

**INDIANA CHAPTER OF THE AMERICAN FISHERIES SOCIETY PROCEDURES
(October 2009)**

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1.0 ORGANIZATIONAL STRUCTURE

1.1 Bylaws of the Indiana Chapter of the AFS (Revised March 2006)

SECTION I. NAME AND OBJECTIVES.

1. The name of this organization shall be the Indiana Chapter of the American Fisheries Society, hereinafter referred to as the Chapter and Society respectively.
2. The objectives of the Chapter shall be those of the Society as set forth in Article I of the Constitution. In addition, the Unit also has the following objectives:
 - A. To encourage the exchange of information by members of the Chapter.
3. All activities of this Chapter shall conform to the Society's Constitution, Rules, and Procedures.

SECTION II. MEMBERSHIP.

1. The membership of the Chapter shall be composed of those Society members in good standing and paying dues to the Chapter.
2. Members of the Student Subunits from Ball State University and Purdue University are Chapter members.

SECTION III. MEETINGS AND VOTING.

1. The Chapter shall hold at least one meeting annually at a time and place designated by its Executive Committee. The President with approval of the Executive Committee may call special meetings.
2. A quorum is required for transaction of official business and shall be one-third of the Chapter membership.
3. Unless otherwise specified in these Bylaws or the Constitution of the Society, meetings are conducted according to the latest edition of Robert's Rules of Order.
4. Decisions at meetings are by simple majority of Active Members voting, except 2/3 majorities are required in special cases such as amending the Bylaws and suspending a Rule. Other less frequently used voting requirements are described in Robert's Rules of Order.

SECTION IV. OFFICERS.

1. The officers of the Chapter shall consist of a President, President-Elect, Vice-President, Past-President and a Secretary-Treasurer.
2. All officers must be members in good standing of the Society.

3. Officers shall be nominated by a nominating committee appointed by the President. Officers shall be elected by a majority of ballots cast and election methods shall be determined by the Executive Committee.
4. Terms of newly elected officers shall change at the Chapter meeting closest to the Society annual meeting.
5. The Secretary-Treasurer may hold office for a period longer than one year, but the term of the other officers shall be one year.
6. In the event of a vacated position, the Executive Committee shall appoint a qualified replacement to fill the unexpired term.
7. In the event of a cancellation of an annual meeting, the officers and the members of any committees shall continue to serve until the next scheduled meeting.
8. No elected officer or appointed committee member of the Chapter shall receive any salary or other compensation. Expenses may be defrayed from funds available to the Chapter when authorized by the Executive Committee.

SECTION V. DUTIES OF OFFICERS.

1. The President shall:
 - A. Preside at all meetings;
 - B. Serve as Chair of the Executive Committee;
 - C. Appoint all committees;
 - D. Coordinate the activities of the Chapter's standing and special committees and serve as liaison between such committees and the Executive Committee;
 - E. Conduct official correspondence for the Chapter and present reports of Chapter activities at the annual meeting;
 - F. Represent the Chapter to the North Central Division and to the Society;
 - G. Make such appointments and perform other duties and functions as are authorized and necessary; and
 - H. Proceed to the office of Past-President at the end of the term.
2. The President-Elect shall:
 - A. Assume the duties of the President, if the President is absent or unable to act;
 - B. Serve on the Executive Committee; and
 - C. Advance to the office of President at the end of the term.
3. The Vice-President shall:

- A. Assume the duties of the President-Elect, if the President-Elect is absent or unable to act;
 - B. Serve on the Executive Committee; and
 - C. Advance to the office of President-Elect at the end of the term.
4. The Secretary-Treasurer shall:
- A. Keep the official records of the Chapter, collect and be custodian of any fees or assessments authorized by these bylaws or funds allotted to the Chapter by the Society;
 - B. Disburse funds only as authorized by either the membership or Executive Committee;
 - C. Submit, at the annual Chapter meeting, the year-end report for the previous fiscal year and a comparison of approved versus actual income and expenditures for the current fiscal year;
 - D. Annually update and distribute current copies of the Chapter Bylaws to the Society's Executive Director and each member of the Chapter Executive Committee by September 1;
 - E. Serve on the Executive Committee; and
 - F. Conduct the election.
5. The immediate Past-President shall:
- A. Serve on the Executive Committee; and
 - B. Assist the other officers as needed.
6. The Student Subunit Presidents shall:
- A. Represent the interest of the Subunits to the Chapter Executive Committee and act as liaison between the Executive Committee and Subunits;
 - B. Work cooperatively with the Chapter's Executive Committee to assist in Chapter function and Subunit participation;
 - C. Present reports of Subunit activities at Chapter meetings; and,
 - D. Not advance in the Executive Committee, but instead be replaced by a new Subunit President, upon election.

SECTION VI. EXECUTIVE COMMITTEE.

1. The Executive Committee of the Chapter shall consist of elected officers, and other members as appointed by the President. Those with voting privileges shall be the President, President-Elect, Vice-President, Past President and Secretary-Treasurer.
2. The Executive Committee is authorized to act on behalf of the Chapter between annual meetings.
3. A quorum is required for transaction of official business at an Executive Committee meeting. A quorum for an Executive Committee meeting shall consist of three of the five members. Executive Committee members can appoint a proxy.
4. Each member of the Executive Committee shall have one vote on Executive Committee decisions. In the event of a tie, the President's vote shall be the deciding vote.

SECTION VII. UNIT COMMITTEES.

1. Committees and Chairs of committees, except as listed in Sections V and VI of these Bylaws, shall be appointed and charged by the President. Except for Standing Committees, these Chapter committees shall cease to function upon the discharge of the duties for which they were appointed or with the end of the term of the appointing officer.
2. Standing Committees help the President and the Executive Committee conduct the Chapter's affairs, and the chairs should report their committees' activities, findings, and recommendations at annual Chapter meetings and interim meetings of the Executive Committee.
3. The Chapter has established the following Standing Committees:
 - A. The Program Committee is responsible for the program and presentation of papers at the Chapter meetings. The President-Elect shall chair this committee.
 - B. The Membership Committee is responsible for maintaining and increasing the membership of the Chapter. The Vice-President shall chair this committee.
 - C. The Nominating Committee is responsible for naming a slate of candidates for Chapter officers. The immediate Past President shall chair this committee.
 - D. The Communications Committee is responsible for publishing the Chapter newsletter and maintaining the Chapter Website. This committee shall be co-chaired, with one chair responsible for the newsletter and the other chair responsible for the website.
 - E. The Awards Committee is responsible for soliciting, judging, and presenting the Chapters' awards to qualified candidates.

SECTION VIII. DUES AND FEES.

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

SECTION IX. BYLAWS, RULES AND PROCEDURES.

1. The Bylaws are the defining document for the Chapter and take precedence over all other rules and procedures of the Chapter. The Bylaws cannot be suspended and cannot be changed without prior notice to members.
 - A. The Bylaws may be amended by a 2/3 majority of Active Members choosing to vote, provided that the proposed amendment(s) are circulated in writing or electronically to the membership at least 30 days prior to voting.
 - B. In accordance with the Society Constitution, an adopted amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society Governing Board for approval.
 - C. Amendments take effect when the Chapter receives written notice of their approval by the Governing Board from the Executive Director.
2. Rules are the next highest level of documentation of Chapter operations. They are generally established to facilitate the conduct of Chapter business, and to describe duties and responsibilities of officers and committees. They may be suspended or amended as follows.
 - A. The Rules may be suspended during an Executive Committee meeting until the next annual or special Chapter meeting by a 2/3 majority of the Executive Committee.
 - B. The Rules may be suspended for the duration of a meeting by a 2/3 majority of Active Members voting at an annual or special Chapter meeting.
 - C. The Rules may be amended by a simple majority of Active Members voting at an annual or special Chapter meeting.
3. Procedures in the Operational Handbook are the lowest level of documentation of Chapter operations. They are generally established to provide continuity in the conduct of Chapter business. The Procedures may be suspended or amended by a simple majority vote of the Executive Committee.

1.2 Timelines for chapter activities and responsible officer

Typical annual activities of the chapter include:

Mid-January: Conservation Day at the Statehouse – Legislative Communications committee chair selected by the President.

February/March: Spring meeting – President-elect is the Program chair; elections for new officers are held (organized by Nominations chair) and annual awards are presented (organized by Awards chair); the business meeting is generally held in conjunction with a two-day conference, often cosponsored with another professional society and including a plenary session and concurrent technical papers.

September/October: Fall meeting – President-elect is the Program chair; new officers are installed; workshops on various topics have recently been held in conjunction with the fall meeting (organized by Continuing Education chair); historically the fall meeting was an afternoon business meeting event with lunch or dinner provided.

Variouly: Workshops and conferences chaired by volunteers or selected by the President.

1.3 Committee functions and responsibilities

The IN AFS has established a number of standing committees, which are described in the chapter bylaws and are chaired by members of the state chapter. When issues or activities merit particular attention by a group of chapter members, the chapter can create ad hoc committees, which exist as long as needed to complete the assigned task.

1.3.1 Awards

Purpose: To solicit and judge nominations for the Chapter's awards.

Composition: A chair plus a committee of members formed as needed.

Duties of the Chair:

1. Make IN AFS award criteria, nomination, and scoring forms available on the IN AFS web page and in the Chapter procedures manual. Send reminders via list serve as nominations are solicited for AFS Parent Society and North-Central Division awards.
2. Spring Technical Meeting
 - A. Plan for and recruit sufficient numbers of committee members to serve as paper/poster judges during the spring technical meeting. Careful planning is necessary to cover joint meetings or meetings with concurrent sessions as they require moderators to adhere strictly to the schedule.
 - B. Assign judges randomly and make all necessary judging paperwork available to committee members to judge papers/posters.
 - C. Collect and tally the score sheets to determine the recipient of each award. In the case of a tie, the Awards Committee Chair makes the final decision after reviewing critiques or comments made by the judges.
 - D. Notify, by letter, the winner of each award shortly after the meeting (within 7 days) and announce the recipients via IN AFS e-mail.
 - E. Order all certificates and plaques. Announce awards at the annual fall meeting as the Chapter president presents them.

3. Travel Award(s)
 - A. Notify the recipient of the Best Student Paper from the spring technical meeting that they are eligible to receive the IN AFS \$100 travel award to present at the Midwest Fish and Wildlife Conference.
 - B. Follow up to secure verification of acceptance. If declined, the award is then offered to the Best Student Poster recipient under the same conditions. The IN AFS Student Travel Award is presented at the fall business meeting.
 - C. Draft letter for the president to forward to the NCD naming the Indiana Chapter's selection for the Joan Duffy Student Travel Award of \$100. This second award is presented by the NCD at the business meeting at the annual Midwest Fish and Wildlife Conference.
4. Nomination-Based Awards
 - A. Send a call for nominations for the four nomination-based awards to the Web Page Coordinator to be posted on-line and to the Chapter newsletter editor for publication in the fall newsletter. The deadline for nominations should be no later than early January.
 - B. Accept completed nomination forms in hard copy or electronically.
 - C. Recruit committee members as needed to review submissions for nomination-based awards.
 - D. Make materials for nomination-based awards available to committee members by early January. Direct the members on how to judge and rank the nominations. Request that judgments be returned to the Chair within two weeks.
 - E. Tally the returned judging forms and determine the winner of each award. The chair does not judge nominees except in the case of a tie.
 - F. Notify, by letter, the winner of each award by late January so recipients can make arrangements to attend the spring meeting and receive their awards.
 - G. Order all award certificates and plaques. Announce award winners at the annual spring business meeting as the Chapter president presents them.
5. Order the AFS plaque for the Past President each year prior to the fall business meeting. Evaluate proposals for new awards and make written recommendations to the Executive Committee for further action.

Duties of the Committee:

1. Determine if each nominee is qualified for their respective award. The Chapter will not give an award if none of the nominees are qualified.
2. Each committee member will rank each of the qualified candidates according to instructions provided by the Chair. These rankings will be returned to the Chair for final determination of award recipients.

1.3.2 Program

Purpose:

This committee is responsible for planning the spring and fall meetings each year. The Chair of this committee is the President-Elect. This person coordinates all aspects of meeting planning (see "4. Annual Meetings and Workshops" for more information) and signs the contract with the vendors and site host. The Chair has the financial freedom to spend more than the \$500 maximum set for business between meetings, with a general consensus of the ExComm, in order to plan/organize the meeting. Registration fees are set by the Chair.

1.3.3 Membership

Purpose:

This committee is responsible for maintaining records of members, soliciting new student subunits, soliciting sustaining membership, presenting a membership report at the spring meeting, and responding to requests for member information from the Division or the Parent Society. The Chair of this committee is the Vice-President.

1.3.4 Nominations

Purpose:

This committee is responsible for finding qualified, willing candidates to run for the elected ExComm offices – Vice-President and Secretary-Treasurer. The Chair of this committee is the Past President.

1.3.5 Resolutions

Purpose: To draft resolutions, screen and edit resolutions submitted by officers and members, and present a slate of resolutions for vote at the annual meeting. The two types of resolutions include internal resolutions, which relate entirely to AFS matters, and external resolutions, which relate to issues outside of AFS.

Duties of the Chair:

1. Receives proposed resolutions from any chapter member. Internal resolutions may be received at any time; the chair must receive external resolutions at least 30 days before the annual meeting.
2. Solicits resolutions from members and committee chairs.
3. Reviews proposed resolutions to determine that they meet the criteria as described in the “Procedures for Submitting, Considering, and Implementing Resolutions,” established by the AFS Governing Board. (Appendix E of the NCD Procedure Manual.)
4. Obtains background information from the originator of a resolution in order to evaluate the accuracy and importance of the resolution.
5. Submits all proposed resolutions to the EXCOM along with vote of the Resolutions Committee for EXCOM decision on which resolutions to present to the membership for a vote.
6. Presents resolutions to the membership at the annual meeting and opens debate on each resolution by moving acceptance of the resolution. (Note: Although the Chair presents the resolution, she/he is not obligated to defend or speak in favor of the resolution.)
7. Is prepared to put into proper format and resolutions introduced by members at the annual business meeting.
8. Keeps Chapter officers informed of committee activities and progress.

Procedure for Submitting, Considering and Implementing Resolutions (excerpt from AFS Procedural Manual, 1992):

Preamble

A resolution is a formal expression of Society views. The purpose of a resolution is to call attention to issues of concern and inform members of matters important to the Society. Resolutions by themselves do not solve problems; however, they place the AFS on record as recognizing the need for action by individual members, governmental agencies, appropriate legislative or administrative bodies, or by the Society officers.

Two types of resolutions may be considered, INTERNAL RESOLUTIONS concern the Society itself by honoring the achievements of members, recognizing individuals or organizations that have assisted the Society in its work, or addressing Society operations. GENERAL RESOLUTIONS place the views of the Society on record regarding matters of significance

affecting the fisheries resources of North America or the world. The following considerations apply mainly to general resolutions.

General resolutions may be adopted at any organizational level of the Society. Resolutions should be identified clearly as actions of the respective organizational level. Chapters and Divisions usually adopt resolutions concerning local or regional fisheries issues while Sections adopt resolutions on issues of broad national or international significance, where an expression of the views of the membership will be effective in accomplishing the desired action. Regional or local resolutions may be judged as having national significance and be worthy of consideration by the Society so the Resolutions Committee must provide guidance in the format of the resolution and the procedure for advancing it for Society consideration.

Resolutions should first be considered and adopted by Chapters, Sections, or Divisions so the broadest segment of the membership can participate in discussions and debates. Resolutions should stand the debating process; however, there is often little opportunity for extended debate at the Annual Meeting of the Society.

Resolutions must undergo thorough and rigorous review in order to protect the credibility of the Society. For this reason, a formal review system is recommended. The Resolutions Committee will seek guidance from committees or subunits having responsibility for the general subject area with which the resolution is concerned. Also, individual members having expertise in the subject area will be included in the evaluation process. Resolutions will be examined carefully; the relative merits and demerits will be discussed as well as the methods of implementing resolutions. Resolutions shall be presented to the membership for discussion and vote at the Annual Meeting by the Chair of the Resolutions Committee or a designee (selected by the President if the Resolutions Committee Chair is unable to discharge this duty). Copies of the resolutions must be given to the Governing Board prior to submission of the resolutions to the membership at the Annual Meeting.

Because of the lack of opportunity for debate, resolutions coming from the floor for consideration at the Annual Meeting are discouraged unless they are of an emergency nature. The presiding officer may recognize a resolution coming from the floor, provided that it is written in the proper format and copies are available for distribution at the meeting.

1.3.6 Communications

Newsletter Editor: The newsletter will be published three times a year in April, August, and December. All submissions are due on the fourth Friday in March, the fourth Friday in July, and the fourth Friday in November. These dates are subject to change to accommodate the schedule of the newsletter editor. All submissions must be in word format and with little to no formatting. The newsletter will be distributed via email and posted on the Indiana AFS website for viewing. All newsletters will be distributed by the 5th of the month in PDF format.

List-serve Moderator: The newsletter editor is also in charge of the list-serve to send out emails to the membership. The list-serve should be updated at least once a year based on current membership lists that can be provided by the secretary/treasurer and from the membership committee chair. All pertinent information to the membership, including member requests for information should be sent out to the Indiana AFS members. In addition, the newsletter will be distributed via the list-serve.

Webmaster: The Webmaster is responsible for timely updates to the chapter's web site, <http://fisheries.org/units/indiana>. Primary updates include posting the newsletter (three times a year), calendar of events, job announcements, current news, chapter updates, change of officers (after Fall meeting). With the exception of the newsletter posting (see newsletter responsibilities) and change of officers, there are no definitive dates or timelines. It is just important to be as

punctual as possible to get items posted when members submit information. Other website projects include managing the online membership database and moderating online voting when necessary. In order to create, edit, and publish documents to the AFS server you will need Komposer and Filezilla.

Komposer: Used for creating .php, .htm, and .html files. This is a free open-source web development tool. It functions very similar to the way Microsoft Front Page works. Note, the AFS server does not support Front Page Extensions. It is recommended that you do not use Front Page to create web pages unless you are positive FP extensions are not going to be added. <http://www.kompozer.net/>

Filezilla: Used to upload files to the AFS server. Requires a username and password. <http://filezilla-project.org/>

The membership database uses MySQL to store the records. There is an online GUI available to create and manipulate the database, but requires a username and password to access. This is useful for the Webmaster but it is a secure site and the AFS IT representatives do not want access widely distributed. The database is interactively viewed and manipulated online through php code.

All usernames and passwords are available from the current or immediate past Webmaster.

1.3.7 Continuing education

Purpose:

The CE committee is responsible for educating the Indiana Chapter AFS members and providing them with at least one workshop or enrichment activity a year. The Parent Society does offer CEU credits for approved workshops, which is important for Certified Fisheries Scientists to maintain their certification. The Chair has the financial freedom to spend more than the \$500 maximum set for business between meetings, with a general consensus of the ExComm, in order to plan/organize the workshop. Registration fees are set by the Chair.

Duties of the Chair:

- 1) Organize at least one workshop (preferably CEU approved) a year for Indiana Chapter AFS members. [CEU workshops are typically scheduled in conjunction with the fall business meeting to boost attendance.]
- 2) Submit a committee update for each newsletter.
- 3) Give a committee report at each AFS business meeting (one in the spring, one in the fall).

Communication

- 1) IN AFS Newsletter Editor
 - a. Newsletter Update (April, August, December)
 - b. Announcements (deadlines: registration, online polls)
- 2) IN AFS Webmaster (develop online poll to determine member interests)
- 3) IN AFS Executive Committee (Secretary-Treasurer approval regarding instructor honorariums and workshop registration fees)
- 4) AFS Parent Society Unit Services Coordinator (CEU course approval forms)
- 5) AFS NCD Continuing Education Chair (future workshop ideas)

Annual Timeline

January Brainstorm fall workshop (consult AFS NCD CE Chair if needed)

February	Coordinate online poll; spring IN AFS meeting report/workshop
March	Draft committee update for April newsletter
April	Choose (and begin to coordinate) fall IN AFS workshop
May	Coordinate instructor travel, honorarium, fees, announcements Reserve conference and lodging for fall IN AFS meeting
June	Consult IN AFS Secretary-Treasurer about fall workshop costs
July	Draft committee update for August newsletter
August	Tie-up loose-ends for fall IN AFS workshop
September	Fall IN AFS meeting report/workshop
October	Brainstorm workshop for spring IN AFS meeting
November	Draft committee update for December newsletter
December	Recruit instructor for spring IN AFS workshop

1.3.8 Certification

Purpose:

Primary role of the Chair of this committee is to advise and assist IN AFS members when they decide to go through the process to become certified.

1.3.9 Legislative communications

Purpose:

The role of this committee is to represent IN AFS at the Indiana Conservation Alliance (INCA) functions and meetings. The INCA is a collection of organizations, primarily NGOs, that gather together on Conservation Day to communicate their support of specific natural resource bills traveling through the legislature to state senators and state representatives. The IN AFS is a member of INCA and as such, we are required to send someone to one meeting a year (in the fall) and set up our IN AFS booth manned by at least one member during Conservation Day at the Statehouse (in January).

Duties of the Chair:

The Chair of this committee is required to attend these two events or send a proxy. In addition, the Chair should solicit volunteers from IN AFS members to assist with the Conservation Day event.

1.3.10 History and archives

Purpose:

The role of this committee is to preserve the history of the IN AFS by housing archives of past agendas, minutes, newsletters, resolutions, and other important items.

1.3.11 Outreach

Purpose:

The role of this coordinator position is to increase public awareness of IN AFS, what we do, and how our activities benefit the public.

Duties of the Chair:

1. Serve for a minimum of two years.

2. Communicate with the Education Section of AFS and various state chapters to stay up-to date on appropriate AFS materials and to share ideas on public outreach.
3. Compile a list of AFS (parent and chapter) display materials (e.g. IN AFS display board) and informational handouts (e.g. scholarship information).
4. Work with IN AFS webmaster to post list of appropriate outreach and educational materials and other pertinent information on the IN AFS website, while providing available web links and contact information (e.g. holder of IN AFS display board).
5. Email IN AFS members to:
 - A. inform members of the outreach information available on the IN AFS website, encourage them to promote the parent society and the chapter at outreach activities (e.g. student subunit activities and appropriate, work-related, public appearances), and
 - B. encourage members to email OC with information on completed outreach activities including name of activity, a brief description, name of organizer(s), location, date, and attendance.
6. Compile IN AFS outreach activities in a spreadsheet.
7. Organize one or two IN AFS outreach activities (e.g. IN AFS booth at the State Fair) with help of other IN AFS members.
8. Report outreach activities, findings, and recommendations in the newsletters, at annual IN AFS Chapter meetings, and interim meetings of the Executive Committee. The OC will also periodically write and submit short news releases and IN AFS newsletter articles about IN AFS outreach activities and/or assist other members that were involved in the activity with writing and submitting a news release or article.

The Outreach Coordinator will help to fulfill the IN AFS Mission Statement and certain IN AFS goals.

1.4 Technical Committees

Purpose:

The purpose of technical committees is to promote resource conservation and enhancement within the Division and to serve as the focal point for the collection and dissemination of information concerning important resource issues. Technical committees are organized to deal with topical areas addressing issues relating to taxonomic, habitat, or technical orientation. Each Technical Committee shall have a chair and a chair-elect (who ascends to the chair) who are appointed by the NCD President, following recommendations from the committee membership. The membership of Division Technical Committees is open to any member of the Division and may include persons from outside the Division as associate members, and does not require any official appointment. As such, membership in a Technical Committee lasts as long as each individual desires.

The NCD Procedure Manual lists ten technical committees including: Centrarchid, Esocid, Fish Culture, Genetics and Biodiversity, Great Lakes, Ictalurid, Reservoirs, Rivers and Streams, Salmonid, and Walleye. Six of these are active committees, including Centrarchid, Esocid, Genetics and Biodiversity, Ictalurid, Rivers and Streams, and Walleye. The other four are inactive.

The IN Chapter President shall appoint one representative to each active NCD Technical Committee to serve as a voting member of that committee. Any member may attend any technical committee meeting.

Duties of the Chapter Representative:

1. The Chapter Representative shall make every reasonable effort to attend the Technical Committee summer meeting (spring meeting for Rivers and Steams) and the annual business meeting during the Midwest Fish and Wildlife Conference. The representative should seek travel funding from his/her employer first but may request travel expense reimbursement for the summer meeting from the Chapter if the employer denies funding. Requests for travel expense reimbursement from the Chapter should be submitted to the Chapter President at least 30 days prior to the meeting.
2. Submit a written report on research and activities being conducted in the state relating to the Technical Committee to the Chair upon request.
3. Submit a written report on the summer meeting to the Newsletter Editor for inclusion in the newsletter following the meeting.
4. Report on important Technical Committee items to the Chapter membership at the Fall and Spring meetings.
5. Become familiar with the Duties of the Committee in the NCD Procedure Manual.

1.5 Student subunits

1.5.1 Ball State University

The purpose of the Ball State University Student Sub-unit is to foster interaction between students, faculty, and professionals in the fisheries field. They regularly host various talks given by fisheries professionals. They are also active in the community. In addition, they clean up a stretch of the White River every year.

1.5.2 Purdue University

The Purdue University Sub-unit of the American Fisheries Society was established in 1992. Their mission is to help promote education and gain experience in the field of fisheries and aquatic sciences for Purdue students. Through projects such as the Indian Creek and Purdue Pond sampling surveys, field trips to various fisheries-related operations, and functions such as state chapter meetings, they hope to achieve their goal of providing a forum for the increased understanding of fisheries and related fields.

2. CHAPTER MEMBERSHIP, RESOURCES, AND AWARDS

Membership in IN AFS is acquired by submitting personal contact information to the chapter secretary-treasurer, along with a nominal fee. Individuals do not have to be a member of the Parent Society to be a member of the Chapter. However, only Parent Society members can serve as an officer of the Chapter. Strategic planning was initiated through subunits of the American Fisheries Society in the mid-1980s. The IN AFS develops and updates a five-year strategic plan to outline goals and activities of the organization. The main medium of communication among Chapter members has been the newsletter and more recently, through the website and email updates. The Chapter also provides several awards to recognize outstanding contributions of members or other organizations to development of fisheries professionals and for fisheries education, science and management.

2.1 Membership application

*American Fisheries Society
Indiana Chapter, North Central Division*

2008 Membership Dues Statement - Check one

Note: If you are renewing your Parent Society dues, please renew your Chapter dues at the same time!

_____ INDIANA AMERICAN FISHERIES SOCIETY ONLY

DUES: Regular - \$10.00
Student - \$ 5.00

_____ PARENT SOCIETY & IN CHAPTER MEMBER,
Dues paid through parent society

_____ PARENT SOCIETY & IN CHAPTER MEMBER,
Dues **NOT** paid through parent society

DUES: Regular - \$10.00
Student - FREE

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ EMAIL: _____

EMPLOYER: _____

JOB TITLE: _____

INTEREST AREA: _____

Send payments and/or response sheet to:

Mark Pranckus
IN AFS Secretary-Treasurer
708 Roosevelt Rd.
Walkerton, IN 46574
Phone: (574) 586-3400

2.2 Strategic Plan Example (1997-2002)

The current five-year strategic plan for the Indiana Chapter was adopted at the IN AFS Business Meeting on February 25, 1997, in Nashville, Indiana. **Another Strategic Plan has not been implemented since.**

Mission Statement

The Indiana Chapter of the American Fisheries Society (IN AFS) supports the conservation of fisheries and aquatics ecosystems in Indiana by promoting professional excellence in fisheries science, management, and education.

Long-range Goals

Goal A. IN AFS will be the members' primary resource for professional development.

- A.1. Establish a computerized information network that is accessible to all members.
 - A.1.a. Establish an IN AFS Home Page with links to other pertinent home pages.
 - A.1.b. Provide a listing of unpublished technical reports and work in progress.
 - A.1.c. Provide job announcement information.

IN AFS Work Plan Items

- A.1.a. Design and establish IN AFS Home Page (ExCom, Purdue student subunit).
- A.1.b. List technical reports and work in progress with contact information in the newsletter and on the web page (ExCom, Purdue student subunit).
- A.1.c. Provide web page links to appropriate job announcement pages (ExCom, Purdue student subunit).

- A.2. Improve and expand the continuing education program.

IN AFS Work Plan Items

- A.2.a. Identify and prioritize membership needs for continuing education (Continuing Education Committee, ExCom).
- A.2.b. Host or co-sponsor at least one pertinent continuing education workshop every year (Continuing Education Committee, ExCom).
- A.2.c. Provide information regarding pertinent courses offered by other institutions on the web page (Continuing Education Committee, ExCom).

- A.3. Improve and expand symposia, special technical sessions, and panel discussions.

IN AFS Work Plan Items

- A.3.a. Hold one technical meeting in the spring and one business meeting in the fall (President-elect).
- A.3.b. Provide a plenary session, symposium, special technical session, or panel discussion at each spring technical meeting (President-elect).
- A.3.c. Establish technical committees to provide information at spring technical session on topics selected by the ExCom (ExCom).

Goal B. IN AFS will be financially secure.

- B.1. Develop a long-range financial plan that includes:
 - B.1.a. identifying the income stream;
 - B.1.b. prioritizing annual expenses;
 - B.1.c. identifying future resource needs;
 - B.1.d. increasing and diversifying non-dues revenue;
 - B.1.e. developing a long-term investment policy;
 - B.1.f. developing contingency funding requirements and growth plans;
 - B.1.g. improving retained earnings; and
 - B.1.h. tracking total costs and revenues of the IN AFS programs, services, products, publications, and meetings.

IN AFS Work Plan Items

- B.1.a. Periodically assess the level of chapter dues (ExCom, members).
- B.1.b. Develop and publish an annual budget for review at each spring technical meeting (Secretary-Treasurer, ExCom).
- B.1.c. Develop a 5-year financial plan (Secretary-Treasurer, ExCom).
- B.1.d. Recover costs and net revenue from the continuing education program (Continuing Education Committee, ExCom).
- B.1.f. Propose a contingency funding requirement for approval by the membership at the spring technical meeting (ExCom, members).
- B.1.h. Provide a detailed annual financial report at the spring technical meeting (Secretary-Treasurer).

- B.2. Better market the individual benefits of AFS membership.
- B.3. Periodically assess members' perceived cost-benefit values of projects and programs.
- B.4. Develop an individual financial plan for each IN AFS project.

Goal C. IN AFS will be recognized by the public as a primary source of scientifically based information concerning the conservation and management of regional fisheries and aquatic ecosystems.

- C.1. Emphasize conservation of fishery resources as part of aquatic ecosystems.
- C.2. Improve communication and collaboration with organizations that share fisheries interests.

IN AFS Work Plan Items

- C.2.a. Encourage participation of IN AFS members on NCD technical committees (ExCom).
- C.2.b. Publish reports from technical committee participants in the newsletter and web page (Purdue Student Subunit, members).
- C.2.c. Conduct joint meetings with allied conservation organizations (President-elect).

- C.3. Utilize innovative materials and processes for information exchange with the public.
- C.4. Improve visibility and image of the AFS as a scientific organization and information source.

IN AFS Work Plan Items

- C.4.a. Produce a chapter brochure which describes chapter goals, accomplishments, and membership information (Ad Hoc Committee, ExCom).
- C.4.b. Present the chapter display at conferences of allied conservation organizations (ExCom, members).
- C.4.c. Exchange newsletters with other conservation organizations (Newsletter Editor).
- C.4.d. Include statement in chapter newsletter to encourage duplication and distribution of the newsletter (Newsletter Editor).
- C.4.e. Provide representation on task forces and committees regarding development of natural resource policies (ExCom, members).

- C.5. Encourage increase in membership among fishery administrators and managers within IN AFS.
- C.6. Encourage publication of articles highlighting the work of the AFS and NCD members in the popular press.

IN AFS Work Plan Items

- C.6.a. Distribute information to the media concerning the awards program, continuing education program, and chapter resolutions (FIN Manager).

Goal D. IN AFS will be involved in development of public policy affecting fish and fisheries.

- D.1. Adopt AFS guidelines for providing input on public policy issues (i.e., advocacy).
- D.2. Institute procedural controls to guide staff and the Executive Committee in developing and communicating public policy issues.
- D.3. Encourage an increase in membership among fishery policy makers.
- D.4. Use the Fisheries Information Network to communicate scientifically based information.

IN AFS Work Plan Items

- D.4.a. Maintain a Fisheries Information Network Manager and promote advocacy activities in the chapter (ExCom, FIN Manager).
- D.4.b. Use information on member professional interests to obtain review and comment on issues from appropriate individuals (ExCom, Membership Committee, FIN Manager).

D.4.c. Identify officers and coordinate selected issues with key conservation groups in Indiana (Fin Manager).

Goal E. IN AFS will have experienced and skilled leaders.

E.1. Implement a leadership development program.

IN AFS Work Plan Items

E.1.a. Encourage all unit leaders to attend leadership training sessions (ExCom, members).

E.1.b. Develop an IN AFS "Operational Handbook" that describes necessary steps to successfully conduct chapter activities (President, ExCom).

E.1.c. Encourage effective leaders to participate in larger units of AFS (ExCom, members).

E.2. Establish an incentive program for leaders.

E.3. Actively recruit students, females, and minorities to leadership roles.

IN AFS Work Plan Items

E.3.a. Request student subunit representation on all chapter committees (ExCom, Student Subunits).

E.3.b. Actively recruit women and traditional "minorities," as well as under-represented groups in IN AFS, including people outside of DNR and those with careers other than fisheries management, to leadership roles (Nominating Committee, ExCom).

E.3.c. Support the NCD student travel fund with matching grants for student subunit participation at the Midwest Fish and Wildlife Conference (ExCom, Student Subunits).

E.4. Ensure that the process of nominating officer candidates is equitable and produces the best candidates.

E.5. Develop marketing programs for employers describing the benefits of their employees assuming AFS and NCD leadership roles.

Goal F. IN AFS members, volunteer leadership, and Chapters will effectively communicate and actively participate in implementing the AFS and NCD strategic plans.

F.1. Better communicate and coordinate IN AFS activities with other AFS units.

IN AFS Work Plan Items

F.1.a. Provide work plans, meeting schedules, and reports to AFS for inclusion in *Fisheries* and on the AFS web page (ExCom, Purdue Student Subunit).

F.1.b. Participate in the development of the NCD Annual Work and Strategic Plans (ExCom, members).

F.1.c. Prepare an IN AFS Annual Work and Strategic Plan that dovetails with the AFS and NCD plans (ExCom, Ad Hoc Committee, members)

F.1.d. Publish the IN AFS plans in the newsletter and on the chapter and NCD home pages (Newsletter Editor, Purdue Student Subunit).

F.1.e. Send copies of the IN AFS newsletter to other chapters, officers, and technical committee chairs of the NCD (Newsletter Editor).

F.2. Improve the use of electronic media for communication (see A.1).

F.3. Dedicate resources to planning efforts.

IN AFS Work Plan Items

F.3.a. Maintain an ad hoc committee composed of the ExCom, student representatives from each subunit, and any interested at-large members to solicit comments from the membership at the fall business meeting and refine Annual and 5-year Strategic Plans for approval at the spring technical meeting (President, ExCom).

Goal G. IN AFS will increase the diversity of its membership and the fisheries profession.

- G.1. Implement a career information program about fisheries that is focused at the high school and college level.

IN AFS Work Plan Items

- G.1.a. Encourage members to provide information and conduct presentations for high school and college classes and sporting clubs (ExCom, members).
- G.1.b. Support internship programs and provide opportunities for students to observe fisheries professionals at work (ExCom, Continuing Education Committee).
- G.2. Encourage an increase in IN AFS and AFS membership among fishery administrators and managers and among professionals in fisheries-related disciplines.
- G.3. Develop a targeted, professional development program to recruit undergraduate student members.

IN AFS Work Plan Items

- G.3.a. Encourage participation of undergraduate and graduate students in student subunits (ExCom, Student Subunits).
- G.3.b. Provide timely and effective guidance to student leaders (ExCom, members).
- G.3.c. Include description of chapter benefits for students in chapter brochures and displays (ExCom, Ad Hoc Committee).
- G.3.d. Include an informative student's column in the chapter newsletter, as well as subunit activity reports (Student Subunits, Newsletter Editor).

Goal H. IN AFS managers and scientists will be viewed as professionals by employers and the public.

- H.1. Implement a professionalism initiative.

IN AFS Work Plan Items

- H.1.a. Continue IN AFS annual awards program; give an annual award for best printed paper; consistently submit nominations for NCD and AFS awards; apply for most active chapter award (Awards Committee).
- H.1.b. Encourage members to publish; fund page charges for publication (ExCom).
- H.1.c. Encourage members to apply for and maintain Certified Fisheries Scientist or Associate Fisheries Scientist status, as well as obtaining C.E.U. credits for participation in chapter activities (ExCom, Continuing Education Committee).

- H.2. Take a leadership role in enhancing salary, safety, and working conditions for fishery professionals.

IN AFS Work Plan Items

- H.2.a. Continue efforts to support legislation regarding DNR and other professional salaries (Legislative Breakfast Committee, FIN Manager, ExCom).

- H.3. Take a leadership role in enhancing university-based fisheries education programs.

IN AFS Work Plan Items

- H.3.a. Communicate support for fisheries programs at Indiana universities (Continuing Education Committee, ExCom).

- H.4. Implement a public education program to enhance stature of the profession.

- H.5. Take a leadership role in educating employers of the need for professional standards.

IN AFS Work Plan Items

H.5.a. Assist with distribution and support of the professional standards and compensation package that is currently under development by the parent society Professionalism Committee (ExCom, Continuing Education Committee).

Goals accomplished from the 1991 plan

* *Establish a standing committee to develop resolutions and position statements as requested by the president on behalf of the executive committee.* The Resolutions Committee is chaired by Stuart Shipman and has developed a number of resolutions, addressing grass carp, DNR salaries, qualifications of the DNR director, and deregulation of drainage maintenance (which was passed by both the NCD and Parent Society).

* *Identify lobbyists for liaison between chapter and state legislature on natural resource issues.* The Chapter and The Wildlife Society have co-sponsored an annual legislative breakfast since 1993.

* *Reduce registration and dues for students, etc.* Several strategies refer to providing information for students. Formation of the student subunits is an important step in addressing these concerns.

* *Provide career information at a special session for students at the spring technical meeting.* The topic of a history of the fisheries profession was addressed at a 1995 meeting with The Wildlife Society.

2.3 Newsletter deadlines and web posting

The newsletter will be published three times a year in April, August, and December. All submissions are due on the fourth Friday in March, the fourth Friday in July, and the fourth Friday in November. These dates are subject to change to accommodate the schedule of the newsletter editor. Primary updates to the website include posting the newsletter (three times a year), calendar of events, job announcements, current news, chapter updates, change of officers (after Fall meeting). With the exception of the newsletter posting (see newsletter responsibilities) and change of officers, there are no definitive dates or timelines.

2.4 Awards program - description of awards, nomination forms, and scoring sheets

The Indiana Chapter of AFS provides four awards for activities of members and external organizations, along with awards for best oral presentations and posters at the spring technical meeting. In addition to handling these IN AFS awards, the Awards Committee Chair is also responsible for handling the Past President's award from the AFS Parent Society and any other special awards that are given. All pertinent forms and descriptions are maintained on the IN AFS website.

2.4.1 Most Active Organization in Indiana Fisheries

Purpose: To recognize an organization that makes an outstanding contribution to any Indiana fishery.

Eligibility criteria: Candidates for the award shall be any Indiana-based organization or state chapter of any national organization. The candidates shall have made outstanding contributions to any Indiana fishery within the last two years.

Selection criteria: Candidates for the award may be nominated by any Indiana Chapter member. The deadline for submitting written nominations shall be posted in the chapter's summer newsletter.

NOMINATION FORM: MOST ACTIVE ORGANIZATION IN INDIANA FISHERIES
Indiana Chapter of the American Fisheries Society

Date: _____

1. Organization name: _____
Address: _____

Contact for the organization:

Name: _____

Telephone: _____

Email: _____

2. Total number of members: _____

3. Officers

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

4. Person making nomination:

Name: _____

Address: _____

Telephone: _____

Email: _____

Signature: _____

5. Most outstanding accomplishment:

6. Special activities:

7. On a single attached sheet (one side only), describe what makes this organization an active and important contributor to Indiana fisheries. Also use this sheet to expand on any of the above areas. Copies of any written or printed material (letters, newsletters, newspaper clippings, etc.) that lend support to your nomination are welcomed. This material will not be returned.

2.4.2 Excellence in Fisheries Science

Purpose: To recognize an Indiana AFS chapter member who has made an outstanding contribution to fisheries science in Indiana. The contribution may be a single activity or a collection of achievements over the individual's career. Former Indiana chapter members may be nominated if most of their work occurred while they were chapter members.

Eligibility criteria: Candidates for the award shall be (or shall have been) employed as a professional (e.g., teacher, researcher, administrator) in the field of fisheries science in Indiana during the period of accomplishment for which he or she is being considered for the award. The candidates shall be (or shall have been) chapter members and may be retired but must be living when nominated.

Selection criteria: Candidates for the award may be nominated by any two Indiana chapter members. The deadline for submitting written nominations shall be posted in the chapter's summer newsletter.

NOMINATION FORM: EXCELLENCE IN FISHERIES SCIENCE
Indiana Chapter of the American Fisheries Society

Date: _____

1. Nominee:

Name: _____
Address: _____

Telephone: _____
Email: _____

2. Nominator 1:

Name: _____
Address: _____

Telephone: _____
Email: _____
Signature: _____

3. Nominator 2:

Name: _____
Address: _____

Telephone: _____
Email: _____
Signature: _____

NOTE: Two nominators (w/signatures) are required for this form to be valid.

4. On a single attached sheet (one side only), provide a brief biographical sketch of the nominee.
5. On another single attached sheet (one side only), provide a brief narrative of significant contributions made by the nominee to the field of fisheries.

6. Attach copies of any additional materials that lend support to your nomination. You may attach a copy of the nominee's resume or vitae, but this should not be used as a substitute for items 4 and 5.

2.4.3 Outstanding Student Research

Purpose: To recognize outstanding student research in fisheries science or aquatic biology at any Indiana college or university.

Eligibility criteria: Candidates for the award must be graduate or undergraduate students at any Indiana college or university, or have satisfactorily completed requirements for graduation at such an institution within the calendar year preceding the annual spring meeting. The major focus of their research should be in fisheries science or aquatic biology. Each candidate's document may be a typed report, thesis, or published paper. Each candidate must also be sole author or senior author when no other student is a junior author.

Selection criteria: Candidates for the award may be nominated by any Indiana chapter member. The deadline for submitting written nominations shall be posted in the chapter's summer newsletter.

NOMINATION FORM: OUTSTANDING STUDENT RESEARCH Indiana Chapter of the American Fisheries Society

Date: _____

1. Nominee:

Name: _____

Address: _____

Telephone: _____

Email: _____

2. College or university (and department) that nominee attends:

3. Title of nominee's research document:

4. Person making nomination:

Name: _____

Address: _____

Telephone: _____

Email: _____

Signature: _____

5. Four copies of the nominee's research document should accompany this nomination form. One copy is sufficient if the document is a thesis.

6. On a single attached sheet (one side only), describe the significance of this candidate's work to fisheries science or aquatic biology.

2.4.4 Exceptional New Member

Purpose: To recognize any new Indiana chapter member who has gone beyond the call of duty to better the chapter or the fisheries profession in Indiana.

Eligibility criteria: Candidates for the award shall be Indiana AFS chapter members who have joined the chapter within the last three years. The candidates shall have gone beyond the call of duty to better the chapter or fisheries profession in Indiana.

Selection criteria: Candidates for the award may be nominated by any Indiana chapter member. The deadline for submitting written nominations shall be posted in the chapter's summer newsletter.

NOMINATION FORM: EXCEPTIONAL NEW MEMBER

Indiana Chapter of the American Fisheries Society

Date: _____

1. Nominee:

Name: _____

Address: _____

Telephone: _____

Email: _____

2. Person making nomination:

Name: _____

Address: _____

Telephone: _____

Email: _____

Signature: _____

3. Date candidate became a chapter member: _____

4. On a single attached sheet (one side only), provide a brief narrative of significant contributions made by the nominee to the chapter or to the fisheries profession in Indiana.

5. Attach copies of any additional materials that lend support to your nomination.

2.4.5 Best Paper Award (Professional and Student)

Purpose: To recognize excellence of an oral presentation of quality research in the field of aquatic sciences.

Eligibility criteria: Presenter shall be a member of the Indiana Chapter of AFS in good standing. Only oral presentations will be considered for this award.

Selection criteria: Individuals shall communicate to the chair of the Awards Committee whether the presentation is to be considered professional or student. Evaluation of presentations will be completed by a minimum of three judges using the standard Best Paper Award Form. To insure excellence, presenters must have a minimum average score of 80 based on 100 using the standard form. Winners will be determined by highest overall score. In case of ties, the judges will conduct a secret ballot to determine the winner (chair will vote only when necessary to break a tie ballot).

The current judging form for best paper award is located on the IN AFS website.

2.4.6 Best Poster Award (Professional and Student)

Purpose: To recognize excellence of a poster presentation of quality research in the field of aquatic sciences.

Eligibility criteria: Presenter shall be a member of the Indiana Chapter of AFS in good standing. Only those presentations which incorporate a poster and any other visual aids will be considered for this award.

Selection criteria: Individuals shall communicate to the chair of the Awards Committee whether the presentation is to be considered professional or student. Evaluation of presentations will be completed by a minimum of three judges using the standard Best Poster Award Form. To insure excellence, presenters must have a minimum average score of 80 based on 100 using the standard form. Winners will be determined by highest overall score. In case of ties, the judges will conduct a secret ballot to determine the winner (chair will vote only when necessary to break a tie ballot).

The current judging form for best poster award is located on the IN AFS website.

2.4.7 List of previous award winners (partial)

The list of all award winners is maintained on the IN AFS website.

1997 Most Active Organization: Hoosier Muskie Hunters
Best Student Research: Mark Tonello
Excellence in Fisheries Science: Bill James

1998 Excellence in Fisheries Science: Gary Doxtater
Best Professional Paper: Tom Lauer
Best Student Paper: Melody Myers-Kinzie

1999 Best Professional Paper: Tim Cwalinski
Best Student Paper: Diane Kallmeyer

2000 Best Professional Paper: Jed Pearson
Best Professional Poster: Paul Allen

2001 Best Professional Paper: Jed Pearson
Best Professional Poster: Vicki Poole
Best Student Paper: Jason Doll

3.0 LEGISLATIVE ACTIVITIES

3.1 Legislative reception

The IN AFS annually sponsored a legislative reception to share issues and perspectives with Indiana legislators. The reception was held as a breakfast or evening social. The Chapter cosponsored the reception with Indiana chapters of a number of other natural resource professional societies, including The Wildlife Society, the Soil and Water Conservation Society, and Society of American Foresters. Conservation Day now takes the place of this activity because it is less expensive, less time-consuming for Chapter members, and incorporates many more organizations in one event.

3.1.1 List of previous topics for legislative receptions

1998 Educational programs (Go FishIN)
2000 Habitat improvement on private lands
2001 Land use and natural resource management

3.2 Issue advocacy

The Parent Society has established written criteria, which shall be used to determine whether it is appropriate for the Society to advocate an issue, and they provide a checklist of the steps needed to properly arrive at a position. The criteria were developed to ensure, without unnecessary restrictions on advocacy, that a member does not improperly attribute personal views to the Society or one of its subunits. Subunits preparing advocacy or position statements should consider the additional criteria outlined in the appropriate section of the guidelines. The advocacy guidelines are on the Parent Society website.

3.2.1 Strategies for communicating with legislators

These guidelines are based on information provided by the Indiana coalition for “Teaming With Wildlife” legislation.

- 1) Call the office and make an appointment to see the legislator. They may want you to fax the particulars to the office (Name and number of the bill and your affiliation).
- 2) Be prepared. Know what points about the legislation you wish to emphasize. Take another chapter or coalition member of the chapter with you. Call if you need to know who the other chapter or coalition members are in your area. I will be glad to go along with you as an invited person.
- 3) Be short and to the point with your presentation about the resource issue. Be ready to answer why the legislation is important to you. Ask for support for the legislation by using the bill number if possible. Then call the Chapter President or other sponsoring organization with a brief report. Information from your report may be conveyed to other officers or organizations, depending on the issue.

3.2.2 How to write an effective opinion editorial or letter to the editor

Utilize the media for fish and wildlife. Write and place an opinion editorial on natural resource issues in your local newspaper! Opinion editorials are highlights on the editorial pages. A letter

to the editor can be written following the similar guidelines. These recommendations were based on guidelines from the Indiana coalition for CARA legislation.

Most newspapers publish an opinion editorial page next to the editorial page. The newspaper's staff, syndicated columnists, or national and community opinion leaders often write the articles. Although most newspapers keep an open mind in determining the content of their opinion editorials, some newspapers will be more inclined to publish an opinion piece on conservation funding than others will. That's why it is important to research the newspaper in advance to understand what kind of editorials it publishes, as well as what issues are covered in the stories. Remember that a newspaper will not publish a story unless it feels it represents a unique or different perspective.

When you have decided to write an opinion editorial, arrange a meeting with the opinion editorial page editor to discuss your ideas and the subject you wish to write about for the newspaper. If they agree to publish your editorial, make sure you get the details on how long the story should be and vehemently observe all deadlines. Finally, if the story is printed, write a thank you note to the editor and keep in touch to update them with additional information on the conservation funding campaign.

When writing an opinion editorial, consider the following outline:

1. Give a concise, but thorough, background on the natural resource issue. Remember the majority of people reading the story may not have an understanding of the issue. Give a thoughtful, yet brief, background on the issue before venturing into more details of the campaign.
2. Embolden your message citing national trends that support your position. Some factors that favor the position may be a strong economy, the successful passage of similar initiatives, bipartisan support for the issue, strength and diversity of the constituency, and the feelings of leaving a legacy to our children in the new millenium.
3. Localize the story. The audience for your opinion editorial will want to know how the issue affects their community. Provide the reader with specific examples of well-known local situations affected by threats to the natural resource and give some examples of how improvements in resource management can benefit the community in the future.
4. Highlight the success of similar support of the position. The opinion editorial allows you to stress the importance of support the position from both local and national elected officials.
5. Get the right individual to sign the opinion editorial. A local newspaper is more apt to allow a community leader to author an editorial. What is the focus of the article? Find a local leader who may have some name recognition or standing in the community. Examples of potential authors could be local "smart growth" leaders, recreation businesses, historic preservationists, wildlife activists or managers, local elected officials, or other members of the community who are recognized for a specific skill or leadership trait.

3.3 Past policies and resolutions (partial)

- 1971 Guidelines for Reporting of Fish Kills
- 1979 Resolution to Expand the Dingell-Johnson Act
- 1984 Support for Policies Concerning Land Use Practices
- 1992 Closure of the Indiana Mussel Harvest Season

- 1993 Resource Professional Salary Issues
- 1994 Increased Funding for the Great Lakes Fisheries Commission
- 1997 Cooperative Interjurisdictional Protection of Lake Michigan Yellow Perch
- 1997 Teaming with Wildlife Initiative
- 1997 Protection of Lake Shorelines from Adverse Development
- 2001 Dam Removal
- 2001 Land Use Policy Statement

4.0 ANNUAL MEETINGS AND CONFERENCE PLANNING

The President-Elect serves as the chair of business meetings. Other conferences and workshops are chaired by volunteers as appointed by the chapter president.

4.1 Business meetings

The IN AFS holds two business meetings annually (spring and fall) along with periodically hosting conferences and workshops. The spring business meeting is usually held in conjunction with technical paper and poster presentations.

4.1.1 Tasks for planning a spring technical meeting

Select program committee

- a. logistics
- b. program
- c. on-site duties

Determine program topic and format

Hotel and conference room arrangements with government room rate

Select caterer for banquet

First meeting announcement in summer newsletter

Contact potential speakers for plenary session

Contact and coordinate transportation for plenary and workshop speakers

Send call for papers in fall newsletter

Determine approximate costs and set fee for registration

Put registration form and directions to meeting in fall newsletter

Compile abstracts and coordinate concurrent sessions

- 1. moderators for sessions
 - a. have speakers send biographies to moderators
- 2. audiovisual assistants for sessions
 - a. check equipment for function (projector, laser pointer, podium light)
 - b. run lights and projectors

Subunits solicit donations and door prizes from corporate sponsors and other businesses

Receive and process registrations

Print name tags

Design and printing of program bulletin, including advertisements for corporate sponsors

Registration table - two people for name tags and fee collection

4.1.2 Business meeting agenda (example)

Business Meeting Agenda

Indiana Chapter of the American Fisheries Society

date

place

- 1) Call To Order
- 2) Establish Quorum
- 3) Agenda Additions / Deletions
- 4) New Members / Guests
- 5) Secretary's Report
- 6) Treasurer's Report
- 7) Committee Reports
 - a) Standing Committees
 - i) Awards
 - ii) Program
 - iii) Membership
 - iv) Nominations
 - v) Resolutions
 - vi) Communications
 - b) Ad hoc Committees
 - i) Continuing Ed
 - ii) Certification
 - iii) Legislative Communications
 - iv) History and Archives
 - v) Outreach Coordinator
 - c) Technical Committees
 - i) Rivers and Streams
 - ii) Centrarchid
 - iii) Esocid
 - iv) Walleye
 - v) Ictalurid
 - d) Student Subunit Reports
 - i) Ball State
 - ii) Purdue
- 8) Old Business
- 9) New Business
 - a) Installation of new officers (FALL MEETING ONLY)
 - b) Election of officers (SPRING MEETING ONLY)
- 10) Adjourn

4.1.4 Chapter budget (example)

Proposed chapter budgets are prepared by the Treasurer for the upcoming year and presented for membership approval at the spring meeting. Budget updates are provided at the fall meeting.

INDIANA CHAPTER OF AFS

Year Proposed Budget

March 1, *Year* to February 28, *Year*

INCOME

Dues received

Contributions received

Interest

Spring meeting

Fall meeting
Miscellaneous income
TOTAL INCOME

EXPENSES
Postage and printing
Best student paper award
Spring meeting
Fall meeting
Conservation Day (INCA membership)
Awards and certificates
Executive committee travel
Dues paid
Contributions paid
Miscellaneous expenses
TOTAL EXPENSES

STARTING BALANCE
INCOME
EXPENSES
YEAR END BALANCE

4.1.5 Introduction to Robert's Rules of Order

The following "Introduction to Robert's Rules of Order" is taken directly from a website by the Gamma Zeta Chapter of Alpha Phi Omega, Georgia Institute of Technology, at:
<http://cyberbuzz.gatech.edu/apo/robert.html>

What Is Parliamentary Procedure? It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important? Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor

- a. Wait until the last speaker has finished.
- b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
- c. Wait until the Chairman recognizes you.

2. Make Your Motion

- a. Speak in a clear and concise manner.
- b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
- c. Avoid personalities and stay on your subject.

3. Wait for Someone to Second Your Motion

4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.

6. The Chairman States Your Motion

- a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
- b. The membership then either debates your motion, or may move directly to a vote.
- c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.

7. Expanding on Your Motion

- a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
- b. The mover is always allowed to speak first.
- c. All comments and debate must be directed to the chairman.
- d. Keep to the time limit for speaking that has been established.
- e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.

8. Putting the Question to the Membership

- a. The Chairman asks, "Are you ready to vote on the question?"
- b. If there is no more discussion, a vote is taken.
- c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
5. Most importantly, BE COURTEOUS.

4.2 Workshops and conferences

Planning for workshops and conferences requires coordination of a number of activities in a sequence ensuring that work will be completed on time and within the budget set for the workshop. The following timeline and tasks provide guidelines for a typical event.

4.2.1 Planning timeline (example)

August 18, 1995 - Planning meeting, NRCS state office

Draft schedule

Identify groups to help plan

December 7, 1995 - conference call

Decide on topics

Contact speakers

Find a facility

April 11, 1996 - Planning meeting, NRCS state office

- Finalize program
- Identify caterer and plan meals
- Advertising strategy
- Decide on funding coordination between societies
- Set fee for the workshop

September 26, 1996 - Conference call

- Coordinate sessions - moderators and audiovisual assistants for sessions
- Registration, name tags
- Meeting handouts

4.2.2 Committee tasks (example)

Select program committee

- a. logistics
- b. program
- c. on-site duties

Determine program topic and format

- a. theme
- b. decorations (banners and signs for: directions to event, schedule for rooms, recognition for donations)
- c. determine number of attendees
- d. determine spatial needs (rooms, field sites, travel) and room setup
- e. contact speakers (plenary, symposia, contributed papers, posters)
- f. determine audiovisual equipment needs or restrictions
- g. compile abstracts and coordinate concurrent sessions
- h. contact moderators for sessions
- i. have speakers send biographies to moderators
- j. compile speaker outlines or notes for participant packets or proceedings
- k. contact audiovisual assistants for sessions (lights and projectors)

Select hotel and conference room

- a. meet specific needs for space and location
- b. rates (government room rate)
- c. meeting room space (sleeping, exhibit and display, breakouts)
- d. food and beverage services (breaks and banquets)
- e. plan tours, related workshops or free-time activities (mixers)
- f. on site transportation for participants and speakers
- g. establish an estimated and actual budget
- h. set fees for registration and define what registration includes
- i. solicit donations and door prizes from corporate sponsors

Advertisement

- a. first meeting announcement in newsletters (IN AFS and affiliate organizations)
- b. detailed meeting announcement with registration and directions (mailing)
- c. request for papers (first and second call)
- d. media contacts for issues raised at event

Registration materials

- a. schedule of events

- b. print name tags
- c. design and printing of programs, including advertisements for corporate sponsors
- d. information on local restaurants or free-time activities
- e. pre-printed receipts for pre-registered participants
- f. collection of fees for and walk-in registrations
- g. handouts or packets
- h. meeting evaluation forms
- i. message board

On-site responsibilities

- a. receive and process registrations
- b. confirm speaker arrivals
- c. contingency plans for absent speakers
- d. check equipment for function (projector, laser pointer, podium light)
- e. availability of back-up equipment (bulbs, extra projectors, extra slide carousels)
- f. check room set-up

Meeting follow-up

- a. pay hotel and speaker fees
- b. send thank you letters to corporate sponsors
- c. send thank you letters to speakers
- d. send follow-up letters to participants, as needed
- e. review participant evaluations

(modified from: Elkhart County Convention & Visitors Center)

4.2.3 Budget for a conference (example)

Fixed costs:

Speaker fees	\$1,200
Speaker travel	315
Speaker lodging	400
Copying registration forms (1,000 at \$0.25)	250
Copying programs (350 at \$1)	350
Copying handouts	630
Postage	93
Name tags (350 people)	71
Meeting rooms	0
Audio-visual and sound equipment	<u>120</u>
Total fixed costs:	\$3,429 (\$11-17 / person)

Per person costs:

Soda break (Wed 11/20pm, 300)	
18 gal. iced tea	250
350 sodas	400
Continental breakfast (Thurs 11/21am, 350)	
@ \$3.95 / 300	1,185
Soda break (Thurs 11/21am, 350)	
18 gal. iced tea	250
350 sodas	400
Total for breaks	\$2,485

Banquet (Wed, 11/20pm, 350 people)	
145 people x \$16	
Total for banquet	<u>2,320</u>
TOTAL COSTS	\$ 8,234

Registration fee (assuming 350 people)	\$30
Late registration additional fee (after Nov 1)	\$ 5
Student registration	\$15
Banquet fee	\$15

Note: Hotel rooms must be reserved by October 19, 1996.

Speaker costs:	fees	travel	lodging
speaker name	amount	amount	amount

4.2.4 Planning a Workshop (example)

Workshop Title
 Workshop and Joint Society Meeting
 November 20-21, 1996

PURPOSE OF WORKSHOP

The workshop will explore methods and costs of designing drainage projects which incorporate stream habitat needs in agricultural and urban areas in Midwestern states and will provide an opportunity for natural resource professionals, drainage managers, and landowners to interact in a learning environment.

LOCATION

We need a facility that will support a workshop and evening meal for about 350 people, three rooms for chapter business meetings that each seat 100 people, and overnight housing for about 200 people. Estimates by society are:

100	SWCS
80	TWS
60	AFS
100	SWCD / drainage boards / surveyors / developers / civil engineers
350	total

Rooms: We have signed a contract with the Best Western Waterfront Plaza Hotel. Rates are set at \$48 single, \$54 double. About 30 overnight rooms would be needed for Tues. (11/19) and 100 overnight rooms for Wed (11/20). Rooms must be reserved by calling the hotel directly by October 19, 1996, and signifying "Joint Society Meeting." One large theater style room for 350 people on Wed and Thurs and three theatre-style rooms with capacity of 100 for concurrent business meetings on Wed afternoon.

Banquet: A buffet banquet with a keynote speaker will be held for all attendees on Wed, Nov 20, which will be charged separately from conference registration. Banquet hall will be available from 6-9pm, or later if we request. A guaranteed count is required 72 hr prior to function (Fri, 11/15). Megan Johnson, caterer, tel. 317-298-9918.

AV Equipment: The hotel provides one podium and microphone for each room at no additional cost. Audiovisual equipment may be brought from outside sources. Division of Soil

Conservation, IDNR, can provide one screen, an overhead projector, and slide projector. AFS has a laser pointer for presenters to use.

PARTICIPANTS AND ADVERTISEMENT

Society members, county drainage boards and surveyors, rural and urban landowners, environmental organizations, government regulators, developers, county commissioners, and others. Sources of mailing labels include: Developers - Randy Braun, Chief, Urban Conservation Program, Div. of Soil Conservation, tel. 317-233-1486; SWCDs - Katie McPherson, Div. of Soil Conservation, tel. 317-233-3870.

William Elliott has agreed to prepare a three-fold brochure to advertise the workshop and had some impressive examples at the meeting. He can also conduct a bulk mailing by September 1, if organizations can produce mailing labels for him.

The title of the conference was the last topic we discussed at the April meeting. Further discussion concerning the negative implications of the word "breaking" led to suggested alterations to the title. We should have a final title and agenda for the brochures by June 20.

Letterhead for letters to speakers and corporate contributors will be designed, using logos from the sponsoring societies.

Outlets for press-release style information include:

chapter newsletters

Indiana Society of Professional Land Surveyors

Indiana Society of Landscape Architects

County Planning Commissions, Water Basin Commissions

"Topsoil"

"Nonpoint Notes"

nonpoint source conference on June 26 - Chris Tippie, NRCS, 317-243-5173.

SWCD Supervisor's fall workshops in September

"Fisheries" list of continuing education courses

Engineering firms - LARE consultants (White), NuTec, North American Green

A short description of the conference, final agenda, and contact phone numbers for newsletters should be developed by June 20 (Elliott).

SPONSORS AND CONTACTS

Hoosier Chapter of the Soil and Water Conservation Society

Nikki McClain, Chris Torp, William Elliott

Indiana Chapter of the American Fisheries Society

Gwen White, Jerry Sweeten, Steve Andrews

Indiana Chapter of the Wildlife Society

Dean Zimmerman, Katie Smith

Indiana Association of Soil and Water Conservation Districts - Warren Baird

Indiana County Surveyors Association (60 counties) - John McNamara

Indiana Farm Bureau - Bob White

4.3 List of previous workshop topics and potential topics (partial)

The following partial list provides some of the workshop and conference dates and topics that have been sponsored by IN AFS:

Nov. 20-21, 1996 – Log Jam Conference on Regulated Drain Projects
Oct 14-15, 1997 – Nongame Fish Identification
Sept 11, 1998 – Mussel Identification
Dec 6-9, 1998 – Sediment Dynamics in Streams and Rivers, Midwest FWC, Cincinnati
Mar 3-4, 1999 – Geomorphology and Biotechnical Engineering, Muncie
Aug 1999 – Nongame Fish Identification
Oct 23-24, 2001 – Gaining Ground Land Use Conference, Airport Adams Mark, Indpls
Oct 3-4, 2002 – Electroshocking Techniques, Purdue
September 20, 2005 – Investigation and Valuation of Fish and Mussel Kills, Niles, MI
September 2006 - Statistical Aspects of Sampling Freshwater Fish Populations, Indianapolis, IN
February 13-14, 2007 – Freshwater Mussel Ecology and ID, Pokagon State Park, IN
September 13, 2007 – Conflict Resolution Skills, Columbia City, IN
September 15-16, 2008 – FAST Workshop, Muncie, IN

4.4 Examples of meeting documents

The following collection of meeting documents provides examples that can be modified to fit the current use.

4.4.1 Descriptions of conference objectives

Workshop Title
Workshop and Joint Society Meeting
November 20-21, 1996

Description

The workshop will explore methods and costs of designing drainage projects which incorporate stream habitat needs in agricultural and urban areas in Midwestern states and will provide an opportunity for natural resource professionals, drainage managers, and landowners to interact in a learning environment.

Objectives

1. Describe effects of channelization on environmental quality;
2. Introduce methods of protecting and restoring stream habitat in drainage projects;
3. Identify the economic costs and benefits of drainage and habitat improvements;
4. Review state and federal legislative issues related to stream habitat; and
5. Simulate interdisciplinary coordination in drainage projects.

Level: 1 CEU credit for 10 contact hours.

Registration for credit: \$5 AFS members, \$7.50 nonmembers.

Dates: November 20-21, 1996

Location: Best Western Waterfront Plaza Hotel, Indianapolis, Indiana

Closing date for pre-registration: November 1, 1996

Contact person: Name, address, telephone, email.

4.4.2 Program schedule for a spring technical and business meeting

Tues, March 5, 1996

1:00-4:30 Plenary Session - Great Lakes Ecosystem Management
Exotic species invasions - Ellen Marsden

A decade of change in plankton diversity - Paul Bertram
Early mortality in salmonids - Sue Marcquenski
State management of Lake Michigan fisheries - Rich Hess

5:30-7:30 Mixer at the Shedd Aquarium

Wed, March 6

8:00-11:30 Technical sessions

11:30-12:30 Lunch

12:30-3:00 Technical sessions

3:00-5:00 Business meetings and awards

6:00-9:00 Mixer and raffle for Illinois and Indiana chapters

Thurs, March 7

8:30-11:30 Aquaculture Seminar

Effects of hatchery fish on native fish - Dave Phillip

Intensive aquaculture - Southern Illinois University

MICRA: State management of exotics - Mike Conlon

Aquaculture in aquarium context - Shedd Aquarium

Commercial aquaculture - LaDon Swan, Paul Brown

11:30 Adjourn

4.4.3 Newsletter announcement

Indiana/Illinois IN AFS Spring Meeting 1996

Indiana and Illinois Chapters will hold a joint technical meeting during March 5-7, 1996, at the Allerton Hotel in downtown Chicago. The theme of the plenary session will be "Fisheries and Ecosystem Management in the Great Lakes Region." Highlights of the meeting will include a Tuesday evening mixer hosted by the Shedd Aquarium, banquet, raffle, and half-day continuing education workshop on "Aquaculture and Genetics" on Thursday morning. Suggestions for speakers or topics for the workshop would be welcome. The deadline for submitting abstracts for 20-minute presentations will be January 15, 1996. Arrangements will be made for state employees to stay in a nearby hotel in Indiana and travel to the meeting. For more information, please contact: meeting coordinator address.

4.4.4 Call for Papers

Joint Meeting of the Indiana and Illinois Chapters of the American Fisheries Society

Tuesday-Thursday, March 5-7, 1996

Allerton Hotel, Chicago, Illinois

The theme of the plenary session will be "Fisheries and Ecosystem Management in the Great Lakes Region." Highlights of the meeting will include a Tuesday evening reception hosted by the Shedd Aquarium, evening mixer/raffle with the Illinois chapter, and half-day continuing education workshop on "Aquaculture and Genetics" on Thursday morning. Please submit abstracts for posters or presentations on topics of interest in fisheries management, culture, and research. Plan for presentations of 15 minutes in length with 5 minutes for discussion. An abstract for poster presentations is also required. We anticipate a very exciting program from both the Indiana and Illinois chapters and would like to coordinate concurrent sessions to limit overlap in similar topics. Receiving abstracts as soon as possible will facilitate this planning process. Please keep your abstract to 250 words or less, according to the following format. Please include a 3.5" diskette in common word processing software format or ASCII format. Indicate whether you are submitting a paper or poster and any audiovisual needs (slides, video, overhead).

Example format:

FISHERIES HABITAT IN RESTORED WETLANDS.

Mary Pike and Jack Salmon, Franconia University, 10335 Gerrymander Ln, St. Augustine, IN 47595. 317-292-3456. Internet: salmon@stone.riffle.gov

Text of the abstract will not exceed 250 words, but manages to describe the project in a brief, concise, and clear manner.

Audiovisual: Paper, 2x2 slides

Deadline for Abstracts - January 15, 1996

Indiana Members please surface mail or e-mail abstracts to:

Program coordinator address

4.4.5 Advertisement flier

Workshop Title

Workshop and Joint Society Meeting

November 20-21, 1996

The State of Indiana is laced with an extensive network of about 90,000 miles of streams and ditches. These waterways are a resource for many uses, including drainage, fisheries, drinking water, industry, and support of livestock and crops. The same stream can be perceived as an obstruction or resource, depending upon the perspective of the landowner or user. Conflicts between drainage maintenance, flood control, and stream habitat restoration have resulted in legislative action during the past several years.

In response to this controversy, several professional societies are sponsoring a workshop to provide an opportunity for interested groups to discuss these issues in a learning environment. Participants will explore methods, costs, and benefits of designing drainage projects that retain stream habitat in agricultural and urban areas through speaker presentations. A panel, representing diverse interests, will develop options for a proposed drainage project that incorporate the concerns of the various groups. The audience will be given an opportunity to respond to the panel discussion.

The workshop planning committee includes representatives from the Indiana chapters of the Soil and Water Conservation Society, American Fisheries Society, The Wildlife Society, Indiana County Surveyors Association, and Indiana Association of Soil and Water Conservation Districts.

Location: Best Western Waterfront Plaza Hotel, Indianapolis, Indiana

Date: November 20-21, 1996

Cost: \$30

Pre-registration deadline: November 1, 1996

Contact person: Gwen White, Division of Soil Conservation, Indiana Department of Natural Resources, 402 W. Washington St., Rm W265, Indianapolis, IN 46204. Tel. 317-233-5468, FAX 317-233-3882, Internet: gwen_white_at_dnrln@ima.isd.state.in.us.

4.4.6 Meeting registration form

Indiana / Illinois AFS 1996 Spring Meeting

Tuesday to Thursday, March 5-7, 1996

Allerton Hotel, Chicago, Illinois

Mixers - Evening reception at the Shedd Aquarium on March 5 and evening social with raffle on March 6. Both events will provide beverages, hors d'oeuvres, and opportunity for interaction between the Indiana and Illinois Chapters.

Continental breakfast - coffee, muffins, and danishes will be served March 6 and 7.

Breaks - Coffee, iced tea, and soda will be available at each break.

Circle all that apply:

Before	After	
Feb. 5	Feb. 5	
\$30	\$35	Member- includes breaks, two evening socials, and two breakfasts.
\$20	\$20	Student- includes all breaks and continental breakfasts, but DOES NOT include evening socials.
\$ 5	\$ 5	Annual IN AFS Dues for 1996
\$12	\$12	Joint Meeting IN AFS T-shirt
		Quantity: Size: XL XXL
\$__	\$__	Total amount enclosed

Room Reservations: Rooms have been reserved at the Allerton Hotel, 701 North Michigan Avenue, Chicago, Illinois 60611, telephone 312-440-1500. Rates are \$69 single, \$79 double, and \$20 for each additional person. Room tax is 14.9%. Please call the hotel directly for reservations and indicate AFS Meeting. Deadline for hotel registration is February 5, 1996. Cancellations must be made 24 hours prior to arrival. Parking is available at garage across from the hotel at a rate of \$12 per day.

Registration form: Spring 1996 AFS Joint Meeting of Indiana and Illinois Chapters.

Name _____

(as you want it to appear on name tag)

Affiliation _____

Address _____

City _____ Zip _____

Phone _____ Email _____

Make checks payable to: IN AFS

Mail checks and registration forms to: Meeting coordinator address.

4.4.7 Letter requesting representative on the planning committee

date

organization address

Dear representative of organization,

The State of Indiana is laced with an extensive network of about 90,000 miles of streams. These waterways are a resource for many uses, including drainage, fisheries, drinking water, industry, and support of livestock and crops. The same stream can be perceived as an obstruction or resource, depending upon the perspective of the landowner or user.

You may be aware that several bills have been debated in the Indiana State Legislature which would remove or drastically alter the opportunity for environmental review on drainage ditch projects. These bills were precipitated by concerns that unreasonable and costly habitat

enhancement was required on some drainage projects. Resolution of this issue will require candid communication from all involved interests.

Several professional societies are continuing the effort to address the drainage issue by jointly sponsoring a workshop on "Integrating Human Land Use and Habitat Needs in Small Streams and Watersheds" on November 6-7, 1996. The intent of the workshop is to bring together a range of groups with divergent views on this subject in order to discuss various approaches in a more productive and less hostile environment than that of a legislative hearing.

The current planning committee includes representatives from the Indiana chapters of the Soil and Water Conservation Society, The American Fisheries Society, the Indiana Association of Soil and Water Conservation Districts, and The Wildlife Society. We realize that your organization also has a vital interest in contributing to the discussion on drainage and habitat in small streams. Therefore, we would be pleased if you would be willing to send a representative to planning committee meetings or give suggestions on the proposed agenda for the workshop.

You will find planning meeting notes and a draft schedule included with this letter. We will be scheduling a meeting in March or April to finalize the program and covet your input on this process. I am also including a list of other organizations that we are contacting to be involved in this effort. We would be interested in any further contacts that you feel would be appropriate. If you would like to contribute to this effort, or have other questions and suggestions, please feel free to contact me at Tel. 317-233-5468 or FAX 317-233-3882. I look forward to working with you on these issues.

Sincerely,
Program chair
Enclosures

4.4.8 Letter to organizations requesting workshop announcement

TO: Workshop Planning Committee

DATE: July 17, 1996

FROM: Gwen White

Feel free to distribute the following information to your respective organizations. I have mailed the announcement to the following associations: Beef Cattle, Corn Growers, Pork Producers, Soybean Growers, Land Improvement Contractors, Farm Bureau, County Surveyors, Indiana State Chemist, and Fisheries Society.

Please make sure speakers for who you have responsibility have been contacted and are confirmed. If there are any changes to the meeting schedule, we need to get that information to William Elliott as soon as possible, so that he can prepare the registration materials for a September 1st mailing.

Thanks for all of your help in putting this event together! It should be an interesting event.

UNDERSTANDING THE LOG JAM OF
DRAINAGE AND STREAM HABITAT CONFLICTS

Workshop Planning Committee:
Soil and Water Conservation Society, Indiana Chapter
American Fisheries Society, Indiana Chapter
The Wildlife Society, Indiana Chapter
Indiana County Surveyors Association
Indiana Association of Soil and Water Conservation Districts

date

Address

Dear Organizational Representative:

The State of Indiana is laced with an extensive network of about 90,000 miles of streams. These waterways are a resource for many uses, including drainage, fisheries, drinking water, industry, and support of livestock and crops. The same stream can be perceived as an obstruction or resource, depending upon the perspective of the landowner or user.

You may be aware that several bills have been debated in the Indiana State Legislature which would remove or drastically alter the opportunity for environmental review on drainage ditch projects. These bills were precipitated by concerns that unreasonable and costly habitat enhancement was required on some drainage projects. Resolution of this issue will require candid communication from all involved interests.

Several professional societies are continuing the effort to address the drainage issue by jointly sponsoring a workshop on "UNDERSTANDING THE LOG JAM OF DRAINAGE AND STREAM HABITAT CONFLICTS" on November 20-21, 1996, at the Best Western Waterfront Plaza Hotel in Indianapolis, Indiana. The intent of the workshop is to bring together a range of groups with divergent views on this subject in order to discuss various approaches in a more productive and less hostile environment than that of a legislative hearing.

The workshop planning committee includes representatives from the Indiana chapters of the Soil and Water Conservation Society, American Fisheries Society, The Wildlife Society, Indiana County Surveyors Association, and Indiana Association of Soil and Water Conservation Districts.

We would be pleased if your organization would be willing to provide information on the workshop through newsletters or other appropriate avenues. Feel free to abbreviate the enclosed announcement where necessary. Registration forms will be mailed during the first week of September.

If you would like to contribute to this effort or have other questions and suggestions, please feel free to contact me at Tel. 317-233-5468 or FAX 317-233-3882. I hope to see you at the workshop.

Sincerely,
Program chair

4.4.9 Letter soliciting corporate contributions

Dear Corporate Sponsor:

You may be aware that several bills have been (and are currently) being debated in the Indiana State Legislature which would remove or drastically alter the opportunity for environmental review on drainage ditch projects. The Indiana Chapter of AFS has actively supported the incorporation of habitat value into drainage maintenance where possible. The parent society affirmed a resolution passed by Indiana AFS on this subject at the international meeting in Tampa, Florida.

The state chapter is continuing the effort to address the drainage issue by working with the Indiana chapters of the Soil and Water Conservation Society and The Wildlife Society to jointly sponsor a workshop on "Integrating Human Land Use and Habitat Needs in Small Streams and Watersheds" on November 6-7, 1996. The intent of the workshop is to bring together a range of groups with divergent views on this subject in order to discuss various approaches in a less hostile environment than that of a legislative hearing. I have enclosed a copy of the work plan and draft schedule for the conference.

We would be pleased if you would consider a contribution to the workshop. You could elect to sponsor a refreshment break for \$500, sponsor a primary speaker for \$1,000 or contribute generally to the budget for the event. All contributors will be recognized in the written materials distributed at the workshop. Placards will be placed along the refreshment table to recognize sponsors of breaks.

Contributions for the session should be made out to "Indiana Chapter AFS" and may be sent to the Chapter Treasurer at *address*. If you would like us to include your logo in conference materials, please send it on a disk along with the contribution or by email to *electronic address*. You may contact me by any of the methods listed above if you have any questions or suggestions. Thank you for your consideration of this matter.

Sincerely,
Program Chair
Enclosures

4.4.10 Letter requesting speaker participation

Dear speaker,

Several years ago, I attended a presentation that you gave on fluvial geomorphology, channel stabilization, and fisheries habitat restoration. A number of the IDNR fisheries biologists attended a workshop given by you in Ohio on a similar theme. All of us were very impressed with your delivery of information which combined hydraulics and ecology.

You may be aware that several bills have been (and are currently) being debated in the Indiana State Legislature which would remove or drastically alter the opportunity for environmental review on drainage ditch projects. The Indiana Chapter of AFS has actively supported the incorporation of habitat value into drainage maintenance where possible. The parent society affirmed a resolution passed by Indiana AFS on this subject at the international meeting in Tampa, Florida.

The state chapter is continuing the effort to address the drainage issue by working with the Indiana chapters of the Soil and Water Conservation Society and The Wildlife Society to jointly sponsor a workshop on "Integrating Human Land Use and Habitat Needs in Small Streams and Watersheds" on November 6-7, 1996. The intent of the workshop is to bring together a range of

groups with divergent views on this subject in order to discuss various approaches in a less hostile environment than that of a legislative hearing.

We would be pleased if you would be willing to give a two hour presentation on how channels can be designed for control of sediment and flooding so that damage to instream habitat is minimized or reversed. As the draft schedule now stands, this topic would be presented on Thursday morning, November 7. I have enclosed a copy of the work plan and draft schedule for the conference.

Please let us know if you would be interested in pursuing this opportunity and an approximate honorarium that you might require for this work. You may contact me by any of the methods listed above. Thank you for your consideration of this matter.

Sincerely,
Program Chair
Enclosures

4.4.11 Letter confirming speaker participation

Dear speaker,

Thank you for agreeing to give a presentation on "Costs and benefits of drainage projects and stream habitat protection in urban areas" at the fall workshop on drainage and stream habitat on November 21, 1996. Your presentation is scheduled for 30 minutes from 11:30am to noon. Please feel free to attend the entire workshop. Your input throughout the two days would be very valuable, if you can spare the time.

The section that includes your talk will address the economic costs and benefits of conducting drainage projects that incorporate stream habitat protection and restoration. We would like you to specifically address unique aspects of the urban environment in relation to this issue. Topics which you may wish to address could include: the economic and social costs of not providing adequate drainage in highly urbanized areas; ecological impacts of untreated stormwater; how stormwater detention basins are related to channel work for drainage and flood control; novel approaches to landscape design that incorporate drainage or flood control by using wetlands, swales, or new technologies within subdivisions or commercial centers; economic and social benefit of protecting stream habitat and associated wetlands for recreational or educational use in urban areas; difficulties with retrofitting drainage provided in an agricultural context to service an area when it converts from a field to a subdivision; or anything else that seems to fit the context.

The workshop seems to be generating a great deal of interest. We anticipate attendance of around 350 people. I look forward to seeing you again and know that your presentation and expertise will make a really useful contribution to the workshop. Please copy and distribute the press release and draft program for the conference among your colleagues or to other people who might be interested in attending.

If you have any questions about the workshop, please feel free to call.

Sincerely,
Chair, Workshop Planning Committee

4.4.12 Speaker Information Sheet

Workshop Title

Name _____
Address _____
City & State _____
Zip code _____
Area code & Telephone _____
FAX _____

1. Will you request reimbursement for overnight lodging?

Note: Speakers are responsible for making their own reservations by October 19.

____ Yes. If so, how many nights? _____

____ No.

2. What type of transportation will you be using?

a. ____ Auto with ____ miles @ 0.28 per mile up to 500 miles, or 0.14 cents over 500 miles.

Reimbursement request for automobile travel: _____

b. ____ Airplane

Departure date _____ Time _____

Return date _____ Time _____

Reimbursement request for airline travel: _____

c. ____ There will be no transportation expense to the conference.

3. What fee will you charge? \$ _____.

____ There will be no fee.

4. What audio-visual equipment will you need?

____ LCD projector

____ VCR

Please return this information and a short biography by October 15 to:

Workshop coordinator address

4.4.13 Letter requesting speaker biography, abstract, and handouts

TO: Workshop Presenters

FROM: Program chair

RE: Biographies, abstracts, and handouts for November 20-21 workshop

Please FAX a short biographical statement and a brief abstract of your presentation for the workshop to Nikki McClain, NRCS, at FAX: 812-385-5036, as soon as possible or by Friday, October 18. If you have questions, you may call her at 312-385-4849.

You do not need to pay the registration fee for the workshop. We can also reimburse you for hotel costs, travel costs, and a small stipend, if you wish. Please let me know, if you will be needing these services and/or a stipend or honorarium for speaking. We have reserved a set of rooms in the names of the out of town speakers. However, you may wish to call the hotel to confirm or cancel these reservations. Their telephone number is 317-299-8400 or 800-528-1234.

If you have any handouts that would be helpful to the participants, please send them to me for duplication. We are also compiling a bibliography, or list of useful references/resources. If you are aware of books, periodicals, or agency contacts that would be useful to the participants, please send those to me as well. If you have audio-visual needs other than a slide projector or overhead projector, please let me know.

Thank you for being willing to participate in the workshop. I look forward to seeing you there!

4.4.14 Letter thanking speakers or corporate sponsors

Dear speaker or corporate sponsor,

Thank you for your part in helping to make the workshop on drainage and stream habitat a success. Your representation of the county surveyor's perspective was invaluable in communicating the difficult situation that surveyors occupy in relation to agency staff and a diverse constituency. A number of people commented to me on how much they appreciated your candid, but respectful approach to the controversies that exist in resource management. I think I got a chance to speak to several of the surveyors who participated in the conference, but if you have an opportunity, please convey my gratitude for the willingness of the surveyors to represent their position in an informative manner during the conference. I hope this relationship can continue to build.

Several people also indicated that they hope the dialogue will continue between the various disciplines. If there are any resources, in the form of speakers or information, that the fisheries or wildlife societies can provide to surveyors, please let us know. The AFS members would be glad to facilitate or conduct a presentation at a conference or meeting of the surveyors' association regarding the information that was presented at the conference. The entire session was also videotaped. Copies can be made available to the surveyors' association for their use.

Approximately 300 people attended, including members of the Soil and Water Conservation Society, The Wildlife Society, and TWS, as well as county surveyors from at least 17 counties and representatives of 25 other businesses. A great deal of discussion was generated at the workshop which may lead to further information sharing between the participants and/or a follow-up workshop on methods of stream and watershed rehabilitation.

Comments from workshop evaluations provided by landowners and county surveyors were as follows: "wished for more in-depth discussion of some issues but recognized problem with program length"; "appreciated the chance to meet and talk with other viewpoints"; "good ideas, however, need to inform or invite landowners or farmers"; "very informative on erosion control alternatives and buffer strips"; "suggestion to educate the public"; "good balance on applied vs. theory vs. perspectives"; "good diversity of speakers and topics, educational component was above average for me"; several excellent presenters and topics with very good visual aids and graphics"; "panel discussion being based on a real situation that panelists had visited made this part very effective"; and "learning about property tax reduction on filter strips more than paid for the conference cost".

I really enjoyed working with you and hope your holiday season went well!

Sincerely,
Program chair

