

PROCEDURES MANUAL



Prepared by:

Executive Committee
Montana Chapter AFS

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Introduction

Section 13 of the Bylaws of the Montana Chapter of the American Fisheries Society (MTAFS), updated in 1998 and 2018, recognizes the Procedures Manual to provide guidance and detail protocols for the operations of the MTAFS. See Appendix A for the MTAFS Bylaws. During the 1996 revision of the Bylaws, procedures that related to day-to-day operations of the MTAFS were moved from the Bylaws to the Procedures Manual. Section 13 of the Bylaws requires that the Procedures Manual include the responsibilities of committees, committee chairs, and Chapter officers and the use of Chapter funds. A 2017 amendment to the Bylaws, to allow electronic voting, was approved by the membership in February 2018. The Bylaws also recognize that the Procedures Manual will be a dynamic document that will be updated by the Executive Committee (ExCom), (in cooperation with committee chairs) to provide guidance for conducting Chapter business. Updates to this Procedures Manual can be approved by either a vote of the ExCom or of the Chapter membership. The Immediate Past President is responsible for keeping the Procedures Manual updated. The Procedures Manual contains sections on Chapter History, Membership, Meetings, Duties of Officers, Committees, and Funding. Appendices provide details on specific aspects of Chapter operations.

Chapter History

The American Fisheries Society (AFS) has been in existence since 1870. Chapters were not established as subunits of AFS until 1962. The Montana Chapter was formed in 1967 after George Holton and Dr. C.J.D. Brown polled fish biologists in Montana and found that they overwhelmingly favored forming a Chapter. The Montana Chapter was officially recognized by AFS at their annual meeting held in Toronto, Canada on September 14, 1967.

The first annual meeting of the MTAFS was held at the Montana Club in Helena in 1967. Frank Dunkel, Director of Montana Fish and Game, gave the welcoming address and Robert Hutton, the Executive Director of AFS, provided the keynote address. George Holton was installed as President. Since our inception, membership in the MTAFS has grown from about 25 to over 200 members and our annual operating budget has gone from less than \$60 to over \$20,000 annually. Presidents elected and serving the Chapter have come from a diverse background (Table 1).

The roles of the MTAFS are set forth in Article I of AFS's constitution and recognized in Section 1 of our Bylaws. Ron Marcoux eloquently summarized these roles in 1973. He said the Chapter should be the focal point for (1) exchanging current information and techniques; (2) informing members of activities that threaten aquatic resources; (3) supporting local, state, and federal legislation that is in the interest of aquatic resources; and (4) encouraging members to participate in AFS at all levels. Throughout its history the MTAFS has served as an organization where members work for the understanding, conservation, and wise use of aquatic resources outside their employment affiliations. The Chapter has been an advocate for the unbiased collection of aquatic resource information; the conservation and restoration of native fishes; the importance of high-

quality aquatic habitats; and wise management of land, water, and aquatic resources in the state of Montana. The Chapter has actively worked to influence policies which affect resources at both the state and national level, including The Stream Preservation Act, Wild and Scenic Rivers Act, Subdivision laws, Strip Mining and Reclamation Act, Yellowstone River Flow Reservation, Water Use Act, Northwest Power Planning Act, Montana Wilderness Bill, 1872 Mining Law, Water Quality legislation, and Private Fish Pond Regulations.

Membership

According to Section 2 of the Bylaws:

"The Chapter shall consist of active and affiliate members. Active members of the Chapter shall be those AFS members in good standing, residing in, working in, or having a professional interest in the state of Montana. Only active members may hold an office, chair a committee, or vote on Chapter affairs. Persons may choose to be affiliate members with the Chapter. Dues, rights, and privileges of active and affiliate members are more fully described in the Procedures Manual."

Active Members have all rights of Chapter membership including holding any office, chairing a committee, voting on Chapter business, receiving the newsletter, and attending meetings. Since the MTAFS is a sanctioned subunit of the American Fisheries Society, Active Chapter Members must also be members in good standing of AFS (by paying annual AFS dues). In addition to national AFS dues, the annual Chapter dues for an Active Member are \$10 for regular members and \$5 for students.

Affiliate Members must pay Affiliate Member dues annually to the Chapter, but do not need to be members of AFS. An Affiliate Member has a right to attend meetings at a Chapter Affiliate member rate, to propose projects for Chapter funding, and to receive the Newsletter. Affiliate members may not hold any Chapter office, chair any committee, or vote on any Chapter business. Affiliate Members may become Active Members by paying AFS dues. The annual Chapter dues for an Affiliate Member are \$20 for regular members and \$10 for students.

Chapter Meetings

Section 3 of the Bylaws requires the MTAFS to hold at least one annual meeting. The President Elect (see below) is responsible for all meetings of the membership held during their term as President Elect. The Chapter normally holds one major annual Chapter meeting that typically occurs in February, which consists of an ExCom retreat, a Continuing Education workshop, committee caucuses, a business meeting, and presentation of scientific research, management, and policy and issue papers and perspectives. The President Elect is responsible for all arrangements as detailed in the "Duties of Officers". The President Elect is also responsible for ensuring that national AFS ExCom and staff members are notified of the time and place of the annual meeting.

If there is sufficient interest, the MTAFS will sponsor an annual Summer Workshop for its members. This Summer Workshop is intended to provide an opportunity for sharing information and ideas in the field on specific fish resource issues, techniques, management, or research. If the Chapter decides to host a Summer Workshop, the President Elect is responsible for organization and announcement.

Duties of Officers

All officers must be Active Members of the MTAFS, **which includes being a member in good standing of AFS**. Officers are nominated by the Immediate Past President and elected by the membership at the annual meeting, usually held in February. Officers begin their terms on September 1. In 1997 a change was made in the way officers progressed through the ExCom. Prior to 1997, the Secretary-Treasurer became the President Elect after serving one year as Secretary-Treasurer. The President Elect became the President and the President became the Immediate Past President. In 1997 the Bylaws were changed. Following that change the Secretary-Treasurer is elected for a two-year term in odd numbered years. After serving a two-year term, the Secretary-Treasurer has completed their commitment to ExCom and does not move into the office of President Elect. The President Elect is elected each year, and the progression from President Elect to President to Immediate Past President remains in place. General calendars of each officer's duties are included in Appendix B.

President

The President serves for one year and then becomes the Immediate Past President. The President shall: serve as the Chair of the ExCom; preside at all ExCom and Chapter meetings; represent the Chapter to the Western Division and AFS; appoint Committee Chairs and ad hoc representatives; and perform other duties and functions as authorized or necessary to conduct Chapter business. The President is responsible for overseeing all aspects of Chapter operation. The President should schedule at least three ExCom meetings per year (fall, winter, and spring) to conduct Chapter business.

Specifically the President's responsibilities include, but are not limited to: preparing an annual plan of work, including prioritization of tasks which the Chapter would like to accomplish in the upcoming year, which tiers to the plan of work developed by AFS; assisting with the planning and presiding over the annual meeting including coordinating sponsorship and fund raising for that annual meeting; extending an invitation to AFS and Western Division representatives to attend the MTAFS annual meeting; serving as the Chapter's representative to the Western Division's ExCom (including sitting in on monthly calls) and voting for the Chapter's interests; scheduling, organizing, and chairing all ExCom meetings; keeping the President Elect informed of Chapter activities so that, if the need arises, the President Elect could perform the duties of President; determining the need for and forming standing and ad hoc committees; appointing chairs to all

committees and appointing members to represent the Chapter; assisting Committee Chairs in choosing their committee members; preparing mid-year and annual reports of Chapter activities using approved AFS format to the Western Division and AFS (AFS Governing Board Reporting Tool, to view an older report go to this site: <https://fisheries.org/about/governance/governing-board-reports/>); completing the “Year In Review Form” (see appendix C); communicating regularly with Committee Chairs and Chapter representatives to ensure that they are actively pursuing their Chapter responsibilities; ensuring that Committee Chairs and Chapter representatives provide mid-year and annual reports to the President using AFS format; acting as a non-voting member of the AFS's ExCom and attending the AFS ExCom mid-year and annual meetings, if possible; ensuring that Chapter positions and policy either support AFS and Western Division positions and policy, or have been thoroughly reviewed within the Chapter for those issues which are local Montana issues; responding to issues brought to the Chapter by the Western Division or AFS; keeping the AFS Executive staff and officers and Western Division officers informed of Chapter activities and important positions; editing and signing, or designating a signatory, for all Chapter correspondence, and reviewing bank statements provided by the Secretary-Treasurer. If needed, the Chapter will provide airfare, lodging and meeting registration fees for the President or a Chapter delegate chosen by the President to attend an annual ExCom meeting of the Western Division and the annual meetings of national AFS ExCom (ExCom vote 8/17/07). Appendix B provides a list of procedural guidelines for the President to undertake before, during and after the Chapter’s annual meeting and a listing of year-round and monthly duties.

Unless there are compelling reasons otherwise, the ExCom will provide travel and meeting expense funds for only one Chapter representative to attend the Western Division and National AFS annual and associated ExCom meetings each year. The President shall have priority for these funds, followed by the President Elect, and then a Chapter delegate selected by the President.

Table 1. Listing of the Presidents of the Montana Chapter of the American Fisheries Society, the year they served their presidency (term began the previous September), and their employment affiliation at the time of their presidency.

Year	President	Employer at Time of Appointment
1968	George Holton	Montana Fish and Game Department
1969	Richard Graham	Montana State University
1970	C.J.D Brown	Montana State University
1971	Bob Piper	U.S. Fish and Wildlife Service
1972	Norm Schoenthal	Eastern Montana College
1973	Ralph Boland	Montana Fish and Game Department
1974	Henry McKirdy	U.S. Forest Service
1975	Don Tennant	U.S. Fish and Wildlife Service
1976	Ron Marcoux	Montana Fish and Game Department
1977	Gordon Haugen	U.S. Forest Service
1978	Dennis Workman	Montana Fish and Game Department
1979	Norm Peterson	Montana Fish and Game Department
1980	Gary Gebhart	U.S. Bureau of Land Management
1981	Pat Marcuson	Montana Department of Fish, Wildlife and Parks ¹
1982	Al Elser	Montana Department of Fish, Wildlife and Parks
1983	Greg Munther	U.S. Forest Service
1984	Pat Graham	Montana Department of Fish, Wildlife and Parks
1985	Janet Decker-Hess ²	Montana Department of Fish, Wildlife and Parks
1986	Pat Dwyer	U.S. Fish and Wildlife Service
1987	Jerry Wells	Montana Department of Fish, Wildlife and Parks
1988	Bob Gresswell	U.S. Fish and Wildlife Service
1989	Glenn Phillips	Montana Department of Fish, Wildlife and Parks
1990	John Fraley	Montana Department of Fish, Wildlife and Parks
1991	Chris Hunter	OEA Consulting
1992	Jim Peterson	Montana Department of Fish, Wildlife and Parks
1993	Ginger Thomas ³	Ginger Thomas Consulting
1994	Chris Clancy	Montana Department of Fish, Wildlife and Parks
1995	Jim Darling	Montana Department of Fish, Wildlife and Parks
1996	Brad Shepard	Montana Department of Fish, Wildlife and Parks
1997	Dan Carty	U.S. Fish and Wildlife Service
1998	Mark Lere	Montana Department of Fish, Wildlife and Parks
1999	Tom McMahan	Montana State University
2000	Buddy Drake	Drake & Associates
2001	Mike Enk	U.S. Forest Service
2002	Pat Clancey	Montana Department of Fish, Wildlife and Parks
2003	Pat Byorth	Montana Department of Fish, Wildlife and Parks

Year	President	Employer at Time of Appointment
2004	Steve Leathe	Montana Department of Fish, Wildlife and Parks
2005	Clint Muhlfeld	Montana Department of Fish, Wildlife and Parks
2006	Kate Walker	U.S. Forest Service
2007	Leanne Roulson	Garcia and Associates
2008	David Schmetterling	Montana Department of Fish, Wildlife and Parks
2009	Carter Kruse	Turner Enterprises Inc.
2010	Scott Barndt	U.S. Forest Service
2011	Todd Koel	National Park Service
2012	Craig Barfoot	Confederated Salish Kootenai Tribes
2013	Travis Horton	Montana Department of Fish, Wildlife, and Parks
2014	Robert Al-Chokhachy	U.S. Geological Survey
2015	Pat Saffel	Montana Department of Fish, Wildlife, and Parks
2016	Dave Moser	Montana Department of Fish, Wildlife, and Parks
2017	Leslie Nyce	Montana Department of Fish, Wildlife, and Parks
2018	Amber Steed	Montana Department of Fish, Wildlife, and Parks
2019	Brian Ertel	National Park Service
2020	Steve Dalbey	Montana Department of Fish, Wildlife, and Parks
2021	Jim Dunnigan	Montana Department of Fish, Wildlife, and Parks
2022	Lisa Eby	University of Montana
2023	David Stagliano	Montana Biological Survey
2024	Leo Rosenthal	Montana Department of Fish, Wildlife, and Parks
2025	Peter Brown	Clearwater Restoration

¹Montana Fish and Game Department was renamed Montana Department of Fish, Wildlife and Parks in 1980.

²Janet Hess-Herbert, served 22 months as President due to a change in timing of officer transition.

³Ginger Thomas Gillin

President Elect

The President Elect serves for one year and then becomes the President. The President Elect has two major roles. The President Elect assists the President in operating the Chapter and will take over the duties of the President in the event the President can no longer function as President. The President Elect is responsible for the arrangements and programs of all meetings of the membership during their year of tenure.

The President Elect's responsibilities include, but are not limited to: assisting the President in operating the Chapter; being prepared to take over the duties of the President; serving as a voting member on the ExCom; coordinating all arrangements and programs for the annual meeting; anticipating necessary Committee Chair appointments prior to becoming President; attending all

Chapter ExCom meetings; attending the annual meeting of the Western Division; and, upon request, reviewing and signing correspondence for the President. Responsibilities in arranging the annual meeting include, but are not limited to: securing a meeting venue; ensuring that enough lodging is available for meeting participants and attendees at an affordable price; negotiating for rooms that students and guests can use; scheduling and negotiating the payment for meeting rooms; organizing any social events; organizing and selecting menu items for meeting lunches and dinners; recruiting session chairs and preparing a program with those chairs; ensuring that registration space is available; announcing the meeting to the membership and the public; coordinating with the Continuing Education Committee Chair to ensure that a Continuing Education opportunity is offered; developing a meeting theme; recruiting plenary speakers, symposium sessions, and contributed papers for presentation during the meeting; and printing the agenda and abstracts prior to the meeting. The President Elect is urged to attend the mid-term or annual meetings of the Western Division and national AFS ExCom, if possible. MTAFS ExCom may provide funds for the President Elect to attend Western Division or Parent Society annual meetings as MTAFS representative (see President's duties), if available. Appendix B provides a list of procedural guidelines for the President Elect to undertake before, during and after the Chapter's annual meeting and a listing of year-round and monthly duties. Appendix D has a list of venue questions for hosting the annual Chapter meeting.

Unless there are compelling reasons otherwise, the ExCom will provide travel and meeting expense funds for only one Chapter representative to attend the Western Division and National AFS annual and associated ExCom meetings each year. The President shall have priority for these funds, followed by the President Elect, and then a Chapter delegate selected by the President.

Secretary-Treasurer

The Secretary-Treasurer serves for two years and then may retire as a MTAFS officer or be willing to ser. The Secretary-Treasurer is a voting member of the ExCom and should attend all ExCom meetings.

As Secretary of the MTAFS the Secretary-Treasurer's responsibilities include, but are not limited to: keeping and distributing the minutes of all MTAFS ExCom and business meetings; posting approved ExCom and annual meeting minutes to the Chapter website within 30 days of approval; sending a copy of the minutes of the annual Chapter business meeting to the AFS Executive Director and Western Division President within 30 days after the annual meeting; preparing correspondence as requested by Chapter officers; serving as a voting member of the Chapter ExCom; maintaining records of Chapter activities, minutes, and organizational structure; maintaining a listing of the names, addresses, phone numbers, FAX numbers, and email addresses of all Chapter officers, Committee Chairs, and ad hoc Chapter representatives; passing on all Chapter records to either the incoming Secretary-Treasurer or the Historian(s) at the end of their term; maintaining and distributing Chapter supplies, including letterhead, to Chapter officers,

Committee Chairs, and other ad hoc Chapter representatives; informing the AFS Executive Director, Western Division President, and appropriate AFS staff of changes in officers, dates and locations of meetings, and other necessary information; distributing copies of Chapter resolutions and policy to the AFS Executive Director and officers and the Western Division President; forwarding any proposed Bylaw changes to the AFS Executive Director for review by the AFS's Constitutional Consultant prior to presentation of these changes to AFS's ExCom for approval; ordering a Past President's certificate (plaque) from AFS's subunit liaison to ensure that the certificate (plaque) is available for presentation at the annual Chapter business meeting; and preparing, with the other Chapter members, reports to Fisheries magazine concerning Chapter activities and programs.

As Treasurer of the MTAFS the Secretary-Treasurer's responsibilities include, but are not limited to: receiving, holding, tracking, investing, and disbursing funds as needed for Chapter functions and activities as approved by the AFS, Chapter members, and ExCom under the authority of and consistent with the Bylaws, this Procedures Manual and the MTAFS Financial Sustainability Plan; maintaining financial records in standard accounting format for review by AFS and Chapter officers and members as needed or required; providing bank statements to the President for quarterly review; preparing and submitting an annual financial report to the Chapter's ExCom and members at the annual meeting; preparing and submitting periodic financial reports at Chapter ExCom meetings; preparing an annual budget, with the help of the ExCom, to be presented to the members at the annual business meeting; and filing any necessary tax documents with either the AFS staff or directly to state and federal authorities, including maintaining non-profit status with the state of Montana. Additionally, the Secretary-Treasurer is responsible for depositing income, paying out authorized disbursements, and for keeping track of all RAF expenditures. The Secretary-Treasurer must prepare a Treasurer's Report showing the activities of each RAF account periodically to the ExCom and annually to the Chapter's members. Appendix B provides a list of procedural guidelines for the Secretary-Treasurer to undertake before, during and after the Chapter's annual meeting and a listing of year-round and monthly duties.

Table 2. Listing of the Secretary-Treasurers of the Montana Chapter of the American Fisheries Society since that office was separated from the Presidential cycle in 1997, the years they served (starting in September), and their employment affiliation at the time of their service.

Term	Name	Employment Affiliation
1997-1999	Greg Kindshii	U.S. Fish & Wildlife Service
1999-2001	Ken Staigmiller	Montana Fish, Wildlife & Parks
2001-2003	Beth Gardner	U.S. Forest Service
2003-2005	Travis Horton	Montana Fish, Wildlife & Parks
2005-2007	Matt Jaeger	Montana Fish, Wildlife & Parks
2007-2009	Windy Davis	Montana State University
2009-2011	Leo Rosenthal	Montana Fish, Wildlife & Parks
2011-2013	Amber Steed	Montana Fish, Wildlife & Parks

2013-2015	Bruce Roberts	U.S. Forest Service
2015-2017	Scott Opitz	Montana Fish, Wildlife & Parks
2017-2020	Marc Terrazas	Montana Fish, Wildlife & Parks
2020-2022	Chris Downs	National Park Service
2022-2024	Clint Smith	Montana Fish, Wildlife & Parks

Immediate Past President

The Immediate Past President serves for one year and then may retire as a Chapter officer. Responsibilities of the Immediate Past President include, but are not limited to: seeking and procuring nominations for officers by soliciting nominations from the other Past Presidents who remain Chapter members; providing ballots and conducting the election of officers at the annual meeting; recommending changes in the Bylaws to the ExCom and membership; updating the Procedures Manual with the assistance of the ExCom and Committee Chairs; tracking and maintaining a list of Resource Action Fund projects; distributing copies of the Bylaws and Procedures Manual to new officers and committee chairs; acting as Bylaw consultant and parliamentarian at all meetings of the Chapter including ExCom; chairing the Past Presidents Committee; helping the President Elect prepare the abstracts for the annual meeting; arranging the trade show for the annual meeting; attending meetings as a voting member of the ExCom; and providing support to the President and a past perspective regarding Chapter business and positions at ExCom meetings. Appendix B provides a list of procedural guidelines for the Past President to undertake before, during and after the Chapter’s annual meeting and a listing of year-round and monthly duties.

Table 3. Montana Chapter of the American Fisheries Society Annual Meetings, locations and themes. Documented information for missing locations and/themes can be submitted to the current Past President.

Year	Location	Meeting Theme
1967	Montana Club, Helena	First Meeting of the Montana Chapter of AFS
1968	Montana Club, Helena	Second Annual Meeting of MCAFS
1970	Montana Club, Helena	Third Annual Meeting of MCAFS
1971	No information	Fourth Annual Meeting of MCAFS
1972	Montana Club, Helena	Fifth Annual Meeting of MCAFS
1973	Montana Club, Helena	Sixth Annual Meeting of MCAFS
1974	Montana State University, Bozeman	Seventh Annual Meeting of MCAFS
1975	Northern Hotel, Billings	Eighth Annual Meeting of MCAFS
1976	Village Motor Inn, Missoula	Ninth Annual Meeting of MCAFS
1977	Heritage Inn, Great Falls	Tenth Annual Meeting of MCAFS

Year	Location	Meeting Theme
1978	Ramada Inn, Billings	
1979	Red Lion Motor Inn, Missoula	Joint meeting with Soil Conservation Society, Society of American Foresters and Wildlife Society
1980	Ramada Inn, Billings	
1981	Yogo Inn, Lewistown	
1982		
1983		Hydropower
1984	Copper King Inn, Butte	
1986	GranTree Inn, Bozeman	
1986	Heritage Inn, Great Falls	
1987		
1988	Outlaw Inn, Kalispell	
1990	Yogo Inn, Lewistown	Seeking a Balance in the Environment
1991	Red Lion Motor Inn, Missoula	For Everyone Forever
1992	Fairmont Hot Springs, Anaconda	
1993	Sheraton Hotel, Great Falls	Joint meeting with The Wildlife Society
1994	Sheraton Hotel, Billings	
1995	Chico Hot Springs, Pray	Can We Conserve Montana's Native Fishes?
1996	Outlaw Inn, Kalispell	Goals, Objectives, and Values in Fisheries Management
1997	GranTree Inn, Bozeman	Joint meeting with Great Plains Fishery Workers Assoc: The "Meat and Potatoes" of Fisheries Management
1998	Colonial Inn, Helena	From Genes to Landscapes: Protecting and Restoring Montana's Aquatic Diversity
1999	Buck's T4 Lodge, Big Sky	
2000	Heritage Inn, Great Falls	Connecting with the Past, Exploring the Future
2001	Ramada Copper King Inn, Butte	
2002	Holiday Inn, Bozeman	Celebrating Montana's Fisheries Heritage
2003	Heritage Inn, Great Falls	Water: The Essential Ingredient
2004	Grouse Mountain Lodge, Whitefish	Theoretical and Practical Approaches for Watershed Restoration and Stream Habitat Improvement
2005	DoubleTree, Missoula	Practical Approaches to Techniques for Restoring Native Aquatic Populations and their Habitats - Lessons Learned
2006	Montana State University, Bozeman	Joint meeting with WDAFS: Natives and Newcomers
2007	Hilton Garden Inn, Missoula	Return to the River: Revisiting and Reinvigorating the Source of Our Passion and Professionalism

Year	Location	Meeting Theme
2008	Crowne Plaza Hotel, Billings	Warming to the Future: Preparing for the Potential Effects of Climate Change on Montana's Aquatic Resources
2009	Red Lion, Kalispell	Joint meeting with TWS: Adapting Fish and Wildlife Management to Human Demographic Change in Montana
2010	GranTree Inn, Bozeman	Linkages Across Landscapes: The Ecological Role of Fish in Montana
2011	Heritage Inn, Great Falls	Saving all the Pieces in an Altered Fishscape: the Challenges and Practices of Balancing Native Fish Conservation with Angling Opportunities for Introduced Sport Fishes
2012	Red Lion Colonial Inn, Helena	Successfully Navigating the Social and Political Realm of Conservation
2013	Fairmont Hot Springs, Anaconda	Mastering the Art and Science of Fisheries Management: how to get research and management on the same page
2014	Chico Hot Springs, Pray	Reflecting on the past and anticipating the future
2015	Best Western, Great Falls	Fisheries Challenges in Montana: A Multitude of Viewpoints
2016	Radisson Colonial Hotel, Helena	Montana Native Fish: Lifestyles of the NOT so Famous
2017	University of Montana, Missoula	Joint meeting with WDAFS: Change and Continuity: Celebrating 50 Years of Fisheries in the West
2018	Copper King Inn, Butte	Management across jurisdictional boundaries: working together to get the big and small jobs done
2019	Double Tree Inn, Billings	Communicating fisheries science in an increasingly skeptical environment
2020	Hilton Garden Inn, Kalispell	Celebrating fish diversity in Montana, native and non-native alike, including opportunities and challenges
2021	Virtual Meeting	Crossing boundaries in science and management
2022	Virtual Meeting	Montana's fisheries at a crossroads: evaluating all pathways
2023	Copper King Inn, Butte	The Times They are a-Changing: Population Growth and its Effects on Montana's Fisheries and Aquatic Resources
2024	Yogo Inn, Lewiston	Montana Fisheries: More of everyone, all the time!

* MCAFS was changed to MTAFS in 2017 so as not to confuse the Montana Chapter with other "M" state Chapters.

Committees

Committees and Committee Chairs may be appointed by the ExCom or President as necessary to conduct Chapter business. Committee Chairs are expected to serve terms of at least two years. Committees represent the Chapter under the direction of the ExCom. Three types of committees are presently recognized by the MTAFS: standing, ad hoc, and special liaison. Standing committees are long-term committees that carry out specific objectives of MTAFS. Ad hoc committees are short-term committees that are organized to complete a specific task for the Chapter under the leadership of the ExCom. Once the assigned task is completed, ad hoc committees are expected to dissolve. Special liaisons are generally a single individual who represents the Chapter, under the leadership of the ExCom, on specific issues. A list of Committee Chairs is included in Appendix E. A listing of all Committee Chairs, including their addresses and phone numbers (Appendix F), will be maintained on the Chapter website to ensure that members know who to contact on specific issues.

Standing Committees

Authorization, operating guidelines, duties of chairs, and terms of office for chairs and members of standing committees are described in this Procedures Manual. The Chair of each committee is responsible for:

1. Scheduling meetings, providing agendas to committee members, and notifying members and the ExCom of all pertinent committee actions
2. Providing leadership for the committee, acting as liaison between the committee and the ExCom, and attending ExCom meetings
3. Drafting appropriate correspondence for the MTAFS President
4. Preparing mid-term (February 15) and annual (August 15) reports in standard AFS format which summarize committee activities for the MTAFS President to submit as part of their reports to AFS.

Standing committees are: Awards, Continuing Education, Resource Management Concerns, Historian, Legislative, Membership, Newsletter, Public Outreach, Diversity, Equity, & Inclusion, Raffle, Species of Special Concern, and Web Content.

Awards Committee

Authorization

The purpose of the Awards Committee is to recognize Chapter members, other aquatic resource professionals, and others in Montana for their accomplishments in protecting and restoring aquatic habitats and fishes in Montana.

Operating Guidelines

The Awards Committee shall consist of a Committee Chair and the four members of the ExCom. The Chair can appoint any number of Chapter members to solicit nominations or prepare awards. A second committee will be maintained to solicit and review applications and conduct fundraising for the Wally McClure scholarship. The purpose of the Awards Committee is to recognize outstanding efforts of persons or groups to preserve, promote, or improve fish resources, or the field of fishery science. All awards will be presented at the annual meeting of the MTAFS. Committee decisions on all awards, except Best Student and Best Professional papers (see below), will be by majority vote of the Award Committee members. The committee will strive to reach consensus.

Following the annual meeting, the Awards Chair is responsible for preparing and submitting a news release and written report to the Secretary-Treasurer for distribution to the Western Division and AFS Executive Director, which summarizes the award presentations. The Awards Chair is also responsible for updating the Awards Spreadsheet (available from the Secretary-Treasurer) and sending the updated copy to ExCom, the Web Content Chair, and the Chapter historians.

Categories

Prior to the annual meeting the Awards Chair will solicit award nominations from the following seven categories. Only Active and Affiliate members in good standing may nominate award recipients.

1. Outdoor writers or reporters
2. Educators
3. Outstanding Landowner/s
4. Outstanding Conservation group, organizations, private business or other individuals
5. Career Achievement
6. Outstanding Natural Resource Professional
7. The George Holton Outstanding Fishery Professional
8. Other (does not fit into categories 1-7)

In addition to the above awards, all student and professional papers presented at the annual meeting will be judged and "Best Student" and "Best Professional" papers will be awarded. In 2005, the Wally McClure Scholarship award was established as described below. Special awards may also be given at the discretion of the Awards Committee.

General Awards Criteria

Nominations and awards will be evaluated on the following criteria:

1. Conservation of aquatic resources through word or deed
2. Devotion of personal time/money/experience/effort towards protecting or enhancing fish resources
3. Influence in dealing with local, state, or federal government entities for ensuring the future welfare of Montana's aquatic resources
4. Influence in enacting important local, state, or federal legislation, which protects or enhances Montana's aquatic resources
5. Demonstration of a long-term commitment to Montana's aquatic environment, or to a particular lake, river, or stream
6. Elevated public interest and awareness in fishing and fishery management or assisted in research/management/stocking programs
8. Improved or developed and adopted a management program which reduced the impact of previous detrimental management practices (i.e. flow fluctuations) or improved conditions for aquatic communities
9. Funded research or management studies to either assess potential impacts of proposed actions or improve management practices on aquatic systems
10. Inspired and encouraged others to pursue the conservation and restoration of aquatic resources.

At the Awards Committee's discretion one or more deserving nominees may be selected for award from each of the first six categories. However, it is recommended that selections be limited to one or two from each category. Only one Outstanding Fishery Professional will be recognized each year (with rare exception when a pair or small group are recognized together for extraordinary achievement) as discussed below. Awards for categories 1 through 6 will consist of a framed certificate and letter from the President or Awards Chair, which details the accomplishments of the award recipient.

Outstanding Fishery Professional Award (renamed in honor of George Holton in 2021)

The following additional criteria will be used to judge the George Holton Outstanding Fishery Professional nominations:

1. Membership and accomplishments in AFS and the Montana Chapter
2. Accomplishments of local, state, regional, or national significance
3. Efforts that would be classified as "above and beyond" job requirements
4. Demonstrated creativity and innovation
5. Membership in other professional, resource, conservation, and community organizations, which allowed the individual to promote sound aquatic resource management outside the fishery profession
6. Promotion of sound aquatic resource management to conservation, sporting, and/or community organizations outside the fish resource profession
7. Authorship of published articles related to aquatic resources

In addition to solicitation of nominees from the general membership, each ExCom member should submit at least one nominee for the George Holton Outstanding Fishery Professional Award to ensure a pool of candidates. The award will consist of an engraved memento of significance to the awardee (a belt buckle, sculpture, or print have been presented in the recent past), a framed certificate, and a letter from either the President or the Awards Chair that details the accomplishments awarded. Table 4 displays a list of past Outstanding Fishery Professional award recipients.

Table 4. Montana Chapter of the American Fisheries Society Outstanding Fishery Professional* award recipients.

Year	Recipient	When Awarded
1985	Ralph Boland	Awarded February 1986
1986	George Holton	Awarded December 1986
1987	Chris Hunter	Awarded February 1988
1988	George Liknes	Awarded December 1988
1989	Bob Gresswell	Awarded February 1990
1990	Brad Shepard	Awarded February 1991
1991	Wade Fredenberg	Awarded February 1992
1992	Buddy Drake	Awarded February 1993
1993	Chris Clancy	Awarded February 1994
1994	Bruce May	Awarded February 1995
1995	Bob Wiltshire	Awarded February 1996
1996	Ginger Thomas Gillin	Awarded February 1997
1997	Beth MacConnell	Awarded February 1998
1998	Tom Weaver	Awarded February 1999
1999	David Schmetterling	Awarded February 2000
2000	Brent Mabbott	Awarded February 2001
2001	Tom McMahan	Awarded January 2002
2002	Scott Rumsey	Awarded February 2003
2003	Mike Enk	Awarded February 2004
2004	Jim Magee	Awarded February 2005
2005	Pat Byorth	Awarded March 2006
2006	Steve Leathe	Awarded February 2007
2007	Matt Jaeger	Awarded February 2008
2008	Lee Nelson	Awarded February 2009
2009	Ladd Knotek	Awarded February 2010
2010	Pat Clancey	Awarded February 2011
2011	Pat Saffel	Awarded February 2012
2012	Robb Leary	Awarded February 2013

2013	Scott Relyea	Awarded March 2014
2014	Carter Kruse	Awarded February 2015
2015	Brian Marotz	Awarded February 2016
2016	Mike Ruggles	Awarded May 2017
2017	Mike Jakober	Awarded February 2018
2018	Matt Boyer	Awarded February 2019
2019	Zach Shattuck	Awarded February 2020
2020	Cody Nagel	Awarded March 2021
2021	Zach Shattuck	Awarded March 2022
2022	No applications received	
2023	Clint Sestrich	Awarded February 2023

* The award was known as Fishery Worker of the Year until renamed in 2003.

* The Chapter voted to rename this award to the George Holton Outstanding Fisheries Professional Award in 2020, and which was awarded for the first time at the 2021 annual Chapter meeting.

Best Professional Paper and Student Awards (renamed Brad Shepard Best Student Paper 2022)

The Brad Shepard Best Student and Best Professional paper award recipients will be determined by a panel of three (3) judges recruited by the Awards Chair. The panel of at least three judges does not have to be the same for all papers under consideration. Each judge will score their assigned student and/or professional papers based on standard criteria (Appendix E). The Awards Chair will combine the evaluations and award the Best Student and Best Professional paper at the end of the annual meeting. These awards will consist of a framed certificate, a letter from either the Awards Chair or President detailing the reasons for the award, and a cash award determined by the ExCom (presently \$100.00). All student presenters (B.S., M.S., or PhD level) and professional presenters will be equally eligible for their respective awards, and it is acceptable for the same individual (student or professional) to receive the award in successive or multiple years. The Chapter membership voted in March 2022 to rename the Best Student Paper award to the Brad Shepard Best Student Paper award in honor of Brad who was a longtime chapter member and mentor for many students and young professional. Brad passed away in September 2021 at the age of 69.

Wally McClure Scholarship Award

**This is a standalone committee; the Awards chair does not need to take care of this award.

A special scholarship award was created in 2005 to honor the memory of Wally McClure. Wally was a dedicated, active, and highly respected Chapter member who suffered a terminal illness and passed away in 2003 at the age of 42. These funds are annually augmented by ½ of proceeds from the student subunit raffle, and other funds as the ExCom deems appropriate. The annual award is presented to each an outstanding undergraduate student (currently \$750) and an outstanding

graduate student (currently \$1250) at one of Montana’s colleges and universities who are pursuing degrees in aquatic natural resources with research focusing on the conservation and management of native fisheries, and/or aquatic habitat restoration.

Background information, the application form, and criteria for selecting the successful finalist for the Wally McClure Scholarship Award are in Appendix N. A subcommittee of the Awards Committee was established in 2005 to advertise, solicit and evaluate applications for this award. The recipient is selected by vote of the ExCom, Awards Committee chairperson, and the Subcommittee chairperson. If a subcommittee is not maintained, duties related to this award will become the responsibility of the Awards Committee chairperson. Table 5 lists the awardees since 2005.

Table 5. Montana Chapter of the American Fisheries Society Wally McClure Scholarship recipients.

Year	Graduate Recipient	Undergraduate Recipient	When Awarded
2005	Andy Dux		Awarded February 2005
2006	Windy Davis		Awarded March 2006
2007	Michael Meeuwig (PhD) Leslie Bahn		Awarded February 2007
2008	Lora Tennant	Carter Fredenberg	Awarded February 2008
2009	Ben Cox	David Garfield	Awarded February 2009
2010	Matthew Corsi	Jason Blakney	Awarded February 2010
2011	Shane Vatland	Evan Faulk	Awarded February 2011
2012	John Syslo	Morgan Sparks	Awarded February 2012
2013	Carter Fredenberg	Eric Leinonen	Awarded February 2013
2014	Austin McCullough	Patrick Luckenbill	Awarded March 2014
2015	Luke Holmquist	Rennie Winkelman	Awarded February 2015
2016	Allison Stringer	Niall Clancy	Awarded February 2016
2017	Addie Dutton	Andrhea Massey	Awarded May 2017
2018	Kurt Heim	Troy Smith	Awarded February 2018
2019	Hayley Glassic	Kadie Heinle	Awarded February 2019
2020	Adriana Puchany	Chad Alan Shelton	Awarded February 2020
2021	Madeline Lewis	Tanner Kohal	Awarded March 2021
2022	Kadie Heinle	Kelsey Stansberry	Awarded March 2022
2023	Robert Eckelbecker	Kelsey Stansberry	Awarded February 2023

Continuing Education Committee

Authorization

The MTAFS recognizes the importance of providing its members, and all aquatic resource professionals in Montana, the opportunity to further their knowledge by offering annual continuing education classes. The purpose of the Continuing Education Committee is to provide training that will improve and expand the knowledge and skills of Montana's aquatic professionals so that they can be more effective stewards of aquatic resources in whatever professional capacity they are serving. Continuing education will provide specialized skills, update education by teaching significant new scientific findings or techniques and offering education in related fields that resource professionals can use to be more effective. Table 6 displays a list of past Continuing Education Workshops.

Operating Guidelines

The Continuing Education Committee shall consist of a Chair and as many other Chapter members as the Chair deems necessary to accomplish the committee's objectives. The Continuing Education Committee will:

1. Offer at least one continuing education opportunity in Montana each year by soliciting and arranging instructor(s), scheduling and arranging time and place, advertising course or workshop availability prior to the session, setting registration fees and registering participants, facilitating the course, and conducting evaluations of each course by the participants
2. Ensure that MTAFS members receive a priority in course enrollments
3. Conduct surveys of Chapter members to prioritize course offerings
4. Coordinate continuing education opportunities with employer agencies and the private sector to facilitate support from employers for their employees to attend continuing education sessions
5. Work with the ExCom, particularly the President Elect, to coordinate continuing education scheduling with the MTAFS meetings
6. Work with the ExCom, particularly the Secretary-Treasurer, to transmit continuing education registration fees and disburse instructor fees, travel costs, and materials costs to and from the Chapter's general account
7. Prepare schedules and/or catalogs of course offerings and provide these to AFS and Western Division.

Table 6. Montana Chapter of the American Fisheries Society Continuing Education Workshops

Year	Continuing Education Topic
1990	Environmental Ethics
1991	Negotiation
1992	Fluvial Geomorphology
1993	Fish & Wildlife Professional in the 90's
1994	Developing Skills for Public Outreach
1995	Endangered Species Act
1996	Introduction to GIS
1997	Technical Writing
1998	Genetics in Fisheries Management
1999	Techniques in Native Species Restoration
2000	Illegal Introductions
2001	Drought Management
2002	Photographing Fish and Their Habitat
2003	Fish Health for Fisheries Workers in Montana
2004	Building Awareness of Our Fishery Management and Hatchery Heritage River Assessment and Stability Analysis for Enhancement and Restoration
2005	Aquatic Nuisance Species: Identification, Status and Management
2006	WDAFS, 3 Workshops: Study design (statistics for biologists); Identification and management of diddymo; and Introduction to hydroacustics
2007	How to move fish, water, and wood through culverts
2008	Estimation methods for absolute and relative measures of fish populations
2009	Joint Meeting with TWS, 2 workshops: Impacts of Changing Human Demographics: Invasive Species and Other Species of Concern; Impacts of Changing Human Demographics: Fish and Wildlife Management Challenges and Solutions in the Changing "Face" of Montana
2010	2 workshops: Structured Decision Making; Montana Prairie Fishes
2011	Collaboration & Conflict Resolution in Natural Resource Management
2012	The Conservation Professional's Guide to Working With People
2013	Using Mark-Recapture approaches to answer key research and management questions
2014	Conservation Genetics
2015	Strategies for analyzing fisheries data (Statistics)
2016	Advantages, limitations, and current applications of environmental DNA sampling
2017	WDAFS, 2 workshops: Designing Beautiful Figures in R; Publish or Perish
2018	Stream Restoration
2019	Persuasive communication with a skeptical audience by Michael Fraidenburg
2020	Two workshops: R for beginners (M. Terrazas and S. Blackburn), DNA-based approaches to monitoring population abundance and trend (R. Kovach)

2021	Two workshops: Beaver, Restoration and Effective Conflict Resolution (Beaver Institute), Introduction to Low Tech Restoration (Dr. Joe Wheaton)
2022	Three workshops: Fisheries population dynamics refresher (Shannon Blackburn and Hayley Glassic), MT water rights law and instream flow (Bill Schenk and Ann Schwend); Bayesian statistical inference (Ben Staton)
2023	Standardized data collection for stream crossings (Kat Hoenke)
2024	Diversity equity and inclusion in the fisheries profession (Dr. Mariah Hill)

Resource Management Concerns Committee

Authorization

The purpose of the Resource Management Concerns Committee is to gather information and contribute expertise on major environmental issues that may affect aquatic resources of Montana, and to provide coordinated technical and policy analysis and comments on issues related to land use and management practices, particularly those that affect aquatic habitats. Implicit in the purpose of this committee is that protection of aquatic habitats is the goal of fisheries professionals; habitat "restoration" following degradation caused by land use and management activities is best avoided.

Note: Environmental Concerns and Land Management committees were combined and renamed as Resource Management Concerns (Membership Vote, 2006 Annual Meeting).

Operating Guidelines

The Resource Management Concerns Committee shall consist of a Chair and as many other Chapter members as the Chair deems necessary to accomplish the committee's objectives. The Chair should try to ensure that the committee's members represent the diversity of disciplines and agencies within the Chapter. The Committee will provide comments on appropriate environmental and land use issues to the ExCom, who will be responsible for editing and dissemination. This will include, but not be limited to: state and federal environmental impact statements (EIS) regarding issues such as land use, natural resource extraction, and water quality, for example, land exchanges and land management or use policy decisions. The Chair of the Resource Management Concerns Committee is responsible for coordinating with the ExCom and Chair of the Species of Special Concern Committee to be sure that the Chapter addresses issues of concern to the Chapter and its members. Where possible, comments and involvement of the Chapter on federal, state, and private environmental and land use issues will tier to policy and position statements ratified by AFS (Appendix F). Where existing policy and position statements do not cover the involvement by the Chapter, the Chapter will follow its own guidelines for advocacy. Specific objectives of the Resource Management Concerns Committee include, but are not limited to:

1. Assist and coordinate with other entities concerned with the effects of land use and management practices on aquatic habitats and water quality
2. Promote grazing, timber, and mining management practices that protect aquatic habitats and water quality
3. Promote research and monitoring which provide data necessary to make informed management decisions
4. Request environmental documents on proposed activities from federal and state land management agencies
5. Participate in technical reviews of selected land use and/or management plans including timber sales, grazing allotment management plans, proposed road construction, recreation and water use permits, and mining proposals
6. Provide technical reviews and recommendations to the ExCom on selected land use and management activities, which will allow the ExCom to comment for the Chapter on these activities

Historian Committee

Authorization

Record keeping for the MTAFS is the responsibility of the President and Secretary-Treasurer during their term of office. When a President or Secretary-Treasurer no longer needs to retain records from previous office holders they turn those records over to the Historian(s) for archiving. The Historian(s) are responsible for maintaining the past records of the Chapter and ensuring that these records are available, if needed.

Operating Guidelines

The Historian(s) are responsible for maintaining and indexing past Chapter records so these records are available to the ExCom, Committee Chairs, or Chapter members upon request. Records which will be kept include but are not limited to: minutes of ExCom meetings; Treasurer reports; meeting agendas; newsletters; listings of officers and committee chairs by year; AFS and MTAFS position statements and resolutions; Resource Action Fund disbursements by year; award recipients; photographs of Chapter activities, and other records of the Chapter deemed important by the ExCom. The Chapter Historian(s) are also responsible for providing the President with the “Year In Review Form” (see appendix C) and making sure that a completed copy is received back from the President for record keeping.

Legislative Committee

Authorization

The Legislative Committee was first established in the mid-1970's as a Resolutions and Legislative

Committee. The purpose of the Committee is to coordinate resolution development by the MTAFS and to track proposed state legislation that affect fishery resources.

Operating Guidelines

The Legislative Committee shall consist of a Chair and as many other members as the Chair deems necessary to accomplish the committee's objectives. The Legislative Committee reports directly to the ExCom. It is the responsibility of this committee to track proposed state legislation, to assist other standing committees (as necessary) with legislation that affects aquatic resources, and to coordinate legislative testimony approved by the ExCom. The Legislative Committee shall:

1. Aid the ExCom by tracking proposed state legislation that affects fishery resources
2. Develop and coordinate ExCom-approved legislative testimony and lobbying efforts in the Montana legislature with the Chapter's lobbyist, if any, and other lobbyists with similar interests (see Appendix I for specifics)
3. Maintain an e-mail tree to provide MTAFS members with information on critical state legislation that may impact aquatic resources so that individual members may contact their representatives
4. Assist, as necessary, other MTAFS standing committees in responding to resource issues at the legislative level that may affect aquatic resources
5. Coordinate tracking of proposed legislation affecting aquatic resources with federal, state, local, and private resource agencies, groups, organizations, universities, tribes, and individuals

Membership Committee

Authorization

The purpose of the Membership Committee is to stimulate and encourage membership and involvement in the AFS and MTAFS.

Operating Guidelines

The Membership Committee shall consist of a Chair and as many other members as the Chair deems necessary to accomplish the committee's objectives. The Chair is responsible for keeping a current listing of committee and MTAFS membership and will provide this listing to the Secretary-Treasurer. The Secretary-Treasurer will be the ExCom's liaison to the Membership Committee. The duties and responsibilities of the Membership Committee shall include but are not limited to the following:

1. Stimulate membership and participation in the MTAFS and AFS
2. Assist the Secretary-Treasurer in maintaining the membership database that includes

- mailing addresses, email addresses and membership status
3. Assist the Secretary-Treasurer in collecting dues owed
 4. Maintain a current email distribution list for Chapter members, provide mailing lists as requested and notify members by email of newsletter availability
 5. Assist the Secretary-Treasurer in conducting registration at the annual meeting
 6. Assist the Web Content Committee Chair in maintaining an up-to-date electronic membership database

Membership Chair Duties

1. Maintain MTAFS Membership database.
 - a. In membership table update contact information (phone, address, e-mail) for existing members and enter contact information for new members.
 - i. Request current MTAFS Chapter roster from the Parent Society prior to the annual meeting. This provides a record of active (parent society) members who have paid their dues and their current contact information.
 - b. Work with the Secretary-Treasurer at the annual meeting registration to ensure all membership dues are paid.
 - i. Obtain and append data from Eventbrite prior to annual meeting. This provides current contact information and a record of who has paid affiliate membership dues and registration fees.
2. Maintain MTAFS E-mail list.
 - a. Obtain email addresses from Eventbrite and National AFS.
3. Forward E-mail from the ExCom or other sources to the MTAFS membership upon request.
4. Provide membership information to perspective members upon request.
 - a. Explain benefits and costs of active vs. affiliate membership
 - b. Explain process for becoming a member (see MTAFS web page).
5. Provide membership statistics to ExCom upon request.
 - a. Utilize reporting options in MTAFS database
6. Document and or implement ways to streamline the duties of MTAFS membership chair to improve efficiency for you or future membership chair holders.
7. Provide incoming membership chair with enough information to effectively carry out their duties.

Newsletter Committee

The Newsletter Editor is responsible for publishing at least two, digital newsletters annually. The newsletter should include the President's message, a schedule of upcoming events, AFS and Western Division news items, and other appropriate Chapter communications. At least one newsletter is published prior to the annual meeting, focusing on that meeting and the Continuing Education workshop, and nominations for awards and new officers. Another newsletter should be published prior to any scheduled Summer Workshop (if applicable) that announces the agenda for the Summer Workshop. The Newsletter Editor is responsible for coordinating communication between members as well as from the MTAFS ExCom, Committee Chairs, Western Division, and AFS. The Newsletter Editor is responsible for ensuring that copies of the Newsletter are sent to the Web Content committee, Western Division President and AFS Executive Director. The Newsletter Editor also ensures that "Tag – You're It" articles are received in timely fashion. All provided articles and photographs are edited for content and appropriate nature (if a lot of edits are made, send it back to the author for approval), then sent to the Chapter President for approval. Newsletters are formatted in widely available software and distributed to membership through the Membership Committee.

Public Outreach Committee

Authorization

The Public Outreach Committee was previously called the "Extension Education Committee" until 1996, when the name was changed to better reflect the committee's role of providing aquatic education materials to educators and the public. The purposes of the Public Outreach Committee are to assist teachers in developing and teaching all levels of students about aquatic resources; and provide aquatic resource professionals training so they can be effective at sharing technical information with the public. In 2021 after several years of inactivity, the purpose of the Outreach Committee was reviewed and revised to facilitate and encourage communication among MTAFS membership and between the membership and Excom and other AFS units, including but not limited to the Western Division (WDAFS) and the Society (AFS). The Outreach Committee also promotes two-way communication between MTAFS and the public.

Operating Guidelines

The Outreach Committee shall consist of a Chair and as many members as the Chair deems necessary to accomplish the committee's objectives. The Chair or committee members may solicit advice from outside sources or individuals. The outreach committee will work with the newsletter and membership chair to discuss and coordinate information transfer. The Outreach Committee shall ensure the commenting policy is followed and promote communication between MTAFS chapter members, EXCOM, other AFS units, and the public by:

1. Using appropriate formats, including emails, social media, press releases, meetings, and other platforms.
2. Coordinating information sharing with other outreach-oriented committees including website, newsletter, membership (list-serve).
3. Work with the aforementioned parties to develop a communication and outreach plan, then ensure that plan is enacted and followed.

MT AFS Commenting Policy

MT AFS welcomes comments on our Facebook page and other social media outlets. To promote a welcoming and engaging environment for healthy public discourse, the following commenting policy is in place for this and all MT AFS social media sites.

- Please keep language appropriate. Obscene, vulgar, lewd, racist, or sex-oriented language is not allowed. Keep posts family friendly.
- Threatening posts will not be tolerated.
- Be Kind and Courteous - We're all in this together to create a welcoming environment. Let's treat everyone with respect. Healthy debates are natural, but kindness is required. Do not use all caps.
- Posts that include the personal information of hunters, anglers or individuals will be removed. Information that may compromise the safety or security of the public, public systems, agency, officers, employees is not allowed.

Content and comments will be deleted from social media if they fall into any of the following categories:

- Obscenity, including racial slurs
- Pornographic content
- Content which violates the right to privacy
- Comments which may reasonably interfere with, inhibit or compromise law enforcement investigations, tactics, or the safety of enforcement
- Threats or “fighting words”
- Solicitations to commit, or speech integral to, criminal conduct
- Fraud
- Defamation (libel/slander)
- Commercial solicitations, promotions, or advertisements
- Hate speech
- Off-topic comments
- Spam
- Malicious or harmful software
- Links to websites that violate one of these listed categories

- Promotion in favor of, or in opposition to, a candidate campaigning for election to a political office.
- Copyrighted material posted without consent

Social media and online administrators will remove comments they believe violate these rules. Habitual offenders will be blocked from MT AFS social media outlets.

Raffle Committee

The Raffle Committee runs all aspects of the raffle held in conjunction with each annual meeting. The Student Subunit(s) of MTAFS make up the Raffle Committee and are responsible for coordination of the raffle. The ExCom and the Student Subunit(s) will determine the split of the raffle proceeds between the MTAFS for Wally McClure Scholarships and the Student Subunit(s). The Committee consists of a Chair and any student members that the Chair deems necessary to run the raffle. Responsibilities of the Raffle Committee include, but are not limited to:

1. Soliciting prizes from members, sponsors, retailers, and others to award in the raffle
2. Printing raffle tickets
3. Purchasing or arranging the donation of large prizes
4. Arranging for space and a time slot at the annual meeting to conduct the raffle with the President Elect
5. Running the raffle at the annual meeting

Currently the Montana State University (MSU) Student Subunit chairs and coordinates the raffle at the annual meeting; the University of Montana Student Subunit has chosen not to participate in the Raffle Committee. The ExCom should ensure that each student subunit is given equal opportunity to participate on the raffle committee and share raffle proceeds on a regular basis (at least once every two years in odd numbered years). The ExCom, at its discretion, can provide “seed” money to the raffle to purchase raffle prizes if requested by the Raffle Committee. ExCom and the MSU Student Subunit currently split raffle proceeds (after expenses) on a 50:50 basis, with the Chapters portion designated to support the Wally McClure Scholarship Fund. The Secretary-Treasurer is responsible to coordinate with the Raffle Committee the division of proceeds after the annual meeting and the deposit proceeds into the appropriate Chapter account.

Species of Special Concern Committee

Authorization

The Species of Special Concern Committee (SSCC) was originally formed under George Holton to maintain and update a listing of fishes of special concern for the state of Montana. This listing was adopted by Montana Fish, Wildlife and Parks to classify Montana's streams based, in part, on the presence of fishes of concern. The purpose of the SSCC has evolved to provide coordinated

technical and policy analysis, expertise, and comments on issues related to the long-term viability Montana's native aquatic species, especially those that are sensitive or of concern.

Operating Guidelines

The SSCC shall consist of two Chairs and as many Chapter members as the Chairs deem necessary to accomplish committee goals. The committee may solicit technical advice from outside sources or individuals as needed. The primary objective of the committee is to maintain indigenous species, races, and gene pools in their native habitats. The responsibilities of the committee include, but are not limited to:

1. Assist and coordinate with all those interested in conserving and restoring Montana's native fishes
2. Maintain status reports on all fishes of special concern in Montana
3. Assist the ExCom in preparing Chapter recommendations regarding native fishes, including recommendations regarding status of species under the Endangered Species Act
4. Assist the ExCom in formulating MTAFS policy on the conservation and restoration of native fish populations in Montana, including the preservation of genetic diversity
5. Promote additional research and survey efforts that will help conserve and restore endemic fishes (i.e., distribution of native fishes including genetic surveys, effects and distributions of non-native species, effects of land and water management)
6. Encourage long-term monitoring to document the distribution and abundance of native and non-native species
7. Advocate maintenance of populations of native species through protection of critical habitats
8. Promote the exchange of information on the status, conservation, and management of species of special concern
9. Facilitate the development of reference collections for each species of special concern to include specimens, meristic data, and genetic information
10. Advise the Montana Natural Heritage Program regarding listing of fishes of special concern by participating as a member of the Montana Animal Species of Special Concern Committee, along with representatives of Montana Fish, Wildlife, and Parks, The Wildlife Society, and Montana Natural Heritage Program

To ensure objective, scientifically based rankings for species of special concern, the SSCC chairs shall oversee scientific expert peer review necessary to make a status determination using the following procedure:

- The SSCC co-chairs will form a voting subcommittee to consider each species
- The voting subcommittee will consist of 5 members
 - The two SSCC co-chairs
 - Two volunteer peer-reviewers with a good general knowledge of Montana

fishes. Peer-reviewers may change from species to species and according to the volunteer's willingness to participate.

- An expert on the species under consideration
- This 5-person subcommittee shall review all available data, the status paper (if available), and the NatureServe model. When a species review is initiated, a call for comments will be posted on the MTAFS web page.
- Based on the comments and all available sources of information, the 5-person subcommittee will make a status recommendation in the form of a written brief summary of information or status review paper to the full membership of the SSC Committee for a vote of approval.
- The approved status recommendation will then be forwarded to the ExCom, who may either vote to adopt or require a vote of all Chapter members to decide the issue.
- The recommendations of the subcommittee and the SSC Committee will be posted on the Chapter website.
- A letter announcing the final recommendations of the Chapter will be sent to the Montana Natural Heritage Program, with copies sent to other members of the Montana Animal Species of Special Concern Committee.

Diversity, Equity and Inclusion Committee

Authorization

The DEI Committee was initiated and approved by ExCom in December of 2023 by several members at large. The MTAFS Diversity, Equity, and Inclusion Committee strives to foster a professional community where all members feel welcomed, respected, and supported. We advocate for policies and procedures that promote diversity, equity, and inclusion in fisheries science and resource management. We also strive to remove systemic barriers to participation and serve as a resource to help recruit and retain individuals with underrepresented identities. It is of utmost importance to MTAFS that its members feel represented, recognized, and valued.

Operating Guidelines

The Diversity, Equity, and Inclusion Committee shall consist of a Chair and membership is open to interested MTAFS members. At least one member of the committee is urged to participate in the Western Division AFS DEI committee to be aware of opportunities and coordinate efforts across chapters. The committee may solicit advice from outside sources or individuals as needed.

Web Content Committee

Authorization

The Web Content Committee was initiated in 1997 as the Web Page Committee to develop and

maintain a Chapter web page. The purpose of the Chapter web page is to provide Internet users information on Chapter activities. The Web Content Committee will be responsible for developing procedures to insure up to date information on Chapter activities is posted on the web page.

Operating Guidelines

The Web Content Committee shall consist of a Chair and as many Chapter members as the Chair deems necessary to accomplish Committee goals. The committee may solicit technical advice from outside sources or maintain a long-term contractual relationship with an independent website coordinator as needed. Expenditures of Chapter funds to maintain any contractual agreement with outside technical support requires ExCom approval on an annual basis. A new website was created in 2018, hosted by National AFS, the link is: <https://units.fisheries.org/montana>. The annual maintenance and hosting fee for the site is \$240.00. The responsibilities of the committee include, but are not limited to:

1. Posting approved Chapter business to the Chapter web page. All postings on the web page must be approved by ExCom. This includes ExCom meeting minutes, annual meeting information, committee business, Chapter communications, policy statements, and award announcements, for example. Any substantive material provided to the Web Content Committee from a source other than the ExCom should be forward to the ExCom for approval. The exception to this guideline would be ancillary material such as The Outlet, job announcements, Fish of the Month, and any items that would relate to the esthetics or function of the web page itself.
2. Maintaining the Chapter web page by insuring dated information is removed; updating pictures or announcements; requesting important information (e.g., annual meeting information) for posting; updating officer and committee chair information; and generally ensuring that the web page is user friendly, aesthetic, and accessible.
3. Managing any contracts with an outside, independent web page manager approved by ExCom. The Web Content Committee will develop and oversee any contracts and be the communication link between the Chapter and any independent contractor. The committee will provide the necessary guidance to the contractor regarding web page updates or changes, including transmitting approved and ancillary material to the contractor for posting to the web page.
4. Working with the Membership Committee Chair to maintain and update the Chapter's electronic membership database and member access to the database if and when it is linked to and accessible from the webpage.

Financial Sustainability Committee

Authorization

The Financial Sustainability Committee was established in 2018 with the primary goal to write a financial sustainability plan. The plan is intended to guide the ExCom and its Chapter membership in managing and spending the Chapter's financial assets and described in further detail in the Chapter Finances section below.

Operating Guidelines

The Financial Sustainability Committee membership is open to interested MTAFS members. The MTAFS Past President and Treasurer, or their designees, are also to participate on the Committee. Participation between the Past President and Treasurer and the Financial Sustainability Committee is necessary for ensuring continuity and communication between ExCom and the Financial Sustainability Committee. Committee members should include a majority of individuals with investment experience. Long-term (3-5 years) engagement of Financial Sustainability Committee members is preferable for ensuring continuity and institutional knowledge.

Ad Hoc Committees

Past Committee: Intermountain Journal of Sciences

The Intermountain Journal of Sciences is a fully refereed regional journal initially published by the Montana Academy of Sciences, the Montana Chapter of The Wildlife Society, and MTAFS. The MTAFS Chapter membership voted during the 2021 business meeting to discontinue financial support of the IJS because the journal was long delinquent in their commitment to convert volumes 1-15 (1995-2009) to digital format that was available to online searches and access. MTAFS has officially ended its formal relationship with IJS in 2022 and ended the need for the Ad Hoc Committee along with the formal relationship.

Recurring Committee: Lobbyist

To lobby in the state legislature the MTAFS must hire a registered lobbyist. The MTAFS can provide testimony without hiring a lobbyist, however, many members of the MTAFS cannot legally provide testimony due to restrictions inherent with their employment. Consequently, the MTAFS has found it worthwhile on occasion to hire a lobbyist to both lobby and provide testimony. The lobbyist works directly with the Legislative Committee Chair and answers to that Chair and the ExCom. The Chapter has authorized an expenditure of up to \$1,500 biennially to

fund a legislative lobbyist (by Chapter vote 2/5/98). The lobbyist is hired at the discretion of ExCom and the need for a lobbyist in each legislative session can be influenced by such things as the President's plan of work, the amount of aquatic related legislation or policy to be debated, the Chapter's ability to represent itself on issues (e.g., member expertise or limitations), or the need for professional services.

Ongoing: Past-Presidents Committee

The Past-Presidents Committee was formed in 2000. The committee is comprised of all former presidents of the MTAFS who are still alive. The purpose of this committee is to help advise ExCom on important and contentious issues facing the Chapter. It is the committee's responsibility to recruit candidates for open Chapter offices on an annual basis. Additionally, the committee will assess and make recommendations on the health of the Chapter and its committees. The current Past-President will chair the committee. Any recommendation from this committee will be forwarded to ExCom by the current Past-President.

Student Subunits

Student subunits, maintained under the auspices of the Chapter, are intended to advance the Society's objectives through the involvement of student members at the level of individual colleges and universities. The Chapter recognizes student subunits at the University of Montana and Montana State University and shall maintain these subunits under its auspices. The Bylaws of the two student subunits have been accepted by the Chapter and the Parent Society and are presented in Appendix J (U of M) and Appendix K (MSU).

Chapter Finances

The MTAFS adopted a Financial Sustainability Plan (FSP) and accompanying Investment Policy (IP) in July 2019. The standalone document was prepared by the Financial Sustainability Committee and adopted by the ExCom. The FSP and IP are intended to guide the ExCom and its Chapter membership in managing and spending the Chapter's financial assets. The ExCom is responsible for ensuring that the guidelines in The FSP and IP are followed to the extent practicable. The long-term financial goal of the Chapter is to be economically solvent while using Chapter resources for various membership services, and to encourage scientific exchange and enlightened management of Montana's aquatic resources.

The MTAFS Financial Sustainability Plan includes four parts: 1) Operating Budget (year one), 2) Operating Budget (year 2), 3) MTAFS Investment Account, and 4) Wally McClure scholarship investment account.

Funds to support a One Year Operating Budget (OYOB) (i.e., revenue minus expenditures) should be maintained in the Chapter's checking account and remain fluid. The Chapter's checking account

is used to defray the costs of day-to-day operations including maintaining the Chapter web page, offering annual meetings and summer workshops, offering continuing education, funding approved Resource Action Fund requests, travel reimbursements to ExCom and other Chapter members, copying, phone charges, mailing, lobbying, financial charges and other expenses. The Chapter's income is primarily from membership dues, meeting registration fees, continuing education registration fees, and special workshops and symposia. The checking account has a minimum of two authorized signatories, to maintain continuity through any unforeseen circumstances. The signatories shall be current, or recent past ExCom, until signers can be updated.

A typical OYOB allocation is \$20,000. The FSP suggests that the Second Year Reserve Operating Budget maintain a balance of \$20,000 that should be held in a high interest savings account. MTAFS has checking and savings accounts at First Interstate Bank. The FSP provides specific guidance for managing the OYOB and Second Year Reserve Operating Budget.

The Chapter opened an investment account with PAX Funds in the 1990s to invest funds that had been maintained in an MTAFS savings account. In addition, the Chapter invested \$10,000 in a special bond fund in 2005 to generate revenue solely for the Wally McClure Scholarship. However, in late summer 2020, the ExCom decided the risk associated with these investments accounts was high and liquidated those accounts and deposited those funds into the Chapter savings account. The Chapter opened an account with TD Ameritrade in 2021 and invested these funds into two separate accounts with TD Ameritrade. The Chapter's IP provides investment goals for the general financial health of the Chapter's assets and a strategic plan for financial operations. The IP provides general investment guidelines for both of the TD Ameritrade accounts as well as specific recommendations for investment types, target asset mix ratios, equity assess classes, and investment timing for both the general Chapter investment account and the Wally McClure Scholarship account. The IP also provides recommendations for the periodic performance review of these investment accounts.

The Chapter obtained a credit card in 2016 to allow the Chapter to execute electronic financial transactions and stay current with banking and purchasing transactions.

The decisions on the number and type of accounts, and transfers among accounts are at the discretion of ExCom. The ExCom is authorized to make all decisions regarding the generation and disbursement of Chapter funds insomuch that such decisions are made in the best interest of MTAFS. However, the ExCom will seek approval of the membership for large transactions when feasible and as required for Resource Action Funds.

The Secretary-Treasurer is responsible for collecting dues and registration fees at the annual meeting and for keeping track of the Chapter's finances. The Secretary-Treasurer must prepare a Treasurer's Report showing the activities of the general account periodically to the ExCom and annually to the Chapter's members.

Resource Action Fund

The Resource Action Fund (RAF) was established in 1989 following the successful symposium sponsored by MTAFS that generated approximately \$20,000 of income to the Chapter. The original intent of the RAF was to maintain a minimum balance of \$20,000 and fund projects using interest generated annually on this minimum balance. However, a separate account for this fund was not established and the revenue from the 1989 symposium was subsequently mingled with other Chapter assets. The concept of expending only interest accrued by the original \$20,000 was gradually abandoned and the Chapter chose instead to fund worthy projects in accordance with available total assets. For instance, \$17,500 was granted for RAF projects in 1997 alone, which likely far exceeded accrued annual interest on the “RAF Fund” for that year. After the Financial Sustainability Plan was approved, an annual deadline (around Jan 15th), review and award of funds was established to ensure that the RAF projects granted matched the available discretionary funds available based on the Sustainability Plan targets. Best practices would be to review finances in late November or early December so when RAF applications are announced, the total available funding that year is mentioned in the announcement.

The Resource Action Fund (RAF) has provided financial support for projects relating to Montana’s aquatic resources (Appendix M). Originally designed to support small outreach and on-the-ground projects proposed by Chapter members, the fund has evolved to consider all types of RAF proposals, including habitat, management, conservation, fish passage, research (see limitations on research funding below), aquatic education and data management projects from both members and non-members. Focus areas include projects showing clear benefit to native and special concern species. Funding requests can originate from anyone, including individuals and organizations that are not members of AFS or the MTAFS, but the proposals needed to meet certain criteria detailed below. ExCom has the authority to disperse funds following a set of criteria agreed upon by the membership (detailed below).

All RAF applications (using the form provided in Appendix L), **regardless of the amount requested will need to be submitted to the Chapter President by January 15th of each year.** All applications will be reviewed by the MTAFS Executive Committee (ExCom), composed of the President, Past-President, President Elect, and Secretary-Treasurer. The ExCom will evaluate and act upon all individual grant requests of \$2,000 or less. The disposition of these requests will be reported in the ExCom meeting minutes and posted on the web page. Requests greater than \$2,000 are required to be presented to the full membership for vote at the annual meeting. The annual meeting is typically held in mid-February each year. Applications received after January 15th each year will not be considered for funding until the following year’s annual meeting. The ExCom will review the proposals prior to the annual business meeting and provide the membership with an ExCom recommendation, as well as a recommended RAF budget for the year (e.g., how much money is available for RAF funding given the state of the Chapter’s finances). The grant proponents are often offered the opportunity to address the membership during the business meeting to explain the merits of the grant proposal and answer membership

questions. The membership attending the business meeting will approve or decline these larger RAF requests after considering the ExCom's recommendation. Membership decisions on RAF requests greater than \$2,000 will be recorded in the annual business meeting minutes and be posted on the Chapter's web page. Criteria to guide ExCom in reviewing or ranking RAF requests in provided in Appendix J.

RAF grant applications must clearly state how the proposed project will provide at least one of the following:

1. Benefits to one or more of Montana's native aquatic species or species of special concern;
2. Short and/or long-term benefits to Montana's or regional fisheries resources;
3. Support of the objectives of the MTAFS;
4. Relevance to ongoing and previous work in the area (e.g., geographic area, research area, etc.).

Further, the RAF grant application should demonstrate the following:

5. The support of an appropriate MTAFS committee, if expenditures relate to a committee's responsibility;
6. Coordination with applicable local, state, or federal agency personnel;
7. All necessary permits or licenses have been obtained or are obtainable;
8. Funding from sources other than MTAFS has been obtained, solicited or denied;
9. No additional commitment of MTAFS funds would be necessary to complete the project.

RAF grants are intended for funding one-year issues or projects. If RAF requests are for multiple years of funding or the project has received a RAF in the past that information must be included in the application. If unforeseen circumstances result in a project not reaching completion in the one-year timeframe, exceptions may be granted at ExCom's discretion. Also, ExCom reserves the right to regulate the level of funding given to a single project and may provide partial funding of a request. The typical amount of funding is under \$5,000 but the maximum amount of funding that can be given to a single project in a one-time or multi-year payout through the RAF program will be \$10,000.

Additional Requirements:

Funds will be administered on a reimbursement basis only and work must be completed prior to receiving reimbursement.

An annual report shall be submitted to MTAFS ExCom that includes a description of the work completed. Upon project completion, RAF recipients will be required to provide a written project completion report to the ExCom prior to the ExCom meeting held in conjunction with the annual

Chapter meeting. If this report is not submitted to ExCom, additional grants for the sponsoring organization or individual may be delayed or denied. Presentation of project results at the Chapter's annual meeting will be accepted in lieu of a written project completion report. These reports or presentations will be posted to the Chapter's website.

All reports should include a description of: the overall project, whether the project accomplished its desired goal or not, any unforeseen problems that occurred, what the RAF money was used for, and recommendations or information resulting from the project that would be of value to Chapter members.

Projects are required to be completed within two years of the date of approval that the grant has been awarded. If the project is not completed, you can apply for a one-year extension; however, there is no guarantee that it will be granted.

In 2003, the membership determined that a sub-category should be established to provide up to \$2000 annually for research projects. Applications are due as stated for other RAF requests. ExCom will apply the same criteria used to judge regular RAF applications with the following exceptions: 1) a committee endorsement will not be required since research projects may not address concerns of MTAFS committees, and 2) expected benefits relative to cost will not be evaluated; however, the project proposal must clearly explain the potential applicability of the research. If funds are limited, regular RAF applications will be given priority over research RAF applications.

The Secretary-Treasurer is responsible for paying out authorized RAF disbursements and for keeping track of all RAF expenditures. The periodic Treasurer's reports prepared by the Secretary-Treasurer for ExCom and annual meetings must show RAF funding activities. Appendix K presents a summary of funded RAF projects since 1989.

Other Funding Requests

Funding requests other than RAF, either in the form of project proposals or resolutions, of \$100.00 or more must be submitted in writing to the Chapter President at least two (2) weeks prior to a scheduled meeting of the ExCom or the membership (as stated in the Bylaws). Budget decisions for the Chapter are normally made at the annual meeting and summer workshop. The ExCom can, at their discretion, make necessary budget decisions at other ExCom meetings, however, the ExCom must be able to justify budget decisions to the membership at each annual meeting.

Advocacy

The MTAFS recognizes that we serve an important role as advocates for the wise use of the state's aquatic resources. The Chapter further recognizes that we have an obligation to the aquatic resource profession and to the AFS to conduct ourselves and the business of the Chapter in a

professional manner. The Chapter has a long history of speaking out on issues that affect aquatic resources and we have always emphasized clear differentiation between fact and opinion. To that end, are the following guidelines regarding the involvement and procedures for becoming involved in public policy.

1. When any member acts for MTAFS they must be recognized as a Chapter representative, via being a committee member, officer, or designated representative by the ExCom.
2. Chapter representatives can, without direct ExCom approval, request information from any entity for use by the Chapter.
3. Chapter representatives must have ExCom, or Presidential, approval before making specific recommendations on major policy issues.
4. Prior to making specific recommendations, the ExCom will strive to seek review of those recommendations by recognized experts.
5. Chapter positions on policy issues will tier to existing AFS or MTAFS policy or position statements, where possible.
6. Chapter representatives may make recommendations on minor policy issues without ExCom approval, provided those recommendations are tiered to existing AFS or MTAFS policy or position statements.
7. All Chapter members will do everything in their power to maintain the professionalism of the Chapter and the AFS in all matters where they represent the Chapter and AFS.
8. When feasible, Chapter representatives will seek review of any recommendation they propose with other Chapter members and the ExCom.

Revisions and edits to this version of the Montana Chapter AFS Procedures Manual were reviewed and approved by:

Reviewed and approved by:

Leo Rosenthal - President, Montana Chapter AFS	January 2024
Peter Brown- President Elect, Montana Chapter AFS	January 2024
Clint Smith - Secretary-Treasurer, Montana Chapter AFS	January 2024

Appendices

Appendix A: Bylaws of the Montana Chapter of the American Fisheries Society

Approved by the Society: February 2018

Section 1 - Name and Objectives

The name of this organization shall be the Montana Chapter of the American Fisheries Society, herein referred to as the Chapter and Society respectively.

The objectives of the Chapter shall be those of the Society as set forth in Article I of the Constitution. In addition, the Chapter has the following objectives:

- A. Exchanging current information and techniques
- B. Informing members of activities that threaten fishery resources
- C. Supporting local, state, and federal legislation that is in the interest of fishery resources
- D. Encouraging members to participate in AFS at all levels

The Chapter has been an advocate for the unbiased collection of fish resource information; the conservation and restoration of native fishes; the importance of high quality aquatic habitats; and wise management of land, water, and fish resources in the state of Montana.

Section 2 - Membership

The Chapter shall consist of active and affiliate members. Active members of the Chapter shall be those Society members in good standing, residing in, working in, or having a professional interest in the state of Montana. Only active members may hold an office, chair a committee, or vote on Chapter affairs. Persons may choose to be affiliate members with the Chapter. Dues, rights, and privileges of active and affiliate members are more fully described in the Procedures Manual.

Section 3 - Meetings

The Chapter shall hold at least one meeting annually at a time and place designated by the Executive Committee (ExCom, see Section 6).

Section 4 - Officers

The officers of the Chapter shall consist of a President, President Elect, Secretary-Treasurer, and Immediate Past President. The officers shall be members in good standing of the Society and Chapter. The term of office for the President, President Elect, and Immediate Past President is (1) year and shall coincide with those of the Parent Society. Only the President Elect is elected annually. The President Elect automatically becomes the President, and then the Immediate Past President. The Secretary-Treasurer is elected every odd year and serves a two (2) year term. Election of officers can occur either at the Annual Meeting, by mail ballot, or by electronic voting of active Chapter members.

If an elected officer cannot complete the term of office, the ExCom may appoint a replacement until an election can be held. A vacated presidency shall be filled by the President Elect, who will continue as President through his or her normal term. A vacated immediate past-presidency shall not be filled until the next scheduled transition of officers.

Section 5 - Duties of Officers

The President of the Chapter shall preside at all meetings, serve as the Chair of the ExCom, represent the Chapter to the Society and Western Division, and shall make such appointments and perform other duties and functions as are authorized and/or necessary to govern and represent the Chapter.

The President Elect shall be responsible for all annual meetings, including deciding on time and place, organizing the program, and arranging facilities and logistics. The President Elect shall assume the duties of the President in the event of his/her inability to act.

The Secretary-Treasurer shall keep the official records of the Chapter, collect and be custodian of registration fees and dues collected under Section 9 of these bylaws, and any such funds, which may be allotted to the Chapter. The Secretary-Treasurer shall disburse funds as authorized and necessary, shall submit a record of receipts and disbursements at the annual Chapter meeting and ExCom meetings, and shall perform such duties as may be requested by the ExCom, the Executive Director of the Society, and officers of the Western Division. The Secretary-Treasurer will be a member of the Membership Committee.

Section 6 - Executive Committee

The Executive Committee (ExCom) of the Chapter shall consist of the elected officers including the Secretary-Treasurer, President Elect, President, and Past President. Current Presidents of subunits shall serve as non-voting members of the ExCom. The ExCom is authorized to act for the Chapter between meetings and to perform appropriate duties and functions.

Section 7 - Chapter Committees

Committees and the Chairs of Committees may be appointed by the ExCom or the President as necessary to conduct Chapter business. The names and operating guidelines for standing committees, guidelines for special committees, and terms of office for the Chairs and members of Chapter Committees shall be as described in the Chapter's Procedures Manual.

Section 8 – Student Subunits

The Chapter can maintain one or more student subunits under its auspices provided the subunit brings demonstrable long-term benefit to the Chapter and no demonstrable harm to the Society as a whole. Adopted student subunits shall abide by a set of bylaws as approved by both the Chapter and Society.

Section 9 - Voting and Quorum

Decisions at meetings of the Chapter shall be in accordance with the Constitution, Rules, and Procedures of the Society.

Unless otherwise specified in these Bylaws or the Constitution of the Society, meetings are conducted according to the latest edition of *Robert's Rules of Order*.

A quorum at any meeting for the transaction of official Chapter business shall be one-third of the Chapter membership or thirty active Chapter members, whichever is smaller.

All votes are simple majority, except 2/3 majorities are required in special cases such as amending the Bylaws and suspending a Rule. ExCom can determine the voting method. Any issue may be decided by a mail ballot or by electronic voting, provided that mail ballots are mailed to all active members of the Chapter, the issue is clearly presented, and members are given at least thirty (30), and no more than sixty (60), days to return ballots. Electronic voting must follow the same guidelines as mail-in ballots do but allowing only 30 days to vote.

Section 10 - Registration and Dues

The ExCom may assess each registrant attending annual meetings of the Chapter a registrant fee necessary to cover the costs of the meeting and Chapter activities. The Secretary-Treasurer shall make collection of registration fees and dues, and disbursements shall be made for financing the Chapter operations as directed by the membership or the ExCom.

Section 11 - Amendments of the Bylaws

The Bylaws of the Chapter may be amended and approved with Article IV, Section 4, of the Constitution of the American Fisheries Society and by Section 9 of these Bylaws.

1. The Bylaws are the defining document for the Chapter and take precedence over all other rules and procedures of the Chapter. The Bylaws cannot be suspended and cannot be changed without prior notice to members.

A. The Bylaws may be amended by a 2/3 majority of Active Members choosing to vote, provided that the proposed amendment (s) are circulated in writing to the membership at least 30 days prior to voting.

B. In accordance with the Society Constitution, an adopted amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society's Management Committee for approval.

C. Amendments take effect when the Chapter receives written notice of their approval by the Management Committee from the Executive Director.

Section 12 - Resolutions and Chapter Funding Requests

Resolutions may be introduced at any business meeting or ExCom meeting by any member in good standing. Resolutions requesting funding of more than \$100.00 must be submitted in writing to the President at least two (2) weeks prior to the meeting when a decision by either the ExCom or Chapter membership is required. The Procedures Manual details the process for how funding requests are submitted, evaluated, and funded by the Chapter.

Section 13 - Procedures Manual

The Chapter's Procedures Manual details protocols for Chapter operations, including responsibilities of Committees, Committee Chairs, and Chapter officers and use of Chapter funds. The Procedures Manual can be revised as needed with the approval of the ExCom or vote of the membership. The Immediate Past President is responsible for keeping the Procedures Manual updated with assistance from the Committee Chairs and ExCom. The Procedures Manual is periodically updated to accurately reflect how the Chapter conducts its business and provide information that ensures new Committee Chairs and officers can best conduct Chapter business.

Appendix B: Duties of Officers

MTAFS *President* Responsibilities

General Year-Round Duties

1. Facilitate communication among ExCom; this means sending out emails and fielding phone calls to make sure that the ExCom stays up to speed on Montana Chapter activities beyond what gets put in the Outlet or on the website.
2. Maintain an up-to-date contacts list for all ExCom members and committee chairs.
3. Represent the Montana Chapter at AFS Functions. This includes our Chapter annual meeting, monthly western division conference calls, and the WDAFS annual meeting; and may include a mid-year WDAFS meeting and the parent society meeting.
4. Represent the Montana Chapter on issues and communications with Chapter members and others. It is good to remind people that your work identity is not the same as your Presidential identity- reminders of which “hat” you are wearing when you call or e-mail someone such as identifying yourself as the Chapter President in your e-mail signature or when you ask to speak to someone are helpful.
5. Schedule and set up facilities for ExCom meetings. Discuss whether conference calls will be paid for by your employer or if the Chapter will need to set up a conference call account. Meetings should occur at least four times a year (annual meeting, spring, summer, and fall), but may need to be called more frequently depending on the Chapter’s needs. Conference calls are usually perfectly adequate but face to face meetings are definitely more productive if there’s a lot on the agenda.
6. Respond to emails, letters, and phone calls from members on issues of concern in a timely manner. Forward communications to appropriate committee chairs or ExCom members if a member’s concern requires action or a letter.
7. If a member brings up an issue or concern that you do not feel qualified to address, solicit input from the ExCom on who is best qualified to respond (committee chairs or Chapter members). You and the ExCom will probably still be the main signatories, but it is better to get someone involved who knows the issues to write the actual letter.
8. Review and sign all issue related letters and communications sent out by the Chapter.

- a. Any letter that you intend to sign should be circulated to the ExCom prior to being released as a communication coming from the Montana Chapter.
 - b. If you cannot sign a letter (out of town, conflict of interest), designate someone else from the ExCom to sign it in your stead.
 - c. Members do have a responsibility to send you letters with adequate time (2 weeks minimum) for review. Do not feel pressured to sign a poorly constructed letter just because it “has to go out today!”
9. Assist the President-elect with planning the annual meeting.
 10. Coordinate content for the Outlet. Work with the Chapter newsletter editor to get content turned in on time. Write a President’s address for each newsletter. The newsletter can come out as often or as infrequently as you like, but it is a great way to get information out about the annual meeting and keep the Chapter informed in between meetings.
 11. Send the webmaster any correspondence sent out by the Chapter and ask that copies be posted on the web page. Usually it is best if these files are in Adobe format.
 12. Keep track of any expenses related to your duties and send copies of receipts to Secretary Treasurer for reimbursement (e.g. postage, meeting travel costs, etc.)

Time-Specific Duties

September

1. The new President takes office in early September.
2. Check to see that your e-mail and contact information are on the web site. Also check the RAF link so that you will get applications rather than the Past President.
3. Discuss with your employer/supervisor whether it is ok to use your work e-mail and contact address for MTAFS business. If it is not, be sure to notify the ExCom and webmaster of the appropriate addresses to use.
4. Develop a plan of work and decide which issues you would like to prioritize for the coming year. Your plan of work does not have to be a formal written document, but it should represent goals for the Chapter as well as your individual goals as President.
5. Get copies of the electronic letterhead from the outgoing President.
6. Talk with the outgoing President about any current issues or action items and determine who will follow up/ carry things forward.

October/November

1. Get started on fundraising (See below).
2. Talk with President Elect about the time and place for the annual meeting.

3. Send in time and place information to the WDAFS President. The Secretary-Treasurer will send this information to the Parent Society.
4. Send an invitation to the MTAFS annual meeting to the Presidents of the Parent Society AFS and Western Division- try to find out if they will attend or send a representative. You may want to explicitly state whether our Chapter will be paying their registration fee or not-Sounds picky, but this seems to come up every year.
5. Use the Outlet to promote the annual meeting, remind membership about award nominations, and RAF applications.
6. Send out a reminder (in the Outlet or via Chapter e-mail) that RAF requests are due one month (30 days) prior to the business meeting; be sure RAF budget is explicitly stated in this note (so RAF budget needs determined at this point).
7. If there will be a WDAFS mid-year meeting it usually happens sometime in the fall. If you cannot attend you should designate someone to represent the Chapter at the meeting.

December/January

1. Keep working on fundraising.
2. Collect RAF applications and distribute to the ExCom.
3. Finalize awards with awards committee chair.
4. If this is a legislative year, discuss hiring a lobbyist or other options with ExCom and the legislative committee chair. This can be part of the agenda for the ExCom meeting at the annual meeting but the legislature begins its work in mid-January- so earlier is probably better.
5. Coordinate with Newsletter Editor to contribute to the winter edition of The Outlet.

February

1. Attend annual meeting (see below).
2. Compile mid-year report for Western Division and send to the WDAFS President. Reports need to be formatted and written to be **consistent with strategic plan strategies and goals-** (see <https://units.fisheries.org/montana/> the AFS Strategic Plan).

March /April

1. Review budget sheet from the annual meeting and think about available funds for RAFs (entire year, and for larger RAFs at the annual meeting).
2. Schedule & hold the spring ExCom meeting.

May

1. Attend WDAFS meeting representing the Montana Chapter- (if held separate from Parent Society's meeting).

2. Check with WDAFS people to find out what business meetings you need to attend-they're often held before the meeting officially begins.
3. Coordinate with Newsletter Editor to contribute to the spring edition of The Outlet.

August

1. Schedule & hold the Summer ExCom meeting.
2. Submit an annual report to the WDAFS President. They will provide you with a format but mainly have to put in anything interesting that the Chapter has done. You'll make the WDAFS President much happier if you try and write the report to meet the parent society's strategic plan strategies and goals (See February above)

September

1. Attend the parent society AFS meeting representing the Montana Chapter, if possible.
2. Check with WDAFS representatives to find out what business meetings you need to attend-they're often held before the meeting officially begins. If there are any "big" issues that WDAFS plans on bringing before the Parent Society- discuss these with the ExCom and determine the Chapter's preferred position.
3. Turn over the reins to the new President.

Meeting-Related Duties

Before the Meeting

1. Assist the President Elect with any questions he or she has about planning a meeting and selecting a venue (make sure that he or she has all the templates of letter and emails that need to be sent, the Excel venue spreadsheets, moderator information, etc.); additional help will be needed for a joint meeting, including negotiating and signing a MOU with the other entity or entities.
2. Work with Parent Society to procure insurance coverage for the meeting.
3. Attend and participate in all meeting-related conference calls.
4. Arrange a time and place with the President Elect for the ExCom meeting. Usually this takes place in the morning, the day before the welcome social.
 - a. Send out a reminder of this meeting to all ExCom members and committee chairs. Solicit agenda items for the meeting. If any resource action fund (RAF) proposals come in, send out copies at least a week before the meeting.
5. Determine if any ExCom meeting items will need to be discussed at the membership business meeting. Work with the ExCom and the Secretary-Treasurer to develop an agenda for the business meeting.

6. Ensure that copies of the final business meeting agenda are distributed to membership prior to the meeting, if possible. Provide copies of the agenda at each table during the business meeting.
7. Coordinate with the awards committee chair who will run the awards distribution, often held during the banquet. You will need to sign award certificates and assist with the process.

Fundraising

1. As part of the meeting committee the current President is in charge of fundraising. Ask the Past President for their list of contributors and a copy of their fundraising letter from the previous year.
2. Try to add at least a few new potential contributors to the list each year. Your circle of professional contacts may not usually contribute; however, this does not mean that they're not interested in AFS.
3. Start contacting potential contributors in October or November. Make sure to update the contact address (you) on the fundraising letter. The holiday season tends to be a difficult time to catch folks.
4. Follow up on the letter after a week or two. December is a difficult time to catch people but January is definitely not too late. Some people may even contact you the week of the meeting and offer to provide funds.
5. Keep track of who contributes and how much and send this to the Secretary Treasurer. Provide updates on fundraising during meeting conference calls. No donation is too small; however, do not be afraid to ask for larger amounts. Refer to previous years contributions as a guide.
6. Coordinate with the Past President, they will be handling the trade show. Some contributors will prefer to have a booth instead of making a direct contribution (and vice-versa). Others may want to make an in-kind donation such as directly paying for printing fees for the program, donating a keg, or sponsoring a break.
7. Request an electronic copy of each contributor's logo (medium to high resolution JPEGs work well) and let them know that this will be displayed on the program (you can put this information in the letter but remind them when you talk to them on the phone). If an agency or individual company sponsors a break (\$500 or more) it is appropriate to have a sign made with their logo on it and displayed prominently at the break and in the program.

During the Meeting

1. Make yourself available to the President Elect. Remember how hard it was to pull everything together for your meeting.
2. Enjoy the fact that you don't have to pull everything together for this meeting. Attend a talk or two!

3. If there is a plenary speaker, coordinate with the President Elect about who will introduce the speaker. You will probably be asked to give a quick welcome to the membership and open the meeting, but the President Elect may want to introduce the plenary speaker and basically run the meeting from there on.
4. Check in with the registration people. See if they need anything (like a bathroom break).
5. Keep your ears open for items that might need to be discussed at the business meeting. This is the main opportunity to initiate discussion on Chapter business.
6. If any committee chairs are leaving their posts, recruit replacements and talk with members about potential new chairs.
7. Introduce yourself to students. They are critical to the health of the Chapter. This is also a good way to find out what kind of research is going on and emerging issues within the state.

Awards Banquet

1. Work with the venue staff, the awards chair, and the President Elect to set up a head table and get all the awards in order.
2. If a representative of the Western Division/ Parent Society is attending the meeting they should be seated at the head table and you should introduce them.
3. Introduce the ExCom and any visitors (Parent Society, etc.) at the beginning of the banquet.
4. Turn the microphone over to the awards chair.
5. You will give the Past President's award, and may be asked to give other awards as well.
6. Thank people often.

Business Luncheon

1. Type up an agenda and get copies made (about 30 to 50 copies)
2. Collect brief bios from President candidates
3. Get the correct spelling of President candidates' names and print up ballots (if needed, depends upon number of candidates).
4. Remind people repeatedly that they really do need to attend the business meeting.
5. Track down Committee Chairs and make sure that they attend so they can give committee reports.
6. Try and determine which agenda items will require a vote before the meeting.
7. Review Robert's rules of order and ask questions about procedure before the meeting.
8. Call the meeting to order and start running through the agenda. Try to keep things moving (this is especially important because we allot two hours for the meeting before resuming sessions).
9. Don't be afraid to ask questions about procedure during the meeting.
10. Do your best to keep things moving, restate comments made by membership if necessary, but it is usually best to just turn over agenda items to whoever is leading the issue.
11. Take vote counts and confirm with other ExCom members.

12. You are responsible for the tone of the meeting; do your best to keep it professional and positive (and not too long).

Raffle and Social/Banquet

1. Find the student subunit officers and see if they need help moving raffle items to the banquet room.
2. Enjoy yourself.
3. At some point things will probably deteriorate; try and help the President- Elect to move people out of the banquet room at this point if not before.

Last Morning

1. Check in with the new President Elect and get their contact information.
2. Check in with the current President Elect and see if they need any help closing out the meeting.

After the Meeting

1. Update your contacts list for the ExCom and any changes to Committee Chairs.
2. Send any updated contact information for Committee Chairs to the webmaster and ask them to update the website.
3. Work with the Secretary-Treasurer to determine if all fundraising monies have been collected. Write thank-you letters and send them out to all contributors - or ask Secretary-Treasurer to do this. Work with the Past President to determine who will write letters to trade show vendors

MTAFS *President Elect* Responsibilities

General Year-Round Duties

The main job is to organize and run the annual meeting. It is not necessary to re-invent the wheel, there are templates for almost everything related to the meeting. The Secretary-Treasurer should have copies of all this information. If not, ask the last person who organized the previous annual meeting.

Time-specific Duties

February

1. Once you are elected, contact members of ExCom and make sure your contact information is correct
2. Although it is not required, it might be a good idea to plan to sit in on ExCom conference calls before you officially take office in September (then it IS required that you participate).
3. Discuss venue options with ExCom; they may have been getting solicitations from venues, plus have been party to discussions about moving the venue around to accommodate different audiences. Refer to Appendix D for a list of venue questions.
4. Consider whether a joint meeting is desirable, either because it matches your theme or because it meets larger Chapter objectives (networking, fundraising, etc.). For example, it has been suggested that a joint meeting with The Wildlife Society (MT Chapter) occur **every 5 years or so** (the last joint meeting occurred in 2009).

March- September

1. Decide on a location for the conference; if you're planning a joint conference, your options are even more limited than for a normal meeting (think Great Falls, Kalispell, Missoula, perhaps Billings). Refer to Appendix D for a list of venue questions. It is wise to have an on-site visit sometime in June or July with the Secretary Treasurer, feel free to invite all of ExCom.
2. Plan on 200 attendees (2016 figures); a joint meeting could be twice this amount.
3. Find out the state rate for hotel rooms and ask for the state rate when making room blocks.
4. Plan to block at least 100 rooms, either all in one venue (best case) or the majority in one venue and block rooms at other close by locations; hotels may have arrangements for situations with other hotels, so ask. Another advantage of filling up a venue is reduced meeting room rent, so ask about such deals; this is one of the economies of scale to a joint meeting (e.g. at the joint meeting in Kalispell, we booked the entire Red Lion, and got the meeting rooms free).

5. Once you figure out the date and location of the meeting, send out a call for symposia, and a call for papers.
6. If you're planning a joint meeting, you'll want to put together an agreement with the other entity that outlines details such as 1) who is responsible for signing the contract with the venue and managing meeting details (in 2009, joint responsibility); 2) how costs and revenues will be divided amongst the parties (for the 2009 meeting, it was done in proportion to affiliation of attendees, with non-affiliates split equally); 3) how raffle/silent auctions will be held (run concurrently in 2009, but proceeds kept separately); 4) how registration/workshop fees will be determined (jointly in 2009; again economies of scale meant we had lower fees than normal); and 5) what you'll do if somehow a conflict arises between the parties that needs resolved (the 2009 MOU said we'd go to independent mediation).
7. Work with the Continuing Ed Chair to come up with some ideas for a continuing ed class. Plan to present about 3 ideas to the ExCom. Finalize by the end of September to announce in the early October outlet.
8. Determine a conference theme and the plenary session and invited speakers.
9. In the past, we have comped registration for some invited speakers- people that would not ordinarily attend the conference, and we have done the same for rooms and travel. You may be able to get the venue to comp one or two rooms for plenary speakers or invited guests based on whether we fill a room block- it never hurts to ask (see notes above for economies of scale for joint meetings – we got most rooms comped for invited speaker in 2009).
10. Registration cost- plan on about \$175-200 for registration, and much less for students around \$50-75. If undergraduate students volunteer, their registration fees are waived. Also consider a reduced cost for retirees.
11. Work with the Secretary-Treasurer to decide the professional fee, student fee, retiree fee, one-day registration fee, and the Continuing Education Workshop fee. The Secretary-Treasurer will have a breakdown of registration costs from past meetings. Have a firm pre-registration cut-off date about a week before the meeting, then add a significant late fee (in 2016 \$55 was assessed) to encourage pre-registration.
12. Meeting registration has been handled through Eventbrite since 2017. The Chapter also has a credit card to use for deposits, etc.
13. Work with the Secretary-Treasurer to determine the availability of inventory receipt books, nametags, pens, drink tickets, moderator “minute cards”, etc. and purchase items needed for meeting. Name tag holders have been recycled and hopefully can be used in the future.

Typical schedule:	Monday:	ExCom meeting (Tues. AM if Con Ed is half day)
	Tuesday:	Continuing Ed, welcome social
	Wednesday:	General meeting, plenary session, social, dinner on own
	Thursday:	General Meeting, business lunch, dinner/awards

Friday: banquet
Meeting until noon, adjourn

October

1. Meeting announcement and first call for papers.
2. Line up and contact invited speakers for plenary sessions.
3. Send out email to membership chair for first call for papers, and symposia and meeting announcement, templates emails are available from the Secretary-Treasurer.
4. Work with the venue for menu (don't skip on food; we generally make sure there's beef, chicken, vegetarian options); based on experiences in 2009-2011, a buffet line with 4 lines moving concurrently works best for moving people through (at the joint meeting in 2009, we had issues with everyone getting fed on-time, which really messed up the flow of the evening festivities). The Secretary-Treasurer has an Excel spreadsheet with meeting meals, socials, etc. (with past meeting costs). It is extremely helpful!!
5. Set up monthly or as-needed conference calls with meeting committee (ExCom and committee chairs).
6. Work with the MTAFS volunteer coordinator who should contact student subunits for help with student volunteers. Meeting registration is waived for students (undergraduate only) who volunteer for a minimum of two (2) hours at the meeting.
7. Figure out socials.
8. Coordinate with the President and Past President for fundraising and trade show; you'll need to also coordinate with the other entity if holding a joint meeting. Another advantage of a joint meeting is that it increases the draw to vendors because of the size of the meeting – but getting the word out sooner than later will be the key to taking advantage of this.

November

1. Call for papers.
2. Symposia deadline.
3. Decide on conference memento- if you want and order. The Shirt Shop in Missoula has provided the meeting mementos for several years. They have the MTAFS logo set up for various formats (silk screen, embroidery, stickers, etc.). They are great to work with and have very reasonable pricing, even if they are not in your local area.
4. Send letters out to FWP commissioners, host city mayor, local, state officials, parent society officers, western division officers, neighboring Chapter Presidents inviting them to attend the conference. This has not been done in the past few years but is a great idea.
5. Reserve special rooms (if available) for ExCom, in 2007 there were Jacuzzi suites for the ExCom at no extra charge.
6. Make reservations and travel plans for invited speakers if necessary.
7. Line up a photographer to take photos at the meeting.

December

1. Recruit session moderators. A template letter/email and a schedule are available from the Secretary-Treasurer.
2. Work with the Volunteer Coordinator and make up a schedule for volunteer needs (registration, loading talks, etc.).
3. Final Call for papers deadline should be around Jan 1.

January

1. Finalize schedule.
2. End call for papers.
3. Finalize volunteers, recruit more, coordinate with volunteer coordinator.
4. Contact session chairs about the responsibilities.
5. Arrange the schedule so that all the student presentations end by Thursday for best student paper judging purposes.
6. Make a schedule at a glance, there are templates for this!
7. Compile abstracts into program (this takes a while). Google Docs was used for organizing abstracts in 2017 and 2018.
8. Arrange laptops and power point projectors- check prices from the hotel but they may charge a fortune. Members should be able to loan enough of these for the meetings. Also, remember remotes, and pointers. You will probably have to rent screens from the venues, media carts, but consider bringing your own extension cords and power strips.

February

1. Print out meeting program (don't make too many copies).
2. Send out reminders to everyone about everything.
3. Get some sleep.
4. Think about a new President Elect, the Past President should be working on this as should all of ExCom!!
5. Meet with volunteer coordinator.

***Note, if meeting is not being held in mid-February, shift schedule accordingly.

After the meeting

1. Write thank you notes to invited speakers, etc.
2. Work with the Secretary Treasurer to prepare a one-page final budget of the meeting (and Continuing Ed) showing all income and all expenses. If this was a joint meeting, arrange for the respective Secretary-Treasurers to finalize numbers together and determine allocations to respective entities.

Other things:

1. Everyone has to pay, including speakers (fees can be waived for invited speakers who would not normally attend the meeting, but they still have to register).

2. Beer is expensive, be sure to include drink tickets in pricing for the socials. DO NOT provide drink tickets to students, they need to show their ID to get drink tickets!
3. Food is expensive, but don't skimp.
4. Breaks are important.
5. **Keep everyone on time-** impress this upon moderators! This cannot be stated enough!
6. There will inevitably be tons of minor problems and questions- find the President and Past President and ask them for help.
7. Get a lot of volunteers.
8. Even if the meeting is in your hometown, plan on staying at the hotel for the conference week.
9. Keep the awards ceremony at the banquet moving right along. Folks get into a celebratory mood, so if things languish, it can lead to behavioral issues.
10. If you're running a joint meeting, don't underestimate differences in culture to create issues – so talk through everything. At the 2009 meeting, the biggest issue was different expectations for the banquet and awards ceremony, even though we seemingly had agreement. The TWS folks were used to long roasts, etc. which lead to impatience amongst the AFS folks who were in a celebratory mood (see 9 above). So, work through those issues in advance – to the degree you can.
11. Joint meetings are great ways to learn new ways to do things – for example, the TWS meeting led us to business lunches and awards banquets – both ways to increase attendance at those venues.

MTAFS *Secretary/ Treasurer* Responsibilities

General Year-Round Duties

1. Deposit funds and write checks promptly. You are responsible for setting up a bank account and balancing bank statements.
2. Prepare a Treasurer's report a few days before ExCom meetings. Call for the current trust fund balance, write up all bank transactions and take stock of other assets (miscellaneous swag).
3. Within a few weeks after the ExCom meeting, prepare minutes and route to ExCom for edits and corrections. Give the approved minutes (from prior ExCom meeting) to Web Page Chair.
4. Keep ExCom mailing list current. Share with Web Page Chair.
5. Obtain a copy of the MTAFS membership database. The Membership Chair is responsible for maintaining this database.
6. Print out and archive any correspondence posted on the web page.

Time-specific Duties

January

1. Register business with Montana Secretary of State by filing previous years' annual report online.

February

1. Write to AFS parent society to request 3% rebate. If you don't request it, it will be overlooked.

March

1. Prepare the minutes from the annual meeting. Send one copy to AFS parent society and one to the Western Division.
2. Prepare a statement showing all MTAFS expenses and income for the previous calendar year. Provide detail on Chapter income. This information may become important during tax preparation/reporting. Income categories should include: dues paid, annual meeting registration fees, summer workshop registration, continuing education registration fees, meeting donations/sponsorships (attach a second sheet listing any donations/sponsorships from the tax year) fundraising income (raffle, auctions, etc.). Send to AFS parent society by end of March for their 503c nonprofit tax status. This should also go in MTAFS spring newsletter.

April

1. Either hire an accountant or prepare the taxes yourself. Prior to 2010, an IRS form 990EZ was required and it was easier to hire an accountant. However, in 2010 a change was made in the way the IRS looks at non-profit organizations and the process was simplified for organizations with annual revenues of less than \$50,000. If the three-year average revenue for the Chapter is less than \$50,000, a form 990N can be filed and the process is very easy (no need to hire an accountant). **Tax forms are due May 15.**

September

1. Revise the ExCom mailing list to show new officers. Send to Newsletter and Web Page chairpersons. Also contact AFS parent society liaison and fill out their form on ExCom officers.

October

1. When Annual Meeting time and place are known, contact the AFS parent society liaison with this information for their web page and Fisheries magazine. Give the President-Elect's name and phone for further information. Also send a note to Western Division.
2. Order a Past-President's appreciation plaque from the AFS parent society. The cost is about \$25 and it can take a while to arrive. The current President will award the Past-President at the annual meeting.

December

1. Consult the Montana Commissioner of Political Practices web page (<http://state.mt.us/cpp/>) to determine what lobbyist reporting is required by MTAFS. Reports may be required even if it is not a legislative year.

Meeting-Related Duties

Before the meeting

1. You need to set up a registration schedule and fees with the President Elect. You'll need to decide the professional fee, student fee, retiree fee, one-day registration fee, and the Continuing Education Workshop fee. Have a firm pre-registration cut-off date about a week before the meeting, then add a significant late fee (in 2005 \$50 was assessed) to encourage pre-registration. Put a registration form in the winter newsletter.
2. **As of 2018, all credit card processing is handled through Eventbrite or similar online meeting service, all registration and payment is handled online (we don't hold large amounts of cash this way).**
3. Discuss registration schedule with Membership Chair. Be sure the Chair knows he/she needs the most current list of members from the parent society. Set up registration table times. Get student volunteers to help with the registration table in 2-hour spots. Suggest you have the table open on the Tuesday night hospitality, all morning Weds, and about 2 hours Thursday.
4. Inventory receipt books, nametags, pens, etc. and purchase items needed for meeting.
5. Type up Business Meeting Treasurer's Report following template from previous meeting.
6. Print up 5-6 copies of the last business meeting. Distribute a few to some audience "plants" so someone can make a motion to accept them.
7. Prior to the meeting withdraw \$150 cash (various small denominations) for the cash box.

During the meeting

1. Hang up "MTAFS" banner and put out agendas.
2. You are responsible for all income and credit card receipts received. Past experience has shown it is a good idea to have a form just for the cash box to track everything that goes in or out. Much of the hassle is handled by online meeting registration now (Eventbrite or similar service).
3. Pay off hotel bill. Pay the student (\$100) and professional (gift) paper awards.

After the meeting

1. Obtain attendee master from registration source (Eventbrite).
2. Prepare a list of who owes the MTAFS money. Start mailing invoices and check off on the list as they are received.
3. Prepare a one-page final budget of the meeting (and Continuing Ed) showing all income and all expenses. Share with ExCom at the spring meeting. You will also need this report for tax time.

MTAFS *Past President* Responsibilities

General Year-Round Duties

1. Participate as voting member in ExCom meetings and communications.
2. Respond to emails, letters, and phone calls from members and ExCom on issues of concern in a timely manner.
3. Assist the President Elect with planning the annual meeting.
4. Arrange the Trade Show for the annual meeting.
5. Chair the Past Presidents Committee.
6. If desired, serve on the editorial board of the Intermountain Journal of Sciences (IJS) as an MTAFS ExCom representative.

Time-specific Duties

September

1. Talk with the incoming President about any current issues or action items and determine who will follow up/ carry things forward.

October/November

1. Get started on Trade Show.

December/ January

1. Keep working on Trade Show. Think of new ways to solicit participation. For example, think about selling sponsorships for slides put up between presentations, for particular sessions, and for time slots for brief presentations at those sponsored sessions (these are ideas from vendors).
2. Seek and procure nominations for officers.

February

1. Attend annual meeting (see below).
2. Submit and introduce nominations for officers and Committee Chairs at the Business Meeting.

3. Provide ballots and conduct the election of officers at the annual meeting.
4. Recommend changes in the Bylaws to the ExCom and membership.
5. Distribute copies of the Bylaws and Procedures Manual to new officers and committee chairs.

March /April

1. Help the President Elect prepare the abstracts for the annual meeting.

August

1. Update the Procedures Manual with the assistance of the ExCom and Committee Chairs.
2. Track and maintain a list of Resource Action Fund projects.

September

1. Retire and enjoy all the free time you have.

Meeting-Related Duties

Before the meeting:

1. Assist the President Elect with any questions they have about planning a meeting and selecting a venue.
2. Attend and participate in all meeting related conference calls.

Fund raising:

1. As part of the meeting committee the Past President is in charge of arranging the Trade Show. Ask the previous Past President for their list of contributors from the previous year.
2. Start contacting potential participants in October or November. Make sure to update the contact address (you) on the fundraising letter. The holiday season tends to be a difficult time to catch folks.
3. Follow up on the letter after a week or two. December is a difficult time to catch people but January is definitely not too late.
4. Keep track of who will participate and fees for booths and send this to the Secretary-Treasurer
5. Coordinate with the President- they will be handling the fundraising. Some contributors will prefer to have a booth instead of making a direct contribution (and vice-versa
6. Request an electronic copy of each participants logo (medium to high resolution JPEGs work well) and let them know that this will be displayed on the program (you can put this information in the letter but remind them when you talk to them on the phone). If an agency or individual company sponsors a break (\$500 or more) it is appropriate to have a sign made with their logo on it and displayed prominently at the break and in the program.

During the meeting

1. Make yourself available to the President Elect. Remember how hard it was to pull everything together for your meeting.
2. Check in with the registration people. See if they need anything (like a bathroom break).
3. Keep your ears open for items that might need to be discussed at the business meeting. This is the main opportunity to initiate discussion on Chapter business.
4. If any Committee Chairs are leaving their posts, recruit replacements and talk with members about potential new Chairs.
5. Business meeting
 - a. Collect brief bios from President candidates
 - b. Get the correct spelling of President candidates' names and print up ballots.
 - c. Remind people repeatedly that they really do need to attend the business meeting.
 - d. Track down committee chairs and make sure that they attend so they can give committee reports.
6. Raffle and Social/ Banquet
 - a. Find the student subunit officers and see if they need help moving raffle items to the banquet room.
 - b. Enjoy yourself.
 - c. At some point things will probably deteriorate; try and help the President-Elect to move people out of the banquet room at this point if not before.
7. Last Morning
 - a. Check in with the current President Elect and see if they need any help closing out the meeting.
8. And After the Meeting
 - a. Write letters of thank you to trade show vendors.

APPENDIX C: Year-In-Review Form (President fills out)

Montana Chapter of the American Fisheries Society
Click to enter a date. thru Click to enter a date.
Term Overview

Officers and Chairs

President: [Click here to enter name and affiliation.](#)

Past President: [Click here to enter name and affiliation.](#)

President-elect:

Secretary-Treasurer: [Click here to enter name and affiliation.](#)

Newsletter Editor: [Click here to enter name and affiliation.](#)

Awards: Click here to enter name and affiliation.
Continuing Education: Click here to enter name and affiliation.
Historian: Click here to enter name and affiliation.
Resource Management Concerns: Click here to enter name and affiliation.
Membership: Click here to enter name and affiliation.
Public Outreach: Click here to enter name and affiliation.
Legislation: Click here to enter name and affiliation.
Species of Special Concern: Click here to enter name and affiliation.
Raffle: Click here to enter name and affiliation.
Web Design and Content: Click here to enter name and affiliation.
Wally McClure Scholarship: Click here to enter name and affiliation.

Highlight of Events and Issues

Click or tap here to enter text.

Resource Action Funds

Project: Enter title. **Amount:** Amount requested. **Submitted by:** Click to enter text. **Approved**

Project: Enter title. **Amount:** Amount requested. **Submitted by:** Click to enter text. **Approved**

Annual Meeting

Date: Click or tap here to enter text.
Location/Venue: Click or tap here to enter text.
Theme: Click or tap here to enter text.
Attendance: Click or tap here to enter text.
Cost (?): Click or tap here to enter text.

Continuing Education

Title: Click or tap here to enter text.
Instructor: Click or tap here to enter text.
Cost: Click or tap here to enter text.
Attendees: Click or tap here to enter text.

Award Recipients

Outstanding Fishery Professional: Click or tap here to enter text.

Career Achievement: Click or tap here to enter text.

Outdoor Writers or Reporters: Click or tap here to enter text.

Educators: Click or tap here to enter text.

Outstanding Landowner/s: Click or tap here to enter text.

Outstanding Conservation group organizations: Click or tap here to enter text.

Outstanding Private Business: Click or tap here to enter text.

Outstanding Individuals: Click or tap here to enter text.

Outstanding Natural Resource Professional: Click or tap here to enter text.

Best Professional Paper: Click or tap here to enter text.

Best Student Paper: Click or tap here to enter text.

Wally McClure Recipients: Click or tap here to enter text.

Any Additional Information for Archives

Click or tap here to enter text.

Please Return to Montana Chapter AFS Historian by **Aug. 31 with any additional information and artifacts for the Chapter archives.**

APPENDIX D: Venue Questions

Montana Chapter of the American Fisheries Society Venue Questions

Can you accommodate 175-200 people?

Can you handle break out or concurrent sessions, if necessary?

Do you have multiple rooms, so we can easily move back and forth from presentations, luncheons, banquets and social? For example, a meeting room and a separate room for meals.

Is there a down deposit required? If so, how much?

Does someone need to sign a written contract and when?

Can you break out multiple invoices, so the Federal agencies can pay directly via of credit card for various parts such as conference room rental or AV rental?

Will you give us a cut rate if we book so many rooms?

Can we charge a few rooms directly to our final bills for guest speakers, awardees, students, etc.?

Can we rent a late-night hospitality room?

When do we have to set up a block of rooms by?

What is the last day of this for this block of rooms? The last day usually coincides with the last day of our early bird registration before registration fees increase.

Can they work with us in December to come up with a total price estimate, so we can calculate registration fees?

How do they expect our final payment? Is a check or debit card OK?

What dates do they expect our 90% headcount and our final 100% headcount, so they can order food? This should be in contract.

Do you have AV equipment? Do we supply, or can we rent from them?

Do they have the ability to flex back and forth from classroom style set up to round table banquet style? If needed?

Do they allow the Chapter to bring in donated kegs?

Do they allow for drink tickets via an open bar?

Do they allow for gov't motel rates?

Do they have a safe deposit box that we can place our cash in at night?

Special Meeting Rooms

Lake Trout working group

Montana Association of Fish and Wildlife Biologists

U of M Social/Student Mentoring

Committee Caucuses

APPENDIX E: Listing of Committee Chairs

Status of MTAFS Committee Chairs as of Spring 2024

Committee	Chair(s)
Awards	Traci Sylte
Continuing Education	Robert Eckelbecker
Resource Management Concerns	Adam Strainer
Historian	Ken Staigmiller
Legislative	Bruce Farling and Pat Clancy
Membership	Jared Krebs
Newsletter	Sam Bourret
Public Outreach	Tracy Wendt
Species of Special Concern	Tyler Haddix and Dave Stagliano
Past Presidents	Current Past President
Raffle	MSU Student Subunit
Web Content	Nathan Cook
Financial Sustainability	Clint Sestrich

APPENDIX F: MTAFS ExCom Mailing 

**Names, addresses, and phone numbers of Officers and Committee Chairs
Spring 2022**

Officers	Name	Address	Phone (406-)	E-mail
President	Lisa Eby	University of Montana College of Forestry and Conservation Department of Ecosystem and Conservation Science Missoula, MT 59812	243-5984	lisa.eby@umontana.edu
Past-President	Jim Dunnigan	385 Fish Hatchery Rd. Libby, MT 59923	293-4161	jdunnigan@mt.gov
President-Elect	David Stagliano	431 Butler St. Helena, MT 59601	449-6458	dstagliano88@gmail.com
Secretary/Treasurer	Chris Downs	PO Box 128/26 Ruhle Drive West Glacier, MT 59936	314-3851	ccdwns100@gmail.com
UM Student Subunit Advisor	Lisa Eby	University of Montana College of Forestry and Conservation Department of	243-5984	lisa.eby@umontana.edu

		Ecosystem and Conservation Science Missoula, MT 59812		
MSU Student Subunit Advisor	Chris Guy	Montana State University 301 Lewis Hall Bozeman, MT 59717	994-3491	cguy@montana.edu

Committee Chairs	Name	Address	Phone (406-)	E-mail
Newsletter Editor	Sam Bourret	490 N Meridian Rd. Kalispell, MT 59901	751- 4556	sbourret@mt.gov
Awards	Traci Sylte	8180 Double Tree Lane Missoula, MT 59804	218- 0300	Tracisylte@gmail.com
Continuing Education	Robert Eckelbecker	308 N 9th Ave, Bozeman, MT 59715	(207) 505- 0048	robert.eckelbecker@student.mont ana.edu
Public Outreach	Tracy Wendt	1621 19th Avenue S, Great Falls, MT 59405	214- 2868	tracy@sunriverwatershed.org
Resource Management Concerns	Adam Strainer	930 Custer Ave. Helena, MT 59620	495- 3263	astrainer@mt.gov
Historian	Ken Staigmiller	4801 Giant Springs Road Great Falls, MT 59405	452- 6181	kstagmiller@mt.gov
Legislation	Bruce Farling			brucefarling@gmail.com
Membership	Jared Krebs	54078 US Hwy 2 W, Glasgow, MT 59230	808- 7068	jared.krebs@mt.gov
Species of Special Concern	Tyler Haddix	1 Airport Road Glasgow, MT 59230	228- 3706	thaddix@mt.gov
	Dave Stagliano	431 Butler Street Helena, MT 59601	449- 6458	Dstagliano88@gmail.com
Raffle	Current President of MSU Student Subunit Subunit	Montana State University 301 Lewis Hall Bozeman, MT 59717	994- 3491	cguy@montana.edu

	Advisor: Chris Guy			
Web Content https://units.fisheries.org/montana/	Nathan Cook		444-4034	nathan.cook2@mt.gov

APPENDIX G: AFS PRESENTATIONS – SCORING CRITERIA

Evaluation of Oral Presentations

Evaluator: _____

Thank you for taking the time to conduct presenter evaluations. In addition to conveying information and project results, there are two important rules for presenting talks: The presenter should know the purpose of the talk, and what she or he expects the audience to gain from the talk and communicate the purpose of the talk to the audience in opening remarks. The listener should be able to understand "what's in it for me".

Name of Presenter:

Student / Professional (circle one)

Presentation Time:

Scoring: 10 = Outstanding

5 = Average 1 = Poor

Note: Most presentations would likely fall within the 4 to 7 range (below average to above average).

Evaluation Criterion

Circle One

Introduction: (1) Purpose of the talk clearly communicated. This could be through an objective, study question and/or hypothesis. (2) Background sufficiently complete to understand why we care.	10	9	8	7	6	5	4	3	2	1
Contribution to field: Does the presentation address an important issue? Will the results likely fill a knowledge gap or influence management of fisheries resources?	10	9	8	7	6	5	4	3	2	1
Methods: Adequate to address issue or question. Explanation/description thorough, clearly stated, understandable, and appropriate study design for inference.	10	9	8	7	6	5	4	3	2	1
Results: Data are clearly presented. Analyses are reasonable, clearly described and sufficiently robust.	10	9	8	7	6	5	4	3	2	1
Conclusion: Data analyses support the conclusions. Was the discussion a synthesis of the findings and the conclusion logically derived and related to objectives?	10	9	8	7	6	5	4	3	2	1
Presentation: Appropriate volume and modulation of voice. Good pace and clear enunciation. Appropriate eye contact.	10	9	8	7	6	5	4	3	2	1

Audiovisuals: Appropriate number for allocated time. Subject matter is clearly presented, neat, and relatively easy to comprehend.	10	9	8	7	6	5	4	3	2	1
Organization and Timing: Was there a logical flow, easy to follow and clear? Was appropriate time allocated for the presentation and for questions?	10	9	8	7	6	5	4	3	2	1

Comments for speaker (strengths or suggestions for improvement?):

Total score: _____

APPENDIX H: Position and Policy Statements of AFS
(Published in *Fisheries* magazine and/or on AFS website)

The American Fisheries Society has crafted 38 official policy statements to provide science-based, objective information for policy makers.

However, only one policy statement remains valid based on our current AFS rules, which dictate that "unless specified otherwise, all policy statements will be reconsidered by the [Resource Policy Committee] after five years to assure relevancy to current membership concerns." AFS Policy staff completed a detailed review of the Society's policy work in 2016, deciding to shift from official policy statements and background documents to a more proactive effort designed to reflect opportunities to make use of the best available information on fisheries and aquatic resources.

One AFS policy statement remains current; all other policies and background documents are listed below in our "archives." Those documents are available for historical purposes and do not necessarily reflect Society positions or best available knowledge.

Current AFS Policy Statements (<https://fisheries.org/policy-media/policy-statements/>)

- Mining and Fossil Fuel Extraction
- More recent statements (2011-2012)
 - Dam Removal
 - Climate Change
 - Lead in Sport Fishing Tackle
 - Need for an Immediate-Release Anesthetic/Sedative for Use in the Fisheries Disciplines

These archived statements are available on the AFS Policy website <https://fisheries.org/policy-media/policy-statements/>

- North American Fisheries Policy
- AFS Overview Policy on Man-Induced Ecological Problems — Human Population Growth and Technology
- Nonpoint Source Pollution
- Sedimentation

- Cumulative Effects of Small Modifications to Habitat
- Effects of Toxic Substances in Surface Waters
- Policies on Two Issues of Environmental Concern
- Coping with Point Source Discharges
- Effects of Altered Stream Flows on Fishery Resources
- Protection of Threatened and Endangered Aquatic Species
- Beverage Container Legislation
- Construction and Operation of Oil and Gas Pipelines
- Strategies for Stream Riparian Area Management
- Introductions of Aquatic Species
- Guidelines for Use of Fishes in Field Research
- Tidal Power Development and Estuarine and Marine Environments
- Marine Wilderness
- Guidelines for Introduction of Threatened and Endangered Fishes
- Marine Plastic Debris
- Transgenic Fishes
- Commercial Aquaculture
- Effects of Livestock Grazing on Riparian Stream Ecosystems
- Ballast Water Introduction
- Hydropower Development
- Bycatch Reduction Devices as a Conservation Measure
- Conservation of Imperiled Species and Reauthorization of the Endangered Species Act of 1973
- Special Fishing Regulations for Managing Freshwater Sport Fisheries
- Biodiversity
- Responsible Use of Fish and Other Aquatic Organisms
- (a) Protection of Marine Fish Stocks at Risk of Extinction, (b) Management of Sharks and Their Relatives (Elasmobranchii), (c) Long-lived Reef Fishes: The Grouper-Snapper Complex, (d) Management of Pacific Rockfish

- Dam Removal
- Climate Change
- Lead in Sport Fishing Tackle
- Need for an Immediate-Release Anesthetic/Sedative for Use in the Fisheries Disciplines

APPENDIX I: Lobbying Information and Guidelines

No revisions provided for 2018 update

General Information regarding Lobbying (from the Parent Society Procedural Manual):

The Internal Revenue Service (IRS) has granted AFS the tax-exempt status of a public non-profit 501 c (3) organization. As a result there are certain guidelines we must all follow. We may provide expert testimony in administrative and legislative hearings; write letters, make telephone calls and visits to our legislators on issues where we can provide science-based information; we can share our information with the public at large and urge that action is taken; and we can lobby for sound fisheries legislation. The one thing we can never do **UNDER ANY CIRCUMSTANCES** is involve AFS in partisan political campaigns. This means neither AFS as a whole, nor one of its subunits, nor a member using their AFS affiliation can endorse a political candidate.

AFS has elected to declare its lobbying expenditures each year when filing its income tax form. With a budget of two million dollars this means the Society can spend a total of \$250,000 on lobbying, of which \$62,500 can be grassroots lobbying. This generous lobbying limit is way beyond any expenditure to be anticipated in the foreseeable future. The limit is high because the **IRS expects public non-profit organizations like AFS to speak out on topics where they have expertise and strong commitment.** For anyone seeking further information about lobbying regulations, a good reference is, Being a Player – A guide to the IRS Lobbying Regulations for Advocacy Charities by Gail M. Harmon et. Al., which is available for \$15 from the Advocacy Forum, 1601 Connecticut Avenue NW, Suite 600, Washington DC 20009.

Much of what might be considered lobbying is not considered lobbying under the August 31, 1990, U.S. Internal Revenue Service Regulations. Thus, much of what has been considered lobbying in the past is now considered just information sharing. For example:

- Urging Congress to develop legislation to better manage large inter-jurisdictional rivers is not lobbying (urging a single Congressional representative to support HR 1234 – any specific legislation is lobbying).
- Generally, communicating with a judicial executive, or administrative body is not considered lobbying.

Direct lobbying and grassroots lobbying are both permitted, but they have different financial limits. Direct lobbying occurs anytime AFS petitions a legislator for action. Grassroots lobbying occurs when an AFS member asks nonmembers to contact their legislators.

Be sure that whichever avenue is followed the concurrence of the appropriate subunit is obtained. Notification of related subunits and AFS Headquarters of the planned lobbying actions will make coordination much easier. Ideally, AFS would lobby on issues where the Society has developed policies, position statements, and resolutions, but because of time constraints that is not always possible. As long as you proceed in a professional manner with science-based information your

views will be helpful to your audience.

Each subunit President or their designee is requested to provide the Society's Executive Director with a copy of lobbying materials and an estimate of the costs incurred during the past calendar year by January 30th of each year. When in doubt as to whether a project is lobbying or not, the project should be forwarded to AFS Headquarters. Then the AFS staff, in consultation with the AFS tax advisor, can make the determination of the project's status.

MTAFS Lobbying Activities

According to AFS guidelines, most of what the Chapter has been calling lobbying is not considered lobbying. In the AFS examples above, providing testimony at legislative hearings is not lobbying. Individually contacting a legislator to influence his/her vote is lobbying. Most of the Chapter's activities to date have been in providing testimony at hearings with little or no individual contact with legislators. However, when the Chapter's phone or e-mail tree is activated, Chapter members individually contact legislators to lobby for a position on bills of interest to the Chapter.

The MTAFS uses the 501 c (3) status of the Parent Society. Therefore, the lobbying expenditures of the Chapter are included in the lobbying budget of the Parent Society and not the Chapter budget. Although the Chapter spends its own funds, the expenditures must be reported to AFS headquarters, so it can be deducted from the AFS budget. Since the Chapter's expenditures for lobbying in the past has been \$500 or less (most of which would not be considered lobbying), AFS should not have a problem with this expenditure. If the Chapter decides to increase this expenditure to become more active in the legislative process, the Chapter should notify AFS for authority to spend the new amount.

E-MAIL/PHONE TREE

The Chapter may implement an e-mail/phone tree during the legislative session, as needed, to lobby individual legislators on the Chapter's position on bills. The Legislative Chair or the President, acting for the ExCom, activates the trees. In the case of non-internet Chapter members, the chair contacts a member in a major population center to request that they serve as the chair's local contact to start the phone tree. The local member is then responsible for making phone calls to members in his/her area who are not connected to the internet. Each member thus contacted calls the appropriate legislator(s) to express the Chapter's view.

The Chapter Secretary-Treasurer maintains a computer listing of Chapter members. The President, or the chair, may electronically send an email to all Chapter members notifying them of the Chapter's stance on a particular bill. The members are then asked to contact the appropriate legislator(s). An announcement, or copy of the e-mail, should also be posted on the Chapter's web page.

APPENDIX J: Bylaws of The University of Montana Student Subunit, Montana Chapter of the American Fisheries Society

Section 1. NAME AND OBJECTIVES

(a). The name of this organization shall be the University of Montana Student Subunit of the American Fisheries Society, hereinafter referred to as the Student Subunit.

(b). The objectives of the Student Subunit shall be those of the American Fisheries Society as set forth in Article I of the Constitution, and especially, to encourage the exchange of regional fisheries and other technical information among members of the Society who belong to this Student Subunit.

(c). All activities of this subunit shall conform to the Society's Constitution, Bylaws, Rules, and policies.

Section 2. MEMBERSHIP

The membership of the Student Subunit shall be composed of students who have an interest in fisheries and related issues important to the University of Montana.

Section 3. MEETINGS

The Student Subunit shall hold at least one meeting annually at a time and place designated by its Executive Committee.

Section 4. OFFICERS

(a). Among its elected officers, a subunit must have at least a President, a President-elect, and a Secretary/Treasurer whose duties must be defined in the Subunit's bylaws. Only active members of the Parent Society can hold a Subunit office.

(b). Officers shall be elected at the annual meeting of the Student Subunit or by mail ballot received by members at least 30 days prior to the annual meeting; however, terms of newly elected officers shall coincide with those of the Parent Society officers. Officers shall serve for one year; however, the Secretary/Treasurer may serve more than one term. If an office is vacated, the Executive Committee shall appoint a qualified replacement to fill the remainder of the term.

Section 5. DUTIES OF OFFICERS

(a). The President of the Student Subunit shall preside at all meetings, chair the Executive Committee, and make appointments.

(b). The Vice-President shall chair the Program Committee and assume the duties of the President if the latter is unable to act.

(c). The Secretary/Treasurer shall keep the official records of the Student Subunit, submit minutes of the meetings to the Society's Executive Director and the Chapter's Secretary/Treasurer within 30 days after each meeting, disburse funds as authorized by the Executive Committee or the membership, submit a record of receipts and disbursements at the annual Student Subunit meeting, and discharge other duties as requested by appropriate Society officers.

Section 6. EXECUTIVE COMMITTEE

The Executive Committee of the Student Subunit shall consist of elected officers, and other members as may be appointed by the President. The Executive Committee is authorized to act on behalf of the Student Subunit between annual meetings. Most voting Executive Committee members constitutes a quorum.

Section 7. STUDENT SUBUNIT COMMITTEES

Committees and Chairs of committees, except as listed in Sections 5 & 6 of these Bylaws, shall be appointed and charged by the President. Except for Standing Committees, these Student Subunit committees shall cease to function upon the discharge of the duties for which they were appointed or with the end of the term of the appointing officer.

Section 8. VOTING AND QUORUM

(a). All decisions at meetings are decided by a simple majority vote of the membership, except for bylaw revisions.

(b). A quorum at any meeting for transaction of official business shall be one-third of the Student Subunit membership, except that members present may approve a lesser number for a given meeting, if circumstances dictate.

(c). Only active members of the Parent Society may hold a Subunit office, chair a Subunit committee, or vote on Subunit affairs.

(d). Unless otherwise specified in these Bylaws or the Constitution of the Society, meetings are conducted according to the latest edition of Robert's Rules of Order.

Section 9. DUES AND FEES

The Executive Committee can establish annual Student Subunit dues subject to approval of the members voting at the annual meeting. The Executive Committee may assess registration fees for annual meetings of the Student Subunit.

Section 10. AMENDMENT OF BYLAWS

(a). The Bylaws of the Student Subunit may be amended by a two-thirds majority approval of those members voting, provided that notice of the proposed change(s) be given to the membership at least 30 days prior to a meeting. If voting is by mail ballot, members must be given at least 30 days to return their ballots.

(b). Following approval by Student Subunit membership, bylaw amendments must be submitted to the State Chapter's President and the Society's Executive Director within 45 days of the approval of the amendment.

APPENDIX K: Bylaws of the Montana State University Student Subunit, Montana Chapter of the American Fisheries Society

Section 1. NAME AND OBJECTIVES

(a) The name of this organization shall be the Montana State University Student Subunit of the American Fisheries Society, herein referred to as MSUAFS. The MSUAFS operates under the auspices of the Montana Chapter of the American Fisheries Society.

(b) The objectives of the MSUAFS shall be those of the American Fisheries Society (AFS) as set forth in Article I of the Constitution, and especially, to encourage the exchange of regional fisheries information among students and Chapter members as well as encourage student involvement in the Chapter, Western Division, and Society.

(c) All activities of this subunit shall conform to the Society's Constitution, Rules, and Procedures.

Section 2. MEMBERSHIP

(a) The membership of the MSUAFS shall be composed of those Montana State University (MSU) students and alumni who are active members of the Montana Chapter of AFS.

Section 3. MEETINGS

(a) The MSUAFS shall hold at least one meeting annually at a time and place designated by its Executive Committee.

Section 4. OFFICERS

(a) The officers of the Subunit shall consist of, at least, a President, a Vice President, and a Secretary-Treasurer, although the latter position may be split between two people, if desired.

(b) Officers shall be elected in the Spring Semester no later than two weeks after the annual Montana Chapter meeting or by mail ballot received by members at least 30 days prior to the election. Officers may serve more than one term. If an office is vacated, the Executive Committee shall appoint a qualified replacement to fill the remainder of the term.

Section 5. DUTIES OF OFFICERS

(a) The President of MSUAFS shall preside at all meetings, chair the Executive Committee, serve as a non-voting member on the Montana Chapter's Executive Committee, make appointments and perform other duties and functions as authorized by the MSUAFS Executive Committee.

(b) The Vice-President shall assume the duties of the President if the latter is unable to act.

(c) The Secretary shall keep the official meeting records, submit minutes of meetings to the membership and discharge other duties as requested by appropriate Society officers.

(d) The Treasurer shall keep the official financial records, disburse funds as authorized by the Executive Committee or the membership, submit a record of receipts and disbursements at

meetings and discharge other duties as requested by appropriate Society officers.

Section 6. EXECUTIVE COMMITTEE

The Executive Committee (ExCom) of MSUAFS shall consist of elected officers, a faculty advisor and other members as may be appointed and charged by the President in consultation with the faculty advisor. The executive committee is authorized to act on behalf of MSUAFS between meetings.

Section 7. SUBUNIT COMMITTEES

Committees and Chairpersons of committees, except as listed in Section 5 and 6 of these bylaws, shall be appointed and charged by the President. Except for Standing Committees, these committees shall cease to function upon the discharge of the duties for which they were appointed.

Section 8. VOTING AND QUORUM

(a) All decisions at meetings are decided by a simple majority vote, except for bylaw revisions.

(b) Unless otherwise specified in these bylaws or the Constitution of the Society, meetings are conducted according to the latest edition of Robert's Rules of Order.

Section 9. DUES AND FEES

The Executive Committee shall establish annual dues subject to approval of the members voting at the annual meeting. The Executive Committee may assess registration fees for annual meetings or events.

Section 10. AMENDMENT OF BYLAWS

The Bylaws of MSUAFS may be amended by a two-thirds majority approval of those members voting. If voting is by mail ballot, members must be given at least 30 days to return their ballots.

APPENDIX L: Resource Action Fund Information

Revised 2/2018

Montana Chapter of the American Fisheries Society
Resource Action Fund Grant Request

The ExCom will review funding requests for the MTAFS Resource Action Fund. For more details please see the MTAFS web page at <https://units.fisheries.org/montana/grants/resource-action-fund/>, or contact an ExCom member.

Deadlines for applications:

January 15 for all applications regardless of the amount requested (note: requests for more than \$2000 must be presented to the membership at the annual meeting).

I. APPLICANT INFORMATION

a. Applicant

Name _____
Mailing Address _____
City or Town _____ State _____ Zip _____
Telephone _____

b. Contact person if different than above _____
Address if different than applicant _____

Telephone if different than applicant _____

II. PROJECT INFORMATION (attach additional pages as needed)

- a. Project Title** _____
- b. Purpose of Project (goals and objectives)** _____
- c. Brief Project Description (What will this RAF Funding be used for? Personnel? Supplies? Etc., be specific)**

d. Project Starting

Date _____

e. Project Completion

Date _____

III. PROJECT BUDGET

a. RAF Grant Request

(dollars) _____

Does this project make any commitment of MTAFS funds beyond the current funding request?

Have you received previous RAF grants for this project?

If so, when and what is the total funding received to date from MAFS?

b. Contribution from Other

Sources _____

c. Total Project

Cost _____

d. Have Other Funding Sources Been

Secured? _____

e. Names and Amounts of Other Funding

Sources _____

f. Is MTAFS the Only Source of Funding for this

Project? _____

Why or Why

not? _____

IV. PROJECT BENEFITS (attach additional pages as needed)

a. Benefits to Native Species

b. Short Term and or Long Term Benefits to the Fisheries Resource

How does this project relate to ongoing and previous work in the area?

c. Does this Project Have the Support of an Appropriate MTAFS Committee? _____

If so, which Committee? _____

Has this project been coordinated with appropriate local agencies? _____

If so, who are your contacts? _____

MTAFS Resource Action Fund Grant Request
RANKING CRITERIA

Indicate: RAF or Research RAF

BENEFITS TO THE FISHERIES RESOURCE (25 point maximum).

1. Project benefits native species and/or emphasizes species of special concern.

Greatly 10 pts.
Moderately 5 pts.
No benefit 0 pts.

Points _____

2. Project provides short-term benefits to fisheries resources.

Greatly 5 pts.
Moderately 2.5 pts.
No benefit 0 pts.

Points _____

3. Project provides long-term benefits to fisheries resource.

Greatly 10 pts.
Moderately 5 pts.
No benefits 0 pts.

Points _____

SUPPORT OF AN APPROPRIATE MTAFS COMMITTEE (10 Pts. maximum) (Not required for a Research RAF)

1. Strong support 10 pts.
2. Moderate support 5 pts.
3. No support 0 pts.

EXPECTED BENEFITS RELATIVE TO COST (15 pts. maximum) (not required for Research RAF)

1. Project benefits very high relative to cost 15 pts.
2. Project benefits high relative to cost 10 pts.
3. Project benefits about equal to costs 5 pts.
4. Project cost exceeds benefits (project becomes ineligible for funding).

Points _____

COST SHARING (10 point maximum)

Percent of the project that will be funded from other revenue sources.

1. 50% or greater 10 pts
2. 25-49% 7pts.
3. Up to 24% 3 pts.
4. No cost share 0 pts.

Points _____

TOTAL SCORE: _____

APPENDIX M: Montana Chapter of the American Fisheries Society Resource Action Fund Expenditure Summary

YEAR	PROJECT INFORMATION	COST
1990	Arctic grayling project	\$2,400
	Fishes of MT slide show	\$1,000
	Forest practices report	\$2,000
	Fishes of special concern poster	\$1,305
	Total for 1990	\$6,705
1991	Arctic grayling recovery (\$1K per year for 5 yrs.)	\$5,000
	Coldwater poster info packets	\$1,000
	Total for 1991	\$6,000
1992	Missouri River water reservation	\$5,500
	Instream flow brochure	\$250
	Exxon Valdez film	\$500
	Total for 1992	\$6,250
1993	No records found for 1993	
1994	Bull trout Task Force	\$500
	Total for 1994	\$500
1995	No records found for 1995	
1996	Arctic grayling recovery	\$5,000
	Rock Creek Trust	\$500
	Know Your Watershed	\$100
	Public Outreach Scholarship	\$150
	Cutthroat trout interpretive display	\$1,500
	Total for 1996	\$7,250
1997	Arctic grayling recovery	\$5,000
	CJD Brown Scholarship	Defaulted
	Westslope cutthroat genetic analysis	\$500
	Hughes Creek restoration	\$1,500
	May Club newsletter	\$1,000
	Bull trout story	\$1,000
	Grave Creek mitigation	\$5,000
	Total for 1997	\$17,500
1998	Fish ID boards	\$2,000
	Arctic grayling recovery	\$5,000
	Whirling disease brochure	\$1,000
	Total for 1998	\$8,000

1999	Warmwater fish interpretive display	\$750
	Willson Creek fish barrier	\$500
	Species of Special Concern poster	\$4,420
	Rock Creek Trust	\$1,000
	Total for 1999	\$6,670
2000	Idaho Chapter AFS westslope cutthroat symposium	\$300
	Total for 2000	\$300
2001	Good Creek westslope cutthroat trout restoration	\$3,000
	Arctic grayling recovery program	\$3,000
	Native fish promotion project - WCT t-shirts & postcards	\$500
	West Fork Willson Creek fish barrier	\$5,041
	Total for 2001	\$11,541
2002	Elk Creek watershed tour	\$500
	Miles City fish hatchery - pallid sturgeon	\$2,000
	Cutthroat trout documentary video	\$2,000
	Anglers against weeds program (\$1,000)	Defaulted
	Upper Madison westslope cutthroat reclamation program	\$5,000
	Sheppard Creek westslope cutthroat restoration	\$3,000
	Native fish brochures	\$1,000
	Yaak headwaters restoration partnership project	\$2,000
	Intermountain Journal of Science, Henry's Fork special issue	\$400
	Total for 2002	\$15,900
2003	Research project	\$1,200
	Anglers Against Weeds facilitator program	\$1,000
	South Fork Judith River fish barrier	\$1,500
	Sun Ranch westslope cutthroat trout broodstock program	\$3,000
	Recording oral history of retiring MCAFS members	\$400
	Yellowstone River fish movement study (approved but withdrawn)	
	Total for 2003	\$7,100
2004	Yaak headwaters restoration partnership project	\$2,000
	Sun Ranch westslope cutthroat trout broodstock program	\$2,000
	Rock Creek (Blackfoot)tributary riparian restoration project	\$2,000
	Transboundary Flathead coalbed methane project	\$2,000
	Callahan Creek restoration project & headwater restoration partnership project	\$2,000
	Otie Reservoir Yellowstone cutthroat trout restoration	\$1,750
	Total for 2004	\$11,750
2005	Sun Ranch westslope cutthroat trout broodstock program	\$2,000
	AFS Hutton student intern support (\$3,000 approved but not used)	
	Total for 2005	\$2,000

2006	Species of Special Concern Posters	\$1,975
	Judith River Barrier, Montana Department of Fish, Wildlife and Parks	\$1,500
	Arctic Grayling Recovery, Fish Passage	\$2,000
	Yaak Valley Forest Council	\$2,000
	National Parks Conservation Association	\$5,000
	Total for 2006	\$12,475
2007	Pearl Dace - Montana Natural Heritage	\$2,000
	Shields River Data Management - Trout Unlimited	\$5,000
	Westslope Cutthroat - Sun River Ranch, Drake and Associates	\$2,000
	AFS Hutton Program for Montana Mentors and Students	\$2,000
	Total for 2007	\$11,000
2008	AFS - Hutton Program	\$4,000
	Piscicides and Herps	\$2,000
	Western Native Fish Project	\$2,000
	Federation of Fly Fishers- Lewis and Clark Booklet	\$1,000
	MSU AFS- Student Meeting	\$1,000
	Total for 2008	\$10,000
2009	Western Pearlshell Mussel - Montana Natural Heritage Program	\$2,000
	Total for 2009	\$2,000
2010	Swimming ability - USCOE & MSU	\$10,000
	Deer Creek fish barrier - MTFWP	\$5,000
	Total for 2010	\$15,000
2011	Western Pearlshell Mussel - Montana Natural Heritage Program	\$2,000
	Clean Angling Coalition Outreach Campaign - Center for ANS	\$1,800
	Fish Screen, Sweathouse Creek - Blake Highline Ditch Users	\$2,000
	Yellowstone River Sauger Telemetry Study - MTFWP	\$2,200
	Combat Rainbow Trout Hybridization - MSU	\$2,000
	Total for 2011	\$10,000
2012	Yellowstone River Oil Spill Assessment	\$2,000
	Rattlesnake Creek Bank Stabilization	\$2,000
	Invisible shifts in nongame fish assemblages of Western Montana	\$1,995
	Evaluating reproductive success of the western pearlshell mussel	\$1,500
	Headwaters Restoration Partnership	\$2,000
	Northwest Mountain Lakes Volunteer Monitoring Network	\$2,000
	Survey for nuisance alga <i>Didymosphenia geminata</i> in southwest Montana	\$1,500
	Total for 2012	\$12,995
2013	Working Dogs for Conservation	\$2,000
	Headwaters Restoration Partnership	\$2,500
	French Gulch Channel Restoration LIDAR Flight	\$5,000

	Total for 2013	\$9,500
2014	Chadbourne Diversion Fish Barrier Monitoring	\$2,000
	Western pearlshell mussel relocations using Westslope Cutthroat Trout	\$2,000
	Do barriers facilitate native and introduced trout in downstream waters?	\$3,500
	Total for 2014	\$7,500
2015	Upper Shields Barrier for Yellowstone Cutthroat Trout	\$3,500
	French Creek Restoration	\$3,000
	Western Pearlshell reproduction and glochidia release	\$1,000
	Mapping bull trout with eDNA	\$1,000
	Walleye, northern pike, and brown trout movement	\$1,000
	Ruby River stream restoration	\$2,000
	Yaak headwaters restoration partnership database	\$500
	Total for 2015	\$12,000
2016	Smith Slough and Smith Ditch fisheries enhancement	\$4,000
	Identifying the threats of Smallmouth Bass to trout in the Yellowstone River	\$2,000
	Investigating the economic feasibility of removing Intake Dam	\$2,000
	Total for 2016	\$8,000
2017	Mandeville Creek Restoration	\$5,000
	Total for 2017	\$5,000
2018	Western Pearlshell Mussel project	3,000
	Total for 2018	\$3,000
2019	Bull Trout digital library	\$2,000
	Eagle Scout storm drain signage - Bozeman	\$500
	Grand Total	\$228,436

APPENDIX N: Wally McClure Scholarship Information

DESCRIPTION

Our Chapter lost an outstanding member and friend, Wally McClure, in 2003. Wally was an incredible advocate and leader for conservation and wise management of aquatic resources in Montana. He served as a co-chair for the Species of Special Concern Committee and the Land Use Committee. In an effort to continue his legacy and promote educational opportunities for fisheries students in Montana, the Montana Chapter AFS established an annual scholarship for graduate and undergraduate fisheries students in Montana.

Wally McClure Student Fisheries Scholarships shall be awarded to a student pursuing an undergraduate degree and a student pursuing a graduate degree in aquatic natural resources from a University/College in Montana. Graduate projects should be focused on native fisheries conservation, management, and habitat restoration. This document establishes the annual undergraduate and graduate student awards in fisheries and sets forth the conditions under which it shall be dispersed.

Purpose: To recognize and promote academic and professional excellence in the field of fisheries science and especially native fish conservation and management, and habitat restoration.

Funding: Funds shall be provided by the Montana Chapter of the American Fisheries Society (MTAFS) and administered by members of the Chapters' Executive Committee.

Amount of award: The annual award is presented to each an outstanding undergraduate student (\$750) and an outstanding graduate student (\$1250).

Date of award: The award will be made at the annual meeting of the MTAFS.

Eligibility: A student recipient must meet the following criteria:

1. Full-time enrollment as an undergraduate or graduate student in Fish and Wildlife Management with an emphasis in aquatic natural resources at a University/College in Montana.
2. Graduate research projects or research interests (undergraduate candidates) shall focus on the conservation or management of native fish and/or aquatic habitat restoration.

Selection: The student recipient shall be selected by members of the MTAFS ExCom and an Ad-Hoc Committee Chair.

Criteria for selection shall include:

1. Demonstrated interest and commitment to native fisheries, especially native fish

conservation, management, and aquatic habitat restoration. Interest and commitment will be evaluated primarily by the applicability of the applicant's research project (graduate candidates), career goals in fisheries science, employment experience, and participation in AFS.

2. Academic merit, including GPA and course selection.
3. Financial need, particularly with regards to how the award stipend will be used to further the conservation needs of Montana native fish.
4. Reference from major professor(s) and/or project advisors.

APPLICATION

Use this form to apply for the *Wally McClure Fisheries Scholarship* to be awarded at the annual meeting of the Montana Chapter of the American Fisheries Society. Additional information regarding the *Wally McClure Fisheries Scholarship* can be found at <https://units.fisheries.org/montana/grants/wally-mcclure-scholarship/>.

This contact information is current as of August 2022.

Please complete the form and send 5 copies to:

Pat Bigelow
Fisheries Biologist
P.O. Box 168
Yellowstone National Park, WY 82190

Or email electronic copies to: wallymcclure2000@gmail.com

Completed applications must be received no later than January 31 of each year. Limit answers to the word limit provided. Additional information will not be considered.

For Undergraduates: All undergraduate candidates shall answer question 2 in regard to graduate research interests. However, undergraduate research projects may also be included.

Part 1. To be completed by the applicant.

Name of applicant:

Address:

Phone number:

Email:

Current University/College attending:

Current Status: B.S./B.A. anticipated:
 M.S., year started:
 Ph.D., year started:

Grade Point Average: _____ B.S. _____ M.S. _____ Ph.D.

1. AFS Involvement

- a. Are you an AFS member: _____ Yes _____ No
- b. To which AFS Units (e.g. Chapters, Sections) do you belong and at what level (e.g., President, committee chair, member)?
- c. Describe your professionalism and leadership qualities that you believe help make you stand out as a candidate for the Wally McClure Fisheries Scholarship (100 word limit). For example, describe your involvement in professional society activities (presentations, publications, memberships, committees, reviews, symposia, awards, outreach activities etc.).

2. Describe your research project (graduate candidates) or research interests (undergraduate candidates) and how it/they relate to native fish conservation and management and/or aquatic habitat restoration (200 word limit).

3. Briefly describe your professional goals in the aquatic natural resource field (100 word limit).

4. Briefly describe your financial need, particularly with regards to how the award stipend will be used to further the conservation needs of Montana native fish or to improve aquatic habitat (100 word limit).

Applicant signature: _____ Date: _____

Part II. To be completed by the applicant’s major professor(s) and/or project advisor(s).

Applicant name:

Name of advisor:

Address:

Phone Number:

Email:

- 1. Please describe the applicants’ career potential in the aquatic natural resource field, and involvement in professional societies such as AFS (200 word limit).
- 2. Describe how the applicant’s research project (graduate candidates) or research interests (undergraduate candidates) will benefit native fisheries resources in Montana (200 word limit).

APPENDIX O: Guidelines for “Tag, You’re It” Articles

1. “Tag, You’re It” (TYI) is an opportunity for fisheries professionals to express ideas or anecdotes to entertain others and/or to explore issues.
2. TYI takes good advantage of internet communication and provides an excellent opportunity for members to get to know one another better.
3. TYI submissions will be posted on the Montana Chapter American Fisheries Society website.
4. TYI articles should be produced every 3-4 months and coordinated with issuance of Chapter newsletters.
5. TYI articles may only be submitted by current members of the Montana Chapter. Authors will check with the Membership Committee Chairperson prior to “tagging” to ensure the selected person is a member in good standing.
6. Articles must be first submitted to the Newsletter Editor, for review. The Newsletter Editor will edit as appropriate, in consultation with the author.
7. Following review by the Newsletter Editor, articles will be submitted to the Chapter President for review and approval. If the President has questions about the appropriateness of the article, he/she will discuss with the ExCom and decide whether the article should be posted or revised prior to posting.
8. Following approval, the President will authorize the Chapter webmaster to post the article.
9. To promote diverse representation of the membership, authors must “Tag” a Chapter member who is not employed by the same agency/group, unless there is a compelling reason to do otherwise.

APPENDIX P: Introduction to Parliamentary Procedure and Robert's Rules of Order for Montana Chapter AFS Meetings (updated 02/19/2020 by David Schmetterling)

Basics

- One question at a time, one speaker at a time
- Silence means consent
- Must have a quorum to do business
- Simple majority rules, but 2/3 is better
- Once a decision is made, an identical motion cannot be made at the same meeting
- MCAFS Bylaws supersede Robert's Rules of Order

Motions

A motion contains:

- Who: usually by a committee chair
- What: the action to be taken
- When: time frame

Motion details:

- The motion must receive a second to show general interest (does not imply agreement)
- Once a motion is seconded, it belongs to the group- no one has ownership of it o The person making the motion has the right to speak to it (at the discretion of the chair)

- After the motion has been made and seconded, the chair restates the motion for the record o Asks the question "is there any discussion"
 - o must address the chair to speak
 - o Each member has the opportunity to speak once on the motion
 - o After every member has spoken to the motion it is the discretion of the chair to allow people to talk a second time

- Action is taken on a motion before another is considered
- In general, the majority of those present decides
- A super majority (2/3) will decide to suspend rules, change bylaws, etc.

Subsidiary Motions and Amendments:

- There is no such thing as a "friendly amendment"
- Amendments can be made, and need to be voted on, this is done with a subsidiary motion
- Amendments are used to clarify, not change the meaning of a motion that is being discussed
- Other subsidiary motions include motions to postpone-indefinitely, definitely, refer to committee, etc...

Things that don't need a voice vote and can be decided on by general consent- "if there are no objections we will..."

- Motion to adjourn
- Approval of minutes
- Call for question- ends discussion (not debatable) o can require as second and be voted on

Incidental Motions

- Point of order can be made at any time
- Suspend the rules (bylaws)

APPENDIX Q: Considerations for hosting a Western Division AFS meeting and proposed year for hosting a National AFS meeting

The Montana Chapter of AFS was asked to host the Western Division AFS Meeting in 2006 and 2017. As a result of that experience, we, the ExCom, would like to pass on some considerations if the Chapter is asked to host again. Our fairly rural state poses some issues for hosting such a large event. We were able to make some money for the Chapter, but it comes with a different cost and a team effort that should be acknowledged and agreed upon.

Recommendations:

1. Have the meeting in the areas that could accommodate the numbers expected. Currently in Montana – that limits you to Bozeman, Missoula and Billings.
2. If you use the university campuses – you will be limited to having the meeting during spring break or after school is adjourned for the summer (i.e. field season for biologists). A summer meeting also shortens the planning period between the meeting and our usual February meeting time.
3. Negotiate with the Western Division on roles and responsibilities. Make it clear the MTAFS expects more assistance from the Western Division than we received.
 - a. The Roles of each entity on *fundraising (who does it and what is the split of proceeds?).
 - b. The Roles of each entity and for the *agenda (who will be the responsible party for setting and coordinating the agenda focus and logistics?).
 - c. Make a lower price for Montana members to attend part of the negotiations, since we are the hosting unit and it may encourage more of our own membership to attend.
 - d. We should have some sort of monetary goal or expectation. In 2006, we made a lot of money because we were frugal in our budget, which is good, but it is not usually the focus of our Chapter meeting. If we want to have one in the future the goal of it may be a fundraiser, but there is no guarantee the Chapter would make any money.
4. Form a committee to help in decision making and tasks. Involve your student subunits.

Concerns:

1. We found that our local AFS membership attendance dropped due to field season and the cost of the meeting. Montana Chapter members are not as likely to attend the Western Division Meetings and since you cannot plan 2 meetings in one year – the Montana Chapter focus “skips” a year while the Western Division issues are the focus.
 - a. Remember the Chapter will still need to conduct their annual business during the Western Division meeting and getting a quorum may be difficult (It was for us in 2006).
 - b. If you want to host a WD meeting, promote the regional aspect of it and the

opportunity it presents for MTAFS members for exposure to research and fisheries issues outside of Montana.

2. The commitment to host this meeting is made 3 years prior to hosting. That is a completely different ExCom than who will actually plan and implement the meeting. If you commit make sure your cohort knows what they will be responsible for. Also, other Chapters (like Oregon) have their ExCom in place and an infrastructure in place for longer-term meeting planning. Hosting a WD meeting would benefit that. Currently our President Elect has less than 1 year to plan the annual meeting (as opposed to Oregon, for example, where their meeting locations are scheduled a few years in advance).
3. Since this replaces our Chapter meeting for the year, it created problems with our membership database- normally we update our membership information and people plan on paying annual AFS dues at the Chapter meeting. In lieu of a regular Chapter meeting with good Chapter attendance, we really fell behind with membership.

Lessons Learned at the WDAFS 2017 in Missoula, MT

Program

Posters (Laura Burkhardt)

Avoid scheduling the student mentoring social at a time that overlaps with the student poster session. It caused stress for the students presenting the posters and it resulted in one judge missing the presentation of the posters and not being able to judge that piece for all of them.

Symposia and Contributed Papers (Mike Meeuwig, Amber Steed)

Symposia

- Two possible approaches
 - Better way is to have people outside the committee propose symposia and be responsible for recruiting their speakers, as well as ENSURING their speakers actually submit an abstract
 - Other way is someone proposes the idea but pulls from submitted papers (much less convenient)

Regarding having separate Symposia and CP committees, just make sure to avoid scheduling conflicts with speakers giving more than one talk

- Databases are useful here
- Avoiding both lead authors and coauthor conflict is ideal

Editing of abstracts beyond cursory is unrealistic.

There may be issues with online submissions and recognizing special characters.

Scheduling – Everyone wants to know when they’re speaking ASAP. Strongly deterring anyone from asking for special scheduling accommodations will make your life easier (but they will anyway). You may choose to lock in when symposia are occurring ahead of completing the schedule for all speakers, but know this will limit your flexibility in shifting things around to avoid gaps in the schedule. You will also likely need to recruit speakers from the general session for some symposia to fill in gaps (e.g., to avoid one talk after lunch, or ending early before a break, etc.).

Be painfully clear in any instructions you give, be it talk uploading, paper or symposia submission, etc.

We used Google Forms for abstract submission and data sharing, a very useful and easy tool. I suggest programming it so submitters receive a confirmation email to avoid you having to respond to people about this.

Mail merge is a very effective tool (in Outlook, e.g.) for sending mass messages that can be personalized for each speaker. For example, using mail merge and a simple Excel spreadsheet, you can confirm that speakers submitted their talk title correctly, that they intended to submit a talk rather than poster (or vice versa), and easily handle corrections that way.

Print and Electronic program (Amber Steed)

Use a template, if possible, that is in Publisher or some other editing-friendly program (Word was not so friendly at times). Better yet, get a volunteer for this committee who is comfortable with formatting of newsletters or other non-standard documents. Our volunteer (Jackie Watson) was great, but experienced frustration with Word.

Volunteer Coordination (Zach Klein)

I think volunteering went pretty well. I would suggest that the next volunteer coordinator set some hard deadlines for committee members. Specifically, folks were changing schedules or adding volunteers up to the meeting which made putting together a schedule difficult. I know part of that is the somewhat dynamic nature of the meeting, but having one’s volunteer needs ironed out as early as possible will make it much easier on the next volunteer coordinator.

Additionally, I would identify a photography coordinator (this could just be part of the volunteer coordinators duties) as I had to do a little scrambling at the end to make sure I got everyone’s photos. This person could ensure that there was a camera or cameras to use, so folks didn’t have to use their phones. Again, I think things turned out fine, but it might streamline things in the future.

Finally, I would suggest using google forms (or some such) in as much of the planning as

possible. I found it very easy to use and was easily shared between planning members. I am thinking it would be particularly useful for registrations updates. For instance, whoever is coordinating registration can just update the form and any planning member can have access to the data at any time rather than emailing the registration coordinator directly. It might help with budgets and other items as well.

Welcome (*Kellie Carim*)

Necessary? Seemed either redundant to or easily incorporated into the Registration and Events committees.

Trade Show (*Debbie Oja and Ron Pierce*)

Not as easy as it sounds. Requires a lot of planning, vendor solicitation, question fielding, follow-up, etc. Having a vendor on the committee was extremely helpful, and having 2-3 volunteers available when vendors arrived was key. Facility assistance in setting up the Trade Show (tables, coordination, power, loading equipment) was great to have.

(Michele Weaver) – I was talking with a tradeshow vendor who had many ideas on how to make the tradeshow better. It may be good to reach out to a regular vendor to see if they would like to be part of the planning team. It seems the things we assume vendors want may not actually be true. Also – if there are two events going on simultaneously (tradeshow and student social) it is probably not a good idea for people to announce (loudly in front of vendors) that there is free beer in the other social and take people away from the tradeshow.

Registration (*Allison Colotelo and Scott Opitz*)

- Separate event for tradeshow and sponsorships worked well
 - o Recommend in future years to use promo codes and have attendees register in main event for keeping track of food/socials/t-shirts etc.
- Tickets for MT Chapter registration worked for MT Chapter
 - o May not be needed for other Chapters that handle registration through AFS parent society
- Cross reference presenters with registration list early and often to ensure all attendees register
- Keeping track of socials, t-shirts, and programs through Eventbrite worked fairly well
 - o Food was way overestimated (people didn't show up when they said they did)
 - Go based on what we think not based on what people say
 - o T-shirt and program estimates were pretty close to actual registrations
- Potentially add a question for attendees to enter their AFS number during registration
 - o Makes cross referencing for AFS member rates easier
- Close online registration before the meeting (at least a week – maybe when catering requests are due) to consolidate numbers and finalize badges/cross reference
- Automate badge labels with badge printouts

- Two cards one with name and the other with information that was registered for
- Need to clearly communicate with the symposia chairs that all presenters need to register for the meeting (even those invited to speak in the session)
 - If symposia organizers want to cover registration for their speakers they need to coordinate with registration chairs to pay and a promo code can be provided
 - Once cross-referenced emails can be sent to the symposia chair to let them know who from their sessions have not registered
- Use name tags as much as possible to track social attendance, meal preferences, etc.
 - Tickets get lost
- In registration planning consider extending the deadline for early registration in planning
 - Typically, one month out is when early registration closes
- Using a separate email for registration related questions works well and keeps things separate from personal/work email
 - Sites like Gmail are free and multiple people can access them
- Combining information and registration makes sense
 - Most people come to registration for questions anyways – no need to double up on volunteers
- ~4 volunteers needed during peak registration times (i.e., first morning, evening before first social)
 - Otherwise, 1-2 people is sufficient during most times

Arrangements and Accommodations (*Michele Weaver*)

Meal Tickets – This was the first time a venue gave us meal tickets that were not equal to the number of meals we ordered (including the food allergy tags). So after we were done stuffing name tags we had no idea if we made any mistakes or how many extra meals we had to give out. Previously all other venues gave me the exact number of meal tickets as meals ordered so we would know that once we gave away the tickets we had no more meals to hand out. From now on I will confirm with the venue before assuming the number of tickets they gave me equals the number we ordered.

A/V – This was the first time that venues asked us what formats talks were in and had us order extra speakers/internet lines/ or have so much follow up on presentation formats. In the end we probably were more prepared for the random people who had videos/sound to play during their presentations and things probably worked out better for them. But it ended up being a bunch of last minute work that may have been avoided if we understood the full picture earlier in the planning.

Storage Rooms/Offices/Media Room – we had room 329 reserved all week at \$124 per day and to my knowledge didn't use it once. We made sure it could accommodate the media folks, including an 8x10' backdrop from AFS – but I am not sure anybody showed up. Maybe next time we can confirm use of 'extra' rooms and then cancel them if not going to use.

Ordering Coffee/Cookies – We estimated that 75% of attendees would partake in breakfast and

90% participate in the morning break and afternoon breaks. We had to negotiate with the catering people to leave the breakfast food out through the morning break (there was always breakfast food leftover after breakfast). By doing that we ate all those items. We had trouble eating all the cookies/brownies from the afternoon break, even though they stayed out all afternoon (and one night even through the social). It probably would have been better to order cookies/brownies for 70-75% of attendees. This is partly because people had to go down to the 2nd floor for the breaks (from the 3rd floor where the talks were). If the stuff was all together more people might have eaten more. I am not sure how much coffee/tea/lemonade was leftover, but I do know that we never ran out.

Estimating attendance at socials/lunches/dinners – we used the numbers generated from the registration info, which ended up being higher than actual. More people said they were going to attend than actually did. We had food for everybody all night long. I have asked the UM to provide us with the actual numbers of stuff consumed (both food and beverage) so we can better plan for next time, but so far I have not heard back from them. The following table is my guess at the estimated attendance compared with the percent of the people who clicked yes on their registration.

	Participation (% of registered)	
	Clicked yes on registration	Estimated attendance
Welcome	80%	60%
Poster	87%	80%
50th	62%	?%
Banquet	80%	75%
WDAFS	48%	40%
Lunch		
MTAFS	30%	30%
Lunch		

Insurance (*Michele McGree*)

I would only say that figuring out insurance for off-site events is necessary. The company hired had liquor liability insurance, which made it acceptable to use our AFS insurance, but it was a tough go for a while. Knowing what is and isn't covered is important early in the process.

PROPOSED YEARS FOR HOSITNG WDAFS

MTAFS is slated to host the WDAFS meeting in 2036, 2045, and 2054.

PROPOSED YEAR FOR HOSITNG NATIONAL AFS

MTAFS is slated to host the National AFS meeting in 2027.