

ADMINISTRATIVE HANDBOOK

OREGON CHAPTER AMERICAN FISHERIES SOCIETY



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I. OREGON CHAPTER MISSION STATEMENT

The mission of the Oregon Chapter of the American Fisheries Society is to:
“Improve the conservation and sustainability of Oregon fishery resources and their aquatic ecosystems for long-term public benefit by advancing science, education, and public discourse concerning fisheries and aquatic science and by promoting the development of fisheries professionals.”

II. FOREWARD

In many organizations, the newly elected or appointed officers and committee chairs take office without a clear understanding of their duties and responsibilities. Time is wasted and program continuity often suffers until the new members become effective participants on the team. The Oregon Chapter of the American Fisheries Society (Chapter) is no exception. This handbook originated with the Executive Committee (ExCom) and is designed to help overcome this deficiency by stating the duties and responsibilities of the Chapter officers and committees. We believe that its use will contribute to greater efficiency in carrying out the Chapter’s many activities.

The handbook is in no way meant to stifle anyone's initiative or prescribe a set of inflexible "cookbook" directions. Instead, it should be considered as a set of guidelines that will help us all do a better job for our Chapter and our profession.

III. PURPOSE OF HANDBOOK

This handbook has been prepared as a reference source for officers and committee chairs of the Chapter so their respective roles will be more clearly defined.

Specifically the handbook states:

- A. The duties and responsibilities of officers and committees as prescribed in the Bylaws of the Chapter.
- B. The additional duties, responsibilities, and recommendations of the ExCom and appropriate committee chairs.

IV. MEMBERSHIP ELIGIBILITY

The voting membership of the Chapter shall consist of those American Fisheries Society (AFS) members, including members of any approved Student Subunit of the Chapter, who are Active Members (as defined by the AFS constitution) residing or working in the State of Oregon, and such other AFS Active Members who choose to be Chapter members by paying the Oregon Chapter membership fee of \$2.00 per year as indicated on the AFS membership application. Non-Voting Student Affiliate membership of the Chapter shall consist of those members of any approved Student Subunit of the Chapter who are not AFS active members.

V. REIMBURSABLE EXPENSES

It is the policy of the Chapter to pay for a member's or volunteer's expenses in pursuit of Chapter activities that are pre-authorized by the ExCom. Reimbursable expenses may include items such as supplies, postage, phone calls, lodging, meeting registration, and travel. A list of expenses and receipts must be sent to the Secretary-Treasurer before payment can be issued.

VI. DUTIES OF EXECUTIVE COMMITTEE (EXCOM) OFFICERS

A. General Duties of Officers

Officers must meet membership eligibility requirements as described in Section IV. "Membership Eligibility."

The Chapter's ExCom officers are President, President-Elect, Past President, Vice President, Secretary-Treasurer, Internal Director, External Director and Student Representative. Officers are elected at the annual meetings except that the President-Elect succeeds to the office of President upon completion of the term as President-Elect and the President to office of Past President. The Student Representative is elected at a time and in a manner decided by the approved student subunit(s) of the Chapter. The Oregon State University Student Subunit is the only student subunit currently approved and they elect the Student Representative at a spring meeting. The term of ExCom officers is one year, beginning September 1 following the election (with the exception of the Student Representative whose term starts as soon as elected in the spring). In case of a vacated position to which succession is not explicitly defined, the ExCom shall appoint a replacement to fill an unexpired term.

The time between the annual meeting and September 1 is a valuable training time during which the officers-elect are encouraged to attend the ExCom meetings. The new President-Elect, elected at the annual meeting, begins development of the annual meeting program as Chair of the Program Committee prior to actually taking office as President-Elect on September 1.

The Chapter officers are responsible for recruiting and appointing committee chairs listed under the duties of each officer. In the event they are unable to recruit a chair, the Chapter officer is responsible for chairing that committee.

B. President

1. Responsible for overall operation and effectiveness of the Chapter:
 - Presides at each meeting of the ExCom.
 - In addition to the Secretary-Treasurer, the President also has authority to disburse funds as authorized by the ExCom.
2. Provides oversight for the operations of the annual meeting:
 - Presides at the annual meeting,
 - Presides at the business meeting.
 - Solicits sponsorships and other support for the annual meeting, including donation of printed program and abstracts.

3. Serves on the ExCom of the Western Division. This involvement with the Western Division should begin with the Western Division meeting immediately prior to assuming the Presidency.
4. Serves on the Parent Society ExCom (non-voting member) and represents the Oregon Chapter to the Parent Society.
5. After the Oregon Chapter Annual Meeting, appoints six members of the Nominating Committee.
6. Appoints committees and their chairs not covered in Section 5 of the Chapter Bylaws, and insures that Internal and External Directors appoint committee chairs under their respective authorities.
7. Oversees the student subunits and attends at least one of their monthly meetings during the school year.
8. Prepares a proposed Chapter budget and work plan for the upcoming year (May 1 through April 30).
9. Arranges a 1-2 day ExCom planning meeting between April and May following the annual meeting.
10. Writes the "President's Corner" for four issues of the newsletter.
11. After ExCom approval, signs official comments and letters to outside entities.
12. Performs other duties as authorized and necessary.

C. President-Elect

1. Serves as a member of the ExCom and assumes the duties of the President in the event of the President's absence or inability to act.
2. Immediately upon being elected to the office of President-Elect, but prior to assuming that office September 1, recruits and chairs the Annual Meeting Program Committee (which includes session conveners and others recruited by the President-Elect) recruits the Poster Session Chair, and is responsible for developing the program for the annual meeting.
3. Responsible for preparing and printing the initial and final drafts of the annual program and abstracts of presentations in coordination with the Contract Administrative Assistant. Coordinates with the Poster Session Chair who prepares the poster abstracts. At least one month before the date of the annual meeting submits final program and abstracts to the printer.
4. Prepares an article for the *Piscatorial Press* and *Fisheries* journal immediately after annual meeting with assistance from the Internal Director and the Contract Administrative Assistant

5. Assists the Internal and External Directors as needed.
6. Assumes the Presidency on September 1, approximately 1½ years after being elected at the annual meeting.

D. Vice President

1. Serves as a member of the ExCom, and assumes the duties of the President-Elect in the event that office is vacated prior to completion of the term.
2. Serves for a term of one year, irrespective of any changes in the status of the President-Elect. (See Oregon Chapter Bylaws – Section 5 “Duties of Officers”)
3. Chairs the Resolutions and Bylaws Committee.
4. Provides oversight to the Chapter's Contract Administrative Assistant, including development and implementation of the annual contract. Reviews and approves work requests by ExCom members and committee chairs.
5. Obtains chair for the Student Paper and Poster Awards Committee.
6. Recruits Raffle and Auction Committee Chair for the annual meeting, or chairs the committee themselves.
7. Recruits the Annual Meeting Volunteers Committee Chair that recruits and assigns volunteers from the student subunits and other sources as needed to help conduct the annual meeting.
8. Undertakes special projects as assigned by the ExCom.

E. Past President

1. Serves as a member of the ExCom.
2. Chairs the Nominating Committee and undertakes special projects requiring ExCom experience at the request of the ExCom.
3. Prepares the Chapter of the Year Application.

F. Secretary-Treasurer

1. Serves as a member of the ExCom, keeps the official records of the Chapter, collects and banks any funds allotted to the Chapter, and disburses funds as authorized by the ExCom. (Note: the Contract Administrative Assistant may also deposit checks made out to the Oregon Chapter).

2. Prior to September 1, arranges a transition meeting with the out-going Secretary-Treasurer and the Contract Administrative Assistant, to obtain files and discuss procedures.
3. With help from the outgoing Secretary-Treasurer, arranges for transfer of account authority through the Chapter's banking institution. Secretary-Treasurer and President must be authorized to write checks.
4. Immediately after the annual meeting, notifies the parent society and Western Division of names and addresses of elected Chapter officers.
5. With the assistance of the Internal Director, prepares the financial summary of the annual meeting for distribution at the spring ExCom planning meeting (early to mid-April).
6. Takes minutes at all ExCom and annual meetings, and distributes copies to all Chapter officers one week prior to the next ExCom meeting. Insures distribution of annual Business Meeting minutes at the next year's annual meeting for membership approval.
7. Maintains up-to-date and accurate financial records of all transactions and gives detailed financial status reports at each ExCom meeting.
8. Insures preparation of the annual tax returns.
9. In conjunction with the Contract Administrative Assistant, collects a registration fee from each attendee at a Chapter annual meeting. The fee assessed will be higher for non-members of the parent society than for members and higher for late registrants than for pre-registrants. The fee structure will be established by the ExCom by September 15.
10. At the first ExCom meeting following the seating of new officers, and at the annual Chapter meeting, presents a detailed annual report of receipts and expenditures to the new and old ExCom.
11. Prepares an annual Chapter Financial Statement for distribution at the Chapter annual business meeting for approval by the membership. Forwards a copy of the annual Chapter Financial Statement to the parent society as per parent society's requirements.

G. Internal Director

1. Serves as a member of the ExCom.
2. Appoints the Historian. Recruits and appoints the chairs of the Awards Committee and the Scholarships committee.
3. Chairs the Arrangements Committee and may appoint an Arrangements Manager who assists in making arrangements for the annual meeting.
4. Manages all logistics during the annual meeting such as room setup, audiovisual equipment, breaks, event scheduling, meals, lodging, registration, sales, trade show, and is the contact person for all logistics and coordination with the facility manager.

5. Serves as a member of the Awards Committee.

6. Assists the Secretary-Treasurer with preparation of the financial summary of the annual meeting.
7. Manages arrangements for other Chapter activities as needed, e.g. workshops, symposia, or festivals.

H. External Director

1. Serves as a member of the ExCom.
2. Oversees and motivates all external committees which include: Legislative, Freshwater Habitat, Marine Habitat and Ecology, Education and Outreach, Natural Production, and Fish Culture.
3. Seeks and appoints External Committee chairs. Only AFS members may serve as Committee Chairs (Section IV “Membership Eligibility”).
4. Exercises fiscal responsibility over the external committees including overseeing their development of work plans and budgets (due by the spring ExCom planning meeting or retreat).
5. Maintains a membership list of each Information Sharing Network (ISN) and its ISN Leader to be updated annually and provided to ExCom. Brings proposed ISN’s to ExCom for official creation and sanctioning.
6. Maintains a “Reference List” developed by each ISN for each ISN’s subject and any updates to these documents.
7. Writes an External Director's report for each issue of the Chapter newsletter or encourages Committee Chairs to do so.
8. Coordinates and approves (or gets ExCom approval) all information to be posted on the Chapter website with the Oregon Chapter webmaster.

I. Student Representative

1. Serves as a member of the ExCom, with full voting privileges, but is not counted as part of the quorum (see Bylaws – Section 9 – Voting and Quorum).
2. Assists with annual meeting arrangements.
3. Serves as a liaison between the Chapter and the approved student subunit(s) of the Chapter. The Oregon State University Student Subunit is the only student subunit currently approved.
4. Submits a budget proposal to ExCom for annual funding by the end of October or by a date determined by the ExCom.

5. Submits an annual report to the ExCom summarizing the activities of the student subunit(s) and describing how any funds granted from ORAFS were used. Adapts this report as an article for publication in the summer issue of the *Piscatorial Press*.
6. Submits articles to the *Piscatorial Press* throughout the year publicizing subunit events and highlighting activities.
7. Undertakes special projects at the request of the ExCom.

J. Executive Committee (ExCom)

1. Approves all expenditures, position statements, document reviews, meeting places, arrangements, programs, and any other actions requiring official sanction of the Chapter, including resolutions and bylaw changes to be voted on by the Chapter.
2. Develops recommendations to guide the Incoming President.
3. Updates the Administrative and Annual Meeting Handbooks as needed between February and August of each year.
4. Establishes the time and place for the annual meeting.
5. Establishes the registration fee structure for the annual meeting.
6. Meets or confers monthly or as determined by the ExCom.
7. Develops an annual budget and work plan by May 1 for the upcoming period, May 1–April 30.
8. Prepares articles for the newsletter as appropriate.

VII. DUTIES OF COMMITTEES

A. GENERAL DUTIES OF ALL COMMITTEES

Membership on committees is open to both AFS members and non-members alike; however, only current Oregon Chapter AFS members may serve as committee chairs.

Committees in the Chapter are grouped into two broad categories. Internal Committees are those responsible for the internal relationships of the Chapter and Society and include Arrangements, Awards, Scholarships, Nominating, Resolutions and Bylaws, Student Paper and Poster Awards, Raffle and Auction, Annual Meeting Volunteers, Program Posters, Historian, and Investments. The President-Elect chairs the Program Committee, and appoints and oversees the Poster Session Chair. The Past President chairs the Nominating Committee. The Vice President chairs the Resolutions and Bylaws Committee, and appoints and oversees the Student Paper and Poster Awards, Raffle and Auction, and the Annual Meeting Volunteers Committee Chairs. The Internal Director chairs the Arrangements Committee. The Internal Director also appoints and oversees the Historian, Awards, and Scholarship Committees.

External Committees represent the Chapter and Society in dealing with the public—the "involvement" arm of the Chapter—and include: Education and Outreach, Fish Culture, Freshwater Habitat, Legislative, Marine Habitat and Ecology, and Natural Production. All External Committees are directly responsible to the External Director.

The terms of office for members of Chapter committees shall end upon the discharge of the duties for which they were appointed, or at the next annual meeting of the Chapter, whichever comes first, except that the chair of the Legislative Committee shall have a 2-year term of office.

1. Each committee is authorized to spend up to \$30 without advance approval of the ExCom. Expenses over \$30 must be approved by the ExCom.
2. Each Committee Chair will be responsible for keeping the respective External or Internal Director, or appropriate ExCom officer, informed of committee activities and will provide him or her with a copy of the minutes of each committee meeting.
3. Committee Chairs will recruit members to their respective committees as soon as possible after they take office and so notify their respective Director.
4. Committee records will be turned over to the incoming Committee Chair complete and in good order as soon as possible after the annual meeting. Records not in active use will be turned over to the Historian.
5. The ExCom and identified Internal or External Committees are declared to be permanent committees.

B. INTERNAL COMMITTEES ASSIGNED TO INTERNAL DIRECTOR

1. Arrangements Committee

The Arrangements Committee is chaired by the Internal Director, who is responsible for making all arrangements for the annual meeting exclusive of the annual program. Duties of the Chair and Committee include:

- a. Presenting time and place options for the annual meeting for approval by the ExCom.
- b. Planning all logistics of the annual meeting such as room setup, audiovisual equipment, breaks, event scheduling, meals, lodging, registration, sales, trade show, and any other needed facilities and equipment.
- c. Assisting Contract Administrative Assistant in managing the registration desk at the annual meeting.
- d. Obtaining prior approval from ExCom before making annual meeting financial commitments.

2. Historian

The Historian shall be recruited and appointed by the Internal Director, and serves for a minimum of two years. The Historian may appoint members to assist him or her. Historian duties include:

- a. Maintaining records of the Chapter that are not in active use by committees or officers.
- b. Submitting to the Internal Director prior to each annual meeting a resume of those records compiled during the past year.
- c. Preparing a display of archival items for the annual meeting.

3. Awards Committee

The Awards Committee is responsible for selecting persons or organizations that have made a recent or continuous outstanding contribution to the fishery profession. Criteria for each award are included in the Annual Meeting Handbook.

The Awards Committee chair shall be recruited and appointed (or reappointed) by the Internal Director by the spring ExCom planning meeting or retreat. Recommendations from the existing committee will be given priority. The Internal Director and a Past President should be members of the Award Committee. Award winners for the Fisheries Worker of the Year, Fisheries Team of the Year, Award of Merit, and Bill Wingfield Memorial Award are not eligible to serve on the Awards Committee until 2 years after receiving their awards.

- a. The Awards Chair establishes a late December deadline for nominations, and solicits nominations in the summer and fall issues of the *Piscatorial Press* newsletter. Nominations may also be solicited from state, federal, and tribal fisheries agencies, as well as colleges, universities, and other fishery organizations.
- b. The Awards Chair recruits members of the committee. The Awards Committee should consist of the Awards Chair, the Internal Director, a Past President, and other members as determined by the Awards Chair. There is no limit to the size of the committee but the membership should cover a broad scope of fishery disciplines and agencies.
- c. Nominations will be sent to the Awards Chair and distributed to committee members prior to the selection meeting. The committee should select winners by mid-January. Any committee member who nominated a candidate should abstain from discussion and selection of that award winner.
- d. The Awards Chair forwards the names of the winners to the ExCom President prior to the annual meeting and award purchases.
- e. The Awards Committee selects the Fishery Worker of the Year, Fishery Team of the Year, Bill Wingfield Memorial Award in Fish Culture, Merit, and Broken Oar Award winners. Best Student Paper and Best Student Poster are selected by the Student Paper and Poster Awards Committee, not the Awards Committee.

- f. There is no limit to the number of Merit Awards presented. Fishery Worker and Fishery Team of the Year may be presented to one or more individuals if each is determined by the committee to meet the criteria. Fishery Worker and Fishery Team of the Year may both be presented in any given year. It is not mandatory that any of the awards be presented in any given year.
- g. Work done toward meeting the award criteria need not be conducted in Oregon.
- h. Nominators of Fishery Worker and Fishery Team of the Year whose nominees are not selected will be given the option of having their nominee judged for an Award of Merit. Nominators whose nominees are not selected will receive notification and comments about strengthening the nomination.
- i. The Awards Chair procures appropriate awards in collaboration with the Contract Administrative Assistant and presents them at the annual meeting (banquet, business meeting, or plenary session), delegates someone else to present the awards. Award winners also receive two complimentary banquet tickets.
- j. The Awards Committee develops criteria that assure fair and impartial selection among candidates, and submits changes to the ExCom for approval.
- k. The Awards Chair distributes appropriate publicity material following the annual meeting to local, regional, and national media, including: the *Piscatorial Press*, *Fisheries* journal (National AFS), *The Tributary* (Western Division), and appropriate local and regional news outlets.
- l. The Awards Chair works with the Contract Administrative Assistant to update the list of winners on the website.

4. Scholarship Committee

The Scholarship Committee is responsible for awarding scholarships to community college, B.S. M.S., and Ph.D students. The dollar amount awarded, type, and number of scholarships will be determined each year as part of the annual work plan and budget approved by ExCom. The goal of these scholarships is to further the objectives of the Chapter by rewarding and promoting the educational and development of future fisheries professionals. Scholarships will be formally awarded at the annual meeting. Currently winners receive a \$1,500 scholarship and a one-year membership in AFS and the Oregon Chapter. First runners-up receive a one-year membership in AFS and the Oregon Chapter.

- a. The Internal Director recruits and appoints a chair for this committee.
- b. The Scholarship Committee Chair recruits judges for the committee.
- c. The Scholarship Committee develops application guidelines and develops an objective score sheet for each scholarship to be awarded.

- d. The Committee Chair works with the Contract Administrative Assistant to announce the scholarships in the *Piscatorial Press*, our website, and at Oregon's community colleges & universities.
- e. The Committee Chair coordinates judging of student applications, and with the Committee selects winners, and first runner-ups.
- f. The Committee Chair works with the Contract Administrative Assistant prior to the annual meeting to prepare awards for the student winners.
- g. The Committee Chair presents scholarship awards to student winners at the annual meeting business luncheon. First runner-ups receive only a one-year AFS and Oregon Chapter membership.

C. INTERNAL COMMITTEES ASSIGNED TO OTHER EXCOM OFFICERS

1. Nominating Committee

The Nominating Committee is responsible for selecting a list of candidates for ExCom offices to present for election at the annual meeting.

- a. Chaired by the Past President.
- b. Assisting the Past President on the Nominating Committee will be 6 persons appointed by the President following the Oregon Chapter annual meeting, each serving a 2-year term with 3 positions open for appointment each year. The President will strive to include long-term Chapter members and past officers of the Chapter when appointing committee members.
- c. The committee seeks out the best-qualified members for election to the offices of President-Elect, Vice President, Secretary-Treasurer, Internal Director, and External Director.
- d. Candidates presented for election to office should be selected in such a manner that:
 - 1. No agency, institution, or locale is favored over another in choice of candidates or how the voting arrangements are made.
 - 2. Each candidate is made fully aware of the duties, obligations, time required, and commitment to the position.
 - 3. Each candidate has the permission of his or her employer, prior to the committee submitting his name for office.
 - 4. Assures candidates are Parent Society and Oregon Chapter AFS members.
- e. Compiles and submits a list of candidates and candidate statements by the winter *Piscatorial Press* newsletter deadline.

2. Resolutions and Bylaws Committee

The Resolutions and Bylaws Committee is responsible for the presentation of all resolutions and proposed changes in the Bylaws at the annual meeting. Resolutions will be dealt with through establishment of ad hoc committees. Bylaws will be dealt with annually by the incoming officers.

- a. Chaired by Vice President.
- b. Establishes a deadline date in mid-November for submitting resolutions.
- c. Solicits resolutions by announcement in the summer and fall newsletters.
- d. Works with the Parent Society at least 3 months prior to the Oregon Chapter AFS annual meeting to assure proposed amendments to Bylaws meet Parent Society standards.
- e. Presents drafts of resolutions and proposed bylaw amendments to ExCom early in the process and recommends whether ExCom should put final versions of resolutions and proposed bylaw amendments before the Chapter members for a vote at the Oregon Chapter Annual Meeting.
- f. Assures all ExCom approved resolutions and proposed amendments to the Bylaws are in acceptable format for presentation at the annual meeting.
- g. Submits ExCom approved resolutions and proposed Bylaw changes to the *Piscatorial Press* by the December 15 winter newsletter deadline.
- h. Insures that all resolutions and proposed amendments to the Bylaws are in conformity with the constitution of the Parent Society, Bylaws of the Chapter, and the Guidelines for Public Statements and Reviews.
- i. Following the annual meeting, provides copies of all resolutions and actions taken to the Secretary-Treasurer of the Chapter and to the Resolution Chairs of the Western Division and Parent Society. All amendments to the Bylaws approved by the Chapter need to be sent to the Parent Society's Constitutional Consultant for presentation to the Governing Board for their review and approval.

1. Student Paper and Poster Awards Committee

The Student Paper and Poster Awards Committee is responsible for determining the best oral and poster presentation(s) by student(s) at the annual meeting. Awards will be framed certificates and presented to the winner and first runner-up for the Best Student Technical Paper and Best Student Poster presentations, including co-authors. Lead author winners of the Best Paper and Best Poster will also be awarded one-year Parent Society and Oregon Chapter AFS student memberships. Awards will be presented at the annual meeting banquet. Winners and First-Runner Ups will receive a banquet ticket.

- a. The Vice President recruits and appoints the Student Awards Chair at least two months prior to the annual meeting.
- b. The committee chair recruits judges, such that three judges independently review and score each student's presentation.
- c. The committee chair develops an objective score sheet for all judges.
- d. The Annual Meeting Program Chair (President-Elect) works with the Student Awards Chair to have all student oral presentations scheduled and judged by noon prior to the annual meeting banquet.
- e. The Annual Meeting Program Chair works with the Poster Session Chair and the Student Awards Chair to have all student poster presentations judged during the first evening of the annual meeting, during the Poster Session Social.
- f. The Committee Chair uses the score sheet to determine winner and first runner-up for best oral and poster presentation.
- g. The Committee Chair gets winning scores to the Contract Administrative Assistant who gets certificates printed and framed prior to the annual meeting banquet. The Committee Chair announces the student winners by 5:30p.m. (the night of the banquet) at the registration desk.
- h. The President presents student awards to student winners and first-runner ups at the annual meeting banquet.

2. Raffle and Auction Committee

The Raffle and Auction Committee is responsible for organizing the raffle, and the silent and oral auctions held at the Oregon Chapter Annual Meeting and possibly other events. This is one of the Chapter's major annual fundraisers.

- a. The Vice President recruits and appoints the Raffle and Auction Committee Chair.
- b. The Raffle and Auction Chair(s) coordinates raffle and auction activities with the Vice President, and communicates with the Internal Director/Arrangements Chair about specific on-site needs at the annual meeting such as set-up location, display areas, tables, and easels.
- c. Solicits donations for the annual meeting raffle and auction in the summer and fall issues of the *Piscatorial Press* and includes an announcement on the Chapter website. The Raffle and Auction Chair sends out letters and emails of solicitations to previous donors and new potential donors.
- d. Establishes a budget for purchasing items, framing, auctioneer, etc. and secures budget approval by ExCom.

- e. Maintains a complete list of items with donor names and addresses, with donor-suggested value of donated items. Sends receipts and thank-you letters after the annual meeting.
- f. Updates raffle and auction donation forms and posts them on the Chapter website.
- g. Secures an auctioneer for the oral auction items and determines additional costs including meals or lodging. Provides auctioneer with all necessary information about the auction items to help promote and increase value of the item.
- h. Determines number of volunteers needed for raffle and auction set-up, ticket sales, running, and other help, and provides this number to the Annual Meeting Volunteer Coordinator. Provides ExCom with an itemized summary of the sales and proceeds by the ExCom spring planning meeting or retreat.

5. Annual Meeting Volunteers Committee

The Annual Meeting Volunteers Committee recruits and assigns volunteers from the student subunits and other sources as needed to help conduct the annual meeting.

- a. The Vice President recruits and appoints the committee chair and asks the Student Representative of the student subunit(s) if that person will serve on the committee.
- b. The Annual Meeting Volunteers Committee Chair coordinates with the Program Committee Chair, Poster Session Committee Chair, Raffle and Auction Committee Chair, Contract Administrative Assistant, and Internal Director to determine tasks and numbers of volunteers needed before and during the annual meeting. These include such tasks as helping with pre-registration weeks before the meeting, helping set up, staff, and take down registration and sales tables at the meeting, helping session conveners with AV equipment and light control during technical sessions, helping set up and take down poster boards for the poster session, helping set up and conduct the raffle and auction, and helping conduct the “Spawning Run” (a fun run) at the Annual Meeting.
- c. Recruits volunteers from the student subunits and Oregon colleges with educational programs related to fisheries or related sciences, such as Oregon State University, University of Oregon, Portland State University, Mt. Hood Community College, and Southern Oregon University, through use of the ORAFS newsletter, visiting student subunit meetings in the fall, and contact with key professors or other staff at these colleges. Writing volunteer recruitment articles for the ORAFS newsletters that will precede the Annual Meeting by 4-6 months is a critical part of recruitment.
- d. Maintains a list of volunteers (and a back-up list) according to date of application, determines if person is eligible (will be an enrolled college student in fisheries or related sciences at the time of the Annual Meeting), determines each volunteer’s preferences for assignments, and attempts to assign volunteers their preferred assignments giving priority based on date of application. Assignments during the Annual Meeting should be approximately 4 hours (may be several assignments totaling 4 hours) and assignments prior to the meeting should be approximately 12

hours (because they will have no assignments to interfere with attendance of any part of the Annual Meeting).

- e. Informs volunteers that they must register (clearly marking their forms “Student Volunteer” at the top) and pay registration for attendance at the Annual Meeting by the same deadlines as all registrants and assures that the Contract Administrative Assistant refunds their registration fee if they complete their volunteer duties satisfactorily.
- f. Assures that the Internal Director knows how many rooms are needed for volunteers 1-2 months before the Annual Meeting (separate rooms for men and women and with numbers per room within the hotel’s restrictions) and assigns volunteers to the group lodging rooms at the meeting (with student volunteer input) in the last 2 weeks before the annual meeting.
- g. Provides the Program Committee Chair a list indicating which volunteer is assigned to each session convener to help with AV equipment and light control. Provides the Poster Session Committee Chair, Raffle and Auction Committee Chair, Contract Administrative Assistant, and Internal Director with lists of volunteers assigned to each for specific times and duties.
- h. Provides adequate communication with volunteers (mainly through e-mail) so that they know who they report to, when, where, and how long they are expected to serve.
- i. Maintains a volunteer sign-in sheet at the Annual Meeting registration desk, and with the help of Student Representative and Contract Administrative Assistant, makes sure students who volunteered arrive for their assigned duties on time and at the right place or finds replacements if a student volunteer does not arrive.
- j. Checks with session conveners and others to whom volunteers are assigned to make sure assignments are completed. Informs the Contract Administrative Assistant of any volunteers who do not deserve a refund of their registration fee.
- k. Contacts all volunteers with a “thank-you” note (e-mail is sufficient) in the weeks following the Annual Meeting if they satisfactorily complete their assignment.

6. Program Committee

The Program Committee is responsible for developing the program and agenda for the annual meeting.

- a. Appointed and chaired by the President-Elect. The Program Committee includes ExCom Officers, Technical Session Conveners, and others recruited by the Program Chair.
- b. Discusses program theme and technical session topics at the spring ExCom planning session or retreat. Finalizes program theme to be included in the summer newsletter, and solicits additional technical session topics from the membership through the newsletter and other means.

- c. Recruits plenary speakers and technical session conveners,

- d. Establishes a late November deadline for submitting abstracts. Submits a call for papers and posters in the summer and fall issues of the *Piscatorial Press* newsletter.
- e. Compiles and edits abstracts, assigns papers to sessions, and submits names of student presenters to the Student Paper and Poster Awards Committee Chair.
- f. The Program Committee Chair (President-Elect) provides a draft program to the Newsletter Editor and the Contract Administrative Assistant by the winter *Piscatorial Press* newsletter deadline.
- g. The Chair, in coordination with the Contract Administrative Assistant, prepares a complete program with abstracts at least one month before the date of the annual meeting for submittal to the printer.
- h. Provides conveners with technical session guidelines and audiovisual standards. Coordinates supply of audiovisual equipment with conveners. Coordinates with the Internal Director for additional on-site needs.

7. Poster Session Committee

- a. The Poster Session Chair shall be recruited and appointed by the President-Elect. The Poster Session Chair needs to be appointed before the summer *Piscatorial Press* newsletter deadline.
- b. The Poster Session Chair coordinates with the Program Chair to write the call for posters to be submitted in the summer and fall newsletters. Develops poster abstract guidelines and poster standards also for publication in the newsletter.
- c. Solicits, receives, and selects abstracts of the posters for the Poster Session. Edits and compiles abstracts for inclusion in the annual meeting program in coordination with the President-Elect (Annual Meeting Program Chair).
- c. The Poster Session Chair makes arrangements for the maintenance and storage of the poster boards when not in use.
- d. The Poster Session Chair makes arrangements for the delivery, setup, and take down of poster boards at the annual meeting.
- e. The Poster Session Chair will determine with the Volunteer Coordinator the number of volunteers needed to assist with the poster session set up and take down. Provides training and oversight of poster session volunteers at the annual meeting.

8. Investments Committee (Ad-Hoc)

Starting in 2005, an Investment Committee was formed to develop an investment policy for the Chapter. The goal of the policy is to invest the financial resources of the Chapter to provide future opportunities for the membership, while minimizing the risk to the annual operations of the Chapter. The Investment Committee shall consist of, at a minimum, the Secretary-Treasurer, President, and Past President. The President will appoint a Chairperson for the Investment Committee, and may include a Chapter member outside of ExCom, as necessary.

The Investment Committee shall review the investments at least quarterly and report findings to ExCom. The financial resources of the Chapter will be considered in three tiers. In the first tier, the operating funds for the annual budget cycle shall be maintained in a primary checking account. In the second tier, additional funds equivalent to the annual operating budget shall be invested in fixed income instruments, such as Certificates of Deposit, becoming mature every three months. In the third tier, any additional funds over twice the annual operating budget shall be invested in stocks or mutual funds.

The Investment Committee shall promote diversification by selecting stocks or mutual funds from several asset classes. The Investment Committee will give special consideration to funds and companies whose objectives are consistent with the mission of the Chapter.

D. EXTERNAL COMMITTEES

Committee Chairs may change annually, except for the Legislative Chair who serves two years. All External Committees can and should provide public testimony in accordance with the Guidelines for Public Statements (see Appendix). All External Committees can and should serve as technical advisors to various agencies, commissions, councils, and institutions.

Committee Chairs submit a written report of committee activities, annual work plan, and budget to the External Director before the spring ExCom planning meeting or retreat.

Position papers and comments generated by the External Committees will be submitted (via email) to the External Director, who will forward them to the remainder of ExCom for review and approval. Review by ExCom shall be completed within 7 business days (unless otherwise requested by an ExCom officer) via an email response. No response by an ExCom officer constitutes a "yes" vote to accept and distribute the material as appropriate. Position papers and comments are to be signed only by the President, and shall be made available to all Oregon AFS members by posting them on the Chapter website and announced in the *Piscatorial Press* newsletter.

1. Legislative Committee

The Legislative Committee is responsible for informing the Oregon Chapter membership of pending legislation related to fisheries, aquatic environments, and the fishery profession, and guiding Chapter activities through the legislative process. A member from each External Committee will be designated at the annual meeting to serve as a liaison on legislative matters with the Legislative Committee. The Legislative Committee:

- a. Determines and recommends to the ExCom how to best serve the interests of aquatic ecosystems and the fishery profession through contact with our elected state and national representatives and the Governor of Oregon through his or her Natural Resources Assistant.
- b. Monitors legislative activity and informs the ExCom and External Committees about action on specific bills.
- c. Develops guidelines for "legislative procedures" to aid Chapter input in the legislative process.
- d. Prepares public statements expressing the Chapter's position regarding proposed legislation and other legislative matters affecting fish and aquatic habitats.
- e. Prepares statements and presents testimony expressing Chapter positions on proposed legislation.
- f. Submits a written report of committee activities, annual work plan, and budget to the External Director by early to mid-April before the spring ExCom planning meeting or retreat. The Legislative Chair prepares these materials.

2. Freshwater Habitat Committee

The Freshwater Habitat Committee is responsible for advocating for the protection and restoration of surface and ground waters in Oregon, promoting the advancement of techniques to protect and restore water bodies, documenting problems in Oregon's waters, and developing strategies for their solution. Concerns of the Freshwater Habitat Committee include physical habitat and water quality and quantity in estuarine and fresh waters. The Freshwater Habitat Committee:

- a. Encourages implementation and improvement of existing regulations and activities that protect the State's waters.
- b. Ensures adequate consideration of fishes by public entities whose actions affect Oregon's waters.
- c. Reviews and comments on plans, policies, criteria, and rules affecting aquatic habitats.
- d. Promotes public awareness of the importance of healthy aquatic habitats and the hazards of poor habitat conditions.
- e. Networks with similar aquatic habitat committees of the Western Division and Parent Society.
- f. Conducts periodic habitat workshops at annual meetings.
- g. Submits a written report of committee activities, annual work plan, and budget to the External Director by early to mid-April before the spring ExCom planning meeting or retreat. The Freshwater Habitat Committee Chair prepares these materials.

3. Marine Habitat and Ecology Committee

The Marine Habitat and Ecology Committee is responsible for advocating the protection and restoration of marine environments and their inhabitants in Oregon, promoting the advancement of techniques to protect and restore marine species and habitats, documenting fisheries problems in Oregon's marine waters, and developing strategies for their solution. Its concerns include, but are not limited to: marine fisheries management, bycatch in commercial and recreational fisheries, population status of marine species and their assessment, climate-related issues, marine reserves, essential fish habitat, ocean aquaculture, and rebuilding marine fish stocks in Oregon's ocean, bays, and intertidal areas. The Marine Habitat and Ecology Committee:

- a. Encourages implementation and improvement of existing regulations and activities that protect Oregon's natural marine environments and their inhabitants.
- b. Ensures adequate consideration of fishery resources by public entities whose actions affect Oregon's marine fisheries.
- c. Reviews and comments on plans, policies, criteria, and rules affecting marine species.
- d. Promotes public awareness of the importance of functional marine ecosystems and the effects of anthropogenic impacts.
- e. Acts as a liaison with similar committees of the Western Division and Parent Society.
- f. Conducts periodic marine fisheries workshops at annual meetings.
- g. Submits a written report of committee activities, annual work plan, and budget to the External Director by early to mid-April before the spring ExCom planning meeting or retreat. The Marine Habitat and Ecology Chair prepares these materials.

4. Education and Outreach Committee

The Information and Education Committee is responsible for distributing information on the Chapter, fisheries, and water resources to members, fisheries professionals, the general public, organizations, and schools. The Education and Outreach Committee:

- a. Develops and updates Chapter brochures and related publications as needed.
- b. Develops programs and conducts workshops for K-12 educators and students that demonstrate the importance of fisheries in Oregon.
- c. Participates in educational opportunities through other organizations and agencies.
- d. Organizes training and continuing education programs.
- e. Publicizes the annual meeting and other newsworthy events and issues related to fisheries and water resources to agencies, other newsletters, newspapers, and other appropriate

media outlets.

- f. Submits a written report of committee activities, annual work plan, and budget to the External Director by early to mid-April before the spring ExCom planning meeting or retreat. The Education and Outreach Committee Chair prepares these materials.

5. Natural Production Committee

The Natural Production Committee is responsible for advocating conservation of genetic and habitat diversity to protect and restore the natural productive capacities of fishes and aquatic resources in Oregon. The Natural Production Committee:

- a. Encourages inventories and descriptions of both historic and present status of genetic and fish habitat diversity.
- b. Identifies unique and threatened species and stocks of resident and anadromous fishes, and advocates appropriate conservation and restoration measures.
- c. Identifies unique and threatened aquatic environments and habitats, and advocates appropriate conservation measures.
- d. Encourages land, water, and fish management practices that conserve or restore genetic and fish habitat diversity.
- e. Promotes public awareness of the importance of biological diversity in fishes and the hazards of declining diversity.
- f. Submits a written report of committee activities, annual work plan, and budget to the External Director by early to mid-April before the spring ExCom planning meeting or retreat. The Natural Production Committee Chair prepares these materials.

6. Fish Culture Committee

The Fish Culture Committee is responsible for promoting advancements in fish culture techniques that protect the biodiversity of native fishes, the exchange of ideas among fish culturists, and public knowledge about fish culture in Oregon. The Fish Culture Committee:

- a. Promotes the exchange of information on progressive techniques of fish culture through the *Piscatorial Press* newsletter, and Chapter meetings and workshops.
- b. Promotes excellence in fish culture practices through identifying candidates for the Bill Wingfield Memorial Award.
- c. Promotes public knowledge about innovative fish culture.
- d. Submits a written report of committee activities, annual work plan, and budget to the External Director by early to mid-April before the spring ExCom planning meeting or retreat. The Fish Culture Committee Chair prepares these materials.

VIII. INFORMATION SHARING NETWORKS

The Information Sharing Network (ISN) concept has three major objectives:

1. Support the Oregon Chapter Mission Statement of developing fisheries professionals by bringing together diverse and dispersed members in an informal setting to share information on common interests. This will result in improved communication between professionals while advancing science and education.
2. ISNs will be charged with developing and maintaining a list of references concerning their topic that would be available to Oregon Chapter members. Special attention will be given to preserving information in gray literature and institutional memories that may be lost over time without this directed effort.
3. ISNs will develop and identify groups of “experts” on special topics within the Chapter as potential future information sources that may be utilized by ExCom to make informed decisions concerning resource issues.

Information Sharing Networks will operate under the following guidelines:

1. Membership in any ISN is open to both AFS members and non-members alike; however, only current Oregon Chapter AFS members may serve as the ISN Leader for each ISN. Younger aquatic scientists are especially encouraged to join ISNs to promote their professional development.
2. An organizational meeting for each proposed ISN will be held, and if three or more members wish to participate, the name/subject/topic and starting membership list will be transmitted to the ExCom through the External Director and the ISN will be officially created and sanctioned.
3. Each ISN will appoint or elect an ISN Leader who will be the primary contact, maintain the membership list and reference document, and schedule meetings and conference calls.
4. ExCom will provide sanction and support for each ISN. The External Director will maintain a membership list of each ISN to be updated annually and provided to ExCom. After establishment of an ISN, an updated “Reference List” for the ISN subject will be developed by the ISN and provided to the External Director.

IX. EDITOR AND CONTRACT ADMINISTRATIVE ASSISTANT

A. Editor

The President recruits the Editor for approval by the ExCom. The Editor edits the quarterly Chapter newsletter, *Piscatorial Press*, the Annual Meeting Program, and other documents as requested by the ExCom. Deadlines for editing will be established by the ExCom. The Editor coordinates these activities with the Contract Administrative Assistant.

B. Contract Administrative Assistant

The Contract Administrative Assistant is an Independent Contractor in accordance with the Certification Statement for Independent Contractors. The Oregon ExCom will negotiate a contract annually with the Contract Administrative Assistant effective from May 1 to April 30 to correspond to the Oregon Chapter's fiscal year.

1. Administration

- a. Pickup and process Oregon Chapter mail from P.O. Box 722, Corvallis, OR 97339. Forward mail to appropriate officers, committee chairs, or request assistance through the ExCom.
- b. Handle Chapter phone calls, correspondence, and email; forward to the Chapter President or appropriate committee chairs.
- c. Maintain files (hard copy and electronic) and records of current and pertinent Chapter business. These items include, but are not limited to: ExCom minutes and agendas, annual meeting records, quarterly newsletters, outstanding Chapter of the year applications and supporting documents, letters, resolutions, written comments made regarding specific issues, special projects (workshops, festivals, conferences, etc.), and Chapter-related addresses and phone numbers. Maintains computer files of Administrative and Annual Meeting Handbooks. Forward copies or originals of pertinent materials to Chapter Historian for long-term storage.
- d. Prepares external and internal documents for distribution as requested by the ExCom or Chapter President.
- e. Collects and organizes necessary information on specific issues.
- f. Assists in preparing documents and information used for testimony.
- g. Work with Vice President to update the Contract Administrative Assistant's annual work plan and monthly activity updates.
- h. Performs other duties as requested by the ExCom and outlined in the Contract Administrative Assistant's annual contract.

2. Chapter Management

- a. Check-in weekly or as necessary (via phone, email, or in-person) with Chapter President regarding Chapter business and current projects.
- b. Forward Chapter letters, written comments, editorials, newsletters, annual meeting announcements, requests for web links, and other items to External Director for forwarding to Oregon Chapter webmaster for posting on the Chapter website. Other information may be forwarded as requested by ExCom.
- c. Assist the Scholarship Chair in publicizing the annual scholarship program, process and copy applications, and distribute applications to scholarship committee members. Help scholarship chair contact award recipients. arrange award distribution, and print award certificates.
- d. Assist President, as necessary, in announcing ExCom conference calls and meetings, preparing agendas, arranging for conference calls and so on.
- e. Update Chapter Officers and Associates mailing lists at least twice each year: after the annual meeting, in September (after new officers begin their terms), and after the annual meeting to include in-coming officers. Other updates may be needed as officers or committee chairs change throughout the year.
- f. Provide assistance to External and Internal Committee Chairs as necessary.
- g. Assist ExCom and committee chairs in preparation and mailing of letters, comments, announcements, press releases, and so on.
- h. Assist Newsletter Editor in soliciting articles for quarterly newsletter. Responsible for layout and printing of the newsletter. Forward completed newsletter to External Director for forwarding to Oregon Chapter webmaster for posting on Chapter website. Work with Membership Coordinator at the National AFS office for quarterly updates to the Oregon Chapter and Oregon address mailing lists. Maintain mailing and email lists for distribution to mailing services for newsletter mailings and email newsletter notification.
- i. Purchase office supplies for general use and annual meeting as required to conduct Oregon Chapter business, including Chapter letterhead and envelopes. Distribute supplies as needed to Chapter officers or committee chair.
- j. Prepare and distribute Oregon Chapter AFS notebooks to in-coming officers and committee chairs.

3. Annual Meetings

- a. Handle all administrative and registration tasks of the annual meeting including working closely with the President-Elect / Annual Meeting Chair, the Internal Director (Arrangements Chair), and the Secretary-Treasurer. (Refer to Annual Meeting Handbook for outline of responsibilities).

- b. Retains registration materials and software for the following year's annual meeting.

4. Chapter Sales

- a. Process and record sales of proceedings, t-shirts, posters, and other Chapter products.
- b. Assist Chapter in locating storage space for Chapter sale items including posters, t-shirts, proceedings, etc.

5. Chapter Projects and Miscellaneous

- a. Work on additional Oregon Chapter projects sanctioned by the Chapter President and/or ExCom.
- b. Assist Chapter President in the preparation of the Outstanding Chapter application.

Oregon Chapter American Fisheries Society
BYLAWS
Amended: February 19, 2004
Approved by AFS Governing Board: March 2004

Section 1 - Name and Objectives

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

The objectives of the Chapter shall be those set forth in the constitution of the American Fisheries Society, and to encourage the exchange of information by members of the Chapter.

Section 2 - Membership

The voting membership of the Chapter shall consist of those American Fisheries Society (AFS) members, including members of any approved Student Subunit of the Chapter, who are Active Members (as defined by the AFS constitution) residing or working in the State of Oregon and such other AFS Active Members as choose to be Chapter members by designating so on the AFS membership application. Non-voting Student Affiliate membership of the Chapter shall consist of those members of any approved Student Subunit of the Chapter who are not AFS Active Members.

Nominal annual dues (\$1-2) may be adopted by the Executive Committee to aid in tracking Chapter membership. Larger dues would require approval of the membership at an annual business meeting.

Section 3 - Meetings

The Chapter shall hold at least one meeting annually at a time and place designated by the Executive Committee. The program and presentation of papers shall be the responsibility of the Program Committee.

Section 4 - Officers

The officers of the Chapter Executive Committee (ExCom) shall be President, President-Elect, Past President, Vice-President, Secretary-Treasurer, Internal Director, External Director and a Student Representative chosen by the approved Student Subunit(s) of the Chapter.

Officers are elected at the annual meetings except that the President-Elect succeeds to the office of President upon completion of a term as President-Elect. Also the President succeeds to the office of Past-President upon completion of a term as President. The Student Representative shall be elected at a time and in a manner decided by the approved Student Subunit(s) of the Chapter. If more than one Student Subunit shall be approved by the Chapter, these subunits shall collaborate in the selection of a single Student Representative

to the ExCom. Any officer may hold office for a period longer than one year. In case of a vacated position to which succession is not explicitly defined, the ExCom shall appoint a replacement to fill an unexpired term.

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

Section 5 - Duties of Officers

The President of the Chapter presides at all Chapter meetings, chairs the ExCom, is Chapter representative to the Western Division and to the Parent Society, and makes such appointments and performs other duties and functions as authorized and necessary for overall Chapter effectiveness.

The President-Elect chairs the Program Committee and assumes the duties of the President in the event of the President's absence or inability to act.

The Past President chairs the Nominating Committee and chairs the ExCom if neither the President nor President-Elect is available.

The Vice-President chairs the Resolutions and Bylaws Committee and assumes the duties of the President-Elect in the event that office is vacated prior to completion of the term.

The Secretary-Treasurer keeps the official records of the Chapter, collects and banks any funds allotted to the Chapter, and disburses funds as authorized by the ExCom.

The Internal Director appoints the Historian and chairs the Awards and Scholarship Committees, and chairs the Arrangements Committee.

The External Director supervises and motivates all external committees.

The Student Representative serves as a liaison between the Chapter and the approved Student Subunit(s) of the Chapter.

All officers may undertake special projects at the request of the ExCom and as detailed in the Administrative and Annual Meeting Handbooks.

Section 6 - Executive Committee (ExCom)

The ExCom consists of the Chapter officers and is responsible for overall operation and effectiveness of the Chapter. The Chapter ExCom is authorized to act for the Chapter between meetings and to perform appropriate duties and functions.

In addition, the ExCom:

1. Approves all expenditures, position statements, document reviews, meeting places, arrangements, programs, and any other actions requiring official sanction of the Oregon Chapter.
2. Develops recommendations to guide the incoming president.
3. Updates the Administrative Handbook between February and August of each year.
4. Establishes the time and place for the annual meeting.
5. Establishes the registration fee structure for the annual meeting.
6. Meets or confers monthly.
7. Develops an annual budget and work plan by May 1 for the upcoming period, May 1 - April 30.

Section 7 - Chapter Committees

Committees and Chairs of Committees, except as listed in Section 5 of these Bylaws, may be appointed by the President as may be necessary for the conduct of the Chapter activities.

The terms of office for members of Chapter Committees shall end upon the discharge of the duties for which they were appointed, or at the next annual meeting of the Chapter.

Section 8 - Election of Members

Application for all classes of American Fisheries Society memberships may be received by the Secretary-Treasurer of the Chapter and shall be forwarded to the Secretary-Treasurer of the Parent Society.

Section 9 - Voting and Quorum

Decisions at meetings of the Chapter shall be in accordance with the Constitution of the American Fisheries Society.

A quorum at any Chapter meeting or in any mail balloting for the transaction of official business shall be 50 or more voting members of the Chapter.

A quorum at any scheduled ExCom meeting shall be four officers, provided that one is President, President-Elect or Past President and the Student Representative is not counted as part of the quorum.

Section 10 – Annual Meeting Registration

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

Section 11 - Amendment of the Bylaws

The Bylaws of the Chapter may be amended and approved in accordance with the Constitution of the American Fisheries Society and Section 9 of the Chapter Bylaws.

Section 12 - Board of Directors

The Board of Directors shall consist of the members of the ExCom as designated in these Bylaws.

Adopted: February 2, 1965

Amended: January 28, 1972

Amended: February 2, 1979

Amended: February 22, 1996

Amended: February 13, 1997

Amended: June 13, 2001;

Amended: February 19, 2004;

Approved by AFS Governing Board: August 2001

Approved by AFS Governing Board: March 2004

Oregon Bylaws Updated: 19 February 2004 (V4 12-041)

CODE OF ETHICS FOR THE OREGON CHAPTER OF THE AMERICAN FISHERIES SOCIETY

Approved by the Oregon Chapter Membership February 1995

This Code of Ethics¹ provides principles of conduct to guide the members of the Oregon Chapter of the American Fisheries Society in maintaining ethical relations with the natural and cultural communities they serve and to which they belong. As fisheries professionals, we are obligated to provide clear, accurate, and timely information; to encourage open discourse, both professional and public; and to participate in the debate that results in informed choices by the public. We are also obligated to select for ourselves and to recommend to others courses of action we believe will protect the biological diversity and integrity of aquatic ecosystems.

We recognize that the complexity of the physical and biological worlds, compounded by the complexity of social values and conflicting perspectives, often means that all of the alternatives contain costs as well as benefits. Often, none of the alternatives can satisfy everyone, and choosing among them will be difficult and painful to some or all of the interested parties. We recognize that resources are finite, that we share them with all forms of life, and that no one species or group can “have it all.” We also recognize that human culture and quality of life depend on intact ecosystems. Reaching an appropriate level of global sustainability, although it may be achieved with local excess, requires us to take responsibility for educating, studying, and managing for that level of sustainability.

People expect management decisions to be based on sound reasoning and scientific information, guided by reasoned judgment, in keeping with principles of conservation and rational use of aquatic resources. Accurate scientific information is critical to sound management. Both the relevant science and the limits of scientific knowledge and understanding must be clearly communicated to decision makers and the public. Another primary role of fisheries professionals is to define management options and the likely outcomes of implementing them. Predicting outcomes of alternatives often contains considerable uncertainty; people need to be made aware of this uncertainty when they evaluate alternatives.

Because our knowledge of changes in ecosystems is often coupled with a high degree of uncertainty, reasonable and competent professionals may disagree about the ecological and social consequences of natural resource decisions. We must therefore recognize that the foremost obligation of the fisheries professional is to ensure open, honest discussion of the benefits, costs, risks, and tradeoffs of alternative management actions in balancing scientific principles with the interests of society.

¹The code supplements American Fisheries Society Code of Practices and Ethics, 1994.

Achieving the goals of responsible stewardship and credible science requires that ethical standards be followed by all of us. To that end, each member agrees to follow the principles outlined below:

I will work toward maintaining the structure, function, and integrity of aquatic, riparian, and upland ecosystems-the physical surroundings and the complex, interconnected web of life on which fish and other aquatic organisms depend.

I will take care in my research to minimize adverse effects to the environment and not kill or injure organisms except when essential for collecting data.

I will insist that any use of the aquatic resource promotes ecological integrity and continuity of ecosystems now and into the future. Because human beings are a part of the interconnected web of life, I will consider human needs and influences as integral to the study and management of these ecosystems.

I will cooperate with professionals in other disciplines to foster interdisciplinary understanding and to guide research and management toward clarifying the complex interactions that affect fish and other aquatic organisms, as well as the ecosystems on which they depend.

I will speak and write honestly and openly about the results of my work, neither hiding or exaggerating their implications. I will explicitly acknowledge my own biases, assumptions, and values that are the foundation of my understanding and interpretation of scientific theories and knowledge. I will be open to the ideas of others and evaluate those ideas with clear recognition of the influence of my own values.

In writing and speaking, I will acknowledge the work and ideas of others, whether gleaned from publications, presentations, or conversations.

I recognize that my deeply held, professional convictions may conflict with the interests and convictions of others. I am obligated to be clear and honest in distinguishing between reports of results from rigorous study and my professional opinions based on observations or intuition. My professional opinions clearly so identified have value, but must not be put forward as fact. In addition, the temporal, spatial, and contextual limits of my facts and their confidence limits must be clearly acknowledged.

I will distinguish between recommendations based on science and those based on policy, both to avoid confusing the public and to better separate political decisions from aquatic science.

I recognize that my professional convictions may sometimes conflict with the policies of my employers. When such conflict arises, I will provide decision makers with full supporting evidence and sufficient time for study and action before I publicly disclose my views. But my commitments to the profession and to ecosystems, including their human components, may compel me on occasion to speak against policies or actions of my

employers.

I will learn from the wisdom of the past, but I will freely and consistently question all information, inferences, and assumptions that could affect aquatic ecosystems.

I will continue to learn throughout my professional life to read, listen, assimilate, integrate, and apply new information as it becomes available. I will follow advances in related disciplines (other branches of biology, hydrology, geology, sociology, economics, ethics, and politics) that affect fish and aquatic ecosystems so that the value of my expertise does not become irrelevant or overwhelmed by unforeseen influences.

I recognize that diversity among my professional colleagues brings differences in perspective, experience, expertise, style, and values to the profession and that these differences are a source of strength and new ideas. I welcome as colleagues people of both sexes, all ages, races, ethnic backgrounds, nationalities, life styles, religions, and physical conditions.

I will uphold the highest standards of excellence, integrity, and public service of my profession, and I will do my share to return to the profession the full measure of all that I have received. I will speak and write to people outside of the fisheries profession to help increase their awareness of and interest in aquatic ecosystems.

I will serve as a mentor to young people in the profession so that they may learn, care and contribute. I will teach them, encourage understanding of their own and society's values, and by my own example, help them to develop high ethical standards for research and resource management.

**OREGON CHAPTER AMERICAN FISHERIES SOCIETY
STRATEGIC PLAN
2004 - 2008**

The mission of the Oregon Chapter of the American Fisheries Society is to:

Improve the conservation and sustainability of Oregon fishery resources and their aquatic ecosystems for long-term public benefit by advancing science, education, and public discourse concerning fisheries and aquatic science and by promoting the development of fisheries professionals.

To accomplish our mission and serve our members, the chapter goals and objectives are:

1. Develop programs that advance understanding of fishery science and responsible stewardship of fishery resources.
 - 1.1. Host a high-quality annual meeting.
 - 1.2. Host workshops as part of annual meetings and as stand-alone events.
 - 1.3. Encourage members to participate in regional and national fishery events and activities.
 - 1.4. Encourage members to publish and present scientific findings in appropriate forums.
2. Advocate policies and laws that benefit the conservation and sustainability of Oregon fishery resources.
 - 2.1. Maintain a presence in the Oregon legislative process and subsequent development of administrative rules.
 - 2.2. Maintain awareness of and ability to respond to policies developed for use by fishery managers at local, state, and federal levels. Respond orally or in writing when appropriate.
 - 2.3. Develop a system where members make personal contact with their local decision makers and volunteer their expertise.
3. Increase public awareness, understanding, and appreciation of fishery resources.
 - 3.1. Use resources available to assist and promote fishery and aquatic education in schools.
 - 3.2. Produce materials and workshops that aid teachers, watershed councils, and other educational entities.
 - 3.3. Maintain a user-friendly Web page.
 - 3.4. Participate in public forums that focus on fishery and aquatic science issues, advocating well-reasoned policies that maintain and enhance fishery and aquatic resources.

4. Promote development of fishery and aquatic science professionals.
 - 4.1. Promote understanding of and adherence to professional standards and ethics.
 - 4.2. Maintain a part of the Web page that supports professionals through information exchange.
 - 4.3. Maintain a portion of the Web page that advises career opportunities.
 - 4.4. Provide information and assist members who participate in the AFS Professional Certification Program by increasing awareness of the certification process and its benefits and offering classes for continuing education credit.
 - 4.5. Provide scholarships to worthy student candidates.
 - 4.6. Maintain an informative newsletter.
 - 4.7. Encourage participation in leadership roles in the chapter as an opportunity for professional growth.

5. Maintain an active and diverse membership.
 - 5.1. Promote membership to fishery and aquatic scientists from a variety of disciplines of the profession.
 - 5.2. Support a student chapter and encourage new members from diverse backgrounds and fields of study.
 - 5.3. Develop programs that encourage retirees to maintain membership and active involvement.
 - 5.4. Target under-represented groups (gender, ethnicity, fishery specialty, etc.) and encourage participation.
 - 5.5. Develop a brochure and poster about the Oregon Chapter and present it at diverse and appropriate venues.

Approved by ORAFS ExCom November 5, 2003

GUIDELINES FOR SPONSORSHIP

Approved ORAFS ExCom - October 1995

The Chapter regularly receives requests to sponsor or fund worthwhile public and scientific activities. Because such requests may exceed the Chapter's available cash resources and to remain fiscally responsible to its members, the ExCom agrees to limit such disbursements to 5% of its predicted net annual income as projected in its annual budget. Allocations will be made on a first come first served basis with approval of the ExCom.

GUIDELINES FOR PUBLIC STATEMENTS AND REVIEWS

Approved: by ExCom, May 26, 1977

Revised: May 18, 1996

The amount of lobbying that a tax exempt, 501(c)(3), organization such as the American Fisheries Society is permitted to do under U.S. law was substantially liberalized by the 1976 General Tax Reform Act.

Definitions:

(501(c)(3) organization:

A tax-exempt, non-profit charitable organization; contributions to it are tax-deductible (only if you qualify and itemize deductions on your tax return). 501(c)(3)s can receive foundation grants, government grants and individual contributions. The money raised can be used for a wide variety of programs, including research, public education, litigation and monitoring to ensure laws are obeyed. 501(c)(3)s can engage in only limited lobbying activities. Lobbying is limited to a total of 20% of the first \$500,000 of annual expenditures, 15% of the next \$500,000, 10% of the third \$500,000 and 5% of the remaining annual expenditures. In no case may total lobbying expenses be more than \$1 million per year. Grassroots lobbying is limited to 25% of the total amount allowed for direct lobbying amount, with a maximum of \$250,000. These limits currently are calculated from the parent society's budget, not the Chapter's. This may change if gross annual income exceeds \$25,000 per year for three consecutive years.

Direct Lobbying:

Communication between a non-profit (c)(3) or (c)(4) and an elected official or staff that expresses a view on a specific piece of legislation, or on bills not yet drafted or introduced. A group's communications to its *members* that encourage them to contact an elected official and urge a position on a bill is also considered direct lobbying, as are activities to support or oppose ballot measures (an initiative or referendum).

Grassroots Lobbying:

Communications that attempt to influence specific legislation by encouraging the *general public* to contact (e.g., phone, send a card, sign a petition) legislators about that legislation.

The following guidelines should be used to prepare written and oral statements.

Since its inception, the Chapter has become more involved in the legislative process, providing both written and oral testimony on legislation and administrative rules. With this increased involvement comes the issue of getting "spread too thin" and having to respond to legislative issues and actions under short time frames, thus creating potential for dissension and stress among Chapter members.

The following principles and guidelines have been developed to help the Chapter focus on the legislative issues and actions that need greatest input, minimize conflicts, and allow for more effective legislative involvement. These principles and guidelines are not cast in concrete, and should evolve with the Chapter.

Members should identify themselves as representing the Chapter before presenting the prepared statement. Material should be presented in a courteous, professional manner to reflect favorably on the Society and add credence to its position or recommendations. This includes legislative or administrative bodies at any political level and whether by phone, mail, or in person.

1. A formal invitation is not required by federal law to make our views known. However formal requests will be viewed more positively in allocating member time, assuming issues of similar importance.

Members may participate in hearings before executive, judicial or administrative bodies at federal, state or local special purpose bodies levels. In addition, the Chapter may review publications.

2. Any proposed or pending legislation, legislative action, or administrative rule that relates to the Chapter's legislative goals and objectives and is of public importance may be considered for action.
3. The following questions should be asked for each potential issue. To be selected for action, the first five questions (a-e) shall be answered in the affirmative. This general rule may be overlooked if the last question (f) is answered in the affirmative.
 - a. Is the proposed or pending legislative action or administrative rule of major importance to the public in the estimation of the Chapter?
 - b. Is the issue within the knowledge and skills of the fisheries profession? Do the available Chapter members interested in engaging in the issue contain the collective knowledge and skills necessary?
 - c. Is the issue in the general interest of the Chapter?
 - d. Is there time for the Chapter to develop a responsible position on the issue?
 - e. Is there reason to believe that the majority of the Chapter's ExCom members support the position taken if an emergency action is needed? Has the Chapter President been informed of the action to be taken, and does he or she support it?
 - f. Are the consequences of not responding worse than an incomplete response?

4. Testimony should concentrate on technical, scientific or professional aspects of the issue. Professional opinions and recommendations can be offered whenever appropriate.
5. The testimony or legislative action shall not conflict with existing Chapter or Parent Society positions.
6. The testimony or legislative action must follow the AFS Code of Practices and Chapter Code of Ethics.
7. The involved Chapter member(s) shall take special care to avoid aligning the Chapter with other organizations which may injure or jeopardize the Society's credibility, independence, or tax exempt status.
8. The written testimony or position must be reviewed and approved by the ExCom before submission, unless there is insufficient time to do so.
9. When the Chapter reviews reports, articles, or other publications, the authors of those publications shall receive a copy of the review when it is sent to the requesting or administrative body.
10. Statements should be written and read into the record at legislative meetings. A copy of the statement must be made available to all members of the legislative body. Therefore, a copy of the statement should be filed with the clerk at the meeting.
11. The parent society shall be provided with copies of correspondence or statements that relate to national issues.
12. The ExCom should keep Chapter members informed of political activities.

AWARDS CRITERIA

OREGON CHAPTER AMERICAN FISHERIES SOCIETY

AWARDS GRANTED

Fishery Worker of the Year
Fishery Team of the Year
Award of Merit
Past President's Award
Bill Wingfield Memorial Award
Broken Oar
Best Student Paper (determined by Student Paper judges)
Best Student Poster (determined by Student Poster judges)

1. The chair of the awards committee for the following year is selected by the Internal Director during March or April after the Annual Meeting. Recommendations from the existing committee will be given priority. The Internal Director and a previous President should be members of the committee.
2. Other members of the committee are selected by the chair. There is no limit to the size of the committee but the membership should cover a broad scope of fishery disciplines and agencies. Award winners for the Fisheries Worker of the Year, Award of Merit and Bill Wingfield Memorial Award from the two prior years are not eligible to serve on the awards committee.
3. Student Paper and Poster awards are awarded through the Student Paper/Poster Committee.
4. The call for nominations for the awards must be placed in the summer edition of the Oregon Chapter Newsletter. The call should be repeated in the fall newsletter. Nomination deadline is December 15, unless special arrangements are made with the Awards Committee chair.
5. Letters requesting nominations should be sent to appropriate representatives of state, federal and tribal fisheries agencies, colleges and universities and other fisheries groups September.
6. The nominations will be sent to the chairman of the committee and distributed to committee members prior to the selection meeting. The committee should meet in December or early January to select the winners of the awards. Any committee member who nominated a candidate and/or has other personal connections should abstain from discussion and selection of that award winner.

7. The committee chair forwards the names to the President for ExCom acknowledgement prior to the annual meeting and award purchases. (The goal is to allow ExCom to know who the recipients are so there are no surprises at the last minute or major issues with the choices.)
8. There is no limit on the number of Merit Awards presented. Fishery Worker of the Year may be presented to one or more individuals if each is determined by the committee to meet the criteria. Fishery Worker of the Year and Fishery Team of the Year may both be selected in any year. It is not mandatory that any of the awards be presented each year.
9. Work done toward meeting the award criteria need not be conducted in the state of Oregon.
10. Nominators for Fishery Worker and Fishery Team of the Year that are not selected will be given the option of being judged for an Award of Merit. Nominators for each of the unsuccessful nominees in these two groups will receive notification with comments about improving the nomination.
11. The chair arranges for procurement of the awards. Awards are available from or R3 Custom Engraving, 117 NW 2nd St., Corvallis, OR 97339 (503) 757-0707; or Bardy Trophy, 1440 NE Broadway, Portland, OR 97232 (503) 282-7787, FAX (503) 282-3182.
12. The chair of the AC chair makes award presentations at the Annual Meeting or delegates this responsibility. The AC chair ensures that the award winner or a substitute is available to receive each award. Frequently the chair(s) of the Paper/Poster judging presents these awards.
13. List of recipients should be updated following annual meeting.
14. The chair ensures that the award presentation materials are distributed to appropriate local news media and when fitting to the award winning organization or individuals and their supervisors.
15. A description of the criteria for each award follows this page.

AWARDS CRITERIA

Bill Wingfield Memorial Award in Fish Culture

Major or sustained accomplishments in fish culture.

May be presented to an individual or group of people working together.

Individual must be a member or at least one member of the group must be an American Fisheries Society (AFS) Parent Society member.

Award of Merit

Nominees may be individuals, groups, or organizations.

Major contribution, above and beyond normal job requirements, to fisheries or the society over one or more years.

Evidence of creativity, cooperation and results.

May be a member or non-member of the AFS Parent Society.

Fishery Worker of the Year

Substantial lifetime contribution to fisheries or single contribution of major national or regional importance.

Active participation in other conservation, professional or social organizations that promote sound fisheries and resource management practices.

Usually presented to one person per year, but multiple awards can be presented.

Must be a member of the AFS Parent Society.

May or may not be presented each year.

Fishery Team of the Year

For outstanding contribution of interagency, watershed, or other task based group to fisheries science or to the American Fisheries Society.

May be a single contribution of major national or regional importance or a substantial, sustained contribution to fisheries science or the Society.

Shows evidence of cooperative work that produced results greater than would likely be achieved by individuals working independently.

Demonstrates results that significantly promote sound fisheries and resource management practices.

Each individual identified as “part of the team” must have made substantial contribution toward the outcomes touted as the main efforts of the team.

At least one team member must be a member of the AFS Parent Society.

May or may not be presented each year.

Broken Oar Award

The most embarrassing field accident or incident.

May be a member or nonmember of the AFS Parent Society.

Oregon Chapter American Fisheries Society
Undergraduate and Graduate Student 2006 Scholarship
Application Guidelines

The Oregon Chapter of the American Fisheries Society is proud to announce a competition for FOUR student scholarships (Community College (Associate degree), Undergraduate, Master, and Doctoral student categories). Scholarships will be formally awarded at the 2006 Oregon Chapter annual meeting. The goal of these scholarships is to further the objectives of AFS by rewarding and promoting the education and development of future fisheries professionals.

The award will consist of a check for \$1,500, one year of student membership in AFS (may be a renewal), an award certificate, recognition at the 2006 annual meeting and in *Fisheries* journal, and refunded registration and group lodging at the 2006 Oregon Chapter AFS annual meeting March 1-3, 2006, Sun River, Oregon.

APPLICANT REQUIREMENTS

1. Applicant must be enrolled in or have been accepted for admission into a degree program within the state of Oregon.
2. Applicant's major field of study must be relevant to fisheries science.
3. Applicant must be a current member of AFS, but may join AFS at the time of scholarship application (see Oregon Chapter website oregonstate.edu/groups/orafs).
4. Applicant must not have been previously awarded the Oregon Chapter AFS scholarship.

APPLICATION PROCEDURE

Each applicant must submit the following:

1. A short, 3-page, essay (maximum 1,400 words, single spaced) describing how your academic and professional development has and/or will contribute to the AFS objectives of:
 - advancing the conservation, development, and appropriate use of fisheries resources;
 - promoting the development and advancement of all branches of fisheries science;
 - gathering and disseminating scientific and technical information about fisheries; and
 - encouraging the teaching of fisheries science and practice in colleges or universities.

You are encouraged to include any professional experience or research, course work, volunteer work and work experience to demonstrate the relevance of your professional development to AFS. Essays may also describe any grants, honors, or awards you have earned; the influence of a class project; or how you think your future contributions to fisheries science issues will promote the objectives of the AFS. Essays will be judged based on the ability to communicate your ideas in writing and how well your past and current activities and stated goals will further the objectives of AFS.

ATTACH A COVER SHEET TO YOUR APPLICATION THAT INCLUDES:

Your name and current mailing address, contact phone numbers, email address, school and department of enrollment, major, year in college, degree pursuing, anticipated graduation date, and your AFS membership number or proof of membership application.

2. Copy of official transcripts from all colleges or universities attended to date (internet-generated transcripts or photocopies will be accepted). Be sure to include ALL college transcripts to receive full consideration for your coursework.
3. Two letters of recommendation from mentors, or other professional fisheries scientists. The letters should address the potential of the applicant to be a productive member of AFS and to contribute to fisheries science in the future.

Application materials must be postmarked by
January 13, 2006

Submit to:
2006 Scholarship Committee
Oregon Chapter American Fisheries Society
PO Box 722
Corvallis, OR 97339

For More Information Contact:
Steve Parker, 541-867-0300 Ext 256; steve.parker@oregonstate.edu

Oregon Chapter Web Page: www.orafs.org

RESOLUTION ON SNAKE RIVER SALMON AND STEELHEAD RECOVERY

OREGON CHAPTER OF THE AMERICAN FISHERIES SOCIETY

Oregon Chapter AFS Adopted February 17, 2000

Membership vote of 103 y, 0 n

Whereas: The first objective in the constitution of the AFS is to promote conservation, development, and wise use of fisheries, and the AFS further commits to promote enlightened management of aquatic resources for optimum use and enjoyment by the public;

Whereas: Past management of Snake River salmon and steelhead stocks and their environment has resulted in a failure to conserve and use wisely these fisheries, and precludes the optimum use and enjoyment of these fish by the public;

Whereas: Many, and perhaps most, stocks of Snake River salmon and steelhead are now extinct, all remaining stocks are remaining stocks are listed as threatened or endangered under the Endangered Species Act, and dramatic action must be taken soon to prevent extinction of the remaining stocks;

Whereas: Snake River salmon and steelhead extinctions and declines occurred as a result of the impacts from a variety of physical, chemical, and biological factors, including those that have been summarized as "all H's" - Hatcheries, Harvest, Habitat, and Hydropower;

Whereas: Dams and their appurtenant features can cause salmonid entrainment, passage impacts, water temperature alterations, hydrologic impacts, increased susceptibility to mortality from native and non-native predators, and other negative impacts;

Whereas: Recent incremental improvements and adjustments in management of hatcheries, harvest, habitat and hydropower facilities have not led to any apparent significant increases in Snake River salmon and steelhead abundance;

Whereas: Recent scientific reviews, including those conducted as part of the Independent Scientific Advisory Review process, the collaborative and peer-reviewed Plan for Analyzing and Testing Hypotheses, and the Fish and Wildlife Coordination Act report on the Corps of Engineers Lower Snake River Juvenile Salmon Migration Feasibility Study Environmental Impact Statement have all indicated that restoration of natural river conditions where the lower four Snake River dams occur has the highest likelihood of preserving and recovering listed salmon and steelhead and poses the least risk to survival;

Whereas: Failure to restore Snake River salmonids to sustainable, fishable levels threatens to put the federal government in a position of failing to meet its Treaty Trust responsibilities;

Whereas: At least two important decision points should be reached by federal agencies in the very near future regarding management of the lower four Snake River dams and

recovering Snake River salmon and steelhead: one by the Army Corps of Engineers for managing federal dams on the lower Snake River, and one by the National Marine Fisheries Service on whether the operation of those dams jeopardizes the continued existence of Snake River salmon and steelhead;

Whereas: Restrictions associated with failed recovery of the upriver stocks directly affect Oregon's fisheries management, conservation, and economic options (both present and future);

Therefore be it resolved that, based on the best scientific information available, it is the position of the Oregon Chapter of the American Fisheries Society that:

1. The four lower Snake River dams are a significant threat to the continued existence of remaining Snake River salmon and steelhead stocks;
2. If society-at-large wishes to restore these salmonids to sustainable, fishable levels, a significant portion of the lower Snake River must be returned to a free-flowing condition by breaching the four lower Snake River dams, and that this action must happen soon;
3. Substantive actions to address detrimental impacts associated with harvest management, hatchery practices, and habitat alteration will be required of all concerned people, including us as responsible professionals, to further increase the likelihood of recovering Snake River salmon and steelhead stocks; and
4. The Oregon Chapter of the AFS will continue to assist agencies and the public in the review and analysis of Snake River fisheries science and management.

**RESOLUTION ON HUMAN POPULATION GROWTH
AND RESOURCE CONSUMPTION**

OREGON CHAPTER OF THE AMERICAN FISHERIES SOCIETY

Approved unanimously by the membership
1996 Annual Meeting, Sunriver, Oregon
February 22, 1996

WHEREAS, growing numbers of Oregon's native salmon and other species are sliding toward extinction as a result of habitat damage and other cumulative effects of human activity,

and WHEREAS, exponential human population growth and associated increases in the consumption of both renewable and non-renewable natural resources are root causes of the trend toward greater endangerment of native aquatic species,

and WHEREAS, as fisheries biologists and aquatic ecologists, it is our ethical responsibility to inform the public of threat to the resources we have been charged to manage and conserve,

THEREFORE, BE IT RESOLVED THAT, our Chapter will endeavor to inform the public about the connection between continued growth in human populations, resource consumption, and declines in Oregon's native salmon and other aquatic biota.

**PISCATORIAL PRESS NEWSLETTER RESOLUTION 2005
OREGON CHAPTER AMERICAN FISHERIES SOCIETY**

**Approved by the Oregon Chapter AFS membership
2005 Annual Meeting, Corvallis, Oregon
February 17, 2005**

Resolution to send electronic (vs. paper) copies of the Oregon Chapter American Fisheries Society (ORAFS) quarterly newsletter *Piscatorial Press* to members.

WHEREAS printing and bulk mailing of the *Piscatorial Press* costs the ORAFS approximately \$2,600 per year; and

WHEREAS the ORAFS continues to spend more money annually than it receives; and

WHEREAS paper copies of the *Piscatorial Press* are unnecessary uses of natural resources for persons with website access; and

WHEREAS the ORAFS Administrative Assistant already sends electronic copies of the *Piscatorial Press* to those requesting it; and

WHEREAS many AFS subunits and other organizations send their newsletters electronically:

We therefore resolve that, beginning with the spring 2005 issue, the *Piscatorial Press* shall be electronically mailed and made available on the ORAFS website, unless members explicitly request otherwise.

**RESOLUTION SUPPORTING THE REAUTHORIZATION OF THE
ENDANGERED SPECIES ACT OF 1973**

OREGON CHAPTER OF THE AMERICAN FISHERIES SOCIETY

(Insert current copy of resolution here)

**RESOLUTION CONCERNING INTRODUCTIONS OF
AQUATIC SPECIES IN OREGON WATERS**

OREGON CHAPTER OF THE AMERICAN FISHERIES SOCIETY

(Insert current copy of resolution here)

OREGON CHAPTER AFS POSTERBOARD POLICY

(Insert current copy of resolution here)