

TEXAS CHAPTER

AMERICAN FISHERIES SOCIETY

PROCEDURAL HANDBOOK

Compiled by G. Joan Holt 1994

Updated by:
Pat L. Hutson and Loraine T. Fries 1996
John A. Prentice 1998

PREFACE

This procedural manual is intended to provide an efficient change 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 get lost.

While the manual provides guidance, it 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 manual each year and make changes that can improve the performance of their office or committee.

This manual is also intended to give all members a better idea of how the Chapter operates and to summarize 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.

HISTORY AND BACKGROUND

by Pat L. Hutson and Loraine T. Fries

The Texas Chapter of the American Fisheries Society (TCAFS) was formed on November 5, 1975 when over 100 fisheries professionals and students met at Texas A & M University in College Station. That meeting produced 82 original members and a charter that was approved by the parent society on March 22, 1976. Dues were set at \$3.00 per year with a special rate of \$2.00 for students. The goals of the Chapter were those set forth in Article I of the AFS Constitution and to encourage the exchange of information by fisheries workers residing in Texas.

Forty-four of 133 members attended the second meeting on December 3 - 4, 1976 in Lake Brownwood, Texas. In addition to a business meeting, the TCAFS held a round table discussion on management and research problems with representatives from neighboring states, a technical session, and a social/dinner. The Secretary/Treasurer reported a "healthy account balance of over \$300.00".

The TCAFS has met annually since 1975 at various locations across the state, including two meetings held in conjunction with the Oklahoma Chapter. Since those rather humble beginnings, the TCAFS has grown considerably. In 1990, the TCAFS sponsored a single \$150.00 scholarship; in 1995, three \$500.00 scholarships were funded through the TCAFS Scholarship Endowment Fund. The TCAFS Annual Proceedings was deemed to meet all applicable criteria and became citable literature in the view of the parent society in 1991. As of July 1995, membership stood at 287 and assets exceeded \$28,000.00.

In spite of all the changes, some things remain the same, among them the goal of information exchange among Texas' fisheries professionals. Over the years, the TCAFS members have enjoyed camaraderie with many respected scientists. Although some have moved on, many of the charter members remain active in the TCAFS. As the TCAFS begins its 20th year since the charter, we look forward to both the changes and the continuity that the next 20 years will bring.

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HISTORY OF TEXAS CHAPTER AWARDS

- 1977 Fisheries Research - John A. Prentice and Richard D. Clark, Jr. (TPWD)
- 1978 Fisheries Education and Research - Clark Hubbs (UT)
Fish Culture - Pat L. Hutson (TPWD)
Special Recognition - Edward R. Lyles (FWS)
- 1979 Fish Culture - Robert Stickney (TAMU)
Fisheries Education - Richard Noble (TAMU)
Fisheries Management - Gary Valentine (SCS)
Fisheries Research - Phil Durocher (TPWD)
Special Recognition - Charles Inman (TPWD)
- 1980 none
- 1981 Fisheries Education - Bobby Whiteside (SWTSU)
- 1982 Fish Culture - Roger L. McCabe (TPWD)
Fisheries Research - William C. Guest (TPWD)
Special Recognition - Robert P. Hofstetter (TPWD)
- 1983 Special Recognition - Robert J. Kemp (TPWD)
- 1984 none
- 1985 Fisheries Education - Donald E. Wohlschlag (UTMSI)
Fisheries Research - Connie R. Arnold (UTMSI)
- 1986 Fisheries Management - William Higginbotham (TAES)
Fisheries Research - Robert L. Colura (TPWD)
- 1987 Fish Culture - Kerry Graves (FWS)
Special Recognition - The Sportsmen's Club of Texas
- 1988 Fisheries Research - Gary P. Garrett (TPWD)
Special Recognition - Kirk Strawn (TAMU)
- 1989 Fisheries Administration - Gary C. Matlock (TPWD)
Fish Culture - Robert R. Vega (TPWD)
Fisheries Management - Joseph E. Kraai (TPWD)
Fisheries Research - Roy J. Kleinsasser and Gordon W. Linam (TPWD)
Scholarship – Tommy Bates (TAMU)

- 1990 Fisheries Administration - C. Gene McCarty (TPWD)
Fish Culture - Glen A. Alexander and David L. Campbell (TPWD)
Fisheries Management - David R. Terre (TPWD)
Best Presentation (1989) - Robert Clay Smith
Scholarship – Michael Brice (TTU)
- 1991 Fisheries Administration - Pat L. Hutson (TPWD)
Fish Culture - Jake Isaac, Jr. (TPWD)
Fisheries Management - Mark Webb (TPWD)
Fisheries Research - Ronnie M. Pitman (TPWD)
Special Recognition - The Wetland Habitat Alliance of Texas
Best Presentation (1990) - Joe Fries
Scholarships – Jim Tolan (CCSU), Michell Badough (SWTSU)
- 1992 Fish Culture - Camilo Chavez, Jr. (TPWD)
Fisheries Management - Ken Sellers (TPWD)
Fisheries Research - Bob Colura (TPWD)
Education - Brian Murphy (TAMU)
Special Recognition in Fisheries - Bobby Farquhar (TPWD)
Special Recognition - Andy Sansom (TPWD), Rudy Rosen (TPWD)
Best Presentation (1991) - Mark Stacell
- 1993 Fisheries Management - Bruce Hysmith (TPWD)
Special Recognition - Joe Martin (TPWD), Steve Gutreuter (TPWD)
Best Presentation (1992) - Maurice Muoneke
Scholarships – Erica Schlickeisen (SWTSU), Brian Blackwell and Nancy McFarlen (TAMU)
- 1994 Fisheries Administration - Dick Luebke
Fish Culture - Ted Engelhardt
Fisheries Management - Steve Magnelia
Special Recognition - Bob Howells
Best Presentation (1993) - Jay Rooker
Scholarships – Kathryn Cauble (SWTSU), Howard Elder and Kim Jefferson (TAMU)
- 1995 Fisheries Administration – Roger McCabe (TPWD)
Fish Culture – Robert Adami (TPWD)
Fisheries Education – Bill Neill (TAMU)
Fisheries Management – Spencer Dumont (TPWD)
Fisheries Research – Maurice Muoneke (TPWD)
Special Recognition – Tom Heffernan (TPWD), Robin Riechers (TPWD), and
S. Ken Johnson (TAMU)
Best Presentations (1994) – Travis Kelsey (SWTSU)
Scholarships – Jay Rooker (UTMSI), Robert Weller (TTU), Gil Rosenthal (UT), John Findiesen
and Karen Quinonez (SWTSU)

- 1996 Fisheries Administration – Gene McCarty (TPWD)
 Fisheries Education – Billy Higginbotham (TAMU)
 Fisheries Management – Gary Garrett (TPWD)
 Fisheries Research – Ivonne Blandon (TPWD)
 Special Recognition – Reeves County Water Improvement Board
 Best Presentations (1995) – Robert Weller (TTU), Robert D. Doyle (ACE)
 Technical Support – Jimmy Gonzales (TPWD)
 Honorable Mention (Technical Support) – Eric Young (TPWD)
 Scholarships – Chad Thomas (SWTSU), Ana-Claire Fernandez (UTMSI), Kenneth Ostrand and Dawn Lee Johnson (TAMU)
- 1997/ Fish Culture – Tom Dorzab (TPWD)
- 1998 Fisheries Education – Robert Ditton (TAMU)
 Special Recognition – Fred Janssen, Chris Cummings, Dan Lewis, Dan Strickland, and Gary Graham (TPWD), Jim Davis (TAMU)
 Best Presentation (1996) – Gene Gilliland (ODWC)
 Scholarships – Tony Baker and Allison Anderson (TAMU), Patrick Rice (TAMU-Galveston), Laurie Dries (UT)
- 1999 Fisheries Administration – Loraine Fries (TPWD)
 Special Recognition in Fisheries Work - Pat Hutson (TPWD)
 Best Presentation (1998) - Tim Bonner (TTU)
 Scholarships - Undergraduate - Scott Hollingsworth (TTU) and William Granbury (TTU)
 Graduate - Brian Bohnsack (TAMU) and Michael Morgan (TAMU)
- 2000 Fisheries Research - Gene R. Wilde (TTU)
 Best Student Presentation (1999) - Kenneth G. Ostrand (TTU)
 Best Presentation (1999) - Gene R. Wilde, Kenneth G. Ostrand (TTU), Dan W. Strickland, and Maurice I. Muoneke (TPWD)
 Special Recognition - Joe Fries, Emily Harber, team - Joe L. Hernandez and Robert W. Wienecke, and John Moczygemba
 Scholarships - Calub Shavlik (TTU), Mandy Cunningham (TTU), and Laurianne Dent (SHSU)
- 2001 Fisheries Administration - Ken Kurzawski (TPWD)
 Fisheries Education - Kevin Pope (TTU)
 Fisheries Management - Brian Van Zee (TPWD)
 Fisheries Research - Reynaldo Patino (TTU)
 Technical Support - David DeLeon (TPWD)
 Fisheries Student - Timothy Bonner (TTU)
 Special Recognition - Management - Rhandy Helton (TPWD)
 Technical Support - Rosie Roegner (TPWD)
 Pioneering Research and Management - Walter D. Dalquest
 Best Student Presentation (2000) - Scott D. Hollingsworth, coauthors - Kevin L. Pope, Gene R. Wilde (TTU)
 Best Presentation (2000) - J. Warren Schlechte, coauthors - Richard Luebke, T. O. Smith (TPWD)
 Scholarships - Undergraduate - Mandy Cunningham (TTU), and Cody Winfrey (TTU)
 Graduate - Abrey Arrington (TAMU), and Laurianne Dent (SHSU)

- 2002 Fisheries Administration – Leroy Kleinsasser (TPWD)
 Fisheries Management – Gordon Linam (TPWD)
 Special Recognition – Raymond Mathews, Jr. (TWDB), Austin Bass Club of the Deaf
 Best Presentation – Jay Rooker, coauthors – Bert Geary, Richard Kraus, and
 David Secor (TAMUG)
 Best Student Presentation – J. P. Turner, coauthor – Jay Rooker (TAMUG)
 Best Poster Presentation – Michael Lowe, Gregory Stunz, and Thomas Minello (NMFS)
 Scholarships, Undergraduate – Felix Martinez, Jr. (TTU), Stuart Willis (TAMU)
 Scholarships, Graduate – Mathew Chumchal (TCU), Michael Morgan (TAMU)
- 2003 Fisheries Culture – Dennis Smith (TPWD)
 Fisheries Education - Gene Wilde (TTU)
 Fisheries Student – Christine Burgess (TAMU)
 Special Recognition – Larry McEachron (TPWD)
 Best Presentation – Gregory Stunz (TAMUCC), coauthors Thomas Minello and
 Phillip Levin (NMFS)
 Best Student Presentation – Monte Brown, coauthors Felix Martinez Jr., Kevin Pope, and
 Gene Wilde (TTU)
 Best Poster Presentation – Suraida Nanez-James (TAMUG) and Thomas Minello (NMFS)

Abbreviations:

ACE = Army Corp of Engineers

NSCS = Natural Resources Conservation Service

OSU = Oklahoma State University

SWTSU = Southwest Texas State University

TPWD = Texas Parks and Wildlife Department

TUGC = Texas Utilities Generating Company

UT = University of Texas, Austin

UTPA = University of Texas/Pan American

CCSU = Corpus Christi State University

ODWC = Oklahoma Department of Wildlife Conservation

SCS = Soil Conservation Service

TAMU = Texas A&M University

TTU = Texas Tech University

USFWS = US Fish and Wildlife Service

UTMSI = University of Texas Marine Science Institute

TEXAS CHAPTER OF AFS

YEAR	PRESIDENT	MEETING LOCATION
1975	Chapter Formation	Texas A & M
1976	Ed Bonn	Lake Brownwood
1977	Jim Davis	San Antonio
1978	Bill Rutledge	San Marcos
1979	Bobby Whiteside	Texas A & M
1980	Richard Noble	Arlington
1981	Charles Inman	Austin
1982	Gary Valentine	Kerrville
1983	Don Steinbach	Lake Texoma
1984	Gary Matlock	Port Aransas
1985	Maury Ferguson	Junction
1986	Brian Murphy	San Marcos
1987	Joe Tomasso	Kerrville
1988	Dick Luebke	Abilene
1989	Mac Mccune	San Antonio
1990	Bobby Farquhar	Lake Texoma
1991	Gene Mccarty	Galveston
1992	Bill Provine	Kerrville
1993	Barbara Gregg	Port Aransas
1994	Loraine Fries	Lago Vista
1995	Pat Hutson	College Station
1996	Mark Webb	Pottsboro
1998	Katherine Ramos	Athens
1999	John Prentice	Corpus Christi
2000	Paul Hammerschmidt	Bossier City, LA
2001	Charles Munger	San Marcos
2002	Gordon Linam	Junction
2003	Gene Wilde	Galveston
2004	Gary Garrett	College Station

CHAPTER GOALS AND OBJECTIVES

The general purposes and responsibilities* of the Texas Chapter are as follows:

1. Facilitate communication among members (by newsletters and other means) regarding fisheries science issues and the conduct of the fisheries profession within the Chapter's region.
2. Hold meetings, publish works, and perform other activities on a technical and semi-technical level that advance the status and performance of the fisheries profession within the Chapter's region.
3. Determine the views of members relative to professional topics affecting their performance, for example, by conducting surveys and considering resolutions.
4. Present the views of Chapter members to the Division membership, the AFS membership, and to the general public and government agencies within the Chapter's boundaries.
5. Hold annual meetings at which all Bylaw responsibilities are carried out.
6. Serve as technical and professional advisors to government agencies within the Chapter's region.
7. Promote the fisheries profession within the Chapter's boundaries through active and positive relations with journalists, government officials, special interest groups, other professional organizations, and the general public.
8. Promote proper use of aquatic resources by initiating and participating in special projects that increase public awareness, expand participation, improve habitat, and protect fragile resources.

* Taken from American Fisheries Society Procedural Manual. Published by AFS, Bethesda, Maryland, 1992.

BYLAWS

Section 1

Name and Objectives

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

The objectives of the Chapter shall be those of the American Fisheries Society as set forth in Article I of the Constitution and to encourage the exchange of information by members of the Society within the Chapter.

Section 2

Membership

The membership of the Chapter shall be composed of members in good standing. Members pay dues annually and their membership extends through the calendar year (only) for which dues are paid.

Section 3

Meetings

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

Section 4

Officers

The officers of the Chapter shall consist of a President, President-Elect and a Secretary/Treasurer.

Officers shall be elected at the annual meeting. The Secretary/Treasurer holds office for a period of two years, but the term of the other officers shall be until the next annual meeting. In case of a vacated position, the Executive Committee shall appoint a qualified replacement to fill an unexpired term. The President-Elect shall automatically ascend to the office of President, at the annual meeting or if the position of President is vacated.

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

Section 5

Duties of Officers

The President of the Chapter shall preside at all meetings, shall serve as the Chairperson of the Executive Committee, shall represent the Chapter to the Southern Division and to the American Fisheries Society, and shall make such appointments and perform other duties and functions as are authorized and necessary.

The President-Elect shall serve as a member of the Executive Committee, shall plan and coordinate the program at the annual meeting, and shall assume the duties of the President in the event of his/her inability to act.

The Secretary/Treasurer shall keep the official records of the Chapter, collect and be custodian of registration fees collected under Section 10 of these Bylaws, and of any funds that may be allotted to the Chapter. The Secretary/Treasurer shall disburse funds as may be authorized and necessary and shall submit a record of receipts and disbursements at the annual Chapter meeting.

Section 6

Executive Committee

The executive Committee of the Chapter shall consist of the elected officers and the Immediate Past President. The committee is authorized to act for the Chapter between meetings and to perform appropriate duties and functions. Elected officers must be members in good standing of the Chapter and the American Fisheries Society.

Section 7

Chapter Committees

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

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

Standing Committees are permanent committees established through the Bylaws of the Chapter. The Standing Committees shall be Awards, Editorial, Endowments, Issue, Nominating, Membership, Pond Management, Publicity/Exhibits and Student Outreach.

Ad Hoc Committees are created by the president to address topics that do not fall under the responsibilities of Standing Committees. Ad Hoc Committees exist for one year but may be reappointed for subsequent years by succeeding Presidents.

Section 8*Election of members*

Application for annual membership may be received by the Secretary/Treasurer of the Chapter any time and dues shall be paid then.

Section 9*Voting and Quorum*

Decisions at meetings of the Chapter shall be by simple majority, except that changes to these Bylaws shall require a 2/3 majority of those present and voting. A quorum at any annual meeting for the transaction of official business shall be 20 members.

Section 10*Registration*

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

Section 11*Amendments of the Bylaws*

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

Section 12*Dividends Prohibited*

No dividends shall be paid and no part of the income of the Chapter shall be distributed to its members although compensation in a reasonable amount may be paid to its members for personal services rendered and upon dissolution of final liquidation, distribution to the members of any of the existing assets may be made, but only as permitted by the non-profit corporation act of the state of Texas.

OFFICERS AND DUTIES

PRESIDENT

1. Oversees all aspects of Chapter operation.
2. Presides at the annual Chapter business meeting held during the annual Chapter meeting.
 - 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 AFS officers from the Parent 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 chairpersons and members of all standing and special 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 chairpersons.
7. Is prepared to establish desired special ad hoc committees and appoint chairpersons and members when installed as President. Creates other ad hoc committees as needed.
8. Communicates regularly with committee chairpersons, insuring that they are actively pursuing their responsibilities. Requires progress reports from committee chairpersons, preferably in a brief written format that may be submitted to the newsletter editor at specified intervals.
9. Acknowledges the work of committee chairpersons by letter, and committee members by newsletter at the end of the year.
10. Is responsible for overall Chapter publicity and AFS 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 and mid-term Division EXCOM meeting.

14. Submits a "President's Message" column to the Newsletter following installation at the annual Chapter meeting
15. Acts as a non-voting member of the Parent Society Executive Committee and attends both the autumn and midterm meetings, if possible.
16. Responds to requests for information from the Parent 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 unable to 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 EXCOM and interested sponsors, selects time and place and develops the theme for annual meeting approximately one year in advance. Develops and distributes call for papers and promotional materials 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 three months before the meeting.
6. Coordinates the printing of the program for the meeting.
7. Runs technical sessions of annual meeting or delegates this responsibility.
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 following the annual Chapter meeting in September 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. Sends minutes of annual Chapter meeting to the AFS Executive Director within 30 days after the annual Chapter meeting. Minutes and newsletters should also be sent to the Southern Division President.
2. Prepares correspondence as requested by officers of the Chapter.
3. Serves as a voting member of the Chapter Executive Committee.
4. Informs the Executive Director, the Division President, and AFS parent society staff of changes in officers, dates and locations of meetings, and other necessary information. Notifies Executive Director of change in officers within 30 days of annual Chapter meetings.
5. Distributes copies of resolutions to the Chapter President, the Executive Director, the AFS parent society officers, the Division President, and appropriate individuals or agencies, as instructed in the resolution.
6. Is responsible for pre-registration and registration for the annual Chapter meeting and other planned activities.
7. Ascertains if a quorum (see Bylaws) is present at the annual Chapter meeting for official actions.
8. Maintains letterhead and other supplies necessary for Chapter functions.
9. Orders a Past-President's plaque at least eight weeks prior to the annual Chapter meeting.
10. Maintains historical records of the activities, minutes, members, and other aspects of the Chapter, and forwards these records to the incoming Secretary and to the AFS headquarters, as requested.
11. Keeps a copy of Chapter Bylaws on hand and is familiar with their content for consultation at Chapter meetings. Forwards any proposed Bylaw changes to the Executive Director for review by the AFS Constitutional Consultant prior to presentation of changes to the Society's Executive Committee for approval.
12. Receives, holds, and disburses funds as needed for Chapter functions as approved by AFS Parent Society rules and the Chapter's Executive Committee.
13. Maintains financial records and is responsible for the Texas Chapter's bank account.
14. Prepares financial records for presentation at the annual Chapter business meeting in September.

COMMITTEES

EXECUTIVE COMMITTEE

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

EXCOM approves time, place, and topic for next annual Chapter meeting, as proposed by the President-Elect. A formal meeting need not be convened to make these decisions; preferably, they can be made by telephone or other correspondence.

Mid-term EXCOM meeting to review progress, provide direction to Chapter committees, and discuss forthcoming annual Chapter meeting; in conjunction with Chapter's annual social event (if held).

Final coordination meeting for upcoming annual Chapter meeting.

EXCOM 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 6 categories: Administration, Culture, Education, Management, Research, and Technical Support. Special Recognition in Fisheries Work can also be awarded when deemed necessary. Acquires plaques and presents awards at the annual Chapter meeting. Provides a synopsis of each recipient's accomplishments for the Annual Proceedings of the Chapter Meeting.

Evaluates and selects the Outstanding Presentation and Outstanding Student Presentation at the Annual Chapter Meeting. Award to be given at the following annual Chapter meeting.

Committee Membership

Chairperson, 6 members (Administration, Culture, Education, Management, Research, Technical Support), and 4-6 presentation judges.

Award Criteria:**Outstanding Fisheries Worker of the Year**

1. Nominations can be made only by members in good standing.
2. The recipient must be a member in good standing.
3. The award is based on fisheries-related work accomplished in Texas and can span more than one year.
4. The worker may not be on the Awards Committee.
5. Eligible accomplishments by the nominee include:

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, videotape, slide-tape, 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, 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, in a peer-reviewed journal, non-peer-reviewed publication, or an oral presentation.
- d. Participation in professional and public organizations in the fisheries research field which comment, advise, 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.).

Special Recognition in Fisheries Work

1. Nomination can be made only by members in good standing.
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 6 categories listed above.

Outstanding Presentation at the Annual Meeting

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

Outstanding Poster at the Annual Meeting

1. At least one author of the poster must be a member in good standing.
2. For years in which there are fewer than 4 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 meeting, and a time will be set aside for the presenter to answer questions concerning the poster.

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 Chairperson and members will then vote to determine the recipient in each category.
3. Honorable mentions 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 Chairperson and members will then vote to determine if a nominee is suitable for the award. More than one Special Recognition Award can be given, if the committee votes so.

Outstanding Presentation at the Annual Meeting

1. Prior to the presentations, 4-6 judges will be picked and given evaluation sheets with the presentation criteria attached (see Appendix A).
2. The judges will score the presentations based on the presentation criteria. The judges will then rank all presentations from 1 to n. The ranking of the presentations will be given to the committee chairperson at the end of technical session.
3. The Outstanding Presentation and Outstanding Student Presentation will be determined by the presentations with the highest average ranking given by the judges. If the Outstanding Student Presentation has the highest overall ranking, the student will receive both awards.
4. The committee chairperson will keep the Outstanding Presentation confidential until the award presentation at the following annual Chapter meeting.

EDITORIAL COMMITTEE

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

1. Sets deadline for receipt of manuscripts.
2. Solicits reviewers and sends out manuscripts for review.
3. Consolidates reviews and returns manuscripts to authors.
4. Has authors resubmit final version in hard copy and on diskette with original art work.
5. Has authors sign copyright agreement.
6. Sends galley proofs of manuscripts and abstracts to authors by 2 months before the next annual meeting.
7. Sends final product to TAMU printers by 1 month before the next annual meeting.
8. Brings PROCEEDINGS to annual meeting to hand out to members. Mails remainder to members, libraries and TAFS editor).

ENDOWMENTS COMMITTEE

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

Approach:

To establish an endowment fund, interest from which is to provide annual scholarship(s) for selected Texas university students in fisheries or fisheries-related curricula.

Procedure:

1. An endowment fund will be established in a high-interest-bearing account to be administered by the EXCOM of the Chapter. Additional funds will be deposited by the Secretary/Treasurer at the direction of the Chapter EXCOM at any time.
2. A scholarship Selection Committee will be established. The Chair will be appointed by the President; the remainder of the Committee will be appointed by the Chair. The Committee will be composed of a minimum of five voting members, and all will be Chapter members in good standing. Voting members of the Committee will be drawn from the general membership of the Chapter, exclusive of faculty and staff serving at Texas universities. Voting members will serve staggered two-year terms, with two or three members rotating off the Committee annually; initial one-year and two-year appointments will be determined by the President. The Committee will select all scholarship recipients in accordance with guidelines published in the Chapter Newsletter. (See Scholarship Applicant Guideline in Appendix B). In naming voting members of the Committee, the Chair should strive to minimize any possible bias of the Committee toward any

particular institution.

3. University representatives will be solicited from the various colleges and universities throughout Texas by the Endowments Committee. Scholarship application information will be sent to the university representatives annually prior to the established deadline for receipt of applications.

The Committee is responsible for making universities aware of Texas Chapter scholarship information and timelines. University representatives will strive to verify accuracy of all information in the application, but the application should be prepared by the student alone.

4. Annual selection of the scholarship recipient(s) will be made by the Committee. The Committee will select a recipient(s) shortly before each annual Chapter meeting where the scholarship award(s) will be presented. Additional scholarship awards may be established in the future at the direction of the EXCOM.
5. Applications from each institution will be forwarded to the Committee Chair prior to the deadline published in the Chapter Newsletter. Selection of scholarship recipient(s) will be made by the voting members of the Committee, based on the following criteria: 1) academic excellence; b) professional activities; c) promise of future professional involvement and significant contribution to the field of fisheries science. Financial need will not be a judgement criterion for this award.

ISSUES COMMITTEE

Identifies issues relating to aquatic resources, professional ethics, and the environment that are of importance to the membership.

1. Develops and recommends resolutions for consideration by the chapter membership.
2. 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.
3. Responds to requests for information on issues and concerns from the parent 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, or
 - 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. etc.

MEMBERSHIP COMMITTEE

Membership recruits new members and ensures continued membership of current 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 local chapter registrants to parent society for master membership list.
4. Requests updated Chapter membership list from parent society as need be.
5. Requests mailing labels for current Chapter members be sent to the newsletter editor at least two weeks prior to publication. This is typically done in conjunction with Procedure 4.
6. Keeps updated lists of committees and provides same to committee chairpersons.
7. Provides Chapter membership lists upon request.
8. Facilitates membership involvement in the Chapter.

NOMINATING COMMITTEE

1. Solicits recommendations by the 15th of May (or four months prior to the annual meeting) 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. Forwards names to President for voting at annual meeting.
5. Recommendation for nomination for these offices should be sent to the Chairperson of the Nomination Committee by the 15th of May (or four weeks before the annual meeting). A short resume of each candidate will be published in the newsletter prior to the annual meeting. 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. An attempt will be made to choose candidates that have different areas of expertise and are employed by different agencies. The candidates will be voted on by the membership through newsletter (fall and pre-meeting issues) ballots which are mailed to the Nominating Committee Chair or by being present and voting at the annual meeting. Voting by mail will require two steps. First the voted ballot should be sealed in an envelope for secrecy. Second, the member should print and sign their name to a separate paper so they can be identified. Both documents should be mailed in one envelope to the Nominating Committee Chair by Monday before the annual meeting. The sealed mailed-in ballots will be placed in the voting box as they come in. The signed papers will be used to indicate that a member has voted. At the annual meeting registration desk, ballots will be given to members who have not voted. Voting should be done two hours prior to the annual business meeting. 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. Provides a forum for discussion of small impoundment management issues.
3. Revises and updates Committee publications on pond management.

PUBLICITY/EXHIBITS COMMITTEE

1. Publicizes information regarding Chapter business and activities to appropriate associations and the public.
2. Disseminates information regarding Chapter business and activities to state Chapter members and the Parent Society.
2. Distributes news and information from the Parent Society to the Texas Chapter, and/or appropriate news media and press outlets.
3. Solicits items as gifts to the Chapter to be used in Auctions and Raffles during the annual meeting fundraiser, and as a gift to the Wetlands Habitat Alliance of Texas (WHAT) for their fundraising to assist their annual monetary gift to the Chapter to be used by the Endowments Committee for scholarship awards.
4. Provides support to Exhibits Chairperson as needed.

STUDENT OUTREACH COMMITTEE

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

Procedure:

1. Represents students' interests at ex-com 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.
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 fan 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. Sends materials, on a regular basis, to contacts at universities who can post materials on campus in space previously designated for Texas Chapter information. Materials would include newsletters as they are released, posters on the benefits of membership, posters advertising an upcoming Chapter meeting, and membership brochures.

4. Initiates new contacts at universities not previously included in mail-outs. May instigate the formation of a student sub-chapter of the American Fisheries Society under the umbrella of the Texas Chapter.
5. Maintains column(s) in the newsletter for students' benefit such as student advisement 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. Formulates guidelines, advertises, and selects recipient(s) for annual competitive \$1,000 assistantship that can be divided among recipients to help fund an internship opportunity, research, travel to regional or national AFS meetings, or to be used as matching funds for a fisheries-related college/work study position, research grant, or special projects class.

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.

NEWSLETTER EDITOR

Publishes a newsletter 4-5 times/year. Recommended schedule and contents are as follows:

November	President's Message Past-President's Message Annual Meeting Summary Annual Chapter Business Meeting Minutes Fisheries Worker Awards Announcement Best Paper Awards Announcement Treasurer's Report Raffle/Action Item Donor Acknowledgment Committee Reports
February	President's Message Committee Reports

May	President's Message First Call for Papers Outstanding Fisheries Worker Nominations Request Highlights of August EXCOM Meeting Minutes Treasurer's Report Committee Reports
July	President's Message Last Call for Papers Annual Chapter Meeting Information Annual Chapter Meeting Registration Materials Annual Chapter Meeting Activities Announcement Background Summaries of Candidates Committee Reports
July/August	Special Issue - Last minute details on Annual Meeting Desktop publishing software will be passed from one newsletter editor to the next.

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 presenter follow a clear, logical, and effective sequence that gets his/her point across and keeps the audience's attention.
4. Originality (15 points) - This is a judgement 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) - Voice quality, enthusiasm, eye contact, articulation, etc.
7. Visual Aids (15 points) - Your judgement of their simplicity, comprehensibility, and effectiveness.
8. Other Considerations (5 points) - Not an automatic category, save this for unique or extra things that a speaker has in his/her presentation (e.g., good use of humor or metaphors).
9. Comments - Feel free to make any comments you care to .. these may be used in the event of ties.

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:

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

APPENDIX C

CONDUCTING AN AFS 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 chairpersons, and other participants of the time and place as early as possible, but at least two 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 AFS 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 AFS Past-Presidents, AFS 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
 - 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 particular 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, AFS Membership Directory and Handbook, award certificates.
 9. Ensure that the Treasurer and Secretary have their 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 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 AFS Membership Directory and Handbook and the registration desk if

former AFS 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.
 - j. Ensure that the Secretary circulates a sign-in sheet for attendees.
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.