Professional Awards Committee determines the due dates for award nominations
- September
 - Communications Committee announces award nomination due dates via email, newsletter, website, and social media
 - Newsletter should include guidelines for submitting award nominations (FAQ)
- November
 - Communications Committee sends out reminders about due dates for award nominations early November
- December
 - First Wednesday of December the Communications Committee sends out reminder that Fisheries Professionals of the Year and Fisheries Conservationist of the Year award nominations are due at the end of the month
 - Awards Committee determines if there is a need to contact supervisors and other members to personally remind them about nominations

- January
 - First week of January Professional Awards Committee determine the top 3 finalist for each of the three awards
 - The Chapter contacts supervisors of nominees for approval
 - Finalists are notified and provided a questionnaire (give at least 10 days for finalist to answer and submit questions)
 - Judges receive responses by mid-January and provided 10 days to submit their evaluation sheets to the Professional Awards Committee
 - Professional Awards Committee confirms awards recipients at least 1 week prior to the annual meeting
 - Other award nominations due mid-January

Georgia AFS Professional Awards Judging Guidelines (See [Appendix E](#) for more details)

The Chapter has created a multi-step process to be objective in the selection of award winners for the Georgia AFS Fisheries Professionals of the Year and the Georgia AFS Fisheries Conservationist of the Year.

Step One: Nominations for each of the awards are submitted using the online nomination forms a minimum of 4 weeks prior to the Professional Awards Committee needs to confirm award recipients.

Step Two: Awards Committee determines the top three finalists for each of the awards. Finalists are provided with a set of questions to answer. Finalists have at least 10 days to submit their answers.

Step Three: The completed questionnaires provided by the finalists are organized and sent to a panel of judges. Each of the three awards has its own panel of 6 judges. The names of the judges are kept anonymous. The judges do not know who else is on their panel and are asked not to discuss their scores with anyone. Each question is ranked individually. The judges are asked to rank the submitted responses among the candidates as their first choice (1pt), second choice (2pts), and third choice (3pts). Finalists are NOT expected to excel on all questions. (See an example of the judging form below) Judges have at least 10 days to submit their scores.

Step Four: Scores received from the judges are tallied and confirmed by the Professional Awards Committee. The finalist with the lowest score will be selected as the recipient of the award. The other

Student Research Presentation Awards

The Student Awards Committee Chair should coordinate with the Executive Secretary-Treasurer to include on the meeting registration form an opportunity for meeting participants to volunteer to be judge of student research presentations. The registration form should indicate that only professionals can serve as student research presentation judges. Volunteers should be provided an option to check whether they want to judge oral presentations or poster presentations.

The Student Awards Committee Chair should contact all volunteer judges one week prior to the start of the annual meeting. By this time all abstracts have been submitted and presentations have been scheduled. Judges should be provided with the abstracts for the presentations they are assigned. Poster judges can be provided with a pdf copy of the student posters if available.

Information for Website

The Chapter has included on its website a list of resources to help students as they create their presentations for a meeting. Students can find the judging forms on the same page. Monetary awards are presented to the top 3 student oral presenters and top 3 student poster presenters. gaafs.org/presentation-resources/

When we have fewer than 4 students for either the oral presentation or poster presentation then the Chapter will only award a first-place winner for that award.

Oral presentations (at our annual meetings) are 15 minutes (10 minutes for presentation and 5 minutes for Q&A).

Poster presenters should prepare a 3 – 5 minute “pitch” of their research and be prepared for judges to ask them questions about their research. The minimum poster size of 24” x 36” and maximum poster size of 48” x 36” – students should check with their advisor as to what their school requires. Students should submit a pdf copy of their poster to the Student Awards Committee Chair and the Communications Committee Chair at least 5 days prior to the annual meeting.

The Student Awards Committee Chair will coordinate with their team as to how best to organize the judging of both oral presentations and poster presentations. (See [Appendix F](#) for example judging forms)

Student Oral Presentation Judging

All student oral presentations are scheduled to take place by noon on the second day of the annual meeting to provide time for determining student winners prior to the Awards Banquet. The Student Awards Committee Chair will provide the list of student winners to the Executive Secretary-Treasurer 3 hours prior to the start of the Awards Banquet. This allows time to make certificates and write checks.

Student Poster Presentation Judging

Posters should be displayed at least 2 hours prior to the Poster Social, which is the first night of the annual meeting. Judging posters is a two-step process.

1. Evaluating the poster
2. Interviewing the student(s)

Suggesting for judging student posters

Posters should first be judged to ascertain if the posters can stand on their own as clear communication of the research project. During this time judges can make notes for when they interview the student during the poster social. Students should not be present at this time.

It is most helpful to the poster judges if they can have a PDF copy of the student posters prior to the start of the meeting. This will allow judges time to generate a list of questions to ask the students about their research. Judges should not use the PDF to evaluate the poster because students might make last minute edits prior to the meeting.

During the Poster Social judges should limit their interviews to 15 minutes per student. The committee should organize the judging so that students are not standing for more than one hour with their posters and judges are not waiting to interview their assigned students.

Planning Workshops/Professional Development

The Georgia Chapter plans workshops to benefit fisheries professionals and students. Members of the Georgia Chapter pay a discounted rate for our training workshops.

The Continuing Education Committee

- solicits ideas for workshops, mini-workshops, and virtual Lunch-n-Learn from Chapter members (see [Appendix G](#) for list)
- determines appropriate timeline according to learning goals
 - half-day, full-day, two-day
 - in-person, virtual, or hybrid
 - virtual Lunch-n-Learn
- recruit volunteers to facilitate a workshop or Lunch-n-Learn
- secures a venue appropriate for the workshop
 - hotel accommodations
 - places to eat close by
 - strong Wi-Fi available
 - appropriate amount of meeting space
- determine the cost for the workshop
- works with the Communications Committee to advertise the workshop
- works with the Executive Treasurer to create an online registration form for the workshop and add the workshop to the Chapter's ecommerce store

Most workshops do not exceed two days. Travel times must be accounted for half- or one-day workshops, which are often planned in conjunction with an existing event or the annual chapter meeting.

Best time of the year for a workshop: December/January, concurrent with annual meeting, mid-June to mid-August.

The cost of the workshop should be minimum. Cost should cover travel expenses for the facilitator(s) and refreshments for breaks. Range \$30 - \$50. Non-Chapter members pay more (additional \$10).

The Chapter will cover the accommodations and travel expenses for workshop facilitators, but not pay a stipend to the workshop facilitators. Workshop facilitators need to provide receipts for reimbursement.

The Chapter will provide soda, water, and snacks for workshop participants.

During a 2023 EXCOM meeting the idea of a Virtual Lunch-n-Learn was introduced to share information that would benefit our Chapter members. These 1-hour sessions will be recorded and posted to the Chapter's YouTube channel. Suggestions for Lunch-n-Learn sessions include writing abstracts, creating effective PowerPoints, resume building, and publishing research.

Our volunteer facilitators might not have experience teaching and managing a workshop. Workshop facilitators should consider these 10 steps for creating a successful learning experience for their workshop participants.

1. Identify your learning goals/objectives
2. Learn about your audience
3. Create a game plan
4. Have a timeline
5. Organize how you will set the tone
6. Plan the introductions
7. Review the agenda and rules with meeting participants
8. Implement the lessons/activities at appropriate intervals
9. Execute a closure activity
10. Follow-up for feedback

See [Appendix G](#) for how to plan a successful workshop

Potential Workshop venues

Georgia DNR has been gracious in allowing the Chapter to utilize their facilities for workshops. The [Go Fish Education Center](#) (GFEC) in Perry has an auditorium and classroom. The auditorium can seat 25 – 30 participants comfortably and the classroom can handle 20 adults comfortably for a lab. GFEC is very busy during the year and workshop organizers will want to contact them early enough to get on the calendar. The GFEC is in the center of the state and several affordable hotels are in the area.

The [Charlie Elliott Wildlife Center](#) (CEWC) is another potential location for a workshop. Similar to GFEC, the CEWC is in high demand and workshop organizers will want to contact them as early as possible to reserve space for the workshop. The CEWC is located at the Marben Public Fishing Area in Mayfield, GA close to Social Circle. The CEWC has overnight accommodation, but there are no restaurants nearby. Cooking out on the grill is an option.

[Indian Springs State Park](#) has been suggested for a potential location for a workshop. A 500-seat event center is located at the park, but housing is limited to cabin rentals (10 cottages) or campsites. Restaurants are nearby in Jackson. GA.

Environmental Concerns

The Environmental Concerns Committee shall keep the Chapter informed of any environmental issues pertinent to the conservation and responsible management of aquatic species and their habitats in Georgia.

The committee is responsible for preparing position statements and draft legislative letters for the EXCOM concerning important environmental affairs. The Chair should understand the legal distinctions between advocacy and lobbying. As a nonprofit 501 c3 the Chapter is not allowed to lobby.

When appropriate the Environmental Concerns Chair shall coordinate with the Policy, Bylaws, and Resolutions Committee Chair to draft resolutions concerning local, state, and national environmental issues that are of importance to the Chapter membership.

Because many of our members are state and federal employees who provide us with their work email addresses, the Chapter should not send out any call-to-action emails about environmental issues. The Environmental Concerns committee chairs should work with the Communications committee chairs to post call-to-action information on our website and social media platforms.

Georgia organizations to check for aquatic environmental concerns:

[The Nature Conservancy - Georgia](#)

[Georgia River Network](#)

[Southeast Aquatics Resources Partnership](#)

[Chattahoochee Riverkeeper](#)

[Flint Riverkeeper](#)

[Savannah Riverkeeper](#)

[St. Mary's Riverkeeper](#)

[Ogeechee Riverkeeper](#)

[Coosa Riverkeeper](#)

Hutton Junior Fisheries Biology Program

The [Hutton Junior Fisheries Biology Program](#) is an eight-week paid summer internship and mentoring program for high school students sponsored by the American Fisheries Society (AFS). The program's purpose is to engage and inspire the next, more diverse generation of fisheries professionals. Participating students receive a \$3,000 stipend and an all-expense paid trip to the Hutton Scholars Summit.

The Hutton Committee Chair is responsible for recruiting potential Hutton mentors and students by coordinating with the Communications Chair to advertise the program and deadlines to complete application forms.

Each student that is accepted into the Hutton Program and matched with a mentor will participate in a unique internship opportunity for the summer. Hutton Mentors are located all over the country and work with a wide variety of organizations, resulting in a unique internship opportunity at each location. The student may work outdoors in the field, on a boat, in a laboratory, and in an office. Possible activities might include:

- taking fish population surveys
- establishing aquatic vegetation and fish habitat
- electrofishing
- snorkeling
- examining specimens under a microscope
- water quality testing
- data processing
- assisting with children's educational programs
- and much more

During EXCOM and Chapter business meetings the chairperson should provide updates and distribute program information and recruitment materials at meetings and workshops. The chairperson should remind the Newsletter editorial team to include information about the Hutton Program in the November/December and/or January/February newsletter.

Fellowship of Christian Conservationists

At the 2017 Georgia AFS annual meeting the Chapter hosted its first Fellowship of Christian Conservationists (GAAFS FCC) meeting. The Georgia AFS FCC is interdenominational. The goal of the GAAFS FCC is to create a safe space for fellowship, prayer, and devotional during the annual meeting.

The meeting is scheduled for the morning of the second day of the annual meeting unless there is a request for a different day and time. The Executive Secretary-Treasurer should contact the leaders of the GAAFS FCC by mid-November to confirm the date and time for the meeting.

The Chapter does not have funds to cover the travel expenses for any invited GAAFS FCC guest speakers.

The annual meeting organizers should attempt to arrange with the hotel to have the breakfast break food and beverage items out at least 30 minutes prior to the GAAFS FCC meeting.

Chapter Newsletter

The Chapter newsletter, *Under the Dock*, is sent out every other month with January/February being the first issue of the year. The newsletter includes information for a diversity of fisheries professionals and students. We share exciting work and research being done by fisheries professionals and students, deliver information about upcoming meetings and events, report on interesting fisheries news and events happening in Georgia, provide resources that can benefit our readers, and anything else related to fisheries. The newsletter is interactive and allows readers to click to watch videos or visit other websites.

The Chapter uses Canva for creating the newsletter. Canva offers a free account to nonprofits that gives us access to all of the bells and whistles Canva offers. The newsletter is released as a flipbook (Heyzine) and as a PDF. Both links are added to the Chapter website (<https://gaafs.org/newsletter/>) and posted to our social media accounts.

Ongoing Sections of the Chapter Newsletter (*might not be in every issue)

- Mark Your Calendar
 - Upcoming due dates
 - Important meeting dates

- News & Updates
 - Reports/updates from Chapter committees
 - Upcoming fisheries-related events
 - Fisheries issues – time sensitive

- Campus Corner
 - UGA Subunit reports/updates
 - Updates from students about their research
 - Student internships, part-time jobs, fellowships
 - Georgia student scholarship and travel award information

- Fish Disease Spotlight
 - Description, symptoms, treatment, threats
- Chapter Spotlight
 - Highlight one of our active Chapter members
 - Nominees limit responses to 150 words per question

- *Q&A with “a fisheries professional”
 - More focused on the job of the profession

- Local Fishy Stuff
 - Fishy news around the Georgia
 - Interactive – readers click on title of article to link to a website

- *Plugged In (Technology-related)
 - Something new added to the Chapter YouTube channel
 - Interesting fish-related podcasts or videos
- *Sponsor Highlight
 - Make sure to highlight each of the Chapter sponsors (one per issue)
- Fishy News Around the World
 - Select a diversity of fisheries news from different countries or states
- Did You Know
 - Interesting fishy facts or other phenomena connected to fish
- Bubba's Place
 - Bubba's Short Video Picks
 - First video for fisheries professionals and/or students – work-related, lab-related, fisheries and other stakeholders, etc.
 - Second video relates to either fishing or cooking and eating fish/shellfish
 - Bubba Bass Recommends
 - Select 4 – 5 of our fundraising donors and add their logo to this section
 - Bubba Bass Safety Tip
 - Relate to fisheries professional or fisheries student
 - Keep it short and simple, but informative
 - Bubba's Friends
 - Interesting facts about a non-sportfish, freshwater mussel, or other shellfish
 - Fin and Games
 - Word games, pictograms, matching, cryptograms
 - Props
 - Pictures of Chapter members or their family members holding a fish they caught within the past few months of the release of the newsletter
- The BookShelf
 - List of fish/nature/outdoor related books for different age groups (Non-fiction and fiction books)
 - Opportunity to show diversity in the fisheries profession or other STEM jobs
- AFS and GAAFS Membership Information

The Communications Chair serves as the Editor of the Chapter newsletter and is responsible for recruiting volunteers to serve on the Newsletter Editorial Board. The newsletter editorial team is

charged with ensuring our newsletter highlights the diversity of the profession (article submissions, Chapter Spotlight, photographs, Q&A interviews, books we feature, videos we include etc.). Each issue of the newsletter should include a page of our sponsor logos and a page of our fundraising donor logos.

What is recommended to be in each of the newsletter issues?

- **January/February**
 - Annual meeting reminders
 - Award nomination reminders
 - Draft of annual meeting schedule

- **March/April**
 - Summary of annual meeting
 - Chapter award winners
 - Workshop announcements

- **May/June**
 - Workshop announcements
 - AFS national meeting information
 - Boating safety information/reminders
 - Working outside in the heat safety precautions

- **July/August**
 - Location for next Georgia Chapter annual meeting
 - Workshop announcements

- **September/October**
 - Annual meeting information
 - Chapter award nominations
 - Student scholarship and travel award applications
 - SDAFS annual meeting information

- **November/December**
 - Reminder Chapter award nominations due date
 - Reminder student scholarship and travel award application due date
 - Chapter annual meeting information
 - SDAFS annual meeting information
 - Student Internship opportunities for the upcoming year

Chapter Website

The Georgia Chapter website (<https://gaafs.org/>) is a communication tool for our Chapter members as well as other stakeholders that might visit our site.

Web pages on our website (order may change as we continuously update our website to improve how we communicate with our members and other stakeholders)

- About
 - About
 - President's Message
 - Committees
 - Membership
 - Chapter officers
 - Useful links
- News and Updates
 - Georgia Chapter Newsletter
 - Georgia AFS Annual Fundraiser
 - Members Only (password-protected)
- Events
 - "Current" Chapter meeting
 - AFS meeting Code of Conduct
 - Presentation Resources
 - Past Annual Meetings
 - Business Meeting Minutes
 - Event Sponsorship
- Awards
 - Chapter Awards
 - Award Nomination Guidelines
 - Professional Awards Judging Process
 - Georgia AFS Travel Grant
 - Student Scholarships
 - Past Award Recipients
- Education
 - Workshops
 - Education Materials
 - Hutton Junior Fisheries Biology Program
 - Aquatic Outreach Events
- Fish Careers
 - Fish Careers
 - Fisheries Education
 - Job Postings
 - Internships

Chapter Social Media

The Communications Chair is responsible for managing the Chapters social media accounts.

- Facebook: <https://www.facebook.com/groups/georgiaafs>
 - The account is private to prevent trolls from entering the group
- Instagram: georgiaafs

Other

Pesticide Application License Credit for renewal

Annual meeting participants have been able to earn credit hours toward renewing their pesticide applicators license.

- Contact Steven Patrick (UGA Extension) later October or early November about seeking approval for the Georgia AFS annual meeting to count towards recertification credit

Aquatic Education Outreach Team

The Aquatic Education Outreach Team is not an official committee. It consists of volunteers willing to donate their time to participate in outreach events around the state or create resources for environmental educators.

- Aquatic Nuisance Species workbooks/activities
- Georgia Fish Art Contest
- Etowah Wildlife Expo
- CoastFest

Georgia AFS YouTube Channel

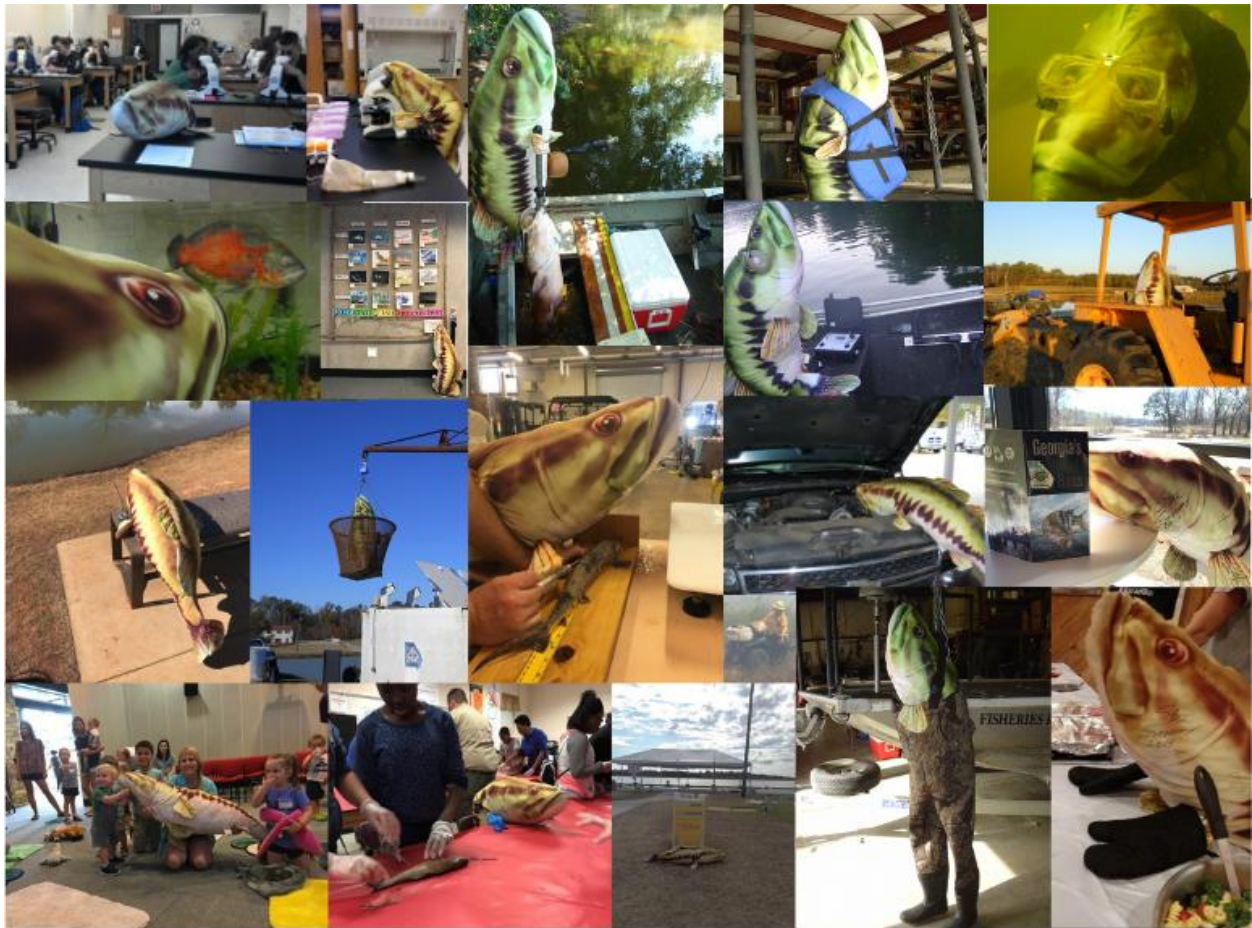
Georgia AFS has a YouTube channel (www.youtube.com/@GeorgiaAFS) that is used to provide video resources for fisheries professionals and students. Videos have been organized into playlists.

- Leadership and Communication
- Computer Technology Tips
- Fish Diseases
- Campus Corner
- R Programming
- Creating video presentations
- Fisheries Management
- Public Speaking
- Poster Presentation Resources
- Oral Presentation Resources
- Pesticide Application Review
- Aquatic Habitats/Connectivity

Bubba Bass

Once upon a time, a lonely Bass went home with Rob Weller after a Georgia Chapter AFS annual meeting in 2010. That year Mr. Bass, who later became known as Bubba Bass, spent time with Rob and his colleagues at a GA DNR WRD Regional Office where he learned what it takes to work in fisheries science. At the 2011 annual meeting, Rob created a PowerPoint to showcase Bubba's adventures from the previous year. Each year a new person or group volunteers to host Bubba and this has allowed him to travel around the state every year trying different jobs and even attempting to further his fisheries knowledge by attending different colleges and universities around the state.

Bubba was with the GA DNR Stream Team in 2020: [youtube.com/watch?v=6U5KA_MMAI](https://www.youtube.com/watch?v=6U5KA_MMAI)



Appendix A

List of potential venues for Chapter annual meeting and sample checklist for selecting a meeting venue.

Potential Venues for Chapter Annual Meeting

Name	URL	Location	Notes
Columbus Trade Center	https://columbustradecenter.com/	Columbus	Marriott Hotel across the street
UGA Center for Continuing Education	https://www.hotel.uga.edu/meeting-services	Athens	Great place for joint meeting with The Georgia Wildlife Society; \$10 day/ parking
Villas by the Sea	https://villasbythesearesort.com/	Jekyll Island	Ballroom is 4600 ft ² ; potential site for joint meeting with FL AFS. 1-800-841-6262 ext 2 – Ryan Merritt rmerritt@villasbythesearesort.com
Epworth by the Sea	https://www.epworthbythesea.org/meeting-locations.php	St. Simons Island	Beautiful location; dining facility on site; Methodist Retreat Center; 2 buildings to select for meeting; alcohol on site can be an issue
Great Wolf Lodge	https://www.greatwolf.com/georgia/venues/meeting-space	LaGrange	Conference Center has plenty of space; can meet government rate for room; it is a family vacation center
Lake Lanier Islands Lodge	https://www.lanierislands.com/lake_lanier_accommodations/legacy_lodge/	Buford	Great potential to include fishing guides; largest inland marina next door; Blue Ridge Ballroom is our size; would need to negotiate
Jekyll Island Conference Center	https://www.jekyllisland.com/venues/convention-center/	Jekyll Island	Contact Craig Franco (Dawn's husband); potential site for joint meeting with FL AFS; walking distance to hotel? (The Westin)
Marriott Savannah Riverfront	https://www.marriott.com/en-us/hotels/savrf-marriott-savannah-riverfront/events/	Savannah	Expensive; good location to include other organizations or possible joint meeting with SC AFS
Augusta Marriott at the Convention Center	https://www.marriott.com/en-us/hotels/agsmc-augusta-marriott-at-the-convention-center/overview/	Augusta	Next to the river; good place for a joint meeting with SC AFS
Rock Eagle	https://georgia4h.org/4-h-centers/rock-eagle-4-h-centers/facility-rental/	Eatonton	Cost effective if needed; bunk beds are an issue; dining facility on site; host our own breaks

Rainwater Conference Center	https://www.visitvaldosta.org/Rainwater/Rainwater-Conference-Center/	Valdosta	Hampton Inn across the street
Doubletree Hotel	https://www.hilton.com/en/hotels/agsdtdt-doubletree-augusta/	Augusta	We were there in 2020; nice rooms; food ok; easy set up Breanna.Gasper@hilton.com
Courtyard by Marriott	https://www.marriott.com/en-us/hotels/mcncw-courtyard-warner-robins/overview/	Warner Robins	
Callaway Gardens	https://www.callawaygardens.com/groups/corporate/	Pine Mountain	
Renaissance Concourse	https://www.marriott.com/en-us/hotels/atlsa-renaissance-concourse-atlanta-airport-hotel/overview/	Atlanta	Very nice facility; easy access from expressway; watch airplanes takeoff and land
Westin Atlanta Airport	https://www.marriott.com/en-us/hotels/atlwi-the-westin-atlanta-airport/overview/	Atlanta	
Kimpton Overland	https://www.kimptonoverlandhotel.com/	Atlanta	Across from the Porsche Experience Center; room rates not as high as assumed
Oaks on the River	https://www.oaksontheriverresort.com/	Darien	Donna McDowell knows the owner; catering menu is high; need to visit because meeting space is tight
Lake Blackshear Resort	https://www.lakeblackshearresort.com/meetings-groups/	Cordele	Revisit once they rebuild Paula Fromino with Coral Hospitality
Evergreen Lakeside Resort	https://www.atlantaevergreen.com/	Stone Mountain	They will negotiate to meet our budget; potential issue because of monument

Checklist for Selecting a Meeting Venue

HOTEL ROOMS

Check	Criteria	Notes
	Number of room nights (80 – 90)	
	Hotel room rate (gov't rate)	
	Tax exempt for government employees	
	Offer of free room night with certain number of room reservations?	
	What is the % of room nights need to fill?	
	We have a group of 8-10 who arrive a day early to set up – need same room rate and is meeting room available	
	Can we get same room rate for those who want to stay an extra day?	
	Room we can use as hospitality suite	

MEETING SPACE

Check	Criteria	Notes
	Min. 150 people banquet-style seating; set up this seating style for entire meeting	
	We have our own projector and screens	
	We have our own sound system	
	Need podium	
	3 6-ft tables for registration & power	
	15 6-ft tables for fundraiser	
	Separate room for command center	
	Pre-function area large enough for breaks	
	Space for posters (20)	
	Cost for meeting space	
	WiFi available ?	

POSTER SOCIAL

Check	Criteria	Notes
	Cash bar/drink tickets (cost of bartender)	
	Space for up to 20 posters	
	Space for 80+ people and posters	
	7:30pm – 11:00pm	
	Area where we can host our social and provide own beverages and snacks?	

MEETING BREAKS

Check	Criteria	Notes
	Day one beverages at 11am	
	Day one snacks at mid-afternoon	
	Day two morning breakfast items 7am	
	Day two mid-morning snacks and beverages	
	Day two mid-afternoon snacks and beverages	
	Day three morning breakfast items 7am	
	Day three mid-morning snacks and beverages	
	Can beverages and snacks stay out all day?	
	Can beverages be per consumption?	
	Cost of all day breaks	
	What is the F&B minimum?	
	Do we unlock any additional concessions if we spend more than the F&B minimum?	

Notes

- ❖ How to determine number of beverages needed for breaks
 - Coffee: 1 gallon reg./30 participants and 1 gallon decaf per 75 participants
 - Soda: 70% of the meeting participants
 - Water: 30% of the meeting participants
- ❖ Ordering food for breaks – one item for 75% of participants
- ❖ Suggestion for contract: “In the event that the F&B minimum is not met, the customer will pay 70% of the difference between the F&B minimum and the actual spend.”

AWARDS BANQUET

Check	Criteria	Notes
	Buffet for 135	
	Cash Bar	
	Cost per person	
	How far in advance to make changes?	
	6:00pm – 10:00pm	

Notes

- ❖ When planning a joint meeting estimate the number of attendees by previous year registration for both organizations
- ❖ Buffet is easier to plan for than plated dinner

Past Georgia AFS Annual Meetings

YEAR	LOCATION	CHAPTER PRESIDENT	ADDITIONAL INFORMATION
2023	St. Simons Island, GA	Marion Baker (GADNR)	
2022	Jekyll Island, GA	Robert Bringolf (UGA)	
2021	Richmond Hill, GA	Jamie Roberts (GA Southern)	First Georgia AFS Virtual Meeting (COVID)
2020	Augusta, GA	Jim Page (GADNR)	
2019	Lake Blackshear, GA	Carolyn Belcher (GADNR)	
2018	Helen, GA	Pete Sakaris (GA Gwinnett)	
2017	Statesboro, GA	Chris Harper (GADNR)	
2016	Columbus, GA	Bryant Bowen (GADNR)	Joint Annual Meeting GAAFS and AL AFS
2015	Savannah, GA	Patrick O'Rouke (GADNR)	SDAFS Annual Meeting hosted by GAAFS
2014	Athens, GA	Tim Bonvechio (GA DNR)	
2013	Jekyll Island, GA	Tim Barrett (GADNR)	
2012	Macon, GA	Joey Slaughter (GA Power)	
2011	Perry, GA	John Kilpatrick (GADNR)	
2010	Perry, GA	Brent Hess (GADNR)	
2009	Perry, GA	Don Harrison (GADNR)	
2008	Greensboro, GA	Scott Robinson (GADNR)	
2007	Tybee Island, GA	Ted Will (GADNR)	Joint Meeting GAAFS, SCAFS and SCFWA
2006	Gainesville, GA	Steven Patrick (UGA Extension)	
2005	Ft. Gaines, GA	Bill Davin (Berry College)	
2004	Athens, GA	Anthony Rabern (GADNR)	
2003	Rome, GA	David Higginbotham (UGA)	
2002	Augusta, GA	Rob Weller (GADNR)	
2001	Athens, GA	Scott Hendricks (GA Power)	
2000	Savannah, GA	Matt Thomas (GADNR)	SDAFS Annual Meeting hosted by GAAFS and SCAFS
1999	Tifton, GA	Bubba Mauldin (GADNR)	
1998	LaGrange, GA	Cecil Jennings (UGA/USGS)	Joint Meeting GAAFS and Lake Management Society
1997	Helen, GA	Lee Keefer (GADNR)	
1996	Brunswick, GA	Mike Alexander (USACE)	
1995	Athens, GA	Henry Mealing (Normandeau)	
1994	Columbus, GA	Mike Spencer (GADNR)	
1993	Chattanooga, TN	Spud Woodward (GADNR)	SDAFS Annual Meeting hosted by GAAFS and TNAFS
1992	Macon, GA	Chris Martin (GADNR)	First GAAFS only meeting
1991	Athens, GA	Spud Woodward (GADNR)	GAAFS and Georgia Fisheries Workers Assoc.
1990	Auburn, AL	Amy McCullom (GADNR)	Joint Meeting GAAFS, GFWA, and AL FWA

Appendix B

Writing a Resolution to Call Attention to an Issue

Guideline from <https://senate.humboldt.edu/Guidelines-for-Writing-Resolutions>

- All resolutions should be typed single space in 12pt Calibri Font.
- All margins (top, bottom, left, right) must be one inch.
- **WHEREAS** and **RESOLVED** and **RATIONALE** phrases must be in bold and all caps.
- **WHEREAS** and **RESOLVED** and **RATIONALE** phrases must be followed by a colon.
- The title of the resolution must appropriately reflect the intent. Resolutions begin with "Whereas" statements, which provides the basic facts and reasons for the resolution, and conclude with "Resolved" statements which, identifies the specific proposal for the requestor's course of action.
- Whereas Statements: Background or "Whereas" information provides the rationale for the "resolved" course of action. The whereas statement(s) should lead the reader to your conclusion (resolved). In writing whereas statements begin by introducing the topic of the resolution. Be factual rather than speculative and provide or reference statistics whenever possible. The statements should briefly identify the problem, advise the timeliness or urgency of the problem, the effect of the issue, and indicate if the action called for is contrary to or will revise current Humboldt policy.
- Structure
 - WHEREAS**, The ... (text of the first preamble clause);
 - WHEREAS**, ... (text of the next to the last preamble clause); and
 - WHEREAS**, ... (text of the last preamble clause); now, therefore, be it
- Resolved Statements: Resolve statements are the only parts of a resolution that the University Senate act upon. ;Each Resolved clause must contain an actionable request and makes sense when read alone, since the Resolved clause represents the policy that will be adopted. Thus, Resolved clauses should each be a single sentence in length.
- Structure
 - RESOLVED**, That ... (stating action to be taken);
 - RESOLVED**, That ... (stating further action to be taken); and
 - RESOLVED**, That ... (stating the last action to be taken).

Writing a Resolution to Honor an Achievement

List the accomplishments of the person you want to honor. Writing a list will help you organize your thoughts and decide exactly what you want to say.

Prioritize your list. Depending upon how long you wish the resolution to be, pick the top four or five accomplishments or attributes you wish to include in the resolution.

Begin your first sentence with the word, "Whereas." Words such as "whereas," "noting" and "realizing," are often used in the preambles to resolutions. Your preamble will inform those voting why this person deserves to be honored.

Describe who the person is after the word, "whereas." Keep it simple, listing just the person's name, title or position.

Begin the second sentence with "whereas," or another word listed in Step 1. Then write in one sentence the person's top achievement from your list. You can also include attributes, such as, "Whereas, Mrs. Jones has always remained graceful under pressure."

Write the person's remaining accomplishments, each in a new sentence prefaced by "whereas," "noting," or "realizing."

Ask for the voting body to adopt the resolution honoring the person in a sentence that begins with the word, "resolved." Then write the name of the voting group, the date of the resolution and the fact that the group will honor the named person for his contributions.

Resources:

<https://www.papta.org/Page/311>

https://www.wichita.edu/academics/fairmount_college_of_liberal_arts_and_sciences/polisci/modelun/wa-mun/Reswriting.php

Appendix C

Examples of Sponsorship Package and Donation Appreciation Package

GEORGIA CHAPTER OF THE
 AMERICAN FISHERIES SOCIETY

2023 GEORGIA CHAPTER AFS ANNUAL MEETING SPONSORSHIP LEVELS

Platinum Sponsorship: \$1500 or more

Gold Sponsorship: \$750 - \$1499

Silver Sponsorship: \$500 - \$749

Bronze Sponsorship: \$250 - \$499

	Bronze Sponsor	Silver Sponsor	Gold Sponsor	Platinum Sponsor
Recognition in the 2023 conference program and throughout the year in our website, social media sites, and monthly newsletter	Yes	Yes	Yes	Yes
Free advertisement for your organization (or other fisheries-related content) throughout the year in our monthly chapter newsletter	1/4 Page	1/4 Page	1/2 Page	Full Page
Complimentary registrations	No	1	2	3
Conference table space	No	One 6 ft table	One 6 ft table	Two 6 ft tables
Conference presentation time (10 minutes) for your organization	No	Yes	Yes	Yes

Friends of GA AFS (\$50)

Recognition in the 2023 conference program and throughout the year in our website and monthly newsletter

Executive Secretary-Treasurer: Rebecca Brown (georgiaafs@gmail.com)

241 Apple Ridge 2
 Dawsonville, GA 30534
 georgiaafs@gmail.com

GEORGIA CHAPTER OF THE AMERICAN FISHERIES SOCIETY

241 Apple Ridge 2
Dawsonville, GA 30534
georgiaafs@gmail.com

2023 GEORGIA CHAPTER AFS ANNUAL FUNDRAISING DONATION APPRECIATION

We would like to extend our appreciation to those who donate items for our annual fundraiser. The value of your donated item(s) will determine your donation level.

Organizations or individuals whose donations are valued at less than \$50 are recognized in the 2023 conference program and throughout the year on our website, social media sites, and monthly newsletter.

Bass: Item(s) valued more than \$500

Drums: Item(s) valued \$200 - \$499

Trout: Item(s) valued \$100 - \$199

Darters: Item(s) valued \$50 - \$99

	Darters	Trout	Drums	Bass
Recognition in the 2023 conference program and throughout the year in our website, social media sites, and monthly newsletter	Yes	Yes	Yes	Yes
Free advertisement for your organization (or other fisheries-related content) throughout the year in our monthly chapter newsletter	1/4 Page	1/4 Page	1/2 Page	Full Page
Conference table space	No	No	No	One 6 ft table
Complimentary registrations	No	No	No	1

Proceeds from the annual fundraiser support aquatic education outreach projects, habitat restoration projects, and continuing education workshops.

Fundraising Chair: Jackson Sibley (oceansibly@gmail.com)

Executive Treasurer: Rebecca Brown (georgiaafs@gmail.com)

Appendix D

The following pages are examples of application forms for Robert E. Reinert Undergraduate Travel Award, Ronnie J. Gilbert Scholarship, Georgia AFS Gift of AFS Membership Award, Faculty Advisor Recommendation form, and Georgia AFS Travel Award.



Georgia Chapter American Fisheries Society

Robert E. Reinert Undergraduate Travel Award

2024 Application Form

Application Deadline: December 15, 2023

PERSONAL CONTACT INFORMATION

Your Full Name	Click or tap here to enter text.
School email address	Click or tap here to enter text.
Personal email address	Click or tap here to enter text.
Cell phone number	Click or tap here to enter text.

SCHOOL INFORMATION

Current Institution: Click or tap here to enter text.	Degree Type: Choose an item.
Major: Click or tap here to enter text.	Minor: Click or tap here to enter text.
Expected Grad. Date: Click or tap here to enter text.	Current GPA: Click or tap here to enter text.

ADDITIONAL INFORMATION

Check each organization you are currently a member in good standing:	<input type="checkbox"/> American Fisheries Society <input type="checkbox"/> Georgia Chapter AFS
---	---

List other professional/environmental/conservation organizations to which you belong:

Click or tap here to enter text.

Did you present at either a GAAFS, SDAFS, or AFS meeting in 2023? YES NO

If you answered yes,

- Name of meeting:** Click or tap here to enter text.
- What type of presentation?** Oral presentation Poster presentation
- Your presentation title:** Click or tap here to enter text.

List any conservation and/or environmental related volunteer experiences you have had over the past two years:

Click or tap here to enter text.

Have you completed an internship related to fisheries? YES NO

If you answered yes,

- **When:** Click or tap here to enter text.
- **Where and name of company/organization:** Click or tap here to enter text.

List any fisheries and/or environmental-related work experience (besides internship) you have had:

Click or tap here to enter text.

What challenges do you think you will face when searching for your dream job?

Click or tap here to enter text.

ESSAY

Answer the essay. Tips for writing your essays are provided on the website:

<https://gaafs.org/students/>

Describe how you will personally benefit from attending the Georgia AFS annual meeting and its potential impact on your academic pursuits and future career opportunities. (500 words or less)

Click or tap here to enter text.

Instructions for completing the Georgia AFS RER Travel Award Application

1. Application deadline is December 15, 2023, at 11:59 PM EST. Applications and/or faculty advisor recommendation forms received after the deadline will not be considered.
2. **Faculty advisor must complete their form** and email it to Donna McDowell (donna.mcdowell@dnr.ga.gov) and cc Rebecca Brown (georgiaafs@gmail.com) with the subject line stating, "Faculty Advisor Georgia AFS RER Travel Award Application." The faculty advisor should use their school email and cc the student they are recommending.
3. All undergraduate students attending a college or university in Georgia who are a member in good standing with the Georgia Chapter AFS are eligible to apply for the Georgia AFS RER Travel Award. Undergraduates are eligible to receive this award more than once.
4. Recipients of the travel award are expected to room with other recipients.
5. All recipients of the award should check with the registration desk for their room assignment, pick up their name tag, and select a volunteer assignment. Recipients of the Georgia AFS Travel Award are expected to volunteer to help during the annual meeting.
6. Completed applications should be emailed to Donna McDowell (donna.mcdowell@dnr.ga.gov) and cc Rebecca Brown (georgiaafs@gmail.com) with the subject line stating, "Georgia AFS RER Travel Award Application."



Georgia Chapter American Fisheries Society

Ronnie J. Gilbert Scholarship

2024 Application Form

Application Deadline: December 15, 2023

PERSONAL CONTACT INFORMATION

Your Full Name	Click or tap here to enter text.
School email address	Click or tap here to enter text.
Personal email address	Click or tap here to enter text.
Cell phone number	Click or tap here to enter text.

SCHOOL INFORMATION

Current Institution: Click or tap here to enter text.	Degree Type: Choose an item.
Major: Click or tap here to enter text.	Minor: Click or tap here to enter text.
Expected Grad. Date: Click or tap here to enter text.	Current GPA: Click or tap here to enter text.

PROFESSIONAL ORGANIZATIONS

Check each organization you are currently a member in good standing:	<input type="checkbox"/> American Fisheries Society <input type="checkbox"/> Georgia Chapter AFS
---	---

List other professional/environmental/conservation organizations to which you belong:

Click or tap here to enter text.

Did you present at either a GAAFS, SDAFS, or AFS meeting in 2023? YES NO

If you answered yes,

- Name of meeting:** Click or tap here to enter text.
- What type of presentation?** Oral presentation Poster presentation
- Your presentation title:** Click or tap here to enter text.

ADDITIONAL INFORMATION

List any fisheries and/or environmental-related work experience you have had:

Click or tap here to enter text.

List your leadership experiences (any instances you led a team or a group, organized any projects or events, or led a training session/meeting):



Click or tap here to enter text.

List any conservation and/or environmental related volunteer experiences you have had:

Click or tap here to enter text.

What challenges do you think you will face when searching for your dream job?

Click or tap here to enter text.

ESSAY

Tips for writing your essays are provided on the website: <https://gaafs.org/students/>

Answer **ONE** of the two questions below. (500 words or less)

Discuss your philosophy of natural resource management as a component of fisheries conservation.

Click or tap here to enter text.

Identify what you believe to be the most important fisheries issue facing the world over the next ten years and how this will impact future natural resource management activities.

Click or tap here to enter text.

Instructions for completing the Ronnie J. Gilbert Scholarship Application

7. Application deadline is December 15, 2023, at 11:59 PM EST. Applications and/or faculty advisor recommendation forms received after the deadline will not be considered.
8. **Faculty advisor must complete their form and email it** to Donna McDowell (donna.mcdowell@dnr.ga.gov) and cc Rebecca Brown (georgiaafs@gmail.com) with the subject line stating, "Faculty Advisor GA AFS RJG Scholarship." The faculty advisor should use their school/work email and cc the student they are recommending.
9. All students attending a college or university in Georgia who are a member in good standing with the Georgia Chapter AFS are eligible to apply for the Ronnie J. Gilbert Scholarship; however, students may only be awarded the scholarship once per degree track (associates, bachelor's, master's, and PhD).
10. Recipients of the Ronnie J. Gilbert Scholarship will be expected to serve on the following year's Scholarship Award Committee.
11. Completed applications should be emailed to Donna McDowell (donna.mcdowell@dnr.ga.gov) and cc Rebecca Brown (georgiaafs@gmail.com) with the subject line stating "Ronnie J. Gilbert Scholarship Application."

Georgia Chapter American Fisheries Society



2024 Faculty Advisor Recommendation R. Gilbert Scholarship/R. Reinert Travel Award

Deadline: December 15, 2023

Name of student recommending for award: Click or tap here to enter text.

Which award are you recommending the student for? Choose an item.

FACULTY ADVISOR PERSONAL CONTACT INFORMATION

Your Full Name	Click or tap here to enter text.
Institution	Click or tap here to enter text.
Work/School email address	Click or tap here to enter text.
Cell phone number	Click or tap here to enter text.

Provide a brief explanation as to why the student you are recommending is an excellent candidate for the award. (350 words or less)

Click or tap here to enter text.

Instructions for faculty advisor

1. The deadline to submit this form is December 15, 2023, at 11:59 PM EST. Recommendation forms received after the deadline will not be considered.
2. **The faculty advisor must use their work/school email** to send the completed form to Donna McDowell (donna.mcdowell@dnr.ga.gov) and cc Rebecca Brown (georgiaafs@gmail.com) with the subject line stating, "Faculty Advisor Georgia AFS Travel Award Application." Please cc the student you are recommending for the award.

Georgia Chapter American Fisheries Society

Gift of AFS Membership Award 2024 Application Form

Note: This application is to receive the award, not to offer a gift of membership.

Instructions for completing the Gift of AFS Membership Application

12. Application deadline is October 6, 2023, at 11:59 PM EST. Applications received after the deadline will not be considered.
13. Completed applications should be emailed to Rebecca Brown (GeorgiaAFS@gmail.com) with the subject line stating, "Gift of AFS Membership Award Application."

PERSONAL CONTACT INFORMATION

Your Full Name	Click or tap here to enter text.
School email address	Click or tap here to enter text.
Personal email address	Click or tap here to enter text.
Cell phone number	Click or tap here to enter text.

SCHOOL INFORMATION

Current Institution: Click or tap here to enter text.	Degree Type Choose an item.:
Major: Click or tap here to enter text.	Minor: Click or tap here to enter text.
Expected Grad. Date: Click or tap here to enter text.	Current GPA: Click or tap here to enter text.

ADDITIONAL INFORMATION

List professional/environmental/conservation organizations to which you belong:

Click or tap here to enter text.

Did you present at either a GAAFS, SDAFS, or AFS meeting in 2023? YES NO

If you answered yes,

- **Name of meeting:** Click or tap here to enter text.
- **What type of presentation?** Oral presentation Poster presentation
- **Your presentation title:** Click or tap here to enter text.

List any conservation and/or environmental related volunteer experiences you have had over the past two years:



Click or tap here to enter text.

Have you completed an internship related to fisheries? YES NO

If you answered yes,

- **When:** Click or tap here to enter text.
- **Where and name of company/organization:** Click or tap here to enter text.

List any fisheries and/or environmental-related work experience (besides internship) you have had:

Click or tap here to enter text.

ESSAY

Candidates must answer the essay to be considered for the award.

Explain how you personally can benefit from being a member of the American Fisheries Society. (500 words or less)

Click or tap here to enter text.

Georgia Chapter American Fisheries Society

Professional/Graduate Student Travel Grant 2024 Application Form

This travel grant is **ONLY** open to fisheries professionals and graduate students who are Georgia AFS members. The travel grant can be used by members to cover hotel accommodations and/or registration at a Georgia AFS annual meeting or a Georgia AFS training workshop. We ask that applicants only request assistance when they do not have any other funding resources.

Instructions for completing the Travel Grant Application

14. **Application deadline is January 19, 2024, at 11:59 PM EST for requesting financial assistance to attend the GAAFS annual meeting. Applications requesting financial assistance to attend a GAAFS training workshop are due 21 days prior to the start of the workshop.**
15. **Applications received after the deadline will not be considered.**
16. **Completed applications should be emailed to Rebecca Brown (GeorgiaAFS@gmail.com) with the subject line stating, "Travel Grant Application."**

PERSONAL CONTACT INFORMATION

Your Full Name	Click or tap here to enter text.
Email address	Click or tap here to enter text.
Home address	Click or tap here to enter text.
Cell phone number	Click or tap here to enter text.

REQUEST INFORMATION

Are you a fisheries professional or a graduate student? Professional Graduate student

Which of the following are you requesting? Check all that apply.

- Financial assistance to attend GA AFS annual meeting
 - Hotel room (you might be sharing a room with another grant recipient)
 - Meeting registration
- Financial assistance to attend GA AFS training workshop
 - Hotel room (you might be sharing a room with another grant recipient)
 - Workshop registration

IF REQUESTING FINANCIAL ASSISTANCE TO ATTEND GA AFS WORKSHOP

What is the name of the workshop?

Click or tap here to enter text.

What is the date for the workshop?

Click or tap here to enter text.

FOR FISHERIES PROFESSIONALS ONLY

Are you currently employed? YES NO

If your answer is yes...

What is the name of the company or organization you work for?

Click or tap here to enter text.

What is the name of your supervisor?

Click or tap here to enter text.

If your answer is no...

Applicants currently unemployed and requesting financial assistance need to include a copy of their CV or resume with the application.

FOR GRADUATE STUDENTS ONLY

What school do you attend?

Click or tap here to enter text.

When do you expect to complete your degree requirements?

Click or tap here to enter text.

What is the name of your academic advisor?

Click or tap here to enter text.

ADDITIONAL INFORMATION

Have you paid your 2024 Georgia AFS dues? YES NO

Describe the reason(s) you are attending the event (e.g. presenting a paper or poster, Georgia AFS committee responsibilities, GAAFS EXCOM member, networking, continuing education, etc.)

Click or tap here to enter text.

Appendix E

Guidelines for Nominating someone for a Georgia AFS award

Career Contribution

Honors individuals who have made numerous and significant contributions towards the advancement of fisheries research and/or management in Georgia over the course of their career(s).

Career Contribution accomplishments should include one or more of the following criteria:

- long-term commitment to aquatic resources and the stewardship thereof
- developed strong working relationships with other individuals or organizations
- implementation of important fish and aquatic management
- significant contributions in advancing fisheries and aquatic science
- original techniques or research methods
- imaginative and successful programs in fish conservation, education, or management
- promotion of the development of fisheries professionals
- leadership (in profession/Chapter)

Certificate of Appreciation

Exhibits the Chapter's gratitude to an individual or organization for a specific contribution or event that supports the Chapter or its mission.

- The mission of the American Fisheries Society and the Georgia Chapter is to improve the conservation and sustainability of fishery resources and aquatic ecosystems by advancing fisheries and aquatic science and promoting the development of fisheries professionals.

Distinguished Service Award

Recognizes the outstanding contributions of time and energy for special projects or activities by Chapter members

Distinguished Service Award accomplishments should include one or more of the following criteria:

- outstanding contribution to the advancement of fisheries professionals and/or fisheries students
- made important contributions to advance the current objectives, long-term goals or stature of the Chapter and fisheries professionals

Hidden Hero Award

This award recognizes the contributions of a person who may not be directly employed as a typical fishery professional (e.g. biologist, technician, etc.), but provides exceptional work that is essential to the mission of promoting the conservation, development, and wise use utilization of fisheries resources. This award is designed to celebrate the contributions of people often completing responsibilities “behind the scenes.”

Hidden Hero accomplishments should include one or more of the following criteria:

- “Go-to person” that does the little things essential to the mission of promoting the conservation, development, and wise use utilization of fisheries resources
- created a work environment that promotes teamwork
- serves as a role model for others
- volunteers to participate in programs to educate the public about conservation and management of our aquatic resources

The following awards require the nominated finalists to answer a set of questions that will be used by a set of judges to evaluate the finalists. When nominating someone for an award understand they are NOT expected to score the best for all questions. Finalists are limited to 350 words per question and the answers they provide should describe their contribution and accomplishments for that year (and previous years if relevant).

Fisheries Professional of the Year in Fisheries Management

This award is open to hatchery managers, fisheries technicians, PFA managers, biologists, and other fisheries professionals who have participated in outstanding or unique management or fish culture activities that contributed significantly to fisheries management and/or conservation.

1. Explain how you have sought opportunities to grow as a professional, either through participation in continuing education/training programs to improve upon your skills or knowledge, and/or through assumed additional responsibilities beyond those typically assigned to someone in your position.
2. Describe an example of how you have demonstrated leadership in your position (e.g. led a team to complete a project, mentored current/prospective fisheries students, mentored a co-worker or other fisheries professionals, thought “outside the box” to solve a problem, help other co-workers be successful, set an example for others to follow, or served as an officer or committee chair in Georgia AFS, AFS, or other fisheries-related professional organizations).
3. Provide examples of how/when you participated in education, outreach, or marketing events to educate others about topics germane to marine or freshwater finfish or shellfish and their respective fisheries and environments.
4. Provide examples of how you shared your knowledge to educate fellow co-workers or other outside professionals.
5. Explain and provide examples of how you participated in the development and/or implementation of a new or improved idea (e.g. developed or enhanced sampling gear/methodologies/techniques; developed or implemented innovative management plans/strategies/practices; etc.) that increased efficiency/effectiveness and/or significantly contributed to fisheries management and/or conservation.

Fisheries Professional of the Year in Fisheries Science and Research

This award is open to biologists, professors, fisheries technicians, and other fisheries professionals whose role in a research project or program that promotes conservation and sustainability of fishery resources and aquatic systems.

1. Explain how you sought opportunities to grow as a professional, either through the development of innovative management programs, research activities, or the development and/or implementation of a new or improved idea that significantly affects the conservation and sustainability of fishery resources and aquatic ecosystems on a regional or statewide level.
2. Describe an example of how you have demonstrated leadership in your position either through mentoring, coordinating public outreach programs, leading a research project, coordinating with different agencies/universities, or serving as an officer or committee chair in Georgia AFS, AFS, or other fisheries-related professional organizations.
3. Provide examples of how your research or program contributes to the understanding of a biological problem, solving a resource problem, or contributes significantly to fisheries education.
4. Describe your role in a fisheries research project or program (e.g. directing the project, establishing the project or program, analyzing data, or conceiving the project or program).
5. Provide examples of when you shared your knowledge of fisheries science to educate fellow co-workers or other outside professionals (e.g. publication of a peer-reviewed journal article, facilitated training workshop, professional presentation at a conference, extension publication, book, or book chapter).

Fisheries Conservationist of the Year

This award is open to an individual or group for their outstanding contributions or service to fisheries conservation in Georgia. Their accomplishments should go beyond their regular work responsibility.

1. Provide examples of specific activities and partnerships that you initiated or participated in that protects, conserves, restores, or enhances Georgia's aquatic and fisheries resources. These activities could have been initiated prior to (year), but it must have still been ongoing during (year).
2. Describe an example of how you have demonstrated leadership in your position (e.g. led a team to complete a project, coordinated with different agencies/universities, mentored current/prospective fisheries students or fisheries professionals).
3. Explain how your conservation efforts will benefit the future of Georgia's aquatic and fisheries resources.
4. Describe the efforts you have made to share your aquatic and fisheries conservation ethics and techniques with others. Describe your community service, leadership roles, aquatic education outreach programs, and/or creation of outreach materials.
5. Describe how your aquatic and fisheries conservation efforts benefits people directly or indirectly.

Fisheries Professional Team of the Year

This award is open to all professional fishery teams working in Georgia whose job entails the management of marine and freshwater finfish and shellfish and their respective fisheries and environments. Teams considered for this award have worked together to develop and/or implement a new or improved idea germane to fisheries management and/or conservation, participated in aquatic outreach programs, or shared their knowledge and skills with other professionals.

1. Explain how members of your team have sought opportunities to grow professionally through participation in continuing education or training programs to improve upon their skills or knowledge.
2. Describe an example of how your team actively pooled its skills, talents, and knowledge to tackle a project or assignment larger than its members' individual job descriptions. Describe each member's contributions and mutual support of each other.
3. Provide examples of how/when members of your team participated in education, outreach, or marketing events to educate others about topics germane to marine or freshwater finfish or shellfish and their respective fisheries and environments.
4. Provide examples of how members of your team shared their knowledge to educate fellow co-workers or other outside professionals.
5. Explain and provide examples of how your team participated in the development and/or implementation of a new or improved idea (e.g. developed or enhanced sampling gear/methodologies/techniques; developed or implemented innovative management plans/strategies/practices; etc.) that increased efficiency/effectiveness and/or significantly contributed to fisheries management and/or conservation.
6. Describe an obstacle or challenge your team faced this year and how they overcame the obstacle or challenge. How did this directly or indirectly benefit the fisheries profession, advance fisheries science, or improve the conservation and sustainability of our fishery resources?

Professional Awards Judging Form Sample

Thank you for your service to the Georgia Chapter AFS as a judge for our finalists for the Professional of the Year in Fisheries Management. You will be ranking candidates according to the information they provided. When ranking the candidates consider how much they went above and beyond what is required for someone in their position and how their actions contributed significantly to fisheries management and/or conservation. Candidates are not expected to rank as your first choice for all questions.

Name of Judge:

Procedures for judging:

1. Consider the response to the first question for each candidate. Rank the submitted responses among the candidates as your first choice (1), second choice (2), and third choice (3) and fill in the chart for question #1.
2. Please finish judging one response before you move onto the next
3. Rank the remainder of the responses for questions two through five in the same manner.

	Finalist Name	Finalist Name	Finalist Name
Question #1			
Question #2			
Question #3			
Question #4			
Question #5			

Appendix F

Student Oral Presentation Judging Form Sample

Name of Student: _____ Date & Time: _____

Title of Paper: _____

Judge Number: _____

0 = Unacceptable/Not observed, 1 = Adequate, 2 = Good, 3 = Very good, 4 = Outstanding (no mistakes)

Subject Matter and Scientific Merit

1	Introduction – Purpose, Background, Objectives (set context for study, explains the hypothesis, engages the audience, free of jargon)	
2	Methodology (explanation of methods, in-depth description of what was completed and why, possible biases identified)	
3	Results (tied back to project objectives, logical order, tables/figures explained in detail)	
4	Discussion (clear and concise interpretation of results and their significance, acknowledgement of limitations)	
5	Conclusions (insightful and engaging, results applied to objectives, explained how results matched expectations)	
6	Originality (novel methods, new approach)	
7	Scientific/Management Merit (research is of sound design and methodology and is likely to contribute to fisheries science)	
8	Future directions (sense of next steps and clear vision for future research)	

Verbal Skills and Readiness of Presenter

9	Verbal delivery (clear and audible, few/no filler words, no distractions)	
10	Readiness of Speaker (well-rehearsed, not too slow or too fast, smooth transitions)	
11	Q&A Session (accurately answer questions and expand with relevant information)	

Presentation of Slides

12	Organization (organized in a flow that captures a cohesive narrative)	
13	Readability (appropriate use of headings, easy to read fonts, contrasting colors, short text/bulleted lists, not too wordy, FREE of grammatical errors)	
14	Graphs/Figures (easy to interpret – can stand alone because properly labeled)	
15	Photos/Graphics (high-quality photos and/or graphics of appropriate size)	
16	Balance of presentation (not too much time on methods/intro vs. results/discussion)	

Comments:

Student Poster Presentation Judging Form Sample

Name of Student: _____ Date & Time: _____

Title of Paper: _____

Judge Number: _____

0 = Unacceptable/Not observed, 1 = Adequate, 2 = Good, 3 = Very good, 4 = Outstanding (no mistakes)

Subject Matter and Scientific Merit

1	Introduction/background (brief, but sets context)	
2	Objective clearly stated	
3	Methodology (appropriate to address objective; proper detail for poster)	
4	Results (tied back to project objectives, tables/figures explained in detail, provided exceptional insight)	
5	Conclusions (results applied to objectives, explained how results matched expectations, reader clearly understands the significance of the research/study and why results are important)	
6	Originality (novel methods, new approach)	
7	Scientific/Management Merit (research is of sound design and methodology and is likely to contribute to fisheries science)	
8	Future directions (sense of next steps and clear vision for future research)	

Readiness of Presenter

9	Verbal Delivery and Significance (clear and audible, no distractions, persuaded the audience the significance of the project/research)	
10	Readiness of speaker (well-rehearsed, well-paced, no filler words)	
11	Q&A Session (accurately answers questions and expands beyond the questions)	

Poster Style, Organization and Visuals

12	Title (short, descriptive, catchy to “reel” in passerby)	
13	Authors and Acknowledgements (present or absent)	
14	Organization and flow (can follow easily from location to next in proper order)	
15	Visual appeal (attractive, balanced, effective use of white space – not cluttered)	
16	Legibility (proper font size; headings, captions and text neat and easy to read, FREE of grammatical errors)	
17	Graphs/Figures (summarize research and indicate big picture)	
18	Illustrations/photos (eye-catching, contribute to subject matter, high quality resolution, title and explanation, includes photo credit)	
19	Writing clarity (easy to understand, skillful use of bullets and/or short direct statements)	
20	Message (easy to quickly gather implications of work)	

Comments:

Appendix G

List of Suggested Professional Development

This list comprises all the suggested workshops/professional development suggested by our members via a survey or were suggested by other means. Past workshops are followed by a year in parenthesis.

- Investigating and Reporting Fish Kills
- Pond Management
- Intro to GIS
- Introduction to tagging and telemetry studies
- Introduction to genetic analysis
- Introduction to R (2022)
- Introduction to FAMS (2020, 2019, 2018)
- Georgia Non-sportfish and Mussel Identification
- Aquatic Plant Identification
- Fish Aging (2018, 2017)
- Fish Disease and Biosecurity (2019)
- Preparation for the Pesticide Application License Test
- Electrofishing safety
- Boater Safety
- CV/Resume development
- How to put together a presentation
- Standardized sampling methods used by stream team, non-wadable streams, and estuarine surveys
- Trailering
- Equipment maintenance (equipment one expects to use in the profession)
- Leadership training (for students)

How to plan for a successful learning experience

Planning and Preparation

1. Learning Goal and Learning Objectives

Learning goals reflect what you want your participants to know and understand by the end of the training workshop. Learning goals are broad and not measurable unlike learning objectives. Learning objectives are measurable and observable and indicate a specific learning outcome which supports the learning goal.

- What is the overall desired outcome for your attendees (learning goal)?
 - Learn a new concept, technique, or method
 - Develop a new habit
 - Enhance their current knowledge
 - Certification

- What are your learning objectives to guide your training?
 - Number of learning objectives should be appropriate for length of the training workshop

2. Know Your Audience

- What is their current level of knowledge or experience?
- Is your audience there by choice or are they required to attend?
- What do they expect from you?

3. Game Plan

- How will the room be set-up?
 - Can seating be arranged so that participants are facing one another and there is plenty of space for participants to move around?
 - Do you need extra empty space for activities?
- What materials will you need? What do the attendees need to bring with them on training day?
 - Provide attendees a list of what they need to bring when they register for your training workshop
 - Send a reminder email/text to attendees the day before the training workshop
 - Print copies of PPT, agenda, and other pertinent handouts for all attendees prior to workshop
 - Provide name tags for participants

- Is there anything attendees can do prior to attending the training workshop?
 - Watch a video, read an article, research a concept/topic

- Complete a pre-assessment (this can let you know what your attendees know and do not know to help you plan your training workshop)
- How much time is available?
 - Plan your breaks appropriately for restroom and refreshments. Your breaks should be at least every 60 - 90 minutes.
 - Is lunch provided or do attendees need to go out for lunch? How much time will they need to travel and eat comfortably?
 - Be flexible because sometimes equipment malfunctions, you might want to extend time for an activity which is going well, or participants finish an activity faster than you expected.
 - Provide time for participants to socialize and get to know each other. Workshops are a valuable tool to create a community of learners.
- How will you address all learning styles – visual, auditory, kinesthetic?
 - Each lecture/instructor-centered session should be between 20 and 30 minutes and then followed-up with practice, reflection, questions, etc.
 - When able include both group and individual activities
 - Include various kinds of audio-visual material
 - Provide opportunities for practice of a particular technique or method that is being presented
- How will you generate interest and keep participants engaged?
 - Activities/hands-on practice
 - Practice any activity which you are doing for the first time. Do not be that person which says “I don’t know...this is the first time I have done this activity.”
 - Allow plenty of time for participants to practice.
 - Provide time for participants to reflect on their own and with others after they all complete the activity. (Reflection is the key to learning)
 - Thought-provoking questions which can encourage critical thinking and stimulate discussions can be used prior to a lesson to motivate participants
 - Role-playing/case studies to provide practice
- How will you evaluate the learning?
 - Observe the participant performing a task
 - Ask questions at the end of each activity
 - Written summative assessment if needed for certification purposes

- How will you have the participants introduce themselves to each other at the start of the training workshop? (*Remember you have a diversity of participants and some people are not as outgoing as others*)
 - Icebreaker
 - Go around the room

4. Create Your Timeline

- 5 – 10 minutes to introduce yourself and the purpose of the training workshop
- 10 – 20 minutes for participants to get to know one another
- 10 – 15 minutes to review agenda and house rules
- Training (a good tip is 20/25 minutes of instruction, 30/40 minutes of practice, and 10/15 minutes of review/reflection)
- 10 – 15-minute restroom/snack breaks every 60 or 90 minutes
- 15 – 20 minutes for closure at the end of the training workshop

Implementation/Facilitation

It is important to keep track of time – slight deviation is ok, but be cognizant of breaks and lunch and provide time for closure at the end.

5. Set the Tone

- Introduce yourself to participants as they arrive
- Provide handouts to participants to pick up before they entering the room
- Ensure seating is comfortable and participants can easily move about

6. Introductions

- Introduce yourself and workshop
- Icebreaker for participants to get to know each other

7. Review agenda and rules

- Include your name and email on the agenda
- Review house rules
 - Location of restrooms and break area
 - No food or drink in lab areas
 - How to ask questions

8. Lesson/Activities

- Watch your time and try to stay on schedule – but be flexible
- Reflection after each activity

Feedback/Reflection

9. Closure

(A great way for participants to summarize, review, and demonstrate their understanding of the content)

1. First have each participant write down three things they learned – give them 3 minutes
2. Next group the participants into teams of 3 or 4 and give each group 5 minutes to generate a list of at least 5 things they learned (can be more)
3. Conclude with each team sharing one thing they learned and it has to be different from what the other teams shared

10. Follow-up/Workshop Evaluation

- Send an email to participants and ask for feedback
 - Google form survey

Appendix H

Business Meeting Agenda Samples

Outline of Business Meeting Agenda

**(YEAR) Georgia Chapter AFS
Business Meeting
(Date and Time)
(Location)**

- Determine a quorum (Recording Secretary-Treasurer)
- Call to Order (Chapter President)
- Approval of Agenda (Chapter President)
- Opening Remarks (Chapter President)
- Approval of previous Business Meeting minutes (Recording Secretary-Treasurer)
- Chapter financial summary (Executive Secretary-Treasurer)
 - Account balance
 - Annual meeting budget
 - Meeting sponsors
 - Chapter donations previous year
- Updates from AFS or SDAFS (AFS/SDAFS Liaison)
- Chapter Committee Updates (Committee Chairs)
- Unfinished Business
- New Business
- Adjourn



Example of a Business Meeting Agenda

2050 Georgia Chapter AFS Business Meeting February 14, 2050 (4:00 pm - 5:00 pm) Georgia Aquarium, Atlanta

- **Determine a quorum (Reed Slendergrass)**
- **Call to Order (Brook Tidewater)**
- **Approval of Agenda (Brook Tidewater)**
- **Opening Remarks (Brook Tidewater)**
- **Approval of previous Business Meeting minutes (Reed Slendergrass)**
- **Chapter financial summary (Ray Elktoe)**
 - **Account balance**
 - **Annual meeting budget**
 - **Meeting sponsors**
 - **Chapter donations previous year**
- **Updates from AFS or SDAFS (Rock Drum)**
- **Chapter Committee Updates**
 - **Membership and Student Affairs (Dusky Flier)**
 - **Fundraising (Peat Ripple)**
 - **Arrangements (Fen Stoneroller)**
 - **Continuing Education (Clay Rainwater)**
 - **Awards (Amber Fry)**
 - **Communication (Marsh Kettle)**
 - **Environmental Concerns (Eddy Flounder)**
- **Unfinished Business (Brook Tidewater)**
- **New Business (Brook Tidewater)**
- **Adjourn (Brook Tidewater)**



Notes for Chapter President as they plan the agenda for the Chapter Business Meeting:

- Examples of what to include in opening remarks
 - Welcome new members
 - Welcome any special guests
 - Thank Chapter meeting sponsors
 - Thank our Fundraising team
 - Thank Chapter Meeting Planning Team

- Approval of previous business meeting minutes
 - Post business meeting minutes to be approved to the Chapter website and email a copy to the Chapter members to review prior to the business meeting
 - A copy of the minutes can be made available prior to the business meeting
 - The Recording Secretary-Treasurer should take notes on any changes or edits brought up during the approval of the past meeting minutes

- Updates from AFS or SDAFS
 - Check with our AFS/SDAFS Liaison if they have any updates to share
 - If the AFS/SDAFS Liaison is not present at the business meeting the Chapter President can share any updates they are aware of such as the next AFS or SDAFS annual meeting location and other pertinent information
 - The Chapter newsletter includes information about upcoming AFS and SDAFS annual meetings

- Committee Updates
 - Check with each Committee Chair as to whether or not they have an update to share during the business meeting

AFS Guidelines for Conducting Chapter Business Meetings

Approving Minutes

A formal motion to approve minutes of a previously held meeting is usually not necessary; approval can be handled by unanimous consent. The Chair should ask: “Are there any corrections to the minutes?” After all corrections have been offered, the Chair then asks: “Are there any further corrections?” If none are offered, then the Chair states: “There being no further corrections, the minutes stand approved as read [or as corrected].”

- Minutes of a meeting can be corrected even after they have been formally approved.
- Minutes of a meeting are usually approved at the beginning of the next scheduled meeting [see Order of Business].
- A member’s absence from a meeting does not preclude that member from offering corrections to the minutes or voting for their approval.
- Minutes do not become an official record of a meeting until they have been approved.
- Since a number of draft minutes may be floating around, only the Secretary’s approved version of the minutes serve as the official record of the meeting to which they pertain.
- If a member disapproves of a proposed correction to the minutes, that member may move to amend and offer an alternative correction. As with any motion to amend [see Handling Motions], the motion requires a second, is subject to debate, and requires a simple majority to pass.

Handling Motions

According to Robert’s Rules, the process for handling motions is as follows:

1. The member making the motion must obtain the floor (i.e., be recognized by the Chair), and then state the motion.
2. Unless a chair of a committee consisting of more than one individual is making the motion, another member must second the motion.
3. The Chair states the motion and then asks: “Is there any discussion [or debate].”

4. When debate is concluded (and proposed amendments disposed of), the Chair “calls the question” (restating the motion, as amended).
5. A vote is taken using the appropriate methods (e.g., voice, standing, roll call).

Or

The Chair, if no opposition to the motion is apparent, may ask: “Are there are any objections to the motion?” If no one objects, the motion passes by “unanimous consent” or “with no opposition.”

6. The Chair announces the outcome of the vote and states what action will be taken as a result of the vote.

Things to Remember When Handling Motions:

- Seconding means that more than one member present believes the motion should be discussed. A motion made by a committee chair does not need to be seconded because the committee already voted to move the motion forward, meaning that at least two members already agreed that it should be discussed.
- There is no need to enter the name of the person seconding the motion into the minutes; simply the fact that the motion has been seconded should suffice.
- The person who makes a motion has the first opportunity to speak.
- Up until the Chair “puts the question” to the assembly (i.e., formally states the motion proposed), the motion may be amended to improve its clarity or intent, or withdrawn by the proposer. After the Chair formally states the motion, it may be amended or withdrawn only by a motion from the floor.
- A substitute motion should be introduced during the floor debate in the following manner. The member proposing the substitute motion should state: “If the motion on the floor is voted down, I will propose the following alternative motion” and state the motion.
- An amendment to a motion cannot itself be amended.
- No additional business can be conducted until the main motion on the floor is disposed of, either by being voted up or down, referred to a committee, postponed to a date or time certain, or postponed indefinitely (i.e., killed).

- Each member can speak only twice on any motion, unless exceptions are made by the Chair. Members cannot take their second turn if anyone who has not spoken wishes to do so. Members should be brief and to the point.
- Members should stand and speak only to the Chair when recognized. They do not comment directly to other members. In formal proceedings, members should avoid using another member's name and, instead, refer to them by their position on the board.
- In voting on motions:
 - The chair may vote only if the outcome of the vote is changed, i.e., to break a tie causing a vote to pass, or create a tie causing a vote to fail.
 - Simple or obviously acceptable amendments may be adopted by "unanimous consent." Usually, the Chair would ask if there are any objections to the motion and, if there are none, the Chair will declare that the motion "passes by unanimous consent" or "passes without objection."
- Motions are handled slightly different in committee meetings:
 - A member may speak an unlimited number of times during debate of a pending motion.
 - The Chair may make motions, speak in informal debates, and vote on motions.
 - Members and the Chair need not stand to speak.
 - Motions need not be seconded.
 - Informal discussions of subjects are permitted with no motions pending.
 - If a proposal is perfectly clear to the committee members, a vote can be taken without a formal motion.
- A complete list of Robert's Rules related to motions can be found at the following link: <http://www.rulesonline.com/rror-02.htm>

Types of Motions

Robert's Rules defines a motion as "a formal proposal by a member, in a meeting, that the assembly take certain action." The basic motion is called a "main motion" and its intent is to bring business before the assembly. It is always wise to have each item of discussion on an agenda begin with a motion; a motion will help focus the discussion and debate of the issue, and also give an indication of the intended outcome.

There are also "subsidiary" motions, which are those motions intended to assist the assembly in handling the main motion. These include motions to amend, postpone to a time and date

certain, table, and refer to a committee. Additionally, there are “privileged” motions, which are those motions not associated with the main motion but can be introduced while a main motion is pending because of matters that require immediate attention. These include adjourn, recess, point of order, and questions of privilege.

- No motion is necessary to receive a report from an officer or a committee. Motions arising out of an officer’s report must be made and seconded by members other than the reporting officer, whereas motions arising out of committee reports can be made by the committee member delivering the report and do not require a second (unless it is a committee of one).
- After the chair states a motion, the mover may request unanimous consent of the assembly to “modify” the motion. If rejected or if another member wishes to modify the motion, a formal motion to “amend” must be made and voted on.
- A motion to “amend” must be germane (related) to the main motion.
- No more than two levels of amendments can be pending at the same time. The secondary amendment must be decided before the primary amendment and then the main motion, as amended or not. To make additional changes beyond a secondary amendment, a member may either: a) state that if the secondary amendment is rejected, a different secondary amendment will be offered; or b) pose another amendment after the primary or secondary amendments have been decided and before voting on the main motion.
- If the motion and its associated amendments are referred to a committee or postponed, no further votes are necessary until the motion once again comes before the assembly.
- The subsidiary motion “division of the question” (call for a separate vote on each part of a motion or resolution) causes the motion to be subdivided into two or more issues to be decided individually.
- If a member wishes to kill a motion and avoid a direct vote on it, the proper mechanism is not to “table” the motion, but to move to “postpone indefinitely” only when the main motion is under consideration (cannot be done while debating an amendment). The motion to postpone must be seconded, is debatable, and needs a simple majority vote to pass.
- If a member wishes to defer consideration of a motion, the motion to “commit” or “refer to a committee” can be used, or the motion to “postpone to a time or date,” such as later in the same meeting or to a future meeting.

- A motion to “table” for consideration at a later time during the session can be used if additional information is likely to be presented later in the same meeting that may affect the vote. At that designated time, a motion to “remove from the table” allows continuation of the debate.
- If the member wishes to avoid any debate or vote on a main motion, a motion can be made to “object to consideration” as soon as the Chair has stated the motion and before any debate occurs. The Chair then asks members to vote for or against consideration of the question. This motion does not need a second, is not debatable, and needs a two-thirds vote to pass.
- Moving the “previous question” or moving to “call the question” is to immediately close debate and cease amendments, except for the subsidiary motion to “lay on the table.” This motion must be seconded, is not debatable, and requires a two-thirds vote to pass. The maker of this motion must first be recognized by the Chair and cannot simply call out the request from the floor.
- The assembly may vote to “ratify” an action taken by officers or committees to provide official approval after-the-fact, as long as it does not violate the bylaws or Constitution.

Adjourning

A meeting is not closed until the Chair states that the meeting is adjourned (or “stands adjourned”). When there appears to be no further business in a meeting, and all the topics on the agenda have been addressed, a motion to adjourn is not necessary. Instead of waiting for a motion to adjourn, the Chair can state: “Is there any further business?” If none is offered, then the Chair states: “Since there is no further business, the meeting is adjourned [or stands adjourned].”

- If the next meeting will be within three months, any matters temporarily but not finally disposed are taken up then, usually under special orders for the meeting [see Order of Business].
- Any matters temporarily but not finally disposed of “fall to the ground” when a meeting is adjourned and the next meeting is not scheduled within three months. Those matters may be taken up again at an ensuing meeting as if they have never been addressed.
- A motion to adjourn cannot be made while voting on a motion is taking place. The motion to adjourn can be made once the vote on a pending motion is announced. The motion

must be seconded, is neither debatable nor amendable, and requires a simple majority to pass.

- A motion to fix the time to adjourn can be made at any time during the meeting. It needs a second, can be debated, is amendable, and passes with a simple majority.
- A recess, as opposed to an adjournment, is a short break in a meeting after which business is resumed at the point it left off. Unlike an adjournment, a recess does not close a meeting.
- Action on a motion that is pending when adjournment is in order can be postponed to a time certain [usually as a “special order” for the next meeting, *see* Order of Business] so that the motion does not fall to the floor when the meeting is adjourned. The motion to postpone to a date certain needs a second, is debatable, can be amended, and in most cases requires a simple majority to pass.

Recording Minutes

The purpose of keeping minutes of a meeting is to create a written record of what was done at the meeting. Too often, minutes are turned into transcripts, recording the names of the people who spoke to an issue and what they said. This is overkill and not necessary, especially when digital recordings of the meeting can be made at the touch of a button and stored electronically for future reference.

Robert’s Rules (§48) offers the following guidance on the content of minutes:

“The essentials of the record are as follows:

- The kind of meeting, “regular” (or stated) or “special,” or “adjourned regular” or “adjourned special”;
- Name of the assembly;
- Date of meeting and place, when it is not always the same;
- The fact of the presence of the regular chairman and secretary, or in their absence the names of their substitutes;
- Whether the minutes of the previous meeting[s] were approved, or their reading dispensed with, the dates of the meetings being given when it is customary to occasionally transact business at other than the regular business meetings;

- All the main motions (except such as were withdrawn) and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn; and
- Usually the hours of meeting and adjournment, when the meeting is solely for business. Generally the name is recorded of the member who introduced a main motion, but not of the seconder.”

Motions recorded in the minutes should reflect the exact wording when the vote was taken or when the presiding officer declared a unanimous consent. The minutes should also record the numbers of those voting in favor of the motion and those opposed. It is not necessary to record the number of abstentions, since they do not influence the outcome of the vote.

Other Resources

<https://www.dummies.com/article/business-careers-money/business/general-business/roberts-rules-for-dummies-cheat-sheet-208284/>

<https://forsmallnonprofits.com/wp-content/uploads/2018/05/RobertsRulesofOrderCheatSheet.pdf>

Sample Chapter Financial Report

Meeting Income		Notes
Registration	\$12,240.00	
Sponsorship	\$5,800.00	
Extra Social & Banquet Tix	\$340.00	
Total Meeting Income	\$18,380.00	
Other Income		
Raffle/Silent Auction	\$7,639.00	
Membership dues	\$1,440.00	
AFS Reimbursement for dues	\$893.00	
Other donations	\$1,200.00	Donations from members
Workshop fees	\$270.00	R Workshop
Total Other Income	\$11,442.00	
TOTAL INCOME	\$29,822.00	
Meeting Expenses		
Meeting	\$13,629.00	meeting space, meals, breaks
Food and Beverages Social	\$735.00	
A/V Cost	\$0.00	
Extra Rooms	\$870.00	Hospitality suite and EXCOM room
FCC Meeting	\$0.00	
Poster Social	\$0.00	
Awards Banquet	\$0.00	
Office Supplies	\$379.00	
Hospitality supplies	\$0.00	
Reimbursement	\$174.37	Dawn Franco purchase of poster backboards
Other	\$290.00	Room for keynote speaker
Total Meeting Expenses	\$16,077.37	
MEETING NET PROCEEDS OR LOSSES	\$2,302.63	
Other Expenses		
Raffle/Silent auction items	\$1,147.00	
Website	\$114.00	
Academic Scholarships	\$500.00	RJG scholarship
Travel Stipend Scholarship	\$580.00	
Student Presentation Awards	\$600.00	monetary awards for all 6
Chapter Donations	\$2,822.00	GFEC, MEEC, VAAFS, ANS workbooks (GADNR), SE Kayak, Mom's Fishing Event
EXCOM /Planning Committee	\$799.00	meals for planning team (before, during, and after meeting)
Plaques	\$568.00	
Travel Expenses	\$543.00	Lake Blackshear Resort site visit
Other	\$68.00	Workshop supplies
Total Other Expenses	\$7,741.00	
TOTAL ALL EXPENSES	\$23,818.37	
NET INCOME OR NET LOSSES	\$6,003.63	

Appendix I

Chapter Bylaws

(Approved by Chapter Members Fall 2019)

BYLAWS AND OFFICER'S MANUAL OF THE GEORGIA CHAPTER OF THE AMERICAN FISHERIES SOCIETY

Article 1 – Name and Objectives

The name of this organization shall be the Georgia Chapter of the American Fisheries Society, hereinafter referred to as the Chapter.

The objectives of the Chapter shall be those of the American Fisheries Society (hereinafter referred to as the Society) as set forth in Article 1 of the Constitution, and to encourage the exchange of information by members of the Chapter residing in, working in, or having a professional interest in the State of Georgia and its aquatic resources.

Article 2 – Membership

The membership of the Chapter shall be composed of those members in good standing residing in, working in, or having a professional interest in, the State of Georgia and its aquatic resources. Good standing shall hereafter refer to those members having current Chapter membership. Only Chapter members who are also members of the Society may vote or hold office.

Article 3 – Meetings

The Chapter shall hold at least one meeting annually at a time and place designated by the Executive Committee (EXCOM). The primary purpose of the annual meeting will be to carry out the work of the Chapter, including exchanging information regarding professional fisheries management activities and conducting the Chapter's business as it pertains to the management and administration of the Chapter. The program and presentation of papers shall be the responsibility of the Program Committee. Special meetings may be called by the President on recommendation of the EXCOM.

Article 4 – Officers

The officers of the Chapter shall consist of a President, President-Elect, an Executive Secretary/Treasurer, a Recording Secretary-Treasurer, Past President, and *Ex Officio* as appointed by the President. All officers shall currently be members of the Society and Chapter and shall also have been members of the Chapter for the preceding year.

The incoming President-Elect and Recording Secretary-Treasurer shall be elected at the annual meeting, while the President-elect shall ascend into the President's role during the annual meeting. The Secretary-Treasurer shall hold office for a 2-yr period and may be re-elected. The President and President-Elect hold office for one year. The person elected President-Elect will serve for one year as President-Elect, followed by one year as President, and one year as Past-President. The Executive Secretary/Treasurer shall be appointed by the President and will serve until the appointed individual resigns or is requested to step down by the President. The transition of officers shall occur at the EXCOM meeting immediately following the annual Chapter meeting. In response to a vacated position, the EXCOM shall appoint a qualified replacement to fill an unexpired term.

In the event of a cancellation of an annual meeting, the officers and the members of any committees shall continue to serve until the next scheduled meeting.

Article 5 – Duties of Officers

A. The President shall:

1. Preside at all meetings of the Chapter.
2. Serve as Chairperson and voting member of the Executive Committee (EXCOM) of the Chapter.
3. Represent the Chapter on the EXCOM of the Southern Division and at the Society meetings.
4. Determine the specific time and place of all EXCOM meetings.
5. Prepare an agenda for and preside over all meetings of the EXCOM.
6. Appoint an Executive Secretary/Treasurer and *Ex Officio* as needed.

7. Appoint committee leaders.
8. Sign all Chapter correspondence to non-Chapter entities.
9. Perform other duties and functions as outlined in the current Society Procedural Manual.
10. Proceed to the office of Past-President at the end of the term.

B. The President-Elect shall:

1. Assume the duties of the President if the President is unable to complete the term.
2. Serve as a voting member of the Chapter's EXCOM.
3. Work closely with the President to ensure that Chapter activities continue smoothly into the next year.
4. Anticipate necessary committee appointments so that they can be made at the time of the annual Chapter meeting.
5. Perform other duties delegated by the President.
6. Proceed to the office of President at the end of the term.

C. The Executive Secretary/Treasurer shall:

1. Serve as a voting member on the EXCOM of the Chapter.
2. Serve until their resignation or at the request of the President.
3. Maintain membership files and regularly up-date membership information.
4. Collect and be custodian of Chapter funds as authorized by the EXCOM or the membership.
5. Prepare and file necessary tax returns and other official documents necessary to keep the Chapter in good legal and financial standing.
6. Submit a record of receipts and disbursements at the annual Chapter meeting.
7. Prepare correspondence as requested by officers of the Chapter.
8. Maintain letterhead and other supplies necessary for Chapter functions.
9. Inform the Executive Director, Division President, and appropriate Society staff of changes in officers, dates and locations of meetings, and other necessary information.

10. Distribute copies of resolutions to the Executive Director, Society officers, Division President, and appropriate individuals/agencies, as instructed in the resolution.
11. Prepare occasional written summaries of Chapter activities and programs for the Society monthly bulletin "Fisheries".
12. Discharge other duties that may be requested by the Executive Director, the Society, or officers of the Southern Division.
13. Maintain the archives of records regarding the business of the Chapter.
14. Finalize all business transactions prior to leaving the position.
15. Perform other duties delegated by the President.

D. The Recording Secretary-Treasurer shall:

1. Serve as a voting member on the EXCOM of the Chapter.
2. Keep the official records of the Chapter, including minutes of the annual Chapter business meeting. These minutes shall be submitted to the Executive Director of the Society and to the Secretary-Treasurer of the Southern Division within 30 days after said meeting.
3. Present an annual summary of collections and payments to the Chapter at the business meeting of the annual Chapter meeting
4. Temporarily assume position of Executive Secretary/Treasurer if position becomes vacant and a replacement cannot be found by the President. This appointment would be until the next annual meeting when other candidates (including the incumbent) would be considered and a new Executive Secretary/Treasurer elected.
5. Perform other duties delegated by the President.

E. The Past-President shall:

1. Serve as an *ex-officio* member on the EXCOM of the Chapter who shall only vote in the event of a tie-breaker.
2. Nominate the Chapter for "Chapter of the Year" with the Division, as requested by EXCOM.
3. Perform other duties delegated by the President.

F. *Ex Officio* members

1. Serve as non-voting adjuncts to the EXCOM to ensure the completion of special project(s) or activities of interests to the EXCOM. *Ex Officio* positions are term-limited and are appointed by the President.

Article 6 – Standing Committees

Leaders of Standing Committees, except the EXCOM, shall be appointed by the President at the time the President assumes office and they are able to serve multiple terms. The terms of office for members of Standing Committees shall end upon their resignation or at the request of the President. Unless stated otherwise in the Society Constitution, committee chairs must be Society members. In the event that no committee member having Society membership agrees to serve as chair of a standing committee, the President may appoint a Chapter member to serve as Director for that committee until such time that a Chair may be appointed.

A. EXECUTIVE COMMITTEE (EXCOM)

The EXCOM is the governing body of the Chapter. The EXCOM shall consist of a President, President-Elect, Executive Secretary/Treasurer, Recording Secretary-Treasurer, Past President, a single representative from Student Subunits within the Chapter, and *Ex Officio* members as appointed by the President.

The EXCOM is authorized to act on behalf of the Chapter between meetings to carry out the work of the Chapter, including expending Chapter funds, speaking on behalf of the Chapter, and to perform appropriate duties and functions.

With the exception of the Past President and *Ex Officio* members, each member of the EXCOM shall have one vote on EXCOM decisions. In the event of a tie, the Past-President's vote shall be the deciding vote. A quorum (i.e. more than half of the voting EXCOM) is required for

transaction of official business at an EXCOM meeting; and a simple majority, meaning more than half of the members attending the meeting, is required for a motion to pass.

The EXCOM shall hold meetings necessary to conduct the business of the Chapter. The specific time and place of all EXCOM meetings shall be the responsibility of the President. EXCOM meetings may be in-person or via electronic communication through means including, but not limited to phone, electronic mail, and video-conferencing. Though meeting frequency is not defined, at least four meetings are recommended annually: These include meeting:

- 1) Within 2 weeks following the annual Chapter meeting: to summarize the annual meeting; to take action on issues as necessary; and conduct other business as appropriate.
- 2) Fall: to review plans for the upcoming annual Chapter meeting; discuss the Southern Division meeting; discuss the status of committee recommendations; and conduct other business as appropriate.
- 3) Within 2 weeks prior to the annual Chapter meeting: to finalize plans and agendas for the annual Chapter meeting.
- 4) The night before the annual Chapter meeting: to review and complete any last minute tasks and ensure no issues have arisen pertaining to the annual meeting, the social, or the awards banquet.

Conference calls will be conducted as needed. Attendance at EXCOM meetings is required, when reasonably possible, by all EXCOM members.

B. MEMBERSHIP AND STUDENT AFFAIRS COMMITTEE (MSAC)

The MSAC shall include at least 1 student/academic representative and shall:

- 1) recruit any new members for the Chapter and the Society.
- 2) encourage continued membership of current members.
- 3) promote student involvement.
- 4) identify concerns of members and students related to Society/Chapter structure, function, and activities.

- 5) assist the Executive Secretary-Treasurer in maintaining a current copy of the Chapter membership.

C. BALLOT COMMITTEE

The Ballot Committee shall:

- 1) prepare, receive, and tally ballots for the elections of Chapter officers and other matters (e.g., adoption of new policy) as appropriate.
- 2) report all election results to the EXCOM at the annual Chapter meeting.

This committee is not to include Chapter officers, Division officers, or members of the Nominating Committee.

D. FUND RAISING/RAFFLE COMMITTEE

The Fundraising/Raffle Committee shall:

- 1) solicit donations and contributions for various Chapter and/or Society events, including the annual Chapter meeting.
- 2) ensure that pre-identified information from all donations and contributions received is provided to the Executive Secretary/Treasurer.

E. ARRANGEMENTS COMMITTEE

The Arrangements Committee shall:

- 1) assist in organizing and carrying out various duties (e.g., selecting venue, negotiating venue rental rates (room, breaks, AV), arranging outside catering as needed) associated with the annual Chapter meeting or other assigned events.

F. HUTTON COMMITTEE

The Hutton Committee shall:

- 1) oversees the Chapter's implementation of the Hutton Junior Fisheries Biology Program.
- 2) serve as a Hutton mentor, as appropriate.
- 3) be responsible for recruiting of new mentors.

G. CONTINUING EDUCATION COMMITTEE

The Continuing Education Committee shall develop and coordinate workshops/courses that:

- 1) arrange for or provide affordable opportunities that help support the continuing education requirements for Society Professional Certification program.
- 2) provide applied training opportunities to students that will serve them well as they seek employment in the profession.
- 3) meet the training needs of employees of the Georgia Department of Natural Resources and fisheries-related personnel in the state of Georgia.

H. NOMINATING COMMITTEE

The Nominating Committee shall:

- 1) work with the Communications Committee to recruit individuals willing to run for and serve in Chapter offices.
- 2) solicit biographies from candidates running for office.
- 3) recommend candidates for officer positions at least 3 months prior to the date of the annual Chapter meeting.
- 4) distribute copies of the biography of each candidate running for specific Chapter office to Chapter members prior to elections occurring at the annual Chapter meeting.

I. POLICY, BYLAWS, AND RESOLUTIONS COMMITTEE (PBR)

The PBR Committee shall:

- 1) be familiar with current Chapter bylaws and maintain a copy of the contact information of the current Society Constitutional Consultant.
- 2) develop and recommend resolutions considered prudent and necessary to further the mission of the Chapter.
- 3) present resolutions to the EXCOM for consideration.
- 4) assist in the development of Chapter bylaw amendments as directed by the EXCOM.

J. PROGRAM COMMITTEE

The Program Committee shall:

- 1) be responsible for solicitations of presentations and posters for the annual Chapter meeting.
- 2) lead the development and printing of the program for the annual Chapter meeting.

K. AWARDS COMMITTEE

The Awards Committee shall:

- 1) be responsible for judging presentations at the annual meeting and for any other Chapter awards as designated by the EXCOM.
- 2) solicit nominations for the annual awards offered by the Chapter.
- 3) consider all nominations and select appropriate recipients by a majority vote of the Committee.
- 4) ensure that the Executive Secretary/Treasurer has ordered the President's "Certificate of Appreciation" plaque from the Society.

L. AUDIT COMMITTEE

The Audit Committee shall:

- 1) meet with Executive Secretary/Treasurer every 2 years to audit the Chapter accounts.
- 2) report the results of the audit to the membership at the regular chapter meeting.
- 3) be composed of two members in good standing that are not currently serving on the EXCOM.

M. SCHOLARSHIP COMMITTEE

The Scholarship Committee shall:

- 1) shall consist of one professional from either a government agency or a nongovernmental organization, one employee of an accredited academic institution, and the recipient of the prior year's Ronnie J. Gilbert Scholarship.

- 2) assist in assessing scholarship applicants for the Ronnie J. Gilbert Scholarship and the Georgia AFS Undergraduate Travel Stipend.
- 3) Submit names of student scholarship winners to the EXCOM for approval.

N. COMMUNICATIONS COMMITTEE

The Communications Committee shall:

- 1) seek to disperse information pertaining to the Chapter via multiple outlets, including the Chapter website, Facebook, newsletters, *Fisheries* magazine, or other appropriate media.

O. ENVIRONMENTAL CONCERNS COMMITTEE

The Environmental Concerns Committee shall:

- 1) identify issues pertaining to the conservation and responsible management of aquatic species and their habitats.
- 2) provide a forum by which ideas and information pertaining to environmental concerns may be exchanged.
- 3) consider an official "Chapter position" on specific issues, when deemed appropriate. In that realm, consultation with the Policy, Bylaws, and Resolutions Committee may be warranted.

This committee shall consist of students and interested professionals.

P. AFS/SDAFS LIAISON

The AFS/SDAFS LIAISON shall:

- 1) seek to maintain good communication between the Chapter and the Society and the Southern Division of the American Fisheries Society.
- 2) report pertinent information pertaining to the Society to the EXCOM.

Article 7 – Other Committees

The President is authorized to establish *ad-hoc* committees not identified in Chapter bylaws as necessary to accomplish the mission of the Chapter. In that realm, the President may appoint members of the Chapter to serve on such committees. The terms of office for members of non-Standing Committees shall end upon the discharge of the duties for which they were appointed.

Article 8 – Voting and Quorum

Unless otherwise stated in the Society constitution, only Chapter members having Society membership may vote on Chapter affairs. A quorum at any meeting for the transaction of official business shall be 20 percent of the Chapter membership having Society membership. A quorum for mail-ballot or electronic ballot shall be 20 percent of the Chapter membership having Society membership.

Chapter members who are also Society members may vote for Chapter Officers, resolutions, modifications to bylaws, and other items as necessary. Voting may be conducted at the annual Chapter meeting, via electronic media, or standard mail. Decisions at meetings of the Chapter shall be in accordance with the Constitution of the Society. Robert's Rules of Order shall govern in all applicable cases not covered by these Bylaws.

Article 9 – Dues, Registration Fees, and Fundraising

The EXCOM shall have the power to establish annual dues.

The EXCOM may assess each registrant attending an annual meeting of the Chapter, a registration fee necessary to cover the costs of the meeting, and Chapter activities. Collections shall be made by the Executive Secretary/Treasurer.

Other collections may be requested for specific programs as needed with prior approval of the EXCOM.

Article 10 - Bylaws, Rules, and Procedures

The Bylaws are the defining document for the Chapter and take precedence over all other rules and procedures of the Chapter. The Bylaws can only be changed through a vote of the Chapter members. This will be done in the following manner:

- A. The EXCOM will draft the proposed change. The proposed change will then be reviewed by the Society's Constitutional Consultant and any appropriate revisions made.
- B. The EXCOM will then vote on the proposed change. The proposed change must pass the EXCOM with a 2/3 majority before being presented to the Chapter members.
- C. Chapter members will be notified by correspondence of the proposed change and given a period of at least 30 days to review the proposed change.
- D. Following the 30-day period, Chapter members will be given a period of not less than 14 days to vote on the proposed change. The proposed change must pass the Chapter members choosing to vote with a 2/3 majority.
- E. The EXCOM may, if it deems prudent, defer action on the proposed change until the annual Chapter meeting provided that Chapter members are notified by correspondence of the proposed change and given a period of at least 30 days to review the proposed change prior the annual Chapter meeting. When a proposed change is acted upon at the annual Chapter meeting, the minimum 14-day voting period may be suspended.
- F. The proposed change is then forwarded to the Society's Constitutional Consultant who brings the proposed change before the Society's Management Committee for approval. The proposed change takes effect when the Chapter receives written notice from the Society's Executive Director.

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 indicated in the Society Constitution.

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 as indicated in the Society Constitution.

Article 11 – Geographical Subunits

Due to geographical distances within the area served by the Chapter, local subunits may be established. This includes the formation of student sub-units, which the Chapter recognizes the formation of student sub-units at colleges and universities within the State of Georgia. Establishment of such sub-units shall be done as provided for in the Society Constitution.

Article 12 - Student Opportunity Fund

The chapter shall maintain a Student Opportunity Fund for the purpose of promoting and advancing fisheries and aquatic science education among its student members. A percentage of the annual chapter raffle/silent auction proceeds shall be invested in the Student Opportunity Fund each year. The EXCOM shall determine the percentage each year after the annual meeting.

The Ronnie J. Gilbert Scholarship shall be awarded annually. The scholarship shall be open to college students at any level of post-secondary education. Applicants are required to be current Chapter members. Students are only eligible to receive a scholarship once per degree track and upon pursuing a higher degree track will once again become eligible for the scholarship. The winner must serve a one-year term on the Ronnie J. Gilbert Scholarship and the Georgia Chapter AFS Undergraduate Travel Stipend awards selection committee.

A Georgia Chapter AFS Undergraduate Travel Stipend shall be awarded annually for the purpose of allowing an undergraduate student to attend Chapter meetings. The stipend shall provide lodging and meeting registration fees for selected recipients. The number of awards presented each year shall be determined by the EXCOM and shall depend upon the amount of

funding available in the Student Opportunity Fund, the cost of lodging, and the number of student applicants.

Article 13 – Lobbying

Because lobbying compromises the Society's 501(c)(3) status, the Chapter will not lobby. If the Chapter is unsure if an action may be construed as lobbying, it shall contact the Society for clarification.

Article 14 – Resolutions

The Chapter may put forth such resolutions considered prudent and necessary to further the mission of the Chapter. Resolutions shall represent the best scientific thinking and data and represent the views of the Chapter. Such resolutions are drafted and recommended to the EXCOM by the Policy, Bylaws, and Resolutions Committee (PBR). This committee may consist of any members of the EXCOM, any committee chairpersons, or any active members of the Chapter but should, insofar as practical, represent a cross-article of Chapter members. The process for drafting and passing resolutions is as follows:

- A. The PBR Committee drafts a proposed resolution which is then voted on by the Committee. The proposed resolution must pass the Committee with a 2/3 majority before being presented to the EXCOM. Proposed resolutions without a unanimous approval of the Committee may contain a minority report prepared by those Committee members opposing the resolution.
- B. Once the PBR Committee has passed a proposed resolution, the proposed resolution, including any minority report, shall be presented to the EXCOM who will review the proposed resolution. The EXCOM has the authority to modify the proposed resolution.
- C. The EXCOM will then vote on the proposed resolution. The proposed resolution must pass the EXCOM with a 2/3 majority before being presented to the Chapter members. In the event that a vote is not unanimous, a minority report may be generated if desired.

- D. After a resolution is passed by the EXCOM, Chapter members will be notified by correspondence of the proposed resolution and given a period of at least 30 days to review the proposed resolution.
- E. Following the 30-day period, Chapter members will be given a period of not less than 14 days to vote on the proposed resolution. The proposed change must pass the Chapter members choosing to vote with a 2/3 majority at which point it becomes an official resolution of the Chapter.
- F. The EXCOM may, if it deems prudent, defer action on the proposed resolution until the annual Chapter meeting provided that Chapter members are notified by correspondence of the proposed resolution and given a period of at least 30 days to review the proposed resolution prior the annual Chapter meeting. When a proposed resolution is acted upon at the annual Chapter meeting the minimum 14-day voting period may be suspended.
- G. All proposed resolutions considered by the Policy, Bylaws and Resolution Committee during the year, whether they are passed or not, shall be reported at the annual Chapter meeting.

Article 15 – Organizational Status

The Chapter has non-profit status. The tax identification number is 52-1457100.