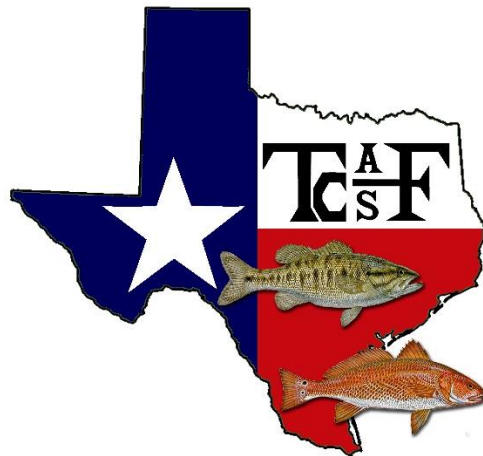


# TEXAS CHAPTER AMERICAN FISHERIES SOCIETY

## PROCEDURES



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## PREFACE

Procedures 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. Chapter procedures are intended to provide an efficient transition of Chapter leadership from one year to the next by outlining responsibilities and suggested deadlines for officers and committees. Historically, this information has been passed down by "word of mouth" from one set of officers to the next, but details and unwritten policy frequently got lost.

While procedures provide guidance, they should remain flexible to allow creativity and originality within each office or committee. In fact, each officer and committee chairperson should review his/her section of the procedures each year and make changes that can improve the performance of their office or committee.

Procedures are also intended to give all members a better idea of how the Chapter operates and summarizes the responsibilities of each office and committee. Members are always strongly encouraged to volunteer for committees and get involved with the Chapter. If a member has an idea for a new committee or a new project, they are always encouraged to bring their ideas before the membership or the Executive Committee.

In addition to procedures, the AFS Southern Division provides an excellent resource guide for Chapter officers in the form of its AFS Unit Survival Guide available for download: <https://sd.fisheries.org/unit-survival-guide/>.

In this Procedures document, the American Fisheries Society will be referred to as the Society and the Texas Chapter of the American Fisheries Society will be referred to as the Chapter.

## MEMBERSHIP

Society and Chapter membership dues are paid annually and provide membership for the calendar year in which they are paid. An "Active" member is a person who pays annual dues to the Society; Active membership types have been defined by the Society. Active members have voting rights for elections and Chapter business. A person who pays dues to the Chapter but not to the Society is considered an "Affiliate" member. Affiliate members cannot vote for Chapter elections or for actions in the Chapter business meeting. Affiliate Memberships to the Chapter are the following classifications:

Regular Member: A member that is not enrolled full-time at an institution and pays annual dues.  
Student Member: A member enrolled full-time only at an institution that pays annual dues.

## OFFICERS' DUTIES

### PRESIDENT

1. Oversees all aspects of Chapter operation.
2. Presides at all Chapter business meetings.
  - a. Knows how to conduct a meeting (*i.e.*, is familiar with Robert's Rules of Order).
  - b. Adheres to the time schedule.
  - c. Introduces all visiting officers from the Society and Southern Division and gives them an opportunity to address the membership.
  - d. Installs the new President in a dignified ceremony.
3. Chairs the Chapter's Executive Committee, holds meetings and seeks advice as needed.
4. Fully informs the President-Elect of Chapter activities so that if the need arises, that officer can perform the duties of the President competently.
5. Is knowledgeable about the content of the Chapter Bylaws.
6. Is prepared to appoint chairs and members of all standing and ad hoc committees when installed as President. Completes committee appointments within one month of installation as President. The President should be specific in his/her charge to committee chairs.
7. Is prepared to establish desired ad hoc committees and appoint chairs and members when installed as President. Creates other ad hoc committees as needed.
8. Communicates regularly with committee chairs, insuring that they are actively pursuing their responsibilities. Requires progress reports from committee chairs, preferably in a brief written format that may be submitted to the newsletter editor at specified intervals.
9. Acknowledges the work of committee chairs by letter, and committee members by newsletter at the end of the year.
10. Is responsible for overall Chapter and Society publicity when the opportunity arises.
11. Is aware of Society safeguards concerning lobbying activities by the Chapter to protect the Society's tax-exempt status.
12. Serves as a voting member of the Southern Division's Executive Committee and attends all meetings of that committee, if possible. If unable to attend, seeks Chapter representation by another Executive Committee member or Chapter member to take his/her place.

13. Prepares reports of the Chapter's activities for presentation at the annual Southern Division meeting.
14. Submits a "President's Message" column to the Newsletter following installation at the annual Chapter meeting.
15. Represents the Chapter at the AFS annual meeting.
16. Responds to requests for information from the Society, other subunits, and non-Society entities or directs appropriate Chapter officers or committees to respond.

### **PRESIDENT-ELECT**

1. Assumes the duties of President if the current president is absent, unable to perform his/her duties, or cannot complete the term.
2. Works closely with the President so that Chapter activities will continue smoothly in the next year.
3. Serves as a voting member of the Chapter's Executive Committee.
4. After consultation with other members of the Executive Committee and interested sponsors, selects time and place and develops the theme for annual meeting and plenary session (if desired) approximately 9-10 months in advance. Develops and distributes promotional information for the annual Chapter meeting well in advance.
5. Extends an invitation to Southern Division and Society Presidents, and the Executive Director, to attend annual Chapter meeting at least 3 months before the meeting.
6. Orders plaque for outgoing Secretary-Treasurer at least eight weeks prior to the annual Chapter meeting.
7. Coordinates all aspects of the annual chapter meeting.
  - a. Runs technical sessions of annual meeting or delegates this responsibility. Editorial Committee Chair typically assists with this responsibility, including procurement of moderators for technical sessions. Ensures adequate audiovisual materials are available, meeting agenda is available and meeting signage is adequate for attendees.
  - b. Ensures adequate facilities for technical presentations, posters, exhibitors, social events, banquet, student/mentor lunch, and president's breakfast, annual business meeting, auction and raffle, and other activities as appropriate.
  - c. Ensures Secretary-Treasurer has adequate supplies and materials to manage on-site registration, sales and other activities as appropriate.

8. Prepares write-ups for *Fisheries* concerning Chapter activities and programs. These should include a meeting announcement within three months prior to the annual Chapter meeting and a meeting report within one month following the annual Chapter meeting.

### **PAST-PRESIDENT**

1. Submits a "Past-Presidents Message" column to the Newsletter Editor following the annual Chapter meeting for inclusion in the next Newsletter.
2. Acts as advisor to the Chapter Executive Committee and standing committees, and gives assistance as needed.
3. Organizes an annual Past-Presidents breakfast at the annual Chapter meeting to discuss the future direction of the Chapter.

### **SECRETARY-TREASURER**

1. Prepares and distributes minutes of all Chapter and Executive Committee meetings to the Chapter Executive Committee and Newsletter Editor.
2. Prepares correspondence as requested by officers of the Chapter and Society.
3. Serves as a voting member of the Executive Committee.
4. Informs the Society Executive Director, the Division President, and Society staff of changes in officers, dates and locations of meetings, and other necessary information.
5. Notifies Society and Division President of change in officers within 30 days of annual Chapter meetings.
6. Disseminates other information regarding Chapter business and activities to the Society.
7. Distributes copies of resolutions to the Chapter President, the Division President, the Society Executive Director and appropriate officers, and appropriate individuals or agencies, as instructed in the resolution.
8. Is responsible for pre-registration and registration for the annual Chapter meeting and other planned activities.
9. Ascertains if a quorum (20 active members) is present at the annual Chapter business meeting for official actions.
10. Maintains letterhead and other supplies necessary for Chapter functions.

11. Orders a Past-President's plaque at least eight weeks prior to the annual Chapter meeting.
12. Maintains historical records of the activities, minutes, members, and other aspects of the Chapter, and forwards these records to the incoming Secretary-Treasurer.
13. Keeps a copy of Chapter Bylaws on hand and is familiar with their content for consultation at Chapter meetings.
14. Forwards any proposed Bylaw changes to the Executive Director for review by the Society's Constitutional Consultant prior to presentation of changes to the Society's Executive Committee for approval.
15. Receives, holds, and disburses funds as needed for Chapter functions as approved by Society rules and the Chapter's Executive Committee.
16. Maintains financial records and is responsible for the Texas Chapter's bank accounts.
17. Works with the Endowment Committee and assists with management of Chapter investments.
18. Prepares financial records for presentation at the annual Chapter business meeting.

## **COMMITTEES**

### **EXECUTIVE COMMITTEE**

Composed of the President, President-Elect, immediate Past-President, and Secretary-Treasurer, but participation by committee chairs is invited and encouraged. Oversees all Chapter functions. In addition to the following scheduled meetings of the Executive Committee, special meetings should be called by the President when the need arises.

- Executive Committee approves time, place, and topic for the next annual Chapter meeting, as proposed by the President-Elect.
- Mid-term Executive Committee meeting to review progress, provide direction to Chapter committees, and discuss forthcoming annual Chapter meeting.
- Final coordination meeting for upcoming annual Chapter meeting.
- Executive Committee meets before the annual Chapter business meeting to discuss concerns and the agenda for the business meeting. Evaluates any proposed resolutions and position statements.

## **AWARDS COMMITTEE**

Solicits and evaluates nominations and selects recipients for Outstanding Fisheries Worker of the Year in seven categories: Administration, Culture, Education, Management, Research, Technical Support, and Student. Special Recognition in Fisheries Work can also be awarded when deemed appropriate. Acquires plaques and presents awards at the annual Chapter meeting. Provides a synopsis of each recipient's accomplishments for the Chapter newsletter.

Works with the Editorial Committee to obtain information on presentations to be given at the annual meeting (title, authors, affiliation(s), poster or oral presentation, professional or student, and date/time to be presented) to coordinate judges of presentations and posters.

Searches for people who might volunteer to be judges:

- Asks the Secretary-Treasurer for a list of people who expressed an interest in being a judge on their meeting registration forms.
- Using newsletter articles, the TCAFS listserv, Facebook, and contacting previous judges, solicits professional judges for evaluating presentations (student judges not allowed).
- Obtains judges' affiliation, email contact information, and preferences as to time availability, professional or student presentations, oral and/or posters.
- Assesses which judges fit each of the presentations as to the above criteria and preferences (ex., a professor cannot judge his/her own student's work).
- Matches topic of presentation with judge's area of experience if possible (coastal vs. inland, hatchery vs. management, etc.).
- Assigns a minimum of 4 judges to each presentation and poster.

Evaluates judges' scores and selects the Outstanding Professional and Student Oral and Poster Presentations at the Annual Chapter Meeting. Announces the winners in the Chapter newsletter. Acquires plaques and presents awards at the following annual Chapter meeting.

### *Committee Membership*

Chair, seven members (Administration, Culture, Education, Management, Research, Technical Support, and Student), and 4-6 judges per presentation. The total number of judges required for the meeting will depend on the quantity of posters and presentations, plus the number each judge can evaluate. Flexibility in scheduling has helped to recruit judges.

### **Award Criteria:**

#### **Outstanding Fisheries Worker of the Year**

1. Nominations for each category can be made only by Chapter members.
2. The recipient must also be a Chapter member.



3. The award is based on fisheries-related work accomplished in Texas and can span more than one year.
4. The worker cannot be on the Awards Committee.
5. The worker may meet one or more of the given accomplishments for each category. Eligible accomplishments by the nominee include but are not limited to:

#### *Administration*

- a. Development of innovative management programs, research activities, or facilities that significantly affect fisheries management and conservation on a regional or statewide level.
- b. Leadership in implementation of regulations or management programs that address regional or statewide fisheries issues.
- c. Development of new sources of funding for fisheries programs.
- d. Leadership in the development of public outreach or recognition/award programs.
- e. Significant and effective promotion of fisheries management and conservation activities on a regional or statewide level.

#### *Culture*

- a. Development of techniques that produced fish more safely, more efficiently, or more economically.
- b. Development of methods that produced species not formerly cultured.
- c. Development of techniques that produced more fish.
- d. Participation in the development of equipment that benefitted fish culture.
- e. Promotion of fish culture.
- f. Participation in the production of a record number of fish (may be station or species specific).

#### *Education*

- a. Development of an innovative approach to fisheries education as illustrated through development of a new or revised course or curriculum.
- b. Publication of a journal article, extension publication, book, or book chapter that contributed significantly to fisheries education.
- c. Contribution of notable service in public education programs.
- d. Development of educational media (software, video, etc.) that contributed significantly to fisheries education.
- e. Outstanding contribution to the profession through service as an officer or other leader of an educational organization (e.g., the Education Section of the American Fisheries Society).

### *Management*

- a. Development of management plans or strategies or implementation of management practices (reservoir or pond management plans, pre-impoundment work, habitat work, and development of urban fisheries). This would include private water work.
- b. Education of the public in areas of fishing or fisheries management (conducting fishing clinics, educational programs, contact with various media, development of brochures, newsletters, bulletin boards, fliers, popular articles, etc.).
- c. Coordination with different agencies (cities, counties, or federal government) or reservoir controlling authorities to develop or implement management strategies.
- d. Participation in professional scientific organizations in the fisheries field to include offices held, committees served on, or other activities accomplished for the organization.

### *Research*

- a. Research contribution should add to the understanding of a biological problem or to solving a resource problem.
- b. Research contribution can be basic, applied, or a combination.
- c. Research contribution should have been disseminated, in order of importance, as a peer-reviewed article in a journal, non-peer-reviewed publication, or an oral presentation.
- d. Participation in professional and public organizations in the fisheries research field which comment on, instruct, or review research activities.
- e. In order of importance, the nominee's role in a research project should be directing the project or program, establishing the project or program, analyzing data, or conceiving the project or program.

### *Technical Support*

- a. Development of new or improved design and/or construction of equipment used in field sampling, culture operations, lab analysis, etc.
- b. Participation in outstanding or unique management, research, or culture activities, which contributed significantly to the fisheries profession.
- c. Participation in programs to educate other fisheries workers or the public (fishing clinics, seminars, articles, brochures, etc.).
- d. Accomplishments resulting in new or improved techniques or greater efficiency (data compilation and analysis, improved lab techniques, more productive fish culture techniques, improved fish sampling techniques, etc.).

### *Student*

- a. Must be a Chapter member.
- b. Illustrates outstanding academic achievements as a student in Texas.

- c. Conducts a student project or graduate research that advances the science of Texas fisheries.
- d. Performs research supporting organizations and/or groups working with Texas fisheries.

#### Special Recognition in Fisheries Work

1. Nomination can be made only by Chapter members.
2. The recipient may or may not be a member.
3. The recipient may be an individual or an organization.
4. Recognition should be based on fisheries-related work done in the State of Texas, but can span more than one year.
5. Work does not have to fit into the seven categories listed above.

#### Outstanding Presentation at the Annual Meeting

1. At least one author of the paper must be a Chapter member.
2. The presentation will be judged by the criteria presented in the expansion of awards criteria in Appendix A.

#### Outstanding Poster at the Annual Meeting

1. At least one author of the poster must be a Chapter member.
2. For years in which there are fewer than four poster presentations, 2/3 of voting judges must agree that one of the posters being judged merits an award for this award to be given.
3. Presenter must be present at the meeting and during the time set aside for presenters to answer questions concerning their posters.
4. The poster will be judged by the criteria presented in the expansion of awards criteria below in Appendix A.

#### **Procedures for Determining Award Recipient:**

##### Outstanding Fisheries Worker of the Year

1. All nominations sent in by an announced deadline will be distributed to committee members in each category.

2. The Chair and members will then vote to determine the recipient in each category.
3. Honorable Mention may be awarded if more than one nominee in a category is considered outstanding by the committee members.
4. If the members do not feel there is a suitable nominee for a category, then an award will not be given for that category.

#### Special Recognition in Fisheries Work

1. All nominations sent in by an announced deadline will be distributed to committee members.
2. The Chair and members will then vote to determine if a nominee is suitable for the award. More than one Special Recognition Award can be given.

#### Outstanding Professional and Student Presentations and Posters at the Annual Meeting

1. Prior to the presentations, 4-6 judges per presentation or poster will be assigned and given evaluation sheets with the presentation criteria attached (see Appendix A).
2. The judges will score the presentations based on the evaluation criteria by classification (professional or student) of the presenter or poster preparer. Classification will be determined by the membership status of the lead author for the presentation or poster. As the judges finish their assignments, they will return the scoring sheets to the committee chairperson by the end of the technical sessions.
3. The Outstanding Professional Oral and Poster presentations and Outstanding Student Oral and Poster presentations will be determined by the presentations and posters with the highest average scores given by the judges. Presentations and posters with tied scores (to the nearest 3 significant figures) will both receive outstanding presentation or poster awards.
4. The committee chairperson may announce Outstanding Presentation recipients as early as the following business meeting.
5. Award recipients (presenter or preparer) will receive a plaque from the Society recognizing their efforts. Co-authors will receive certificates from the Society. Plaques and certificates will be presented at the following annual Chapter meeting.
6. The recipients of the Outstanding Student Oral and Poster Presentations will also be eligible for a \$500 travel award if he/she makes the same presentation at a meeting of the Society (or any of its chapters or divisions) within the next 18 months. Travel award shall not be given for travel to a TCAFS meeting as the student must make the same presentation

to be eligible for the travel award. To receive the travel award, the presenter will provide the Chapter's Secretary-Treasurer:

- a. Proof the presentations were accepted and was placed on the meeting agenda, and
- b. Receipts for the meeting registration and travel costs (i.e., lodging, meals, parking, airfare, mileage, and ground transportation), totaling at least \$500.

### **CONTINUING EDUCATION COMMITTEE**

Plans and facilitates professional development opportunities for Chapter members, primarily through facilitation of continuing education workshops held at Chapter annual meetings.

1. With input from President-Elect, develops potential continuing education workshop topics and instructors for the Chapter annual meeting. One or two workshops are held at each Chapter annual meeting. Non-concurrent workshops are recommended unless overlapping interest is minimal (e.g. one is targeted at a student audience only).
2. Communicates workshop topic ideas with the Executive Committee.
3. Solicits and confirms workshop instructors. May assist with their travel and lodging arrangements.
4. Facilitates workshop set-up and administration. Coordinates these activities with the annual meeting site host, President-Elect, and workshop instructors.

### **EDITORIAL COMMITTEE**

Produces the Annual Proceedings of the Texas Chapter according to the following details:

1. Develops and distributes call for papers for the annual Chapter meeting well in advance.
2. Coordinates the printing of the program or its electronic publication for use by attendees at the annual Chapter meeting.
3. Secures moderators for technical presentation sessions of the annual Chapter meeting.
4. Sets deadline for receipt of manuscripts.
5. Solicits reviewers and sends out manuscripts for review.
6. Consolidates reviews, renders decision (reject, major revision, minor revision, or accept), and returns manuscripts to authors.

7. Manages resubmission and review of revised version.
8. Renders decision on acceptance of the revised manuscript. If manuscript is potentially acceptable for publication in Proceedings, instructs authors to resubmit revised version.
9. Has authors sign copyright agreement.
10. Publishes Annual Proceedings online.

### **ENDOWMENTS COMMITTEE**

Manage endowment funds supported by the Texas Chapter.

#### **Approach:**

To establish an endowment fund, interest from which to provide annual scholarships for Texas university students as determined through the Texas Chapter's Student Scholarship program.

#### **Procedure:**

1. An endowment fund will be established in a high-interest-bearing account to be administered by the Executive Committee of the Chapter with guidance from the Endowments Committee. Additional funds will be deposited by the Secretary-Treasurer at the direction of the Executive Committee at any time.
2. An Endowment Committee Chair will be appointed by the President. Members of the Endowment Committee will be appointed by the Chair. The Endowment Committee will be composed of a maximum of three members, including the Chair, and all will be Chapter members.
3. Endowment Committee members will maintain and cultivate relationships with endowment fund contributors. The Endowment Committee Chair will monitor the status/progress of endowment fund investments; serve as Chapter liaison to the investment management company; and make recommendations for changes in investment strategies and scholarship awards (both number and amount) to the Executive Committee each year prior to the annual Chapter meeting.
4. A maximum of six student scholarships (currently in the amount of \$1,500 dollars each) and one Clark Hubbs Student Research scholarship (currently in the amount of \$500) will be awarded each year by the Scholarship Committee (see Scholarship Committee Procedures).

5. The Endowment Committee Chair will work in close coordination with the Scholarship Committee Chair to ensure any concerns of endowment fund contributors are considered and addressed.
6. Changes to the award process including, but not limited to, the number and amount of scholarships awarded may be made at the discretion of the Executive Committee with guidance from the Endowment Committee and Scholarship Committee, provided that all such changes shall be made after the annual Chapter meeting and prior to the announcement of scholarships in the fall.

### **HISTORY COMMITTEE**

Manage Chapter historical documents and photos for posterity.

1. Actively collect and catalog historical information on Chapter activities and members.
2. Maintain Chapter chronological timeline of significant events.
3. Maintain digital albums of annual meeting photos.
4. Provide history updates for the Chapter newsletter and special presentations or posters for special events as needed.
5. Maintains and posts the Past Presidents, Award and Scholarship Recipients document on the Chapter webpage.
6. Archive Chapter documents such as By-Laws, Procedures, Pond Management, etc.

### **INTERNET COMMITTEE**

Update, maintain, and enhance Chapter web site to serve as an online repository of Chapter-related news and information.

1. Maintain updated list of names and contact information for officers and committee chairs.
2. Maintain and update web page with annual meeting information. Archive previous annual meeting information.
3. Facilitate online membership renewal forms.
4. Provide quick internet links for Society and Division web sites.
5. Provides current events and information for the Chapter.

6. Actively advertises annual meeting sponsors, exhibitors and donors through the Chapter listserv and social media outlets (i.e., TCAFS Facebook Page).

### **ISSUES COMMITTEE**

Identifies issues relating to aquatic resources, professional ethics, and the environment that are of importance to the mission of the Chapter or Society.

1. Solicits issues for consideration from the membership. Each issue, accompanied by a brief justification of need, and names and addresses of members possessing the interest and knowledge to assist in the preparation of policy statement, should be forwarded to the chair.
2. Develops and recommends resolutions for consideration by the chapter membership.
3. Responds to requests for information on issues and concerns from the Society or other entities as directed by the Chapter President.

#### Issue Selection Criteria:

- a. Is the issue pertinent to chapter goals?
- b. Will chapter's involvement make a difference?
- c. Is there chapter membership support?
- d. Does chapter have sound and the best available technical information?
- e. Have minority opinions been solicited and presented?
- f. Does the urgency of the issue warrant action without full membership approval?
- g. Is chapter willing to follow through?
- h. Do the geographic boundaries and other aspects of the issue make it appropriate for chapter action?

#### Steps

- a. Member, committee, or chapter raises concern/issue.
- b. Chapter committee reviews and recommends action to Executive Committee.
- c. Executive Committee reviews appropriate action relative to criteria and:
  - a. Refers to committee for more information,
  - b. Solicits wider review of membership, or
  - c. Takes action.

#### Possible Actions

- a. Sends letter requesting action or providing comments.
- b. Drafts resolution.



- c. Completes position or policy paper.
- d. Refers to Division or Society with recommendation.
- e. Recommends educational forum.
- f. Denies action with justification.
- g. Litigation.
- h. Other.

### **MEMBERSHIP COMMITTEE**

Membership recruits new members and ensures continued membership of members.

1. Maintains all current and historical Chapter membership lists.
2. Facilitates membership registration at annual Chapter meeting and through the Chapter newsletter.
3. Provides names and addresses of Chapter members to Society.
4. Requests updated Chapter membership list from Society as needed.
5. Keeps updated lists of committees and provides same to committee chairpersons.
6. Provides Chapter membership lists upon request.
7. Facilitates membership involvement in the Chapter.
8. Promotes membership in the Society.

### **NEWSLETTER COMMITTEE**

Publishes a newsletter 2 times/year. Newsletter editor serves as committee chair, but may solicit additional committee membership as needed. Recommended schedule and contents are as follows:

Post meeting	President's Message Past-President's Message President-Elect's Message Annual Chapter Business Meeting Minutes Committee Reports from Business Meeting Outstanding Fisheries Worker Awards Announcement Best Presentation and Poster Awards Announcement Treasurer's Report Executive Committee Meeting Minutes
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Committee Reports  
 Student Scholarship Awards  
 As appropriate, distributes news and information from the Society to the Texas Chapter

Pre meeting  
 President's Message  
 President-Elect's Message  
 Call for Papers  
 Outstanding Fisheries Worker Nominations Request  
 Executive Committee Meeting Minutes  
 Committee Reports  
 Treasurer's Report  
 Annual Chapter Meeting Information  
 Annual Chapter Meeting Registration Materials  
 Annual Chapter Meeting Activities Announcement  
 Background Summaries of Candidates  
 As appropriate, distributes news and information from the Society to the Texas Chapter

### **NOMINATING COMMITTEE**

1. Solicits recommendations by the 15th of September for nominees for the offices of:
  - a. President-Elect (a one-year position, the person becomes president the following year) and
  - b. Secretary-Treasurer (a two-year position).
2. Prioritizes possible candidates and obtains consent from two to three candidates for each office.
3. Attempts to choose candidates that have different areas of expertise and are employed by different agencies/institutions.
4. Recommendation for nomination for these offices should be sent to the Nominating Committee Chair by the 15th of September. The Committee will consider these nominees and any others they feel would make good officers. The Committee will prioritize the possible candidates. The candidates will then be contacted in order of the prioritized list until two or three of the top candidates for each office are found who are willing to serve. A short resume of each candidate will be published on the Chapter website prior to the election.
5. The candidates will be voted on by the membership through electronic ballots facilitated online or by being present and voting at the annual meeting. At the annual meeting registration desk, ballots will be given to members who have not voted. Election results

will be announced at the annual business meeting. The winning candidate must receive a majority vote. If a runoff vote is needed, a vote will be conducted during the business meeting.

### **POND MANAGEMENT COMMITTEE**

1. Promotes technically and environmentally sound management of small impoundments in the state.
2. Facilitate discussion of small impoundment management issues.
3. Revises, updates, and distributes general information and Committee publications on pond management.

### **PUBLICITY/EXHIBITS COMMITTEE**

1. Solicits items as gifts to the Chapter to be used in Auctions and Raffles and coordinates donation and receipt processing with Treasurer.
2. Facilitates sponsor and exhibitor solicitation and set-up, and coordinates payment for Chapter annual meetings with the Treasurer.
3. Coordinates raffle and auction activities during the annual Chapter meeting to raise funds for student scholarship awards managed by the Endowments & Scholarship Committees.
4. Publicizes information regarding Chapter business and activities to appropriate organizations and the public.
5. Distributes appropriate news and information from the Society and the Texas Chapter to appropriate news media and press outlets.
6. It is recommended separate co-chairs be selected, one to manage publicity and the other to manage exhibits.

### **SCHOLARSHIP COMMITTEE**

Recognizes academic and professional excellence among students enrolled in fisheries-related programs at universities in Texas.

#### **Approach:**

Oversee and conduct the Texas Chapter's Student Scholarship program. Scholarship awards will be provided on an annual basis to help deserving students attain their educational and career goals in the fisheries-related sciences, and to promote good stewardship of aquatic resources in the state.

### **Procedure:**

1. An endowment fund will be established in a high-interest-bearing account to be administered by the Executive Committee (Executive Committee) of the Chapter with guidance from the Endowments Committee (EC). Additional funds will be deposited by the Secretary-Treasurer at the direction of the Chapter Executive Committee at any time.
2. The Chair of the Scholarship Committee (SC) will be appointed by the President. Members of the SC will be appointed by the Chair. The SC will be composed of a minimum of five voting members, including the Chair, and all will be Chapter members. Voting members of the SC will be drawn from the membership of the Chapter, exclusive of faculty or staff serving at Texas universities. In naming voting members of the SC, the Chair should strive to reflect the diversity of the membership and to minimize any possible bias of the SC toward any academic institution. The SC will also include the Chair of the Clark Hubbs Student Research Scholarship (CHSRS) Sub-Committee, a self-directed subsidiary working group within the SC. In the event no Chapter member is willing to Chair the CHSRS Sub-Committee, the Sub-Committee and its scholarship would dissolve.
3. Annual selection of the scholarship recipients will be made by the SC, with the CHSRS Sub-Committee solely responsible for selecting, notifying, and awarding its recipient. The SC will select recipients shortly before each annual Chapter meeting where the scholarship awards will be presented. Selection of the scholarship recipients will be made by the voting members of the SC, based on the following criteria: 1) academic excellence; 2) professional activities; 3) promise of future professional involvement and 4) significant contribution to the field of fisheries science (See Scholarship Application Guideline in Appendix B). The CHSRS recipients will also demonstrate contributions to fisheries science congruent with the late Clark Hubbs' former research interests and ongoing legacy. Financial need will not be a judgment criterion for any scholarship award.
4. Four student scholarships (currently \$1,500 dollars each) will be awarded each year by the SC. Two undergraduate students, one Master's degree candidate, and one Ph.D. candidate will receive the scholarships. With the additional financial support of the Sportsmen's Club of Fort Worth, two Harry Tennison Scholarships (currently \$1,500 each) will be awarded by the SC to two university fisheries students of any academic classification each year. The CHSRS Sub-Committee will award one scholarship (currently \$500) per year.
5. University Point of Contacts (POC) will be solicited from the various colleges and universities throughout Texas by the SC. The SC is responsible for making universities aware of Texas Chapter scholarship information and timelines. Scholarship announcements and a copy of the application will be sent to the POC's annually as early in the fall semester

as is practical. The role of the POC is to distribute scholarship announcements and application materials to interested students. A list of participating universities, their POC's, and the associated contact-related information (e-mail, mailing address, and telephone number) will be maintained by the Chair of the SC. The deadline for receiving applications will be established by the SC and posted in the scholarship announcement and in the Texas Chapter newsletter. Students interested in all but the CHSRS will prepare their application and submit it directly to the Chair of the SC prior to the established deadline. Students applying for the CHSRS will submit their application directly to the CHSRS Sub-Committee Chair.

6. Each student will be eligible for only one award in each award category (i.e., a student could be awarded a maximum of four scholarships lifetime: undergraduate, M.S., Ph.D., and Clark Hubbs Student Research).
7. If no applications are received in an award category, or all the applications received within a category are deemed unworthy of an award by the SC, the money earmarked for that category will not be awarded and will be placed in the endowment fund.
8. Changes to the award process including, but not limited to, the number and amount of scholarships awarded may be made at the discretion of the Executive Committee with guidance from the EC and SC, provided that all such changes shall be made after the annual Chapter meeting and prior to the announcement of scholarships in the fall.

### **STUDENT OUTREACH COMMITTEE**

Functions to increase membership and participation by students at Texas universities and to keep students informed of Chapter news and activities. Helps create opportunities for our future fisheries leaders to develop professionally.

#### **Procedure:**

1. Represents students' interests at Executive Committee meetings and suggests modifications or additions to Chapter business that would enhance students' ability or motivation to join the Chapter and participate in Chapter functions. TCAFS student members; student officers from TCAFS sub-units, or student officers from recognized university organizations closely associated with Fisheries may also attend and participate in TCAFS annual meeting.
2. Works with the President-Elect and others to encourage student attendance at the annual meeting, with such efforts to include, but not be limited to, providing free or reduced lodging, dinner, and registration, and to encourage the scheduling of the Chapter meeting on days that will promote student attendance. Makes requests to academic representatives/advisors to provide a university or department van for student

transportation or make some other organized attempt at getting students to the annual Chapter meeting. Sets up a student information table at the Chapter meeting and/or a job and volunteer opportunity board.

3. E-mails/sends materials on a regular basis to contacts at universities who can disseminate materials to interested members of campus community electronically and/or as otherwise appropriate. Materials would include but are not limited to posters/brochures on the benefits of membership; newsletters as they are released; scholarship announcements; information on benefits of TCAFS membership; AFS, SDAFS, TCAFS annual meeting student opportunities.
4. Initiates new contacts at universities not previously on contact list. May instigate the formation of a student sub-unit of the Society under the umbrella of the Texas Chapter.
5. Maintains column(s) in the newsletter for students' benefit such as advice on getting jobs, funding, internship opportunities, etc., and/or brief biographies of students to help increase exposure to the members and let other students see what opportunities their peers have taken advantage of in their college careers. Encourages guest articles by students.
6. Encourages mentorship opportunities between students and members.
7. Works closely with TCAFS Facebook/social media contact to disseminate information of benefit to potential TCAFS members, including but not limited to students, professors, other appropriate university and/or fisheries contacts and interested members of the public following TCAFS on Facebook/social media.

### **AD HOC COMMITTEES**

Committees created or continued by the Chapter President for a specific purpose or special case. Ad hoc committees are automatically dissolved upon discharge of their appointed tasks. These committees are subject to the same reporting requirements as are all other committees.

Provide a brief overview of committee progress in the past year orally at the annual Chapter business meeting. Submit committee report for inclusion in the next Newsletter.

## **DONATION POLICY**

### **Requesting donations from Texas Chapter AFS**

The Texas Chapter of the American Fisheries Society is committed to the conservation, development, and wise utilization of recreational and commercial fisheries, promotion of all branches of fisheries science and practice, and exchange and dissemination of knowledge about fish, fisheries, and related subjects.

Texas Chapter AFS is a 501(c)(3) non-profit organization. Texas Chapter AFS officers and committee chairs volunteer their time to conduct Society business. Membership dues and solicited donations support the Chapter AFS annual meeting. Generated revenue primarily is invested in future fisheries professionals in the form of university student scholarships and student travel stipends to attend annual meetings. Students are the primary beneficiary of available funds.

On occasion, organizations and individuals solicit donations from the Chapter. Requests are considered only if the use of funds is consistent with the Society mission of strengthening the fisheries profession, advancing fisheries science, and conserving fisheries resources. Society-related programs and activities receive the highest priority for funding, followed by state-wide non-AFS programs and activities, and local non-AFS programs and activities.

To solicit donations, contact the Chapter President to discuss the proposed request. Initial contact should include a description of your organization, if non-AFS, and purpose of funds. If deemed consistent with the Chapter mission, the Chapter President will forward the information to the Executive Committee for further discussion and a vote. Typically, donation requests range from \$100 to \$500. A single donation not exceeding \$500 and total donations not exceeding \$2,500 can be given each year with Executive Committee approval. Additional donations must be approved by vote of membership. A donation of \$1,000.00 to the Brigades Camp (\$500.00 for Bass Brigades and \$500.00 for Coastal Brigades) shall be given annually without needing to be approved by a vote of the membership.

Donations regardless of merit or amount can be denied pending availability of funds. Commensurate with Chapter goals, the Chapter should not provide donations in a total amount during a year which would prevent the Chapter from transferring \$6,000 to the Endowment Fund in a year and ensuring the cost of the Chapter's annual meeting and operating expenses are completely paid from the Chapter's operating budget.

## APPENDIX A

### *Expansion of Awards Criteria for Selecting Outstanding Presentation at the Annual Meeting*

1. Introduction (10 points) - Does it provide adequate justification for doing the study? Does it grab the attention of the audience, or lose them?
2. Methods (10 points) - Is it clear what was done? Are methods described in too much or too little detail?
3. Organization (10 points) - Does the presentation or poster follow a clear, logical, and effective sequence that gets the point across and keeps the audience's attention.
4. Originality (15 points) - This is a judgment of how close the content is to the "cutting edge" of fisheries or how innovative a researcher has been in designing/conducting a study.
5. Technical Merit (20 points) - Were the study design and analyses appropriate? Do the interpretations come clearly from the results?
6. Delivery (15 points) – Overall quality and presentation. Voice quality, enthusiasm, eye contact, articulation, etc.; for a poster this would incorporate the clarity in the way the information is presented.
7. Visual Aids (15 points) - Your judgment of their simplicity, comprehensibility, and effectiveness. (i.e., Are graphs and photographs used effectively and easy to follow?).
8. Other Considerations (5 points) - Not an automatic category, save this for unique or extra things that a speaker has in his/her presentation (i.e., good use of humor or metaphors).
9. Comments - Feel free to provide comments. These may be used in the event of ties.





Judge \_\_\_\_\_ Date \_\_\_\_\_

## **APPENDIX B**

### **SCHOLARSHIP APPLICATION GUIDELINES**

Directions: Type all materials. Limit your answers to the period of your college career.  
Continue each answer on as many pages as necessary.

#### 1. GENERAL INFORMATION

Name:

Classification:

GPA in major:

Expected Graduation Date:

2. List all work experience since beginning college-level studies.
3. List honors, fellowships, and scholarships that you have received.
4. List professional, scientific, and honor Society activities. Describe ways in which you have exhibited leadership potential.
5. Provide a statement describing your career goals.
6. Describe your reasons for pursuing a career in fisheries science. Include your personal philosophy of natural resource conservation.

## APPENDIX C

### CONDUCTING A SOCIETY BUSINESS MEETING

1. Several months before the meeting, arrange for a meeting room at the chosen location. Be aware that the planning time for making room reservations is increasing each year. If the business meeting is held in conjunction with a technical meeting, make the arrangements in cooperation with the local arrangements chairperson.
2. The meeting room should ideally have seating capacity for about 1.5 times the expected attendance, a raised front table with seating for the necessary officers and guests, a lighted podium with microphone, and one or more microphones in the audience.
3. Inform officers, committee chairs, and other participants of the time and place as early as possible, but at least 2 months before the meeting. (Note: the appropriate Division President should be notified if the meeting is to be a Chapter meeting.)
4. Prepare a draft agenda, using past meeting agendas and the outline in the Society "Rules" (printed following the Bylaws in the Society Membership Directory and Handbook) as guides. Circulate the agenda to the subunit's Executive Committee for revision. The following elements should be included in every business meeting:
  - a. Call to order (on time)
  - b. Approval of agenda
  - c. Introduction of guests and special visitors, especially Society past and present officers and staff, elected officials, and foreign visitors
  - d. Determination of quorum
  - e. Approval of minutes of previous meeting
  - f. Presidential address (preferably short and related to the conduct of the subunit during the previous year)
  - g. Report by a Society official (current officer, staff member), if present
  - h. Committee reports (in the instructions to presenters, stress brevity, and unless major action items are to be considered, suggest a three-minute time limit for each report)
  - i. Treasurer's and Auditor's reports
  - j. Awards
  - k. Old business
  - l. Installation of new officers
  - m. Recognition of Past-President and Secretary-Treasurer (if outgoing)
  - n. New business
  - o. Adjournment
5. Prepare a final agenda, distribute it to persons responsible for conducting parts of it, and print sufficient copies for everyone attending the meeting to have a copy.

6. A week or two before the meeting contact everyone responsible for any aspect of the meeting (including the manager of the meeting location) to ensure that all is well.
7. Review Robert's Rules of Order to learn the proper parliamentary procedures for conducting a meeting. Of importance are the forms of motions, the conditions of various motions, and the rules for conducting debate (e.g., people generally believe that yelling, "Question," from the audience halts discussion; it does not).
8. Gather at least the following materials to have present during the meeting: agendas, Society and subunit policy and procedural manuals, subunit bylaws and other rules, minutes of preceding meeting, Robert's Rules of Order, gavel, writing and recording materials, copies of submitted reports, Society Membership Directory and Handbook, award certificates.
9. Ensure the Secretary-Treasurer has Chapter records and reports up to date and in hand.
10. On the day of the meeting, before it begins, do the following:
  - a. Inspect the meeting room and correct deficiencies.
  - b. Contact everyone expected to participate to ensure each is present; if anyone is absent, appoint a replacement or become prepared to handle that topic yourself.
  - c. Ensure that the Secretary-Treasurer is present and prepared to record the minutes of the meeting.
  - d. Ensure that the Resolutions Committee Chair has prepared enough copies of the resolutions to distribute to all meeting attendees.
  - e. If awards are to be given, ensure that the awards and awardees are present. If awardees are not present, announce at the meeting that the award will be sent to the recipient (asking if anyone in the audience can take it is inappropriate; arrange this before or after the meeting).
  - f. If an auditor's report is needed, ensure that the chair is present and prepared to speak.
  - g. If elections are held during the meeting, ensure that ballots have been prepared and that persons have been assigned to distribute, collect, and count the ballots.
  - h. Determine from the registration desk if former Society or Division Presidents are present. If so, encourage them to attend the business meeting.
  - i. Ensure that a photographer will be present to take photos during the meeting. Specifically, the following photos are suggested: award presentations, installation of new President, all attendees as a group, officers as a group, special guests addressing the group, presenters as a group.
11. About 15 minutes before the meeting, ensure that the room has been cleared and is prepared for the meeting.
12. About 10 minutes before the meeting, begin asking attendees to enter the room and take seats. Assigning officers to assist in this difficult process!

13. Start the meeting exactly on time. Remember, your primary job at the meeting is to execute the business in a professional and efficient way.
14. After adjournment, hand over necessary items to the new President; thank all guests and presenters for their help.