

# **Procedures Manual**

for the

## ***Physiology Section***

of the

**American Fisheries Society**

**Revised July 2007**

*Don D. MacKinlay*

## Contents

### Organization

History .....	3
Structure .....	4
Officers .....	5
President.....	6
President-Elect .....	8
Vice President .....	8
Past President .....	8
Secretary/Treasurer .....	8
Executive Committee.....	9
Newsletter Editor .....	9
Committee Chairs .....	9
Past Presidents .....	9

### Member Services

Elections.....	10
Finances .....	10
Audit .....	10
Disbursements.....	11
Dues .....	11
Income.....	11
Travel .....	11
Meetings.....	12
Networks.....	12
Newsletter .....	13
Resolutions.....	13

### Committees

Archives .....	14
Audit .....	14
Awards .....	14
Certification .....	16
Education .....	16
Election .....	16
Finance.....	16
Fish Biology Congress.....	16
Membership .....	16
Network.....	17
Newsletter .....	17
Nominating .....	17
Procedures.....	17
Publications.....	18
Resolutions.....	18
Student .....	18
Symposium .....	19

## Organization

### History:

On April 14, 1992, Colleen Caldwell called Don MacKinlay and said, "Don, we have both talked to many people over the last few years about forming a Section within AFS to help connect the many researchers who work on fish physiology. I am prepared to spend some time pursuing this idea if I can get some assistance and advice." Thus started the chain of events that led to the formation of the Physiology Section of the American Fisheries Society.

Gary Carmichael suggested that the concept could be expanded to be called the Biological Sciences Section, to include not just physiologists but a broader range of scientists in 'whole animal' biology, as contrasted to biologists who deal mostly with fish as numbers for ecological models or catch statistics. Don liked the Biological Sciences concept because it would give voice to groups of specialized biological disciplines that are not big enough to form their own Sections, and would stave off a proliferation of new biology-oriented Sections within AFS, serving every minor professional niche, and making the AFS EXCOM (now the Governing Board) even more unwieldy in size. Colleen wanted to make sure a home was made for biochemists and toxicologists within the Section, since so much of their work is physiological, but was very apprehensive about expanding the concept (and thus the job of keeping track of what was happening and adequately serving members) too much.

Don and Colleen proceeded with the activities they could agree on (outlining a petition, membership application and Bylaws) while they wrangled over the Biological Sciences versus Physiology, Biochemistry and Toxicology names. They finally agreed on a compromise of Physiology Section, with the understanding that the word Physiology would be used in its broadest sense to include such disciplines as biochemistry, toxicology, nutrition, histology, etc. The title 'Fish Physiology Section' was considered but the 'Fish' was considered redundant with the word 'Fisheries' in the name of the Society, and 'Fish' had recently been dropped from the names of other Sections within the Society for that reason.

The first Officer appointments, to cover the period from Section inception until enough members could be recruited to hold elections, were:

President	Colleen Caldwell,	La Crosse, WI
President-Elect:	Don MacKinlay,	Vancouver, BC
Secretary/Treasurer:	Pat Mazik,	Marion, AL

The section became officially established at the 1992 AFS Annual General Meeting in Rapid City, SD, held elections for a Vice President and President-Elect in the summer of 1993, and installed those officers at the 1993 AFS Annual General Meeting in Portland, OR.

Table 1. Officers of the Physiology Section

Year	President	Pres-Elect	Vice-Pres	Past Pres	Sec/Treas
1992	Coleen Caldwell	D. MacKinlay	-	-	Pat Mazik
1993	Don MacKinlay	B. Barton	A. Maule	C. Caldwell	Pat Mazik
1994	Bruce Barton	A. Maule	G. Carmichael	D. MacKinlay	Pat Mazik
1995	Alec Maule	G. Carmichael	R. Patino	B. Barton	Pat Mazik
1996	Gary Carmichael	R. Patino	S. McCormick	A. Maule	Terry Barry
1997	R. Patino	S. McCormick	G. Iwama	G. Carmichael	Terry Barry
1998	Steve McCormick	G. Iwama	M. Redding	R. Patino	Terry Barry
1999	George Iwama	M. Redding	J. Nelson	S. McCormick	Gail Dethloff
2000	Michael Redding	Jay Nelson	C. Kennedy	G. Iwama	G. Dethloff
2001	Jay Nelson	C. Kennedy	Kurt Gamperl	M. Redding	G. Dethloff
2002*	Chris Kennedy	Kurt Gamperl		Jay Nelson	G. Dethloff
2004	Kurt Gamperl	Alan Kolok		Chris Kennedy	Terry Barry
2006	Alan Kolok	Pat Wright		Kurt Gamperl	Matt Mesa

\* Officer term changed to 2 years

Table 2. Symposia Organized by Physiology.

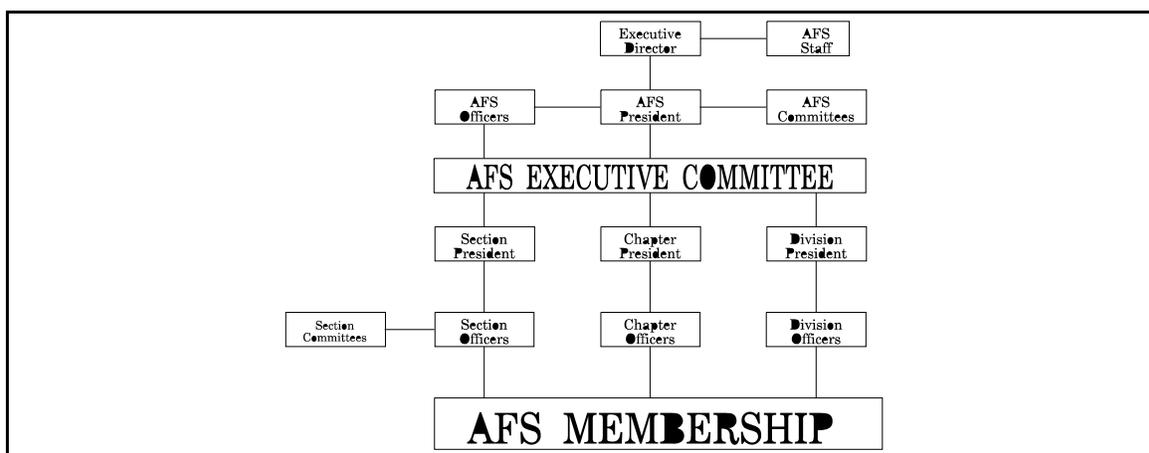
Year	Title	Location	Organizer(s)
1993	Stress Physiology	Portland OR	Colleen Caldwell
1994	High Performance Fish	Vancouver BC	Don MacKinlay
1995	Bioindicators of Stress	Halifax NS	Bruce Barton
1996	Fish Biology Congress	San Francisco CA	Alec Maule Don MacKinlay
1997	Physiological Applications	Monterey CA	Kathy Cousins
1998	Fish Biology Congress	Baltimore, MD	Don MacKinlay

Year	Title	Location	Organizer(s)
			Jay Nelson
1999	Fish Ecophysiology and Fishery Management	Charlotte, NC	Colleen Caldwell Weiming Li
2000	Fish Biology Congress	Aberdeen, Scotland	Don MacKinlay Dom Houlihan
2002	Fish Biology Congress	Vancouver, Canada	Don MacKinlay
2003	Physiology in Fisheries Management	Quebec City, Canada	Chris Kennedy Denis Chabot
2004	Fish Biology Congress	Manaus, Brazil	Dal Val Don MacKinlay
2006	Fish Biology Congress	St. John's, Canada	Kurt Gamperl Bill Driedzic Don MacKinlay
2008	<i>Fish Biology Congress</i>	<i>Portland, OR, USA</i>	<i>Alec Maule</i> <i>Don MacKinlay</i>
2010	<i>Fish Biology Congress</i>	<i>Barcelona, Spain</i>	<i>Luis Tort</i>
2012	<i>Fish Biology Congress</i>	<i>Madison, WI</i>	<i>Terry Barry</i>

## Structure:

The Section serves its members by representing them on the Governing Board (formerly called the Executive Committee) of the AFS and providing them with certain services that help them communicate better with one another.

The organization of AFS is shown in Figure 1., which also shows the general position of the Physiology Section in the scheme of things.



The flow of power is supposed to be from the Membership, through their elected representatives (the Section, Chapter and Division Presidents [and other Officers]), to the Governing Board, which is the ruling body of the Society. The Governing Board delegates authority to the President (and other Officers), who directs the Committee Chairs and the Executive Director to carry out the business of the Society, aided by the Staff.

The Physiology Section President has one vote on the Governing Board (as do all five Officers, all four Divisions [2 each] and all Sections with over 50 members). All other Section and Chapter Presidents are non-voting members of the Governing Board.

## Officers:

This part outlines the duties of the Officers of the Physiology Section. It is important to note that the Officers should act as a team who collectively provide the leadership to ensure that Section members receive the kind of service for which they joined; to carry on the business and programs of the Section; and to represent the Section with all outside groups (including the AFS Parent Society and other AFS Subunits).

**The Officers must ensure that at least the following activities are completed each year (THESE ARE THE ABSOLUTE ESSENTIALS):**

- a. Maintenance of the Section books,

- b. Organization of at least one technical session at the AFS Annual Meeting,**
- c. Election of new Officers,**
- d. Attendance at the AFS Governing Board mid-term and annual meetings,**
- e. Provide AFS Executive Director with copy of minutes within 30 days after Annual Business Meeting (required by AFS Constitution).**

### **President**

The President has the responsibility for two years to guide the business and progress of the Section. The President will have been President-Elect for two years, and should have acquired a reasonable knowledge of the workings of the Section and the Society.

The President usually represents the Section at all AFS Governing Board meetings and at other meetings of major concern to the Section. The Section is entitled to provide basic travel and registration expense reimbursement to the President for such meetings but the Officers may consider designating qualified alternates if the President cannot find another source of funds for travel to meetings. The need for such cost saving, of course, depends on the financial status of the Section.

The major milestones in the President's term are to preside over the Section Annual Business Meeting (ABM) and to attend the AFS Governing Board Meetings at the AFS AGMs and the AFS Governing Board midterm meeting (usually in March). The President is also recommended to attend the Governing Board Retreats prior to the AGMs and one or more Leadership Orientation Workshops given by AFS.

The President's duties might be summarized chronologically as follows:

- Prior to the Incoming Annual Business Meeting, when you are President-Elect:
  1. In consultation with the outgoing President, develop a reasonable work plan for the upcoming years. This should include a list of goals that should be achieved or worked towards during your term, who should be involved in the process and a tentative timetable for events.
  2. Sketch out tentative appointments and assignments to Committee Chairs, contact them and get their approval.
  3. Obtain a "President's Plaque" from the AFS Home Office Subunit Liaison, to be presented to the President as the first order of New Business at the Annual Meeting. Get the Plaque signed by the AFS President and Executive Director.
  4. Prepare an incoming President's Report for the Annual Meeting, which outlines your work plan, assignments and other goals, as well as expresses thanks, gives accolades, etc.
- Immediately after your first Annual Business Meeting:
  1. Appoint all Committee Chairs by confirmation letter, including a short explanation of their charge and responsibilities for the year.

2. Contact all Officers and divvy up the tasks to be performed during the year, with reminder dates and deadlines.
  3. Ensure that the Secretary/Treasurer submits the minutes of the Annual Business Meeting to the AFS Executive Director within 30 days of the Meeting.
  4. Ensure that the Information Technology Officer (ITO) is keeping the section web site current and that the section Listserve is operational.
- During first half of each year (July to December):
1. Ensure that major projects are proceeding as planned by contacting, or having other Officers contact, the responsible parties about once per month. Be prepared to re-assign tasks if the people responsible have not made significant progress by the end of the first half of the year.
  2. Ensure that information is flowing to the ITO so that in collaboration with the President a bi-annual electronic newsletter is prepared.. This includes writing a President's Report and making sure that other Officers and members of the Executive Committee write update reports to inform the membership of activities planned, in progress or completed.
  3. Check with the Secretary/Treasurer periodically as to the status of the Section finances.
- Prior to the AFS Governing Board Midterm Meeting each spring:
1. Contact all Committee Chairs, Officers and other activity leaders to get an update on progress.
  2. Prepare a short report summarizing Section activities to date and expectations for the rest of the year. Submit this to the AFS Home Office at least 30 days prior to the Governing Board meeting so that it can be included in the Briefing Book sent out to all Governing Board Members. If this deadline cannot be met, take about 40 copies to the Governing Board Meeting for distribution.
- During second half of each year (January to July):
1. Ensure that projects and other Section business are proceeding accordingly by keeping in touch with the other Officers and other responsible people.
  2. Ensure that the election of new Officers runs smoothly and on time.
  3. Ensure that information is flowing to ITO so that in collaboration with the President a bi-annual electronic newsletter is prepared. This includes writing a President's Report and making sure that other Officers and members of the Executive Committee write update reports to inform the membership of activities planned, in progress or completed.
  4. Check with the Secretary/Treasurer periodically as to status of the Section finances.
- Prior to the Annual Business Meeting:
1. Obtain reports from all activity centers, including Officers, Committee Chairs, Symposium Program Chairs.
  2. Invite AFS Officers, Executive Director and staff to attend the Section ABM.
  3. Prepare a short report summarizing Section activities to date and expectations for the rest of the year. Submit this to the AFS Home Office at least 30 days prior to the

Governing Board meeting so that it can be included in the Briefing Book sent out to all Governing Board Members. If this deadline cannot be met, take about 50 copies to the Governing Board Meeting for distribution.

4. Prepare a President's Report to be given at the Annual Business Meeting, summarizing the year's activities and giving council for the future direction of the Section. This report should include:
  - a. Summary of accomplishments
  - b. Kudos to all those who helped during the term: Officers, Committee Chairs, Program Chairs, AFS staff, etc.
  - c. Aspirations as to where the Section can go from here.

□ After your second (final) Annual Business Meeting

1. Write a President's report for the Newsletter, to relate accomplishments and recommendations to the membership;
2. Write thank-you notes to all those people who helped during term of office.
3. Sit back, relax and put your feet up for a while.

### **President-Elect**

The President-Elect must be prepared to step in for the President at any time, and therefore should work closely with the President, acting as a kind of 'right hand' on the dealings associated with major issues, helping out where-ever possible.

In preparation for becoming President, the President-Elect should make a point of seeking out and listening to the opinions and concerns of Physiology Section members, and discussing and formulating with them possible actions that the Section could beneficially pursue.

### **Vice-President**

This position was deleted when the Section changed to a two-year term for officers.

### **Immediate Past President**

The Immediate Past President (IPP) is normally expected to represent the traditions and spirit of the Section on the governing body of Officers. Having had the experience of leadership responsibility, the IPP should be able to help the President and other Officers ensure that long-term programs/projects continue, and that consideration is always given for the long-term consequences of any proposed actions.

The kinds of assignments that might be suitable for the IPP would include being responsible for finding suitable candidates to run for Section office, suggesting members who would qualify for Section and Society Awards, and suggesting revisions or updates to the Bylaws or Procedures Manual.

### **Secretary/Treasurer**

The Secretary/Treasurer keeps the books of the Section. The Secretary role includes:

1. Keeping minutes at the Annual Business Meeting, and all meetings of the Officers and

Executive Committee. If the S/T cannot attend any meeting, it is her/his responsibility to ensure that a designate is appointed who will submit a copy of the minutes within one week to the S/T. The minutes need only contain a summary of the major points discussed at the meetings and a record of all motions considered (passed or not), decisions reached, and actions assigned.

2. Keeping track of membership numbers and dues paid. This is normally done through the AFS Home Office, so the S/T only has to contact them periodically to keep abreast of the recent situation.

The Treasurer role includes:

1. Maintaining a record of all financial transactions of the Section;
2. Ensuring that all expenditures receive the appropriate approvals by the Officers;
3. Ensuring that all income, whether from member dues, investment interest, sponsorships, publication sales, fund raising efforts or other sources, is received and accounted for in a timely and accurate manner.

### **The Information Technology Officer (ITO)**

Increasingly, the business of scientific societies is being conducted via the internet. In order to ensure a vibrant society and to provide a forum for exchange and dissemination of information by the members, the ITO will:

- 1) maintain an active web site that is updated regularly with news and links of interest to the membership
- 2) Liason with the AFS ITO(s) to ensure seamless function between AFS web sites, Listserves and ours
- 3) Maintain an active Listserve for the fish physiology community
- 4) Attend the annual workshop of AFS ITO's at the annual meeting
- 5) Administer elections and meeting registration using the AFS software available to sections and divisions.

### **Section Executive Committee (EXCOM)**

The Section EXCOM consists of the Officers and all of the Past Presidents of the Section. The purpose of the EXCOM is to act in a consultative and assistive role in ensuring that the business and activities of the Section are carried out according to the long range goals. While the power of decision making rests with the elected Officers, the members of the EXCOM represent greater continuity of approach, since the Past Presidents usually stay active for several years, and not change yearly as do the roles of the Officers.

### **Committee Chairs**

The Committees are meant to take care of the Section business by mobilizing and motivating a large body of members to get involved in a small way by providing input towards Section affairs. Chairs may be seen as good places to focus the attention of senior members who have had their turn in the hot seat and want a cool and calm appointment taking care of regular business, or be seen as a proving ground for prospective Section Officer candidates.

### **Past Presidents**

The caring and experience that have gone into the process of spending years as part of the leadership team, and one or two years carrying all of the responsibility of Section leadership, are much too valuable a resource to put out to pasture. The Section Officers should make a point of seeking out the wise council of those who have gone before, before making too many bold steps in new directions.

## **Member Services**

### **Elections:**

The members must be given the opportunity to select their leadership, and the AFS Constitution requires that all Officers be elected. The Section Bylaws state that the Vice-President and the Secretary/Treasurer be elected near the end of the term of office of their predecessors. Circumstances such as withdrawal of the President or President-Elect, or failure to hold an election the previous year will require that both Vice-President and President-Elect be elected, perhaps along with a new Secretary/Treasurer.

The normal procedure for elections is as follows:

1. Throughout the year the Executive Committee and/or Nominations Committee solicit interest from suitable prospective candidates.
2. By April, a slate of at least two candidates for each office to be filled is determined and statements are obtained from each. The statement is made up of two short paragraphs: the first is a short bio of the candidate (education, jobs, AFS service), the second is a statement of what the candidate would do for the Section if elected.
3. By May or June, ballots are sent to all the AFS members of the Section, usually by a separate mailing, although the newsletter may be used if a system to ensure that only the votes of eligible voters are counted is implemented. Experience shows that ballots included in newsletters usually elicit very low return rates, so a separate mailing is highly recommended. Experience shows that ballots sent by e-mail receive the highest return rate.
4. The Ballots should be returned for counting by no later than one month before the Annual Meeting, to allow for eligibility checking and notification of the results to the candidates and the Executive Committee.
5. The President or a designate should write a letter of congratulation to the successful candidates and a letter of thanks to the unsuccessful candidates. Since unsuccessful candidates tend to drop out, the President should endeavour to immediately offer a substantial job to them, to harness the energy they were willing to give to the Section.
6. Under Society election rules, the ballots may not be destroyed until a motion to that effect has been passed at the Annual Business Meeting.

### **Finances:**

#### **Audit:**

The procedure for the annual audit of the books of the Section should approximate the following:

- The Secretary/Treasurer conducts a summary accounting of the year's transactions, resulting in a balance sheet and income statement;
- These are brought to the Annual Meeting, along with the supporting documents, and are handed over to the Audit Committee (or one of the other Officers);
- The Audit Committee goes through the books and ensures that all of the income and disbursements are accounted for and that they concur with the operating guidelines of the Section and the Society;
- The books are then returned to the Secretary/Treasurer, or passes on to the next Secretary/Treasurer for use during the next year.

**Disbursements:**

The kind of disbursements that are acceptable are at the discretion of the Officers, but may include the following:

- \$ Incremental operating expenses for Governing Board, including Section letterhead and envelope stationary, couriers and postage, long distance phone and FAX, photocopying, computer disks, film and photo-printing;
- \$ Banking fees, account books, computer disks for the S/T
- \$ Publication costs, including editorial, production, printing, distribution and communication (phone, FAX, courier, mail).
- \$ Start-up costs for Symposia, Courses and Workshops, including: publications, accommodation and arrangements deposits
- \$ Travel cost reimbursement (see below).

**Dues:**

The rate for annual dues was set at \$3.00US in 1992. This rate was going to be included in the Bylaws so that they may not be changed without the consent of the membership, to thwart the efforts of a zealous group of Officers who need more money and decide that the membership is an easy score. The requirement to amend the Bylaws was meant to be an incentive for the Section leadership to seek out other sources of funding for Section activities.

**Income:**

Sources of income should include:

- \$ Member dues
- \$ Meeting registration fees
- \$ Meeting Trade Show fees
- \$ Sponsorships
- \$ Interest from investments
- \$ Advertizing in the Newsletter

**Travel:**

The Society Officers can approve reimbursement of travel costs for the President or other designates when they are required to attend meetings or other functions. Since such costs can amount to a considerable sum, the Officers should exercise great discretion in allowing this privilege. The generosity of the Officers, of course, depends greatly on the financial position of the Section and the importance of meetings. The Officers are encouraged to find designates to meetings that are wholly

or partly subsidized from other sources, reducing the burden on the Section coffers.

### **Meetings:**

Meetings of the Officers or Executive Committee may be in any format or include any topics in any order that are deemed appropriate by the participants. The President usually presides over all Section meetings, but this privilege/responsibility may be delegated or designated to others as required. A reasonable attempt should be made to notify all of the rightful attendants (Officers or Executive Committee members) of the meeting and allow for their participation.

The Annual Business Meeting is presided over by the President (or a designate) and usually follows an agenda similar format to that outlined below.

1. Call to order
2. Introduction of Officers
3. Introduction of distinguished guests, including: past presidents, officers of the Society, Society staff, past winners of Section awards,
4. Old Business
  - Reports by Officers: Outgoing President (accomplishments), Secretary/Treasurer (balance sheet)
  - Committee Reports
5. Installation of new Officers
  - Motion to destroy the ballots of the election
6. New Business
  - Incoming President's report: work plan, budget
  - Awards
7. Call to Adjournment

The Annual Business Meeting will usually follow the procedures and guidelines in Roberts Rules of Order to conduct formal business, requiring motions, seconds, question and voting on any financial or policy matters, with simple majority carrying the decision.

The President should notify each of the people who are to give reports of their responsibilities (format, content and presentation of their report) at least a month before the meeting, to allow them time to prepare.

### **Networks:**

The purpose of the Network Committee is to link up the different sub-disciplines of fish physiology into groups that can keep in touch with each other about recent developments in techniques, procedures and knowledge. The goal of the Networks is to provide periodic updates for the entire membership on recent developments. The Networks should provide a means for people with fish physiological questions to know who to contact to find the answers or guidance on how to search for them.

### **Newsletter:**

The Newsletter is the main communications medium for the Section, giving the members a means of communicating with each other on a broad scale. This deserves its own procedures manual.

## **Resolutions:**

Resolutions are statements about internal policy or external concerns that help delineate the preferences of the membership in general or on certain specifics. Approved resolutions must be limited to statements that reflect the mission and spirit of the Section, and that have a majority of support from the Section membership. The Section leadership must resist putting forth Resolutions that are outside the jurisdiction of the Section as an organization of professionals for furthering scientific excellence in fish physiology research and practice.

## **Committees**

Committees are groups of Section members who are responsible for carrying out a certain defined part of the business of the Section. Committees oversee most aspects of Section affairs and are a way of involving many members in the routine operations of the Section as well as a way of spreading the workload out enough that the burden on single individuals (especially the Officers).

Committees Chairs are appointed by the President, with new appointments being made annually or the in-coming President confirming on-going appointments. The Chairs should confer with the President before or shortly after the Annual Business Meeting, to get/offer guidance as to the goals, approach and timetable of the Committee activities for the year. Committee member are selected as needed by the President and Chair, with opportunity given to most members who express an interest.

All Committee Chairs report to the President, but the reporting relationship may be delegated by the President to another Officer.

Committee Chairs should report progress to the President (or Officer designate) as required but at least two reports per year must be filed: one prior to the Mid-Term AFS Governing Board Meeting in the spring, and another prior to the AFS Annual General Meeting in late summer. Reports may range from short oral messages to detailed written reports, depending on the level of activity and progress.

## **Archives**

The purpose of the Archives Committee (which may only consist of the Chair, or Section Archivist) is to keep a complete record of all important, interesting or historical Section actions or activities. This includes but is not limited to: newsletters; reports (Treasurers, Governing Board); business meeting minutes; symposium/workshop agenda and abstracts; resolutions (proposed and passed); lists of Officers and Committee Chairs.

## Audit

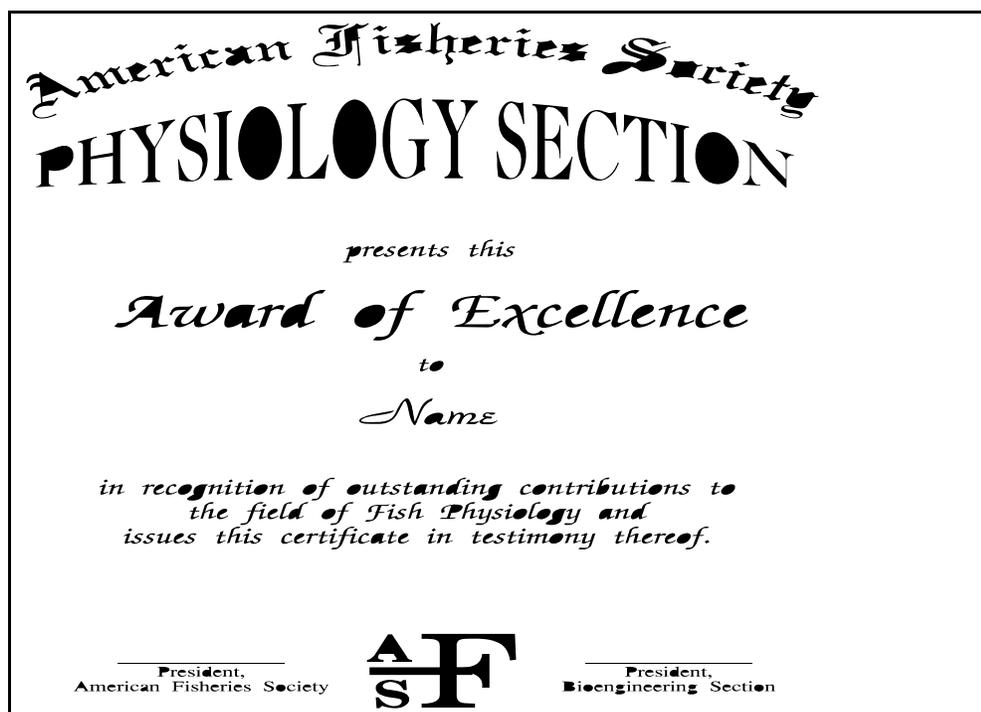
The purpose of the Audit Committee is to ensure that the financial transactions of the Section are correctly accounted for and that all disbursements are according to the spirit of a volunteer organization.

The Audit procedure will include an annual inspection of the books by at least two other members of the Section than the Secretary/Treasurer, with a subsequent report submitted to the Officers. A recommended procedure is outlined under **Finances: Audit** early in this manual.

## Awards

The purpose of Awards from the Section is to provide recognition to substantial contributions to the Section and to the science of fish physiology. Awards will include, but not be limited to:

- The Award of Excellence in Fish Physiology - this award recognizes outstanding contributions to the science of fish physiology. The AOE is the highest award of scientific recognition presented by



the Section and should be reserved for people with outstanding career contributions to fish physiology. Recipients to date have been:

1994 - Bill Hoar and Dave Randall,

1996 - Howard Bern,

1998 - Tatsuko Hirano,

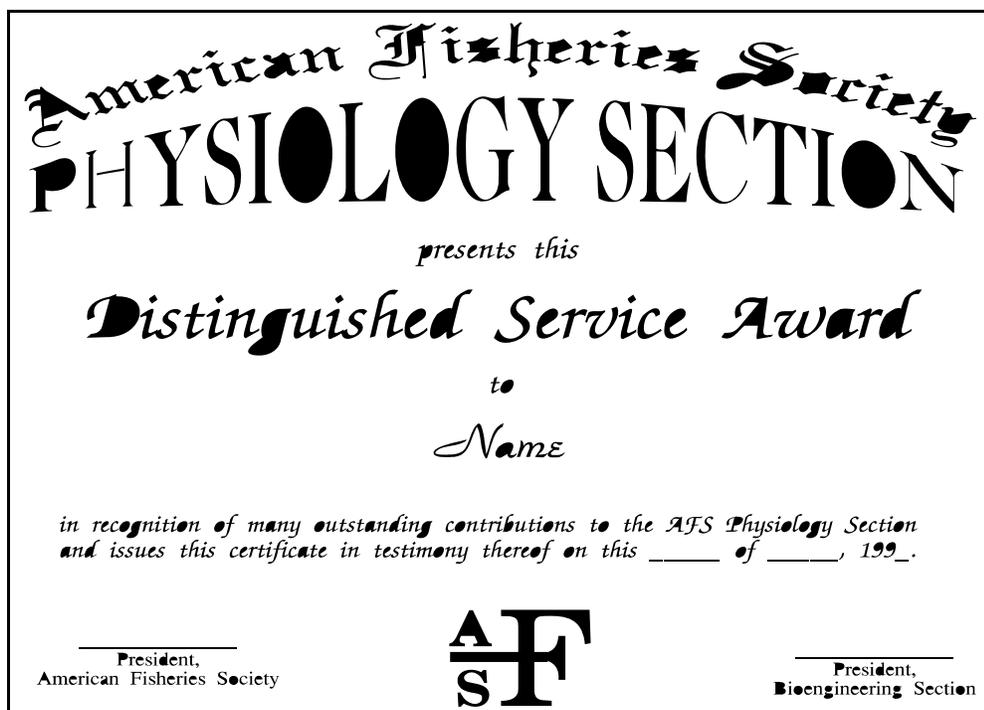
2000 - Dominic Houlihan,

2002 - Chris Wood,

2004 - Dal Val,  
2006 – Pat Walsh and Tony Farrell

The selection committee for this award is made up of all of the past recipients.

- The Distinguished Service Award - this award will recognize outstanding contributions to the affairs of the Section. The selection committee for this award is made up of the Officers and



all of the Past Presidents of the Physiology Section.

The DSA is the highest service award given by the Section and should be reserved for people with several years of outstanding track record of service to the Section.

Other, less prestigious awards should be considered to mark smaller milestones in the progress of the science and the Section, such as an 'Award of Merit' for a particularly substantial work, a 'Certificate of Appreciation' for duty above-and-beyond-the-call, and maybe a 'Best Paper' award for the AFS and/or other journals or a 'Best New Book' award for recent books on aspects of fish physiology. A "Golden Pen Award" has been developed to recognize people with substantial publication records, and can be implemented as soon as someone figures out how to select recipients.

The presentation of awards for work well done is beneficial both to the recipient in the form of acknowledgement and increased recognition and prestige (maybe), and to the Section in greater exposure, and association with the great works and workers of our day.

## Certification

Since the Physiology Section is the main representative of the Biological Sciences within the AFS, and its members represent a greater proportion of practicing scientists than do most of the other AFS Sections, the Section role in the Certification process within AFS should be an active one. This Committee will review and update the standards and qualifications required in the Certification program with respect to their applicability and relevance to practicing biologists.

## Education

This Committee should look into the development of such programs as:

1. Courses to update practicing biologists on the latest information about various aspects of science relevant to their work;
2. Series of technology and biology updates to be presented at conferences, in journals or in book form to inform the general AFS audience of the latest in physiological science.

## Election

This Committee will provide basic support for the notification, distribution, counting and verification of ballots for all Section electoral issues, including annual Officer placements, referenda, and surveys.

## Finance

This Committee oversees the financial affairs of the Section. Initially it should be made up of the Officers, but could be expanded to include members with a bent or expertise towards financial administration who could make recommendations for improvements to the financial arrangements, and who could carry out financial planning.

## Fish Biology Congress

Since 1994 the Section has held a separate conference every two years that has become the major fund-raising and publication effort of the Section. It has grown into the International Congress on the Biology of Fish and expects to be continued in the future. A separate steering committee, made up of the organizers of each of the technical symposia, plus the program chair and the local arrangements chair, was responsible for organizing the first six Congresses. The Section President, a second local organizer and the Congress Chair organized the seventh. The Congress Chair and Local Arrangements Chair will organize the eighth.

The Congress follows fairly standardized organizational procedures, with major features being:

- concurrent symposia on a variety of topics in fish biology,
- oral and poster presentations
- pre-publication of proceedings of each symposium in hardcopy and on the internet (just abstracts from 2006 onward),
- broad international participation
- student travel grants

The success of the Congresses has been mostly due to the efforts of a small group of dedicated contributors who have organized component symposia. This group is referred to collectively as the “*Congressional Legion of Honor*.” They have been given commemorative plaques in recognition of a job well done and are listed below with some of their Congressional accomplishments (from left to right in the photograph taken during the awards ceremony at the Congress ’02 barbeque at

the Museum of Anthropology, Vancouver, Canada.



Dave Randall, City University of Hong Kong (ex University of B.C.)

- contributed papers to every Congress (including plenary talk in '94), plus organized Symposia in '96 (Tropical), '98 (Nitrogen), '00 (Gills) and '02 (Hypoxia). Dave also holds the *Award of Excellence in Fish Physiology*.

Dal Val, INPA, Manaus Brazil.

- contributed papers to every Congress since '96 (including Plenary talk), plus organized Symposia in '96 (Tropical), '00 (Extreme Environments), '02 (Tropical), '04 (Advances), '06 (Tropical) and hosted in '04. Dal also holds the *Award of Excellence in Fish Physiology*.

Bruce Barton, University of South Dakota.

- contributed papers to every Congress, plus organized Symposia in '96 (Contaminants), Stress in '98, '00, '02, '04 and '06.

Joe Cech, University of California, Davis.

- contributed papers to every Congress (including 10 co-authorships in '94), and organized Symposia in '96 (Performance), and Migration in '00 and '02.

Steve McCormick, Conte Anadromous Fish Lab, Massachusetts.

- contributed papers to every Congress, plus organized Symposia in '96 (Migration), '98 (Smolts), '00 (Migration) and Ion Regulation in '02, '04 and '06. A Past President of the AFS Physiology Section, Steve started the Student Travel Grant Program.

Kurt Gamperl, Memorial University, Newfoundland

- contributed papers to every Congress plus organized Symposia on Cardiovascular in '98, '00, '02 and '04. Kurt is immediate Past President of the AFS Physiology Section and is the host and Program Chair for the '06 Congress.

Tony Farrell, Simon Fraser University, B.C.

- contributed papers to every Congress (including plenary in '96) plus organized Symposia on Cardiorespiratory/vascular in '98, '00, '02 and '06.

Don MacKinlay, Fisheries and Oceans Canada, Vancouver

- contributed papers in '94, '96, '02, '04 and '06, plus co-organized and published all

78 Proceedings of Symposia up to 2004, and was Host in '94 and '02. A Past President of AFS Physiology Section.

Chris Kennedy, Simon Fraser University, B.C.

- contributed papers and organized Toxicology Symposia in '98, '00, '02 and '06.

Chris is a Past President of the AFS Physiology Section.

Jay Nelson, Towson University, Maryland

- contributed papers to all Congresses since '96, plus organized Symposia in '96 (Performance), '98 (Tropical), '98 (Herbivorous) and '04 (Fitness) plus was Host in '98. Jay is a Past President of the AFS Physiology Section and coordinated the Student Travel Grant Program in '06.



## Membership

The Membership Committee is responsible for maintaining a current and complete list of members, past and present. There will be some requirement for maintaining a separate (supplemental) database from that kept by the AFS Home Office, because some of the Section members will not be AFS members. Presently AFS will keep track of any members that the Section requests, although there may be a charge (about \$5/yr).

Solicitation of new members is a major function of this Committee, which will develop and maintain information literature that explains the benefits of being a Section member and actively solicits membership application from the profession, including approaching and/or writing to researchers and practicing biologists. Sources of names could include authors of publications, directories of scientists, agency phone/address books, consultant advertising, etc.

The Membership Committee is also charged with encouraging non-AFS members to join the Parent Society.

## **Network**

As the Section matures, a need may arise for different sub-disciplines within fish physiology (such as nutrition, toxicology, stress, etc.) to form interactive networks with one another to keep in "hot" contact. This might not entail much more than searching the membership database for people of common interest and letting them know who each other is and providing some general guidelines or tips on how they might foment productive interaction.

## **Newsletter**

The purpose of the Committee is to solicit, generate and forward items of interest to the Newsletter Editor. "Associate Editors" could be appointed to represent geographic regions or scientific sub-disciplines.

## **Nominating**

This Committee should solicit, seek out, contact and convince worthy candidates to run for office within the Section. This can involve periodically polling the general membership for people interested in taking on the challenge of leadership, or zeroing in on people with clear leadership abilities at meetings and conferences and 'selling' them on the idea of taking an active role.

## **Procedures**

This Manual contains the codification of administrative procedures for the Section. It can be amended, appended and extended *ad nauseam*, and is updated periodically. Responsibility for updates lies with the author, Don MacKinlay, and suggestions for improvements should be sent to him at:

Don MacKinlay, Fisheries & Oceans Canada

401 Burrard St., Vancouver, BC V6C 3S4 CANADA

Phone: 604-666-3520 Fax: 604-666-0417 E-mail: mackinlayd@pac.dfo-mpo.gc.ca

Another interpretation of the word 'Procedures' could refer to codification and standardization of technical procedures used in physiological research. If there is a requirement for this kind of service to members, the Section should consider providing it.

## **Publication**

This Committee is envisioned as proposing and expediting publishing projects to serve the needs of the members and the AFS/fisheries science community at large. The AFS Editorial Office has the ability and resources to publish a broad range of high quality technical books, and has an arrangement with the AFS subunits to share half of the proceeds (after expenses) of book sales from such projects. The Section Could take advantage of this pool of resident experts and the potential for money-making offered by this arrangement. The Section should also keep abreast of deals for publications that could be struck with other, commercial publishers who are always in the market for potential best-sellers in the relatively small market of scientific books.

The three main areas of responsibility for the Committee are to:

1. Solicit publishing projects - this involves linking needs with the people who are capable of fulfilling those needs
2. Edit publications - this involves arranging for scientific peer review and copy editing
3. Produce publications - this involves preparation of camera-ready copy to be sent to AFS Editorial Office, who will arrange for printing.

These tasks have to be carried out to some extent or another for each publication, and can be done on a volunteer or paid basis, or a mixture.

## **Resolutions**

The Resolutions Committee is responsible to ensure that any proposed resolutions are properly worded, professionally competent and are within the purview of the Section. The format is not absolutely standard, but usually starts with a bunch of 'Whereas's and ends with a couple of 'Therefore be it resolved's.

## **Student**

There should be active encouragement of all levels of students to participate or at least partake of some level of involvement or contact with the Section. Although this is a general area of concern (and potential) throughout AFS, the Physiology Section should be particularly well placed to be of interest to students, since most of school is involved with learning the basic biology of the animals, which is the purview of the Physiology Section.

One approach would be to set up a mentor system at each College or University that has a fisheries program, such that students can be linked up with working professionals to get a fairly good idea of what is involved in a career. This would require cooperation between academic members and agency and private members.

## **Symposium**

An overall Section Symposium Committee makes sure that the Section is represented on the individual Program Committees for:

1. the AFS AGM,
2. regional (Divisional or Chapter) or specialty conferences organized by other agencies.

The organization of the Fish Biology Congress is done by a different committee.