

## **Formation of Student Subunits of the United States Aquaculture Society**

The United States Aquaculture Society (USAS), a chapter of the World Aquaculture Society (WAS), now has provisions for the formation of Student Subunits of USAS at universities and colleges. USAS Student Subunits are intended to advance the Society's objectives through involvement of student members at the level of colleges and universities. Student Subunits will serve as professional organizations in which undergraduate and graduate students may have the opportunity to meet and discuss aquaculture issues and participate in educational and social activities in a relaxed atmosphere with faculty and other students at their institution.

### **The purposes of Student Subunits of USAS are:**

- to further USAS outreach, bringing the benefits, activities, and news of USAS to students at their institutions;
- to provide increased opportunity for student involvement in USAS and WAS activities; and
- to provide increased opportunity for students to organize and participate in activities that relate to aquaculture on a local scale.

### **Checklist for Approval of Student Subunits:**

To gain official status as a Student Subunit of the USAS, please follow these guidelines. If you have any questions on the formation of a student subunit at your institution, please contact the Student Liaison to the USAS Board.

1. Prepare bylaws and officer list

Prepare the bylaws for your Student Subunit. Sample bylaws are attached. Bylaws must include each of the sections in the attached sample but may be customized to suit your Subunit. Prepare the officer list for your Student Subunit. You must fill the following offices: president, vice-president, treasurer, editor/secretary, and faculty advisor. Additional officers may be selected. Each officer's degree program (i.e. M.S. Aquaculture) and contact information (phone, email, fax, and address) must be listed next to his/her name. All officers and the faculty advisor(s) must be USAS members. Each subunit must have at least six (6) members who are USAS members.

2. Sign petition to create a Student Subunit

A petition to create a Student Subunit must be drafted and signed by at least six (6) USAS members in good standing, including at least one faculty advisor at the university or college. The petition should include your Student Subunit's official name, a request for formation, your Student Subunit's mission or goals, the date of

formation (month/year), the university and department of affiliation, and contact information for the faculty advisor and all officers.

3. Submit petition, bylaws and officer list to the USAS Student Subunit Review Committee

Submit the completed petition, bylaws and officer list (with appropriate information listed in #1) to Student Subunit Committee chairman for review. The Student Subunit Committee will create a file for your Student Subunit and review the materials. The Student Subunit Committee will return your materials with comments for correction. Student Subunit Committee members and their contact information can be found at the USAS website (<http://www.was.org/usas-sac/studenthome.htm>).

4. Submit corrected bylaws, officer list, and signed petition to the USAS Student Subunit Committee

Once corrections on your bylaws and officer list from the Student Subunit Committee are made, submit the final bylaws, officer list, and signed petition back to the USAS Student Subunit Committee. The USAS Student Subunit Committee will then make a final recommendation to the USAS Executive Board. The USAS Executive Board shall then review their recommendations and determine the status of the petition. The USAS President will then notify the organization and the Student Subunit Committee of the decision of the Board.

5. Final approval

Upon approval of the USAS Executive Board, the Student Subunit Committee will keep a copy of the final bylaws, officer list, petition, and decision on file. The Student Subunit Committee is responsible for monitoring and reviewing all student subunits. Any changes or reports should be communicated in writing to the Student Subunit Committee.

**Requirements of USAS Student Subunit:**

- Student Subunit status, once granted to an organization, shall remain in effect until such time as the organization is dissolved or fails to qualify as a Student Subunit, serves written notice of intent to withdraw from its relationship with the USAS, fails to meet its obligations to the USAS under USAS bylaws or policies and procedures outlined for Student Subunits, or such status is rescinded by two-thirds vote of the USAS Executive Board present and voting at a meeting for which proper notice has been given.
- An annual report of activities and events (including, but not limited to, trips, conference participation, awards received or given, fundraisers, workshops, collaborative efforts, guest speakers, meetings, socials, etc.) accomplished by each USAS Student Subunit must be submitted to the Student Subunit Committee by January 10<sup>th</sup> of each year. This report must contain an updated officer list, updated bylaws, and a treasurer's report. The subunit is encouraged to provide the

Student Liaison with regular updates to be used in Student Activity Reports and news articles.

- The Student Subunit shall hold at least one business meeting annually.
- USAS Student Subunits must be official university or college organizations and comply with the rules and regulations set forth by the university or college of affiliation. Written documentation of the affiliation is required and must be provided annually as part of the annual report.