

**DRAFT BYLAWS**  
**OF THE TEXAS CHAPTER**  
**OF THE AMERICAN FISHERIES SOCIETY**  
(Approved by AFS **Management Committee** \*date\*)

**Article I. Name and Objectives**

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.
2. The objectives of the Chapter shall be those set forth in Article I, 2 of the Society's Constitution and to encourage information exchange among members of the Society residing in, working in, or having a professional interest in the State of Texas.
3. All activities of the Chapter shall conform to the Society's Constitution, Rules, and Procedures.

**Article II. Membership**

1. The membership of the Chapter shall be composed of those paying current dues to the Chapter and who have an interest in fish and aquatic ecosystems.
2. Members pay dues annually and their membership extends through the calendar year only for which dues are paid.
3. Only **active members of the Society** may vote, hold office, or chair a committee.

~~Active members are members of the Society with voting rights in one of the following subclasses.~~

~~General member: A Society member who pays dues annually, and their membership extends through the calendar year (only) for which dues are paid.~~

~~Life member: A Society member who pays a specified fee and is exempt from further payment of dues to the Society. And,~~

~~Honorary member: A person who, because of their outstanding professional or other attainments, outstanding service to the Society, or official position, have been elected to permanent dues free membership in the Society. Honorary Members must be nominated by at least 100 active members and elected by a 2/3 majority of active members present at an annual or special Society meeting. A Life Member elected to Honorary membership retains the privileges of Life membership.~~

**Article III. Officers**

1. The officers of the Chapter shall consist of a President, a President-Elect, a Past-President, and a Secretary-Treasurer.
2. All officers must be members of the Society.
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 the majority of ballots cast and election methods shall be determined by the Executive Committee.
4. Terms of newly elected officers shall change at the Chapter's annual meeting.
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.
6. In the event of a vacated position, the Executive Committee shall appoint a qualified replacement to fill the unexpired term.
7. In the event of a cancellation of an annual meeting, the officers and the members of any committees shall continue to serve until the next scheduled Chapter meeting.

#### **Article IV. Duties of Officers**

1. The President shall:
  - a. Preside at all meetings,
  - b. Serve as the Chair of the Executive Committee,
  - c. Appoint all committees,
  - d. Make such appointments and perform other duties and functions as are authorized and necessary,
  - e. Coordinate the activities of the Chapter's standing and ad hoc committees and serve as liaison between such committees and the Executive Committee,
  - f. Represent the Chapter to the Southern Division of the Society and to the Society,
  - g. Conduct official correspondence for the Chapter and present reports of Chapter activities at the annual meeting; and
  - h. Assume the office of Past-President at the end of the term.
2. The President-Elect shall:
  - a. Serve as a member of the Executive Committee;
  - b. Plan and coordinate the program at the annual meeting;
  - c. Assume the duties of the President if the President is absent or unable to act; and
  - d. Advance to the office of the President at the end of the term.
3. The Secretary-Treasurer shall;
  - a. Keep the official records of the Chapter, collect and be custodian of any fees or assessments authorized by these bylaws or funds allotted to the Chapter by the Society;

- b. Disburse funds only as authorized by either the membership or Executive Committee;
  - c. Submit, at the annual Chapter meeting, the year-end report for the previous fiscal year (equivalent to calendar year) and a comparison of budgeted versus actual income and expenditures for the current fiscal year;
  - d. 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;
  - e. Serve as a member of the Executive Committee; and
  - f. Certify results of officer elections facilitated by the Nominating Committee.
4. The immediate Past-President shall:
    - a. Serve as a member of the Executive Committee;
    - b. Serve as a member of the Nominating Committee; and
    - c. Assist the other officers as needed.

#### **Article V. Executive Committee**

1. The Executive Committee of the Chapter shall consist of the elected officers, the President from each Student Subunit (currently Texas A&M, Texas Tech, Tarleton State, and Texas A&M Corpus Christi) 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 may choose to cast the deciding vote.**
2. The Executive Committee is authorized to act for the Chapter between meetings and to perform appropriate duties and functions.
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. **In order to vote, a proxy must be an active member of the Society.**
4. Executive Committee meetings are called by the President as needed.
5. The Executive Committee may approve individual funding requests up to \$500 without a vote of the membership up to a **maximum of \$2,500 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.

## **Article VI. Meetings and Voting**

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.
2. A quorum is required for transaction of official business. A quorum at any annual meeting shall be 20 active members.
  - a. Business and voting may be conducted via mail or electronic media if approved by the Executive Committee.
3. 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.
4. 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.

## **Article VII. Chapter Committees**

1. Committees and Chairs of committees, except those listed in **Article V** of these Bylaws, shall be appointed and charged by the President as may be necessary for the conduct of Chapter activities.
2. Standing Committees help the President and the Executive Committee conduct the Chapter's affairs, and the Chairs should report their committees' activities, findings, and recommendations at annual Chapter meetings and interim meetings of the Executive Committee.
3. The Chapter has the following Standing Committees:
  - a. Awards
    1. Solicit and evaluate nominations and select recipients for Outstanding Fisheries Worker of the Year in seven categories and for Special Recognition, and
    2. Evaluate and select the Outstanding Presentations and Posters for students and professionals at the annual Chapter meeting.
  - b. Continuing Education
    1. Plan and facilitate professional development opportunities for Chapter members, primarily through continuing education workshops held at Chapter annual meetings.
  - c. Editorial
    1. Produce the Annual Proceedings of the Texas Chapter.
  - d. Endowments

1. 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.
- e. History
  1. Manage Chapter historical documents and photos for posterity.
- f. Internet
  1. Update, maintain, and enhance Chapter web site to serve as an online repository of Chapter-related news and information.
- g. Issues
  1. Identify issues relating to aquatic resources, professional ethics, and the environment that are of importance to the mission of AFS and the Chapter.
  2. Develop and recommend resolutions for consideration by the Chapter membership.
- h. Membership
  1. Recruit new members and ensure continued membership of current members.
  2. Maintain all current and historical Chapter membership lists.
- i. Newsletter
  1. Publish a Chapter newsletter four times per year.
- j. Nominating
  1. Solicit recommendations for nominees for the Chapter officer elections.
  2. Conduct officer elections.
- k. Pond Management
  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.
- l. Publicity/Exhibits
  1. Solicit items as gifts to the Chapter to be used in auctions and raffles during the annual meeting fundraiser for scholarship awards.
  2. Facilitate exhibitor solicitation, set-up, and payment for Chapter annual meetings
  3. Disseminate information regarding Chapter business and activities to appropriate associations, the public, Chapter members, and the Society.
  4. Distributes appropriate news and information from the Parent Society and the Texas Chapter to appropriate news media and press outlets.
- m. Scholarships
  1. Recognize 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.
- n. Student Outreach
  1. Increase membership and participation by students at Texas universities and keep students informed of Chapter news and functions.

2. Help create opportunities for our future fisheries leaders to develop professionally.
5. 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.

### **Article VIII. Dues and Fees**

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

### **Article IX. Bylaws, Rules and Procedures**

1. The Bylaws are the defining document for the Chapter and take precedence over all other rules and procedures of the Chapter. The Bylaws cannot be suspended and cannot be changed without prior notice to members.
  - a. The Bylaws may be amended by a 2/3 majority of 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.
  - b. In accordance with the Society Constitution, an adopted amendment shall be reviewed by the Society's Constitutional Consultant for conformity with the Constitution, Rules and Procedures of the Society. The Constitutional Consultant presents the adopted amendment to the **Society Management Committee** for approval.
  - c. Amendments take effect when the Chapter receives written notice of their approval by the **Management Committee** from the Executive Director.
- ~~2. Rules are the next highest level of documentation of Chapter operations. They are generally established to facilitate the conduct of Chapter business, and to describe duties and responsibilities of officers and committees. They may be suspended or amended as follows:
  - a. The Rules may be suspended during an Executive Committee meeting until the next annual or special Chapter meeting by a 2/3 majority of the Executive Committee.
  - b. The Rules may be suspended for the duration of a meeting by a 2/3 majority of Chapter members voting at an annual or special Chapter meeting.
  - e. The Rules may be amended by a simple majority of Chapter members voting at an annual or special Chapter meeting.~~
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and responsibilities of officers and committees. They may be suspended or amended as follows.

- d. The Procedures 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.
- e. The Procedures 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.
- f. The Procedures may be amended by a simple majority of the Executive Committee during an Executive Committee meeting or Chapter business meeting.

#### **Article X. Dividends Prohibited**

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.
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.