BYLAWS
OF THE TEXAS CHAPTER
OF THE AMERICAN FISHERIES SOCIETY
(Approved by AFS Governing Board 18 August 2012)

Section 1. Name and Objectives

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

1.2 The objectives of the Chapter shall be those set forth in Article I, 2(C) of the Society’s Constitution and to encourage information exchange among members of the Chapter.

1.3 All activities of the Chapter shall conform to the Society's Constitution, Rules, and Procedures.

Section 2. Membership

2.1 The membership of the Chapter shall be composed of those paying current dues to the Chapter and who have an interest in fishery and aquatic resources.

2.2 Members pay dues annually and their membership extends through the calendar year only for which dues are paid.

2.3 Only Chapter members may vote, hold office, or chair a committee.

Section 3. Officers

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

3.2 All officers must be members of the Society.

3.3 Officers shall be nominated by a Nominating Committee appointed by the President. The immediate Past-President shall serve a 1-year term on the Nominating Committee. Officers shall be elected by a majority of ballots cast and election methods shall be determined by the Executive Committee.

3.4 Terms of newly elected officers shall change at the Chapter’s annual meeting.

3.5 The Chapter Officers, except for Secretary/Treasurer, shall serve for a period of one year in each office. The term for the Secretary/Treasurer shall be two years.
3.6 In the event of a vacated position, the Executive Committee shall appoint a qualified replacement to fill the unexpired term.

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

Section 4. Duties of Officers

4.1 The President shall:
1. Preside at all meetings;
2. Serve as the Chair of the Executive Committee;
3. Appoint all committees;
4. Make such appointments and perform other duties and functions as are authorized and necessary;
5. Coordinate the activities of the Chapter's standing and ad hoc committees and serve as liaison between such committees and the Executive Committee;
6. Represent the Chapter to the Southern Division of the Society and to the Society;
7. Conduct official correspondence for the Chapter and present reports of Chapter activities at the annual meeting; and
8. Proceed to the office of Past-President at the end of the term.

4.2 The President-Elect shall:
1. Serve as a member of the Executive Committee;
2. Plan and coordinate the program at the annual meeting;
3. Assume the duties of the President if the President is absent or unable to act; and
4. Advance to the office of the President at the end of the term.

4.3 The Secretary-Treasurer shall;
1. Keep the official records of the Chapter, collect and be custodian of any fees or assessments authorized by these bylaws or funds allotted to the Chapter by the Society;
2. Disburse funds only as authorized by either the membership or Executive Committee;
3. Submit, at the annual Chapter meeting, the year-end report for the previous fiscal year (equivalent to calendar year) and a comparison of budgeted versus actual income and expenditures for the current fiscal year;
4. Maintain a record of receipts and disbursements at the annual Chapter meeting, establish necessary banking arrangements and prepare and file necessary tax returns and other official documents necessary to keep the Chapter in good legal and financial standing, and maintain financial records for review by Society officers and staff as needed or requested;
5. Serve as a member of the Executive Committee; and,
6. Certify results of officer elections facilitated by the Nominating Committee.

4.4 The immediate Past-President shall:
1. Serve as a member of the Executive Committee;
2. Serve as a member of the Nominating Committee; and,
3. Assist the other officers as needed.

Section 5. Executive Committee

5.1 The Executive Committee of the Chapter shall consist of the elected officers, the President from each Student Subunit (currently Texas A&M and Texas Tech University Student Subunits) if interest exists, and other members as appointed by the President. Those with voting privileges are the President, President-elect, Past-President, and Secretary-Treasurer. In the event of a tie, the President's vote shall be the deciding vote.

5.2 The Committee is authorized to act for the Chapter between meetings and to perform appropriate duties and functions.

5.3 A quorum is required for transaction of official business at an Executive Committee meeting. A quorum for an Executive Committee meeting shall consist of three of the four elected Chapter officers. Executive Committee members can appoint a proxy. A proxy must be a Chapter member.

5.4 Executive Committee meetings are called by the President as needed.

5.5 The Executive Committee can approve individual funding requests up to $500 without a vote of the membership up to a maximum of $1,000 each calendar year. For requests larger than $500, the Executive Committee will conduct a preliminary review. Requests clearing the preliminary review will be distributed electronically to the membership for comment and then presented to the membership for final approval at the annual business meeting. All requests must be electronically submitted to the Chapter President for Executive Committee review, unless originating from the floor during the annual Chapter business meeting.

Section 6. Meetings and Voting

6.1 The Chapter shall hold at least one meeting annually at a time and place designated by its Executive Committee. Special meetings may be called by the President with approval of the Executive Committee.

6.2 A quorum is required for transaction of official business. A quorum at any annual meeting shall be 20 members.

6.3 Business and voting may be conducted via mail or electronic media if approved by the Executive Committee.

6.4 Unless otherwise specified in these Bylaws or the Constitution of the Society, business shall be conducted according to the latest edition of Robert's Rules of Order.
6.5 Decisions at meetings are by simple majority of Chapter members voting, except 2/3 majorities are required in special cases such as amending the Bylaws and suspending a Rule. Other less frequently used voting requirements are described in Robert's Rules of Order.

Section 7. Chapter Committees

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

7.2 Standing Committees help the President and the Executive Committee conduct the Chapter's affairs, and the Chairs should report their committees' activities, findings, and recommendations at annual Chapter meetings and interim meetings of the Executive Committee.

7.3 The Chapter has the following Standing Committees:

1. Awards
   a. Solicits and evaluates nominations and selects recipients for Outstanding Fisheries Worker of the Year in six categories, and
   b. Evaluates and selects the Outstanding Presentation and Outstanding Student Presentation at the Annual Chapter Meeting.

2. Continuing Education
   a. Plans and facilitates professional development opportunities for Chapter members, primarily through continuing education workshops held at Chapter annual meetings.

3. Editorial
   a. Produces the Annual Proceedings of the Texas Chapter.

4. Endowments
   a. Manage endowment funds supported by the Texas Chapter. Student Scholarship Endowment funds are to be disseminated for the sole purpose of awarding scholarships to Texas university students.

5. History
   a. Manage Chapter historical documents and photos for posterity.

6. Internet
   a. Update, maintain, and enhance Chapter web site for the purpose of serving as an online repository of Chapter-related news and information.

7. Issues
   a. Identifies issues relating to aquatic resources, professional ethics, and the environment that are of importance to the mission of AFS and the Chapter.
   b. Develops and recommends resolutions for consideration by the Chapter membership.

8. Membership
   a. Recruits new members and ensures continued membership of current members.
   b. Maintains all current and historical Chapter membership lists.
9. **Newsletter**  
   a. Publishes a Chapter newsletter four times per year.

10. **Nominating**  
   a. Solicits recommendations for nominees for the Chapter officer elections.  
   b. Conducts officer elections.

11. **Pond Management**  
   a. Promotes technically and environmentally sound management of small impoundments in Texas.  
   b. Revises and updates Committee publications on pond management.

12. **Publicity/Exhibits**  
   a. Disseminates information regarding Chapter business and activities to appropriate associations, the public, Chapter members, and the Society.  
   b. Solicits items as gifts to the Chapter to be used in auctions and raffles during the annual meeting fundraiser for scholarship awards.  
   c. Facilitates exhibitor solicitation, set-up, and payment for Chapter annual meetings

13. **Scholarships**  
   a. Recognizes academic and professional excellence among students enrolled in fisheries-related curricula at universities in Texas through the administration of the Chapter’s student scholarship program.

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

7.4 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. Dues and Fees**

8.1 The Executive Committee shall establish annual dues subject to approval of the members voting at the annual meeting.

8.2 The Executive Committee may assess registration fees for annual meetings.

**Section 9. Bylaws, Rules and Procedures**

9.1 The Bylaws are the defining document for the Chapter and take precedence over all other rules and procedures of the Chapter. The Bylaws cannot be suspended and cannot be changed without prior notice to members.

1. The Bylaws may be amended by a 2/3 majority of Chapter members choosing to vote, provided that the proposed amendment(s) are circulated in writing to the membership at least 30 days prior to voting.
2. In accordance with the Society Constitution, an adopted amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the Society Governing Board for approval.

3. Amendments take effect when the Chapter receives written notice of their approval by the Governing Board from the Executive Director.

9.2 Rules are the next highest level of documentation of Chapter operations. They are generally established to facilitate the conduct of Chapter business, and to describe duties and responsibilities of officers and committees. They may be suspended or amended as follows.

1. The Rules may be suspended during an Executive Committee meeting until the next annual or special Chapter meeting by a 2/3 majority of the Executive Committee.
2. The Rules may be suspended for the duration of a meeting by a 2/3 majority of Chapter members voting at an annual or special Chapter meeting.
3. The Rules may be amended by a simple majority of Chapter members voting at an annual or special Chapter meeting.

9.3 Procedures are the lowest level of documentation of Chapter operations. They are generally established to provide continuity in the conduct of Chapter business.

1. The Procedures may be suspended or amended by a simple majority vote of the Executive Committee.

**Section 10. Dividends Prohibited**

10.1 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 as approved by the Executive Committee. Scholarship grants may be paid to student members as approved by the Scholarship Committee.

10.2 If the Chapter dissolves, its assets and records revert to the Society for disposal as set forth in Article V, 6(D) of the Society’s Constitution.