

Procedural Manual
of the
Student and Early Career Professional Subsection
of the
American Fisheries Society

July 2025

Table of Contents

Objectives	3
Structure	3
Duties of Officers	3
President	3
Conducting the annual Subsection business meeting:	4
Planning the annual Subsection business meeting:	4
President-Elect	6
Past-President	6
Co-Secretary-Treasurers	7
Division Representatives	8
Committees	8
Nominating Committee	8
Special Committees	9

Objectives

The Student and Early Career Professional Subsection (Subsection of the Education Section) of the American Fisheries Society (AFS; herein referred to as the Society) has the following primary objectives:

- 1) To provide an organized forum for the discussion of issues and ideas among students and early career professionals and the Society
- 2) To improve communication among students and early career professionals in fisheries and related fields, and to promote Society activity at the student and early career levels
- 3) To increase membership of student and early career professionals in the Society

The Subsection is governed by its own [Bylaws](#) and this Procedural Manual.

Structure

The Subsection is composed of student and early career professional members (as defined by Society membership type) of the Society who elect four officers (President, President-Elect, and two co-Secretary-Treasurers) and a Representative from each of the four Divisions of the Society, plus Canada. The Past-President of the Subsection is not an elected office but is occupied by the former incumbent of the office of President and has responsibilities to the Subsection for the year following their Presidential tenure. The Executive Committee (EXCOM) of the Subsection consists of the elected officers, the division representatives, the Past-President, and other members as appointed by the President in consultation with the Subsection EXCOM. The Subsection EXCOM may act on behalf of the Subsection between annual meetings.

Officers of the Subsection serve for one year, or until successors are duly elected, with the exception of the Co-Secretary-Treasurers. Each Co-Secretary-Treasurer is a two-year position, with co-Secretary-Treasurers serving in overlapping terms. Each voting cycle, one new Secretary-Treasurer will be elected to serve in conjunction with the previous year's Secretary-Treasurer. Candidates for office will be nominated by themselves or a fellow Subsection member. Officers shall be elected by a majority of electronic ballots.

The Subsection holds the annual business meeting in person during the annual meeting of the Society or virtually during a time as near as possible to the annual meeting that will facilitate attendance by members. A quorum is required for official business, except for bylaw revisions, and shall be at least 15 members of the Subsection.

Duties of Officers

President

The President is responsible for carrying out the objectives of the Subsection. The President has responsibility for leadership and communication within the Subsection, as well as interaction with the Education Section of the Society. The President serves as chair of the Subsection EXCOM and presides at the business meetings of the Subsection. If the President is unable to serve during the annual business meeting of the Subsection, the President-Elect shall perform the duties of the President. Further, the President is responsible for contacting the local student and early career professional activity planning committee for the annual meeting of the Society and serves as the co-editor for the “Students’ Angle” in *Fisheries* magazine. The President shall also serve as a voting member of the Education Section Executive Committee. Finally, the President shall serve as a non-voting member of the Governing Board of the Society and shall attend the mid-year (in person or virtual) and the annual Governing Board meetings during their term. If the President cannot attend these meetings, he/she is authorized to designate a representative from the Subsection membership, preferably from among the members of the Subsection EXCOM.

Conducting the annual Subsection business meeting:

The President is responsible for developing the agenda and conducting the annual business meetings of the Subsection held in conjunction with the annual meeting of the Society. An outline for a typical Subsection business meeting is as follows:

- I. Call to order
- II. Determination of quorum (at least 15 members of the Subsection)
- III. Distribute minutes from previous business meeting
- IV. Secretary-Treasurer’s report
- V. Division Reports
- VI. President’s comments/Old business
 - a. Introduce candidates for office
- VII. New business
- VIII. Other business
- IX. Adjournment

Planning the annual Subsection business meeting:

1. The President of the Subsection should contact conference organizers to request space for the business meeting during the annual conference of the Society. If no room is available or other unforeseen scheduling issues arise, the business meeting may be held virtually as near as possible to the time of the annual meeting of the Society.

2. After the time and day has been chosen, the President will inform the officers, committee chairs, and members of the Subsection.
3. The President will prepare a draft agenda and circulate the agenda to the Subsection EXCOM for potential revision.
4. The President should make certain that members of the Education Section are welcome to attend the Subsection annual business meeting.
5. After agenda revisions have been made to the agenda, the President should distribute it and minutes from the previous year's meeting to the subsection membership via email at least one week prior to the business meeting.
6. The President shall have the following materials during the annual meeting: the agenda, Subsection bylaws, minutes of the preceding annual meeting(s), Robert's Rules of Order.
7. The President shall ensure that the Secretary-Treasurer has updated records and reports listed above in hand for the Secretary-Treasurer to distribute to the membership.
8. Prior to the meeting, the President shall:
 - a. Contact everyone expected to participate in the meeting to ensure each is present;
 - b. Ensure that a Secretary-Treasurer is present and prepared to record the minutes of the meeting;
 - c. Ensure that a Secretary-Treasurer circulates a sign-in sheet for attendees
9. The President shall start the meeting precisely on time.
10. After adjournment, the President shall thank all guests and presenters for their help. If at the end of the term, the President shall hand over necessary items to the new President.

Planning the annual student colloquium/symposium or other subsection sponsored annual meeting events:

1. The President shall contact the local representative Planning Committee for the corresponding annual meeting approximately one year prior to the event.
2. The President shall request volunteers for a committee of Subsection members who will be responsible for identifying topics and appropriate speakers. The committee shall choose a topic and identify potential guest speakers prior to the annual meeting submission deadlines.
3. The President or designated committee members shall coordinate day, time, room

reservations, audio-visual requests, and other such details for the sponsored symposium.

4. The President or designated committee members shall introduce all speakers and serve as moderator of the session.
5. After the student symposium, the committee may evaluate the student colloquium via a survey of attendees. The survey may also solicit potential topics for future symposia. The survey should be distributed within six weeks after the annual meeting commences.

President-Elect

The President-Elect must be prepared to step in for the President at any time and therefore should work closely with the President.

The President-Elect shall serve as the primary support to division representatives, assisting them with assigned duties and addressing other questions they may have.

Responsibilities

1. In preparation for becoming President, the President-Elect should seek out opinions and concerns of Subsection members and consider possible future actions of the Subsection.
2. At the annual business meeting, when the President-Elect accepts the office of the President, the President-Elect needs to be prepared to take over the annual business meeting upon installation.
3. The President-Elect shall serve as second editor of the student page in *Fisheries* magazine.
4. The President-Elect shall check in with division representatives at least quarterly to provide support accomplishing subunit engagement and communication with subsection members and the Society.

Past-President

The Past-President will serve as a consultant to the President and President-Elect. Additionally, the Past-President will chair the Nominating Committee.

Responsibilities

1. The Past-President should make a point of offering their institutional knowledge to the current President and President-Elect.

2. The Past-President shall appoint and chair the Nominating Committee.

Co-Secretary-Treasurer(s)

The Co-Secretary-Treasurers maintain the records and Treasury of the Subsection, conduct correspondence on behalf of the Subsection, maintain the membership email listserv, and serve on the Subsection EXCOM. The Co-Secretary-Treasurer role is two years, with a staggered appointment to ensure knowledge continuity in the role.

Responsibilities

1. The Co-Secretary-Treasurers prepare and distribute the minutes of the annual business meeting to the Subsection EXCOM and Education Section Newsletter Editor. If the Secretary-Treasurers cannot attend a meeting, they are responsible for ensuring that a proxy is appointed prior to the meeting to keep the minutes and submit a copy to the Co-Secretary-Treasurers. The minutes should contain a summary of the major points and issues discussed, records of all motions considered and actions taken, decisions reached, and responsibilities assigned to committees and members. The assistance of the President-Elect should be enlisted to help identify Subsection members speaking and moving and seconding motions during the meetings. A draft of the minutes should be submitted to the Subsection EXCOM for review, prior to submitting a final version to the Education Section Newsletter Editor.
2. The Co-Secretary-Treasurers act as bylaws consultant and parliamentarian at the annual business meetings. They determine if a quorum is present (or 15 members to conduct official business; see bylaws) at the annual business meeting.
3. The Co-Secretary-Treasurers circulate a sign-in roster for attendees at the annual business meeting and retain it in Subsection records.
4. The Co-Secretary-Treasurers track of membership information. Updated membership records are provided monthly via email by the Society Membership Coordinator.
5. The Co-Secretary-Treasurers coordinate with the Education Section Treasurer to ensure travel scholarship funds for awardees and eligible Subsection EXCOM members are available and checks obtained.
6. The Co-Secretary-Treasurers shall collect any funds raised for the Subsection and work with the Education Section Treasurer to ensure funds are saved in an Education Section account earmarked for future Subsection use.
7. The Secretary-Treasurers prepare correspondence as requested by officers of the Subsection.
8. The Secretary-Treasurers maintain archives of all Subsection correspondence, activities, minutes, memberships, and finances. These archives should be

forwarded to the incoming Secretary-Treasurer.

Division Representatives

Division Representatives are responsible for promoting Subsection membership to the members of their respective divisions or country and serving on special committees as directed by the Subsection EXCOM. Division Representatives are elected to serve as liaisons between their respective division or country and the Subsection.

Responsibilities

1. Division Representatives keep regular contact with subunits within their respective Divisions, and at least once annually, provide updated contact information for subunit officers and faculty advisors.
2. Division Representatives provide subunit and regional updates during Subsection EXCOM meetings, as such updates are available.
3. Division Representatives report annually to the Subsection EXCOM. These reports should include accomplishments in Subsection-related business to date and challenges or suggestions reported from student subunits in their division or country. Due dates of the reports will coincide with the AFS mid-year Governing Board meeting and the AFS annual meeting.

Committees

Nominating Committee

There is only one standing committee of the Subsection, and that is the Nominating Committee. The Past-President shall appoint and chair the Nominating committee. The Nominating Committee shall consist of Subsection members and shall conduct the nominating and voting process for Subsection officers and division representatives.

Responsibilities

1. The Nominating Committee shall conduct the election via electronic voting one month prior to the annual meeting (30 day voting period).
2. The Nominating Committee shall ensure all votes cast were by Subsection members in good standing.
3. The Nominating Committee shall report the results of the nominating and election process to the President and the Subsection.

Nominating and Election Procedures

1. The Nominating Committee will accept nominations from the membership of the Subsection. Committee members should contact their nominees to determine if they are willing to accept nomination to the office. Members of the committee are not eligible as candidates for office.
2. The Chair will work with the President to have the ballot with the slate of candidates sent to the Subsection membership. A specific deadline for receipt of ballots will be stated in the instructions. The ballot shall include a biographical sketch of each candidate.
3. The Chair will collect electronic votes until the deadline. The Chair will count the ballots and report the results to the President.
4. Votes will be counted by the Chair who determines the top two candidates based on the highest point total. Total point ties for first and second, or second and third positions, go to the candidate with the greatest number of first place votes. If a tie cannot be resolved by this procedure, then a second vote will be required. In this case, only the tied candidates are voted upon. This is a confidential process; committee members may not discuss the individuals on the list or the rankings with anyone other than the committee members.
5. The Chair will submit the results of the voting process to the President as soon as the candidates for office are determined. The President shall review the results with the Subsection EXCOM to assure that the voting process has been conducted fairly prior to the announcement of the candidates.
6. The Past-President will make a formal announcement of election results to the Subsection membership.

Special Committees

Committees and representatives, except for the Nominating Committee, shall be appointed and charged by the President. Special committees shall cease to function upon the discharge of the duties for which they were appointed.

Duties of Committee Chairs

Committee chairs are appointed by the President of Subsection. The membership of the committee is defined by the President in collaboration with the committee chair.

1. Committee chairs will confer with the President after being appointed to determine the exact charge of the committee.
2. After appointment, the committee chair shall contact all members of the committee to describe the nature of the committee's work and to solicit from members the most efficient and effective way to perform the tasks.
3. The chair shall assign specific tasks to committee members.
4. The chair shall maintain regular contact with committee members.
5. On questions requiring votes, the chair only votes to break ties or with a sealed ballot, before the rest of the committee, so the chair's vote does not unduly influence the committee.
6. The chair encourages members to confer with colleagues and advisors, from both within and outside the Subsection and the Parent Society, who may be interested in the committee's charge and have experience with similar issues or activities.