

*Purpose*

The Procedures and Policies herein are based on the Bylaws of the United States Aquaculture Society (USAS), but expanded to help new board members and committees to more efficiently and effectively proceed with the business of the USAS. This is a living document and should be modified regularly to reflect the current operating procedures of the USAS. It is the responsibility of the Board of Directors to keep it up to date.

**Procedures and Policies of the  
United States Aquaculture Society (USAS)  
(Prepared by the Rules and Regulations Committee)**

As noted above, see the United States Aquaculture Society (USAS) Chapter Bylaws as the guiding document of this Chapter of the World Aquaculture Society (WAS). These Procedures and Policies follow the outline of the Bylaws.

**GENERAL INFORMATION ON PROCEDURES AND POLICIES**

**Creation, Amendment, Deletion of Procedures and Policies.**

Policy, Rules and Regulations (PRR) may be created, deleted or modified by majority vote of the Board of Directors either in person, or by electronic vote.

**Revision of Policy, Rules and Regulations**

The Policy, Rules and Regulations contained herein shall be revised by the Chair of the Rules and Regulations Committee as necessary after meetings of the Board of Directors and forwarded to the President, who distributes it to the Board, to be approved at the Annual Board Meeting.

**BYLAW 1. NAME AND PURPOSE**

The mission of the USAS is to provide a national forum for the exchange of timely information within the U.S. aquaculture community through workshops, meetings, Annual Conferences, educational programs, and publications.

**BYLAW 2. LOCATION**

The mailing address of the USAS Home Office is:

143 J.M. Parker Coliseum  
Louisiana State University  
Baton Rouge, LA 70803.

Contacts:

Carol Mendoza, Home Office Director

Phone: 225-578-3137

E-Mail: [carolm@was.org](mailto:carolm@was.org)

Judy Edwards Andrasko, Home Office Assistant Director

Phone: 225-578-3137

E-Mail: [judya@was.org](mailto:judya@was.org)

John Cooksey, WAS Executive Director/Director of Conferences

(Located in Escondido, CA)

Phone: (760) 751-5005

E-Mail: [johnc@was.org](mailto:johnc@was.org) or [admin@was.org](mailto:admin@was.org)

### **BYLAW 3. MEMBERSHIP AND DUES**

Members in good standing with WAS that have a genuine interest in the purpose of the USAS may become a member by paying the appropriate dues and by adhering to the USAS Bylaws.

There are six (6) classes of membership in the USAS: (a) Charter; (b) Individual; (c) Student (d) Corporate, (e) Life and (f) Honorary Life. (See Bylaw 3 - MEMBERSHIP AND DUES for full description of types of membership.)

Dues are paid annually for all members with no exceptions. USAS membership expiration coincides with the expiration date of membership in WAS. The cost of dues can be decided by majority vote of the membership in attendance at the USAS Annual Business Meeting. USAS annual dues are currently \$5 with an active membership in WAS which is currently \$60. Student USAS annual dues are also currently \$5 with an active membership in WAS which is currently \$40. Dues for USAS can be included in your WAS membership on the application or renewal form.

#### **STUDENT MEMBERSHIP**

Student membership shall be available to any individual registered as a student at any educational institution recognized as such by the USAS Board of Directors. Student members shall be eligible to all rights, benefits and privileges of full membership in the USAS.

The comprehensive student policy provides guidelines to all USAS Committees, Boards and Groups on issues that pertain to student membership. Students are a significant constituent of future USAS membership and student excellence is an essential component of the USAS strategic role in assuring the progressive development of aquaculture in the United States. The overall strategy that underlies this policy is to develop and implement practices that will help students become educated in aquaculture, enter the aquaculture community, and demonstrate their loyalty to the USAS.

Participation on Committees, Boards and Groups is encouraged. To provide an initiation to the conduct of USAS business and a personal investment in the ultimate success of the USAS, students should be recruited to serve on committees of the USAS. Participation may include serving on Program Committees, Promotions and Membership Committees, Affiliations or Subunit Committees within the USAS that serve similar functions.

## **BYLAW 4. MEETINGS**

The Annual Business Meeting of the USAS Membership shall be held at the time and place set by the Executive Board. The **Secretary/Treasurer** shall provide, through appropriate published materials a written notice thereof, not less than three (3) months previous to such Meeting, to each member at his/her address as it appears on the records of the WAS. Said notice shall contain a description of any proposed or contemplated amendments to the Bylaws.

During the Triennial Conference in the United States the three societies (World Aquaculture Society, National Shellfisheries Association and American Fisheries Society/Fish Culture Section) rotate as lead. During Triennials, the WAS fulfills the role of the USAS. During the Plenary session, the President of the WAS will serve as Master of Ceremony and the USAS President will have a minor role awarding the USAS Achievement Awards.

### **CONFERENCES - AQUACULTURE AMERICA**

Aquaculture America Conferences are co-sponsored events with the National Aquaculture Association (NAA), the U.S. Aquaculture Suppliers Association (USASA; managed by NAA) and the United States Aquaculture Society (USAS). The NAA and USASA bring the industry and suppliers to the Conference. These two groups are essential to having the tradeshow, which attracts many attendees. They also coordinate the producer sessions, which are specifically designed to target the interests of producers and those in aquaculture support industries. The USAS attracts the scientific, research community and focuses on the scientific program. The entire Conference is supported by WAS which finances and coordinates the event from the WAS Home Office and is planned and executed by the WAS Conference Manager (currently John Cooksey). USAS receives a percentage of the Annual Conference profits which is established via a pre-arranged contract between WAS and USAS.

The USAS President assigns a Steering Committee Chair and a Technical Program Committee Chair(s) usually two years prior to the beginning of the upcoming Conference. They are joined by the NAA Executive Director who serves as the Producer Program Chair. The first meeting of the Steering Committee occurs at the site visit, approximately 12-14 months before the Conference. The Conference venue is selected and negotiated by the WAS Conference Manager many years in advance, and is approved by USAS/WAS Board. In most cases, venue selection is done to guarantee low rates or reduced rates by booking multiple years. This is good for Conference revenue and allows the USAS to increase its profits from the Conference.

During the initial site visit, the Steering Committee Chair calls the meeting to order and the group (WAS Conference Manager, NAA Executive Director, representatives from USAS) works through an agenda provided by the WAS Conference Manager, develops a theme, develops a logo sketch which will be used in a brochure for the upcoming Conference, discusses Plenary speakers

and take tours of the venue facilities. The Conference Manager will then contact a commercial illustrator to prepare a logo that is approved by the Steering Committee.

After the site visit, the Technical and Producer Program Committees work through past lists of technical and producer sessions to produce a new list which will be used in the new Conference brochure; this must be accomplished within several weeks as dictated by the timeline for production of the brochures. The Program Committees begin contacting session organizers to develop sessions for the upcoming Conference. The Program Chairs send out requests for special sessions. The special session organizers are tasked to provide a list of people participating. Participants in the Producer Special Sessions often do not submit abstracts, so it is important that the special session organizer has solid commitments from their speakers. It is important for the Program Committee Chairs to communicate with the WAS Conference Manger to make sure that the special sessions get listed in the abstract submission form. This helps the Program Chairs recognize abstracts that belong in a special session.

The Steering and Program Committees work with the Conference Manger throughout the year to get details of the Conference planned and executed. There is a second site visit approximately 6 months before the Conference where the Steering Committee completes sorting abstracts and assigns sessions to a program grid to finalize days and times for each speaker. Sessions are discussed in detail to minimize conflicts of similar topics or overlap with producer sessions. Abstracts continue to come in long after the deadline and the Conference Manger, with help from the Program Chairs, do their best to leave room for late abstracts. The Conference Manger handles details of executing the Conference. The Plenary is finalized and times are assigned to Plenary speakers, sponsors for announcements awards, etc.

Plenary Speakers usually arrive the day before presenting and leave shortly after the Session is over. Speakers are provided transportation, WAS per diem rate, lodging and registration. An honorarium can be negotiated, if extremely warranted.

Travel to the two meetings is paid for as a Conference expense from the Conference budget. No cost is incurred by Steering and Program Committee representatives. There is also no cost to the USAS, NAA or USASA.

### **TRIENNIAL MEETINGS**

During Triennial years, when the WAS Conference is held in the United States, the USAS is an associate sponsor; the main sponsors are WAS, American Fisheries Society (AFS) Fish-Culture Section, and NAA/ASA. USAS plays a minor role and is sometimes represented on the Steering Committee. USAS does, however, receive a percentage of the event proceeds which is established via pre-arranged contract between WAS and USAS.

USAS has no assigned time during the Plenary to present awards. Any time has to be part of the WAS available time slot (10 minutes). USAS President must request time from WAS President. USAS only presents the Life Time Achievement Award to minimize time needed during the Plenary. Therefore, only the Life Time Achievement Award is open for nominations in that year. The full number of Professional Achievement Awards are open for nominations in non-Triennial years.

The USAS Vice-President is responsible for Student Award judging as is done during Aquaculture America Conferences and coordinates activities with the WAS Student Activities Committee Chair.

#### **BYLAWS 5. VOTING AND ELECTIONS**

In all matters of business on which membership is entitled to vote, all members shall be eligible to cast one vote.

Voting for USAS officers and elected Members-at-Large shall be by mail with options for a secure and non-redundant electronic submission (email or web-based). The election shall be conducted under the supervision of the Chair of the Election Committee, and ballots should be mailed to all voting members at least three (3) months prior to the next Annual Conference. No returned ballots shall be accepted later than one (1) month prior to the date of the next Annual Conference (as amended Feb. 18, 2003).

If a valid election of officers occurs but the Annual Conference is canceled or postponed more than one month, new officers will be installed without formal ceremony at the originally scheduled time of the Conference. Should an Annual Conference be postponed one month or less, the transition of officers will occur at that Conference, as usual.

If an election of new officers cannot be completed before that year's Annual Conference, the installation and transition of officers shall occur without formal ceremony as soon after the Conference as election results are validated. Current officers and appointed committee members retain their positions and responsibilities until that time.

#### **BYLAW 6. OFFICERS OF THE SOCIETY**

The officers of the USAS are: (a) President; (b) President-Elect; (c) Vice-President; and (d) Secretary/Treasurer. (See Bylaw 6 - OFFICERS OF THE SOCIETY for full description of officers and elections.)

#### **BYLAW 7. DUTIES OF OFFICERS**

The **PRESIDENT** is responsible for the conduct of business and the organization of the USAS. He/she shall preside over all Annual, Special, and Board Meetings, shall make such appointments as authorized in the Bylaws, and shall exercise

such other functions and responsibilities as may be determined from time to time by action of the USAS or the Executive Board of which he/she is the Chair. The President shall also serve as the voting representative on the Board of Directors of WAS. The President is authorized to, from time to time, appoint ad hoc Committees from the membership of the USAS to perform various duties as, in the discretion of the President, may seem appropriate. The President shall also serve as an ex-officio member of all Committees.

### **President Responsibilities**

The President-Elect becomes the President at the conclusion of the Annual Business Meeting. He/She does not preside at the Annual Board or Business Meetings until the following year. He/She presides at Board conference calls throughout the year leading up to the Annual Meetings.

At the USAS Annual -Business Meeting, the incoming President thanks the outgoing President, presents a service plaque, and gives remarks on plans for the year.

The USAS President is a member of the Board of Directors of WAS and is expected to attend both domestic as well as international meetings. He/She should attend all WAS Board Meetings which in non-triennial years are Annual USAS Conferences, as well as mid-year meetings. The mid-year meetings are usually in concert with a different WAS Chapter such as the Asian-Pacific and Latin-American Chapter. The USAS supports travel (food, airfare and hotel accommodations only) as needed for these meetings. The USAS reimburses travel at the rate used by the WAS and listed in WAS Policy Rules & Regulations document. Receipts for travel and travel support documents are sent to the Secretary/Treasurer and processed through the USAS/WAS Home Office. The cost of registration to the Conference is not provided.

If the President has no other means to support attending an Annual Conference in the United States, his/her travel may also be supported by the USAS. Travel expenses for the President-Elect are also supported by the USAS.

The incoming President should:

- Know the USAS Bylaws and the USAS Procedures and Policies
- **Adhere to the budget; any non-budgeted items shall be brought to a vote of the Board of Directors**
- Serve as the Signing Officer of the USAS (along with the President-Elect, the Secretary/Treasurer, and the USAS/WAS Home Office Manager)
- Populate all Committee Chairs and verify that Committees have been assigned within 30 days of Annual Board Meeting
- Appoint ad hoc Committees as needed
- Communicate with the USAS/WAS Home Office
- Prepare the President's message for World Aquaculture magazine
  - 4 issues per year; editor, currently John Hargreaves

- Schedule quarterly Board Conference Calls with Board Members several weeks in advance
- Schedule these Board Conference Calls with the Home Office and use GoToMeeting (Home Office has account) to contact Board members
  - Prepare meeting agenda
  - Call for Committee Reports, updates
  - Record meeting during the conference call
  - After the conference call, send GoToMeeting recording to USAS Secretary to prepare meeting minutes
  - Review meeting minutes prior to next call
- WAS Board Member duties
  - Vote as a member of the WAS board
  - Serve on a WAS Committee
    - Attend the Annual Business Meeting of WAS (international)
  - Expenses paid by the USAS, if necessary
  - Develop report regarding the USAS for the WAS Annual and mid-year meetings
- During the Plenary at Aquaculture America Conferences:
  - Thank all who worked on Conference
  - Show a slide of USAS Board members
  - Show a slide of types of achievement awards
  - Read letter(s) for award(s), present awards
  - Show a slide of student awards
  - Show a slide announcing the next WAS and Aquaculture America Conferences
  - Thank students for participating in the student field trip
  - Thank sponsors and trade show participants
  - Mention poster session, encourage attendance at the trade show, President's reception (honorary guest is outgoing USAS President)

**President Timeline**

To be itemized in the future.

**Committee Composition**

| <b>Committee</b>          | <b>Chair</b>  | <b>Members</b>                                     |
|---------------------------|---|--|
| <b>Election</b>           | Past-President  | President-Elect + 3 members                        |
| <b>Finance</b>            | Treasurer   | 3 or more members                                  |
| <b>Awards</b>             | Vice-President and President-Elect<br>Student Awards Sub-Committee<br>Achievement Awards Sub-Committee<br>Drennan Award Sub-Committee | 5 or more members<br><br>Cathy Drennan + 3 members |
| <b>Conference</b>         | Director of Conferences<br>Steering Committee Chair<br>Technical Program Chair  | 2 members (assigned by President)                  |
| <b>Publication</b>        | USAS Board Member   | 3 or more members                                  |
| <b>Student Activities</b> | USAS Board Member   | Student Liaison<br>Student Liaison Apprentice      |

|                                 |                                       |  |
|---------------------------------|---------------------------------------|--|
| <b>Student Subunit</b>          | USAS Member                           | Student Liaison<br>Student Liaison Apprentice<br>3 members |
| <b>Strategic Planning</b>       | USAS Board Member                     | 3 members  |
| <b>Rules and Regulations</b>    | USAS Board Member                     | 3 members  |
| <b>Promotion and Membership</b> | USAS Board Member                     | 3 members  |
| <b>Presidents</b>               | Past-President (not serving on board) | Past Presidents  |

The **PRESIDENT-ELECT** shall, at the end of his/her term, accede to the Presidency. During his/her term as President-Elect he/she shall perform the duties of the President in the absence of the President.

### **President-Elect Responsibilities**

The President-Elect serves as **Co-Chair** of the Awards Committee (comprised of Professional Achievement and Society Awards), and coordinates all Professional Achievement Awards (below in this section). Work closely with the President on all USAS efforts and decisions. Assist the President by soliciting Corporate Award Donors and thanking them as appropriate. Assist the President with Annual report to WAS due two weeks before Annual WAS Conference. Attend Annual Board Meeting of the WAS (international); expenses are paid by the USAS. At each Annual Board Meeting prior to the Annual Business Meeting, the President-Elect, with coordination of the Secretary/Treasurer, shall submit for Board approval a proposed budget for the ensuing year.

President-Elect becomes the President of USAS at the end of the Business Meeting at the beginning of the Annual Conference. He/She does not preside at the Board Meeting until the following year, and does not preside at the Annual Conference until the following year.

The President-Elect attends the Annual WAS Conference as training to take over as the President. The President-Elect is a guest at the meeting, and the President of the WAS should be notified in advance that he/she will be attending. If the President-Elect attends without the President, the WAS President should be notified in writing (email) that the President-Elect will serve as proxy vote in the USAS President's absence.

### **President-Elect Timeline**

**Apr-May:** Make 3-4 calls for nominations for the Achievement awards. Provide a short description on what is needed to make a nomination.

**Jul-Aug:** Send a call for nominations email through the Home Office to all members.

**Sep-Oct:** Encourage committee members to solicit nominations.

**Nov-Dec:** Evaluate the nominations and make a decision based on the nomination packages. Seek e-approval from the USAS Executive Board.

**Dec:** After final approvals contact the home office so that plaques can be prepared.

**Sep-Oct:** Contact Secretary/Treasurer and request last 10 years' budgets, proposed and actual. Estimate income from Aquaculture America Conferences based on actual return from that city from previous years. Use last year's budget to fill in other income and expenditures. **Be sure to include a line item for the Drennan award and Professional Achievement Award plaques and registration reimbursement.**

**Dec:** Meet with President and Secretary/Treasurer and review proposed budget.

**Awards Committee:** This committee shall consist of two Co-Chairs, the Vice-President and President-Elect, and five or more additional members appointed by the Vice-President. The Awards Committee (distributes Professional Achievement and Society Awards) consists of several subcommittees and these members also serve on the overall Awards Committee. This committee shall establish criteria for awards, review award nominees, provide judging for competitive awards and make award recommendations to the Board.

### **Professional Achievement Awards**

All awards are inclusive of work and activities associated with research, extension, instruction, and service. Also, all award recipients are inclusive of academia, government, and industry. The purpose of the USAS awards program is to promote the further economic and environmentally sound development of the U.S. aquaculture industry through research, extension, instruction, and service. All award recipients must be members of the USAS (except for the Douglas Drennan II Leadership Award). All awards will be bestowed during the Plenary Session at Annual Conferences organized by the USAS. All awards will include a plaque and complementary registration for the Conference at which any award is presented.

The Distinguished Lifetime Achievement Award will be awarded during the Triennial and Aquaculture America Conferences, but out all other Professional Achievement Awards will be given only during Aquaculture America Conferences.

Nominations for awards will be solicited from the membership with a call for nominations via the USAS website at the end of the first quarter of the year; follow this with an email blast notification to members. The Awards Committee, Co-Chaired by the Vice President, will review all nominations received and submit recommendations to the Executive Board for final approval. The Executive Board, in consultation with the Awards Committee, will determine annually whether any awards will be bestowed. All nominations must include three (3) letters of recommendation that address the specific contributions of the nominee corresponding to each award's criteria and the nominee's biographical information.

### **Distinguished Early Career Award**

The Distinguished Early Career Award recognizes an individual who has been involved in U.S. aquaculture for 10 years or less. This award recognizes outstanding leadership or innovation in research, education, extension, or industry development in the field of aquaculture. The award specifically emphasizes significant personal contributions made to further advance U.S. aquaculture.

#### **Distinguished Service Award**

The Distinguished Service Award recognizes an individual who has made outstanding personal contributions to the USAS and/or the U.S. aquaculture industry. This award emphasizes significant leadership and overall impact in research, education, extension, or industry development in the field of aquaculture.

#### **Distinguished Life-Time Achievement Award**

The Distinguished Life-time Achievement Award recognizes an individual who has made contributions and broad impacts throughout his/her career to U.S. aquaculture through research, education, extension and/or industry development. This award recognizes a long-time commitment of service to aquaculture that is deemed highly significant and enduring.

#### **Douglas Drennan II Leadership Award**

The USAS Douglas Drennan II Leadership Award recognizes an individual who has both professionally and personally contributed to the U.S. aquaculture industry through improving technology, innovation and/or process and demonstrated a personal commitment to the U.S. aquaculture community, especially students. A nominee does not have to be a USAS member. The three (3) letters of support (with at least one from a USAS member) are vetted among a convened Legacy Award committee appointed by the USAS President. Mrs. Cathy Drennan, Doug's widow, is a permanent member of this Awards Committee as she wishes to participate. USAS will provide a glass blue teardrop award to the recipient. Cost of this award will be added to the USAS annual budget under the plaque line item.

Engraving on the award will read:

**USAS Douglas Drennan II Legacy Award**

**YEAR**

**RECIPIENT**

**For Outstanding Contributions to the Aquaculture Industry and Community**

The **VICE-PRESIDENT** shall act in the capacity of President-Elect in his/her absence or, in the absence of both the President and the President-Elect, shall perform the duties of the President until a new President-Elect has been elected. He/she shall serve as **Co-Chair** of the Awards Committee (comprised of Professional Achievement and Society Awards) and shall appoint other

committee members. The Vice-President coordinates all Society Awards (below in this section).

## **Vice-President Responsibilities**

### ***Vice-President Timeline***

The timelines for each award are listed below.

**Awards Committee:** This committee shall consist of two **Co-Chairs**, who are the Vice-President and President-Elect, and five or more additional members appointed by the Vice-President. The Awards Committee (distributes Professional Achievement and Society Awards) consists of several subcommittees and these members also serve on the overall Awards Committee. This committee shall establish criteria for awards, review award nominees, provide judging for competitive awards and make award recommendations to the Board.

## **STUDENT AWARDS**

In an effort to include as many students as possible in the awards program, USAS limits students to winning one award per year. If students win one of the pre-Conference travel awards (i.e. best abstract or one of the specialty awards) USAS does not include those students in the judging for the best presentation awards at the Conference. The exception to this rule is the spotlight presenters. The students with the top 3 scores from the abstract competition participate in the spotlight awards and are eligible for spotlight awards (including monetary awards).

## **RULES**

An individual can receive only one Student Abstract Award from USAS for each Conference. The individual award winner must make the presentation and appear in person at the designated time to receive the award.

USAS awards (3) pre-Conference student travel awards. During the triennial, WAS supports (3) travel awards and USAS supports (3) travel awards. WAS claims the three best scores followed by USAS for next three. USAS Vice President coordinates all six awards.

USAS annually presents the following student award opportunities at Aquaculture America Conferences. The value of each award is listed in the Table. (Award values as of 9/2014)

### **Travel Awards (chosen before the Conference)**

Tyson's Best Abstract Travel Award

Student Abstract Awards (2nd, 3rd and 4th)

Joint USAS/FCS Best Student Abstract Travel Award

Pentair RAS Travel Award  
 Yellow Book Award  
 Soy Aquaculture Alliance/USAS Student Travel Award

**Presentation Awards (chosen at or after the Conference)**

Spotlight Awards  
 Student Presentation Awards  
 Sea Grant College Best Student Paper Award

| <b>Travel Awards</b>                | <b>Cash Value (USD \$)</b> | <b>Registration Reimbursement (2015) (USD \$)</b> | <b>Total (USD \$)</b> |
|-------------------------------------|----------------------------|---|-----------------------|
| Tyson Best Abstract Award           | 1,500                      | 275   | 1,775                 |
| Best Abstract Travel award          | 600                        | 275   | 875                   |
| Best Abstract Travel award          | 600                        | 275   | 875                   |
| Best Abstract Travel award          | 600                        | 275   | 875                   |
| Spotlight Award                     | 500                        |   | 500                   |
| Spotlight Award                     | 200                        |   | 200                   |
| Spotlight Award                     | 200                        |   | 200                   |
| SAA/USAS award                      | 1,000                      | 275   | 1,275                 |
| Joint USAS/AFS-FCS                  | 800                        | 275   | 1,075                 |
| RAS YellowBook Award                | 700                        | 275   | 975                   |
| RAS YellowBook Award                | 700                        | 275   | 975                   |
| Pentair Award                       | 1,500                      | 275   | 1,775                 |
|                                     |                            |   |                       |
| <b>Presentation Awards</b>          |                            |   |                       |
| Merck Best Presentation (1st Place) | 1,000                      |   | 1,000                 |
| Best Presentation (2nd Place)       | 800                        |   | 800                   |
| Aqualogic Best Poster (1st place)   | 1,000                      |   | 1,000                 |
| Best Poster (2nd place)             | 800                        |   | 800                   |
| Sea Grant                           | 1,000                      |   | 1,000                 |
|                                     |                            | <b>Total</b>                                      | <b>17,150</b>         |

**AWARDS AND DESCRIPTIONS**

**USAS Student Travel Awards**

**Alltech Young Scientist Program**

The USAS is proud to announce a unique partnership with the Alltech Young Scientist Program, the world's largest global agri-science competition, to provide more opportunities and prestige to USAS students. During Aquaculture America, the USAS students (undergraduate and/or graduate student) receiving the USAS-Merck Best Presentation and the USAS-Aqualogic Best Poster will also receive the Alltech Young Scientist affiliation award. The student winner(s) and

their mentor(s) will receive medals from Alltech, and are invited to attend the Alltech's Innovation Week with registration fee (\$850) waived, where they can network with over 3,000 international agriculture industry leaders who are attending. In addition, the USAS student winners advance into the Alltech Young Scientist - North America regional competition to compete with other affiliate/country winners. Regional winners receive cash prizes, while the 1<sup>st</sup> place regional winner further advances into the final global competition to compete for the \$10,000 grand prize. For more information regarding this opportunity and Alltech, see [www.Alltech.com](http://www.Alltech.com).

### **TYSON'S Best Abstract Travel Award**

This award is intended to encourage a greater number and diversity of students presenting at the USAS Annual Conference. Tyson awards the best pre-conference student travel award. The Tyson Best Student Abstract Award consists of:

- Plaque from Tyson
- Letter from the USAS President
- Certificate of recognition
- Check for the amount of \$1,500 to the winner
- Conference registration reimbursement (which come from unclaimed trade show registrations and must be requested by USAS President about a month before the actual meeting)

Must be presented by author or co-author (only the individual making the presentation can receive the award). Author or co-author must be a student member of USAS by the deadline for submissions and membership must be current at the time of abstract submittal. The presentation may not be a re-write of data published elsewhere, except as a portion of an annual report, federal or state assistance project, etc. Author must have met established deadlines for submission.

Abstracts are judged on the following criteria: accuracy and conciseness of title, format, organization, innovativeness of the study, scientific value, broad interest to the aquaculture community, and ability to be understood by those not in the same specific field.

**USAS Student Abstract Award** consists of:

- Letter from the USAS President
- Certificate of recognition
- Check for the amount of \$600 to each of the top three winners
- Conference registration reimbursement (which come from unclaimed trade show registrations and must be requested by USAS President about a month before the actual meeting)

An individual can receive only one Student Abstract Award from USAS for each meeting. The individual award winner must make the presentation and appear in person at the designated time to receive the award.

### **Timeline**

**March-April:** Update the awards webpage with current Vice-President name and contact information.

**June:** Send announcement to members through Judy at the Home Office to all members announcing the awards. Students must be members when they send their abstracts in to be considered for the awards.

**July:** Send announcement again.

**August-Sept:** Get list of all students (self-identified) abstracts from John Cooksey.

-Send list to Judy at Home Office to verify who are USAS members.

-Sort abstracts for eligible students (members). If it's a Triennial year you will need to identify both WAS and USAS students. Some non-USAS students may still be WAS students and are eligible for top three WAS spots.

**Sept-Oct:** Send out an announcement through the Home Office for a "Call for Judges".

Judges do not need to be attending the Conference to judge abstracts. Judges will be drawn from the USAS member pool and will represent a wide spectrum of members such as culturists, fishery managers, administrators, researchers, and teachers. Judges are officially appointed by the Awards Committee Chair, Student Activities Chair, or other members appointed by the President. USAS judging will be coordinated with that of the other Conference participating WAS Chapters, and with WAS for Triennial Conferences.

-Create a judge's spreadsheet and match 5 student abstracts per judge. Send a short email to all judges without attachments to inform that they are coming. (If you send abstracts straight away some locations will spam your email and you will never know that the judges received them). Follow up with 5 abstracts. It may be easiest to create a survey monkey page that the judges could upload their scores.

**Nov:** Close judging and tabulate scores.

**Nov-Dec:** Send a message to President-Elect and President announcing winners. Prepare a letter for the President and send it to him/her to sign. When you receive the scanned letter back, it can then be forwarded to the student winners. In the case of the Triennial the Student Awards Chairperson should be contacted and should be sent the names, abstracts and email addresses of the three top scorers. He/she will contact the WAS President and send out the appropriate correspondence.

*Inform Home Office of award winners.*

*Inform John Hargreaves with the WAS magazine and other social media.*

***Winning students are no longer eligible to win presentation awards at future Aquaculture America Conferences and they should not be considered for oral or poster judging.***

*Students are requested to verify that they will attend the Conference and student reception in order to receive the award.*

### **Joint USAS/AFS-FCS Best Student Abstract Award**

This award is designed to help support Conference travel expenses for a deserving USAS/joint AFS-FCS student member presenting at the Annual Conference. To be eligible for this award you must be both a current USAS and FCS student member when you submit an abstract. The winner is awarded \$800, a certificate and Conference registration reimbursement at the plenary session of the Conference. The winner is not eligible for other USAS travel awards or presentation awards.

#### **Timeline**

**Sept-Oct:** After receiving verification from the Home Office, send approved list to AFS-FCS president to verify members.

**Dec:** Choose best joint USAS/AFS-FCS member abstract based on judges scores. Send announcement and copy of abstract to AFS-FCS President for agreement.

*Inform the Home Office of award winner.*

*Inform John Hargreaves with the WAS magazine and other social media.*

### **Pentair/USAS RAS Student Travel Award**

- This award supports Conference travel expenses for a deserving USAS **graduate** student member presenting research conducted in recirculating aquaculture systems. To be eligible for this award student must be a current USAS student member when abstract is submitted. A completed application must be sent to the Vice-President by Dec 1<sup>st</sup>. Recipient **MUST** attend the Aquaculture America Student Reception in order to receive the award. Required application information:Application
  - Name
  - Mail and Email address and phone number
  - Graduate University attending
  - Support letter from University professor and his/her contact info
  - A copy of submitted Abstract
  - A 500 word essay on the role of RAS systems in aquaculture.

Students will be judged based on their essay and the research reflected in their abstract. Students with innovative technology or nutrition-oriented projects are strongly urged to apply. Send applications to USAS Vice-President. The winner is awarded \$1,500, Conference registration reimbursement and a certificate at the Student Reception during the Conference.

#### **Timeline**

**Jan-Feb:** Contact Pentair representative and inquire whether they intend to support this award next year.

**Mar-Apr:** Update the awards page with current Vice-President name and contact information.

**Jun-Jul:** Send announcement through Judy at the main office to all members announcing the awards. Set a Dec 1<sup>st</sup> application deadline.

**Sep-Oct:** Send out a second announcement through the main office.

**Nov-Dec:** As you receive applications check to see that students have included necessary information in the application. Contact as necessary. Send out completed applications to Awards Committee to choose best three applicants. Ask committee to identify the top applicant.

*Inform winner.*

*Inform John Hargreaves with the WAS magazine and other social media.*

### **RAS Yellow Book Undergraduate Student Travel Award**

- The RAS "Yellow Book" Undergraduate Student Travel Grant helps fund Conference travel for two (2) deserving undergraduates who demonstrate an interest and potential to contribute to the field of U.S. aquaculture. The student must be enrolled in a two- or four-year undergraduate degree program with an emphasis in aquaculture and submit a complete application. Applicants do not have to be members of WAS or USAS. Students applying for the award do not necessarily have to be giving a presentation at that Annual Conference. Students must be present at the Student Reception in order to receive the scholarship. Applications must be received by the Vice-President; deadline is December 1. Required application information:
  - Application
  - Name
  - Mail and Email address and phone number
  - Undergraduate university attending
  - Support letter from University professor and Professor contact info
  - A typed 250 word essay why are you considering aquaculture as a career

The scholarship consists of a letter from Drs. Michael B. Timmons and James M. Ebling, a check for \$500, 1-year student membership in WAS and USAS, student registration to the Conference, and a signed copy of the "Recirculating Aquaculture" textbook by Drs. Timmons and Ebling.

### **Timeline**

**Mar-Apr:** Update the awards page with current Vice-President name and contact information.

**Jun-Jul:** Send announcement to members through Judy at the Home Office to all members announcing the awards. Students do not need to be members of the USAS to qualify. Undergraduates preferred. Set a December 1<sup>st</sup> application deadline.

**Sep-Oct:** Send out a second announcement through the Home Office.

**Nov-Dec:** As you receive applications check to see that students have included necessary information in the application. Contact as necessary. Send out completed applications to awards committee to choose best applicant. Ask committee to identify top two selections.

Send a message to President-Elect and President announcing winner copied to Home Office. Request Home Office prepare invoice to Ebling and Timmons, registration, etc.

Contact Ebling and Timmons at the Conference and verify award for next year.  
- *Inform John Hargreaves with the WAS magazine and other social media.*

### **SOY Aquaculture Alliance/USAS Student Travel Award**

- This award supports Conference travel expenses for a deserving USAS student member presenting a paper related to innovation in aquaculture. To be eligible for this award you must be a current USAS student member when you submit an abstract. A completed application must be sent to the Vice-President by Dec 1<sup>st</sup>. Recipient **MUST** be present at the Soy Aquaculture Alliance Annual Coalition Meeting at Aquaculture America to present their research (3-5 minute) and attend the Aquaculture America Student Reception in order to receive the award. Required application information:Application
- Name
- Mail and email address and phone number
- Graduate University attending
- Support letter from University professor and his/her contact info
- A Typed 500-word essay on why you feel that your research might contribute to the expansion of the aquaculture industry
- A copy of Abstract for Aquaculture America

Students will be judged based on their essay and the research reflected in their abstract. Students with innovative technology or nutrition-oriented projects are strongly urged to apply. Send applications to USAS Vice President. The winner is awarded \$1000, Conference registration reimbursement and a certificate at the Student Reception at the Conference.

### **Timeline**

**Jan-Feb:** Contact Steve Hart and inquire whether they intend to support this award next year.

**Mar-Apr:** Update the awards page with current Vice-President name and contact information.

**Jun-Jul:** Send announcement to members through Judy at the Home Office to all members announcing the awards. Set a Dec 1<sup>st</sup> application deadline.

**Sep-Oct:** Send out a second announcement through the Home Office.

**Nov-Dec:** As you receive applications check to see that students have included necessary information in the application. Contact as necessary. Send out

completed applications to awards committee. Ask committee to identify the top three applicants.

Send package to the SOY Aquaculture Alliance Representative for SAA Board selection of top candidate. When received reply that the winner is selected, contact applicant, Home Office to coordinate certificate, registration.

Inform winner and help as needed to get her/him prepared for Coalition meeting 5 minute presentation.

*Inform John Hargreaves with the WAS magazine and other social media.*

### **Spotlight Awards**

USAS Best Abstract/Travel awardees give a short 5 minute (8 slide) version of their 15 minute oral presentation to a wider audience during the conference (usually at the Plenary session, but possibly in a session following the Plenary). During non-Triennial years, the top three students will be contestants for the SPOTLIGHT AWARD. During triennial years, the WAS top winners will be selected for the Spotlight award as well as three from FCS and NSA. Spotlight awards will take place after the Plenary session in a special session. This effort is coordinated by the WAS SAC. Plenary session attendees will be given a ballot with the name of each student on them. They will be asked to vote for the best presentation. The presentations should be evaluated based on scientific value, scope, clarity and conciseness.

First, second, and third places are awarded monetary prizes of \$500, \$300 and \$300, respectively. Winners will be announced at the Student Awards Banquet held during the Aquaculture America Conference.

### **Timeline**

**Nov-Dec:** When informing students that have won the best abstract awards inform them that they are being offered the opportunity to attend the Plenary session and give a 5 minute presentation. They will be contacted by the President-Elect and/or President to review their 5 minute presentation and provide advice and assistance. They will also have the opportunity after the Board Meeting to give their presentations to the Board and obtain advice and assistance.

**Jan-Feb:** Prepare ballots for 1,200 attendees, contact the Home Office and let them know to prepare certificates. Contact Student Liaison and make arrangements to get assistance handing out ballots and collecting ballots. At the Conference coordinate with President/President-Elect announcements and introductions of students. Collect ballots and tabulate winner and prepare for Student Awards Banquet.

## **Student Presentation Awards**

### **Merck/USAS Best Presentation Award**

This award rewards and recognizes the USAS student member for excellence in presentation. USAS awards (2) Conference student travel awards. During the

triennial WAS supports (2) oral presentation awards and USAS supports (2) oral presentation awards. WAS claims the two best scores followed by USAS for the next two.

The Aqualogic/USAS Best Poster Presentation Award rewards and recognizes a USAS student member for excellence in poster presentation. USAS awards (2) Conference student poster presentation awards. During the triennial WAS supports (2) travel awards and USAS supports (2) poster presentation awards. WAS claims the two best scores followed by USAS for next two.

To be eligible for this award you must be a current USAS student member when you submit an abstract. Presentations are judged on the following criteria: Scientific and research value, management and application potential, scope, oral presentation of study and results, audiovisual presentation, clarity and conciseness, accuracy of title, stimulation of intelligent discussion and handling of questions. Judges will be chosen from the USAS membership prior to the Conference and provided score sheets.

Student members of USAS giving oral and poster presentations will be eligible for the Best Oral Presentation (one \$1000 first place award and one \$800 second place award) and Best Poster Presentation (one \$1000 first place award and one \$800 second place award) Awards. These awards are given after the Conference and students are notified by mail.

### **Timeline**

**Dec-Jan.** Get updated list of all students (self-identified on their abstracts) abstracts from John Cooksey. Compare this to the list used for the student travel awards. Remove all winners (students can only win one award except the travel-spotlight award).

-Send out an announcement through the Home Office for a "Call for Judges".

-When someone agrees to be a judge, send them an email thanking them and ask their availability and preferences for judging.

-Create a judges spreadsheet and match 4 student abstracts per judge.

-After receiving info on availability, start assigning judges based on availability.

**Feb:** Prepare the judges envelopes. Print the general instructions or paste on the envelope.

-Hand-write or print judge's name on envelope and list author, session, date, time, room.

-Alphabetize the envelopes and drop off at registration.

-Check several times during the registration to see if people are picking up their envelopes. If not, try to contact them. If no contact, reassign these to a backup judge or judge yourself.

-Collect completed envelopes several times during each day and enter data as soon as possible to minimize delay at the end.

-Keep a few friends handy as backup judges to fill in holes as they occur.

-Tally results.

-Send a message to President-Elect and President announcing winners. Prepare a letter for the President and send it to him to sign (request students send mailing address). Checks will be mailed out to students. In the case of the Triennial, the Student Awards Chair should be contacted and should be sent the names, abstracts and email addresses of the two top scorers. He/she will contact the WAS President and send out the appropriate correspondence. Contact Home Office and inform staff of winners of awards.

### **Sea Grant Association's Best Student Paper Award**

This award is given to a student that presents outstanding work in marine or Great Lakes research (oral presentations only). To be eligible for this award you must be a current USAS student member when you submit an abstract. The student is chosen using the judge's scores provided for the best presentation and reflects the student with the highest score that presents outstanding work in marine or Great Lakes research.

Sea Grant will present its Best Student Paper Award to one student who will receive an award of \$1,000 and a certificate.

### **Timeline**

**Mar:** The best student is selected from the judge's scores. The 1<sup>st</sup> and 2<sup>nd</sup> place oral presentation awards are chosen after the recipient for this award has been selected.

- Send a message to President-elect and President announcing winner. Prepare a letter for the President and send it to him to sign (request students send mailing address). Checks will be mailed out to students. Contact the Home Office and inform them of the winner and mailing address.

**Feb:** At the Conference or soon thereafter, contact the National Sea Grant President and verify they will be supporting the award for the following year. Contact the office and provide them with contact and billing address.

- *Inform John Hargreaves with the WAS magazine and other social media.*

The **SECRETARY/TREASURER** shall ensure that accurate and current membership and mailing lists are maintained for the USAS by the WAS, that minutes of membership and Board Meetings are recorded, that proper notification of scheduled meetings is given, and that the USAS Bylaws are updated and distributed to the Executive Board and notification of changes are given to the membership. The Secretary/Treasurer shall also ensure that documented accounts of all transactions are maintained, that accepted bookkeeping and accounting practices are followed and that the USAS's financial resources are managed according to procedures adopted by the Executive Board. The Secretary/Treasurer shall, at the Annual Board Meeting, present a draft budget for the next fiscal year, and shall at the mid-year Board Meeting submit a detailed financial report, audited in such a manner as shall be specified by the Board.

## **Secretary/Treasurer Responsibilities**

1. As defined in By-Law 7, Section 4:
  - a. ensure current, accurate accounting of membership and mailing lists
  - b. record minutes of general membership and Board Meetings, particularly with respect to votes
  - c. ensure proper maintenance and posting of current Bylaws
  - d. ensure proper notification of meetings
  - e. maintain records of all financial transactions and ensure adherence to accepted accounting/bookkeeping practices
  - f. prepare draft budgets for consideration by Board
  - g. submit detailed financial reports as specified by Board
  - h. record the membership of each committee populated by the Chair, vetted through the Home Office as members in good standing and approved by the President

The practice of duties a, c, d, and e are accomplished through cooperation with the Home Office, which maintains records for USAS.

Duties b and g are the sole responsibility of the Secretary/Treasurer, though duty g can be accomplished only through communication with the Home Office.

With respect to duty b, the USAS owns a digital voice recorder to record Board and general membership Business Meetings. The USAS maintains a Go-to-Meeting account for conference calls and this account provides for audio recording. The convener of the Meeting (usually the President) activates the recording. It has been standard practice to keep handwritten minutes along with the recorded minutes in case the recording fails. There is no specific timetable for production of official minutes, but the minutes of the general membership Business Meeting will be available on the USAS website with notification to USAS members by email (through the Home Office). Official Board minutes are typically produced and provided to the President for review approximately one week prior to the next scheduled meeting. Once internal corrections are made, the President distributes to the Board.

With respect to duties e and g, the Home Office maintains financial records and provides monthly statements (usually around the 15<sup>th</sup> of the month). These statements contain an overall accounting of the USAS's assets as well as a detailed running tally of the yearly budget and detailed statements on USAS investments. The USAS maintains a general checking account (Chase, Baton Rouge, LA) from which the it is operated. The intent is to maintain sufficient funds to run the USAS in the absence of income for 1-2 years. The USAS also maintains an investment portfolio through JP Morgan Chase. The investment portfolio contains two accounts. One is a "reserve" account that can be liquidated in approximately 48 hours. The intent of this account is to provide emergency backup to the checking account such that the USAS could be run for 2-3 years with little or no income. This account actually consists of two

components – a legacy mutual fund and the portion established through our 2012 investment strategy.

The “reserve” account is invested in relatively low risk instruments. The other account is our “investment” account designed for long-term returns to support the USAS’s long-term priorities. Funds are invested in medium to high-risk instruments. The funds can be liquidated within 1 week. When established, the intent of the “investment” account was to provide continuous income to support student travel. The Board, however, has the discretion to dictate its ultimate use. To date, USAS has have not accessed the account and have chosen to roll returns back into the principal.

With respect to duty g, the Board requires a Treasurer’s report at each meeting. This report is produced from the records provided (and detailed above) from the Home Office. This has been a summary of account balances and a running tally of the yearly operating budget. Investments are reported as cash +/- unrealized returns.

Duty f is accomplished through communication with the President-Elect (because the budget will be for the upcoming year in which the President-Elect will be serving as President), though communication with the current President is often useful. In practice, the President-Elect drives this process because the budget will define his/her priorities for the term of office.

2. As defined by Bylaw 8, Section 2.
  - a. Serve as one of 4 signing officers for the USAS.  
Signatures of 2 signing officers are required for any transaction.
3. As defined by Bylaw 11, Section 1(b).
  - a. Serve on Finance Committee, which shall ensure maintenance of proper financial statements and evaluate financial aspect of proposed USAS activities.

In practice, the Secretary/Treasurer has Chaired the Finance Committee. Requests for expenditures typically have flowed from the President to the Finance Committee. However, there is not a rule that says it has to work that way. Technically, anyone can request an expenditure, but the Finance Committee must make a recommendation to the Board for approval. The Board is ultimately responsible. Typical requests have included funding for student tours, the occasional request for travel funds for a Board member, requests for purchase of small items like a recording device for meeting minutes and flowers for a funeral of a former President. Note also that the Finance Committee did oversee the development of the investment plan for USAS and made a recommendation to the Board. Any changes to that plan should be evaluated by the Finance Committee.

**Finance Committee:** The Finance Committee shall consist of the Treasurer and three (3) or more appointed members. Pursuant to Bylaw 7(4), the committee shall ensure a properly audited financial statement is prepared for the Executive Board. It shall also be responsible for evaluating the financial aspects of proposed projects and activities of the FISCAL YEAR. The fiscal year of the USAS shall be from 1 April to the following 31. March

## **BYLAW 8. FINANCIAL**

Motions that direct or require the expenditure of funds of the USAS shall not be accepted from the floor at an Annual Business Meeting of the general membership. Such expenditures can only be authorized by the Executive Board after evaluation by the Finance Committee.

The signing officers of the USAS are the President, the President-Elect, the Secretary/Treasurer, and the WAS Home Office Manager.

No officer or Board member may receive any compensation for services rendered. Certain travel expenses may be defrayed when authorized by the President with the concurrence of the Secretary/Treasurer. Clerical and other operations funds may be paid by the Secretary/Treasurer when so authorized by the President.

At each Annual Board Meeting, the President-Elect, with coordination of the Secretary/Treasurer, shall submit for Board approval a proposed budget for the ensuing year.

## **BYLAW 9. EXECUTIVE BOARD**

The Executive Board consists of the elected Officers of USAS, four Members at Large who are elected from the membership, the Immediate Past-President, and the Student Liaison. The Student Liaison serves as an ex-officio member of the Executive Board. The Executive Board is responsible for the management of the business affairs of the USAS.

Business may be conducted at any Meeting of the Executive Board at which the elected members present and eligible to vote constitute a quorum, which for these purposes is a majority of the elected membership of the Executive Board. A Meeting may be conducted in person, over the phone, or by electronic communication. In the event that a vacancy occurs on the Executive Board, the Board may appoint a replacement to complete the unexpired term.

### **Members at Large**

Two Members at Large shall be elected annually to the Executive Board to serve a two-year term.

### **Members at Large Responsibilities**

Serve on a committee to advise the Board.

The **Immediate Past-President** shall act as a voting member of the Executive Board and will serve as Chair of the Election Committee and the Presidents Committee. The immediate Past President shall work closely with the President and President-Elect to ensure continuity within the USAS providing advice and direction as needed.

### **Immediate Past-President Responsibilities**

#### **Immediate Past-President *Timeline***

**Aug-Sept:** Should identify the available seats that need to be filled and with committee solicit candidates for slate. Candidates should be contacted to provide a biography and vision for USAS. **The slate of potential candidates should be submitted to the WAS EXCOM prior to sending out to the USAS membership.**

**Jan-Feb:** The Immediate Past President will coordinate the Presidents lunch at the Annual Conference.

**Election Committee:** This Committee is the responsibility of the **Past President** and is described in BYLAW 11. COMMITTEES.

**Presidents Committee:** This Committee is the responsibility of the **Past President** and is described in BYLAW 11. COMMITTEES.

#### **Student Liaison**

The Student Liaison is a member of the Student Activities Committee and is appointed by the USAS Executive Board upon recommendation of the Student Activities Committee. He/She is also a member of the Student Subunit Committee. The Student Liaison serves as the student representative on the Executive Board and is a non-voting member. The term of office of the Student Liaison is two years; however, the same person can be re-elected to serve as long as the individual is a student or no more than twelve (12) months after graduation.

**The student liaison will be provided a stipend of \$1,000 and may request registration reimbursement on an as needed basis.**

#### **Student Liaison Responsibilities**

- Fill positions in the Student Activities Committee (SAC)
- Attend USAS Board Meetings (via conference call during the year and at the Annual Meeting)
- Coordinate student activities at the Conference: “make sure the people on the SAC do their jobs”.

- Coordinate student field trip: Identify locations/activities, make reservations, procure transportation, promote to students via email and social media and create list of attendance from RSVP's. (may be delegated to Student Field Trip Coordinator)
- Promote work opportunities and coordinate student workers for the Annual Conference (may be delegated to Student Worker Coordinator)
- Coordinate student room lottery and student-rate rooms (may be delegated to Student Room Coordinator)
- Coordinate and Chair a student-sponsored session at the Annual Conference: Includes recruitment and scheduling of speakers and session host.
- Coordinate the student job fair at the Annual Conference. Includes recruitment of participant organizations, scheduling rooms and logistics with John Cooksey and promotion.
- Coordinate student orientation: develop agenda and coordinate room with conference management.
- Coordinate Student Reception: Coordinate room with Conference Management. Develop quiz bowl questions and prizes. Develop schedule. Ensure that USAS board is prepared with student awards. (may be delegated to Student Reception Coordinator).
- Provide USAS Social Media Committee with information regarding student activities at the Annual Conference for posting on chosen site (Facebook, etc.) for dissemination.
- Provide Home Office with information regarding student activities at the Annual Meeting for mass email to student members of USAS.
- Develop and publish the student packet for distribution to students at Conference registration
- Final SAC report for the year

### **Student Liaison *Timeline***

#### **Student Liaison Apprentice**

Works closely with Student Liaison and Student Activities Committee Chair and will take over Liaison position when the liaison graduates from their program. He/She is also a member of the Student Subunit Committee. Individuals in these positions should be staggered such that the apprentice is earlier in their academic program than the liaison. Apprentice will also receive a \$300 honorarium and may request registration reimbursement on an as needed basis.

### **BYLAW 10. HOME OFFICE MANAGEMENT**

The Home Office of WAS shall provide administrative support, including maintenance of mailing lists and mailings, for the USAS. All costs for handling USAS business will be borne by the USAS.

### **BYLAW 11. COMMITTEES**

Committees are populated within 30 days of the Annual Board Meeting. All candidates should be USAS members in good standing. All candidates should be vetted through the WAS Home Office and recorded by the Secretary/Treasurer.

All activities and recommendations of the Standing and Ad Hoc Committees are subject to approval of the Executive Board. All appointments to Committees shall be for a period of one year; however, members may be re-appointed to serve on the same or different Committees. Committee members must remain in good standing and adhere to all USAS policies and procedures. Except as noted below, the President shall appoint USAS members in good standing to the following committees.

**Election Committee:** The Election Committee shall consist of the Past-President as Chair, the President-Elect, and at least three other members to be appointed by the President. The Election Committee shall be responsible for all matters pertaining to the conduct of the annual election, including assembling a slate of nominees for the approval of the Board, compiling and distributing the ballot, and tabulating the votes cast by the membership.

**Finance Committee:** This Committee is the responsibility of the **Secretary/Treasurer** and is described in BYLAW 7. DUTIES OF OFFICERS under the Secretary/Treasurer.

**Conference Committee:** The Conference Committee consists of a Chair and at least two other USAS members, who are appointed by the Executive Board. The Committee shall evaluate potential dates and locations for USAS-sponsored meetings, as proposed by the WAS Executive Director/Director of Conferences, and make recommendations to the Executive Board. Upon selection of the site, the Committee shall make all necessary arrangements for the Conference including the solicitation for and compilation of the technical program. The Committee will work closely with the Publication Committee in the printing of the Conference program and any other publications coming from these Conferences.

**Awards Committee:** This Committee is the responsibility of the **Vice-President** and **President-Elect**. The Vice-President has traditionally been responsible for the Society awards (mostly students), while the President-Elect is responsible for the Professional Achievement Awards. Their duties are described in detail in BYLAW 7. DUTIES OF OFFICERS for the respective Officers.

**Publication Committee:** The Publication Committee consists of a Chair and at least three (3) members in good standing of the USAS. The Committee is **tasked with promoting publication with USAS** and responsible for the content, production, and fiscal management of the USAS publications, the appointment of editors, the enforcement of publication policy, and the preparation of an annual

publication budget. Requests for funds relating to operational expenses shall be submitted to the Treasurer at least one month before the Annual Board Meeting.

- Ideally, these four (4) members should represent different aquaculture disciplines. All Committee members should be current members of USAS.
- The Chair will develop and arrange to advertise the USAS Request for Proposals for Sponsored Publications in the WAS Magazine and on the WAS website. This should be coordinated through the Conference Manger (John Cooksey), the WAS president and the World Aquaculture Magazine editor.
- The Chair will respond to inquiries regarding potential publication projects and encourage submission of a complete prospectus for evaluation by the USAS Board. Alternatively, the USAS Publications Committee may solicit publication projects in subject areas deemed to be of particular importance and interest to its members. For some types of projects (e.g. conference proceedings or of a workshop already held), a list of chapters and chapter authors and affiliations, plus a sample of one or two chapters (e.g. Introduction plus another chapter) may be sufficient for evaluation and may save the editors unnecessary work in trying to adhere to the “Requests for Proposals” guidelines.
- When a prospectus is received, the Chair should disseminate copies to USAS Publication Committee members and to David McDade of Wiley-Blackwell Publishing for evaluation (david.mcdade@wiley.com). Depending on the subject matter, external reviewers may be asked to assist in evaluation of the prospectus materials. Based on these reviews, the Chair will provide an overall recommendation to the USAS Board, who will vote to accept or reject the Committee’s recommendation. The Committee’s recommendation is forwarded to David McDade for consideration in evaluating a joint Wiley-Blackwell co-publication book project.
- USAS-Blackwell co-publication is preferred, since Wiley-Blackwell supports all publication and marketing costs, and USAS may negotiate with the authors to share royalties, typically 10% of net sales. While USAS has requested at least a 50:50 split of royalties with the book authors, some authors have offered to donate 100% of royalties to USAS.
- Wiley-Blackwell Publishing also offers a 30% discount to USAS members and a 10% discount to WAS members. This is an

important incentive for WAS members to join USAS at a small extra cost of \$5.

- If the USAS Board and Wiley-Blackwell agree to co-publish, Wiley-Blackwell will arrange all formal contracts between Wiley-Blackwell, USAS and the authors. Wiley-Blackwell will also facilitate completion of the manuscript by maintaining regular contact with the book authors.
- If Wiley-Blackwell does not agree to co-publish a book project, the USAS Board may opt to support publication through an alternative publisher under support by USAS, or may decline to publish the book project.
- Wiley-Blackwell may offer to publish the book provided that USAS agrees to pre-publication purchase of a prescribed number of books. In this case, the Publications Committee will provide a recommendation on pre-publication purchase (up to a maximum of \$5,000) to the USAS Board, who will vote to accept or reject the committee's recommendation.
- If the pre-publication purchase amount required by Wiley-Blackwell exceeds \$5,000, USAS may solicit support from other organizations to co-sponsor the publication in partnership with USAS and Wiley-Blackwell.
- When a USAS-Blackwell book project is nearing completion, the Chair will assist Wiley-Blackwell in developing promotional material and in arranging advertisement through website ads and through email flyers to members. WAS home office Director (Carol Mendoza) is currently responsible for posting these promotional materials on the USAS and WAS websites, while Wiley-Blackwell's marketing contact is Kristen Weber.
- USAS website postings. Occasionally, requests are received by USAS to post manuscripts (e.g. Conference Proceedings not publishable in a peer-reviewed book or journal) on its website as a service to its members. The authors should be asked to submit the information for review by USAS publications committee members. Depending on the subject matter, external reviewers may be asked to assist in evaluation of the materials. Based on these reviews, the Chair will provide a consensus recommendation to the USAS Board, who will vote to accept or reject the committee's recommendation. Web postings are only for a limited time period, currently set at 24 months. After the 24-month period, the posting will be removed from the USAS website and will be archived (i.e.

linked to a non-publicized USAS website address) by the USAS webmaster for USAS records. The purpose of limited postings is to prevent materials that do not merit publication as a peer-reviewed article from being referenced into perpetuity as a USAS-sanctioned publication. However, if the article is deemed by the Committee to be of adequate quality, the USAS Board may opt to publish the material indefinitely on its public website.

**Student Activities Committee:** The Student Activities Committee shall consist of a Chair, who shall be a member of the Board, and at least two student members in good standing in the USAS to be appointed by the President.

### **Benefits and Activities of the Student Activities Committee**

1. Special educational and mentorship opportunities to students through conference activities
2. Employment opportunities through
  - a. WAS Employment Service
  - b. Employment board at Aquaculture America conferences
  - c. Employment links on the WAS website
  - d. Career seminars at the Annual Conference
  - e. Student orientation and receptions at the Annual Conference
3. Activities for USAS students who are not presenting at the Annual Conference through
  - a. Student orientation
  - b. Student reception
  - c. Career seminars and workshops
  - d. Student work positions at conferences
4. Opportunities for student input through
  - a. Student questionnaire
  - b. USAS student social media
  - c. Faculty liaison involvement
5. Aquaculture America conference cost-cutting and time-saving services through
  - a. Student registration rates
  - b. Complimentary hotel rooms offered to students through a lottery drawing
  - c. Discounted rooms and student roommate services
  - d. Student tours of local aquaculture-related attractions
  - e. A packet of information that allows students to gain maximum benefits from the conference
6. A student web page linked to the USAS home page
7. Faculty members that serve as liaisons to aquaculture students

### **Student Worker Coordinator**

Usually one (1) person. This person becomes the point of contact for all students who want to work at a Conference. John Cooksey will establish a spreadsheet of times and jobs available during the Conference for students to work and will send it to the Home Office and Student Liaison, who can then supply it to the Student Worker Coordinator. The Student Worker Coordinator can then fill in the schedule as students contact them with interest and based on their availability. This person's contact info should be included in the social media that go out and potentially on the website (if it is to be regularly maintained), otherwise the liaison will spend a lot of time forwarding emails.

### **Student Room Coordinator**

Usually one (1) person. USAS typically has 2 rooms to give away for students through a lottery. One (1) room for guys, and one (1) for girls. It is usually 2-3 in each room (depends on the specific hotel and if they have cots), so it is important to find this out from Conference Management as early as possible. This person will be the point of contact for students interested in the lottery. Once a date to enter and this person's contact info are established and sent out via website, emails, and social media, this person will randomly draw names out of a hat to determine lottery winners. The Home Office then usually sets up the arrangements.

### **Student Field Trip Coordinator**

Usually one (1) person. This is the most involved of all the Student Activity Committee positions. The trip is held the day before the Conference starts (which is sometimes hard for a lot of students to get an extra day of travel) and turnout is usually 20-25 people. The Coordinator needs to schedule any facilities and sponsors they would like to take the tour to as early as possible, usually the summer and early fall the year before the Conference, to establish the places and timeline the tour will go. The facilities to be toured usually dictate a maximum number of people they will accommodate on a tour, and that can be used as the max number of students to accept (the Student Liaison usually goes on the tour as well as does the Coordinator) and this number is then great for travel arrangements. The Student Coordinator needs to get estimates for that number of people for a bus or van, etc. Once the quotes are in, the Home Office will take care of payment and tip directly to the company so the Coordinator does not have to worry about payment. It's important to get the trip planned as early as possible in order to get flyers, emails and website updates established, so students can plan accordingly when registering for the Conference and making their overall travel plans. Usually a flyer is made specifically for the field trip.

### **Student Questionnaire Coordinators**

Usually two (2) people. Typically, a questionnaire is prepared to be given out at the student reception. The questions should address how USAS

can improve their student services, student activities, and to determine what the students want to get from their involvement with USAS. Students tend to be receptive to filling them out while they are at the reception.

### **Student Reception Prize Coordinators**

Usually two (2) people. Most of the companies at the trade show have started donating items as prizes. SAC Chair may contact the companies or these students can, well before the Conference to ask/confirm that they will be donating something for the student reception/quiz bowl.

Companies attending and contact info can be acquired from the Home Office in order to make contact prior to the Conference. These students then gather up all the donations sometime during the Conference from the trade show and make sure they make it to the Student Reception (they can usually be stored at the USAS booth). These students then help divide the prizes (more below) for the different teams for the quiz bowl. This job has become really simple as many companies are donating items.

### **Quiz Bowl Coordinator**

Usually one (1) person, who also agrees to MC the quiz bowl. This is held every year at the Student Reception following the awards. Typically, as students enter the reception they put their name down for the quiz bowl if they are interested. The coordinator will divide up those people, usually into 4 teams of 5-6 people (depends on the # interested but 4 teams is really the max for the time allotted). The quiz bowl is then held with two random teams, then the other two teams, then the winners face off and the teams who lost face off for 3<sup>rd</sup> place. The coordinator just keeps things moving with questions, etc and then divides up prizes for the teams. Usually a handful of the “best” prizes are set aside for the winning team, then groups of prizes in descending level of value for the other teams. In the past if there were still items left over, we let all the students in attendance grab something if they want.

### **Coordinate and Chair a student sponsored session at the Annual Conference**

A student has typically organized/Chaired session at the Conference. The goal is to help students make the most of their time as a student and what comes after graduating, etc but it can be anything the liaison wants, as they are the ones to organize and Chair the session. This consists of coming up with the session name and theme and asking speakers to give a talk in that session. This is not a session that will be automatically filled by the Conference organizers; it is an invited talk session only. The liaison needs to contact people they would like to give a talk and then when they submit their abstracts online (same process every abstract submission goes through) they will note that they were invited to speak in that particular session, so that the Conference coordinators can plan

correctly. Requests are typically accepted unless the proposed speaker was not planning to attend the Conference. There are typically 6-8 speakers, but at most it's a half-day session.

For several years, there was a second student sponsored session entitled "Women in Aquaculture". The student who coordinated and Chaired that graduated and nobody wanted to continue it, however if any students have the desire to plan and Chair this session again, or their own session, that's certainly allowed and can be worked out through the Student Liaison and the Conference Organizers as needed.

### **Student Social Media**

Periodic social media should:

- Provide a description of the recent Annual Conference
- Tell who won awards (with pictures)
- Describe field trips and other activities during the Conference
- Provide students with items of interest throughout the year
- Provide timely reminders for all the awards (with deadlines) given out at the Annual Conference.

Social media provided in early fall with all the details of the upcoming student field trip(s) and contact information is beneficial. A lot of first year students do not pay their dues until they register for the Annual Conference (sometimes only weeks before), and even if social media are posted on the website and sent out to all USAS members, often advisors will not realize that their students haven't received the emails, etc. If they haven't ever paid USAS dues before they won't be on the email list from the Home Office. This has been a recurring problem for first-time Conference-attending students especially, often they show up not knowing anything about awards or student activities, but it is a major issue and priority for the USAS Board to address.

### **USAS Board Meetings**

The Student Liaison, Assistant Liaison and Student Activity Committee Chair should attend the quarterly Board teleconferences. In addition, one representative from each Student Subunit should attend. They are usually held via conference call and are very easy to attend and multiple reminders are sent out prior to each one. The SAC should provide a brief update as to the progress of planning all the student activities (e.g. positions filled, status of the field trip planning, status of the student organized session). The Annual Board Meeting is held the day before the Annual Conference and the Student Liaison is typically excused to attend the field trip with the other students. Time permitting (the Board Meeting is all day) the Student Liaison can show up at the Board Meeting after returning from the field trip and give the brief student report. However, that is not critical if the field trip is long.

### **Final SAC report for the year**

This is a brief description of the overall activities for the year and acknowledgements to everyone involved from the Student Activities Committee members to anyone who helped with planning, coordinating, and carrying out any student-related activities.

**Student Subunit Committee:** The Student Subunit Committee consists of a Chair, the Student Liaison and at least three (3) members in good standing of the USAS to be appointed by the President. It is the duty of this Committee to review all petitions for formation of new Student Subunits and make recommendations to the Board. It is also its responsibility to periodically review all Student Subunits and all policies and procedures related to Student Subunits and make recommendations to the Board.

When a Student Subunit is formally recognized by the USAS board, the USAS may provide Startup funds to the Subunit if requested. As an example, the Auburn University Student Subunit was provided \$500.

### **Student Subunit Coordinator**

Usually one (1) person – USAS member. This has been the most challenging position with USAS recently as the number of subunits is very small and there seem to be less and less. USAS subunits may be combined with AFS-FCS club on campus. Primary responsibility for the Coordinator is to get an annual report from the subunits that do exist (list available from the Home Office) as to their activities as a unit throughout the year (fundraising, joint research, etc.) and put together one annual report for the USAS student subunits, which is presented at the USAS Annual Business Meeting. With only 1-2 subunits that are not terribly active during the year, this position may need to be reconsidered.

**Strategic Planning Committee:** The Strategic Planning Committee shall consist of a Chair and at least three members in good standing of the USAS. The committee shall be responsible for evaluating the USAS five-year strategic plan on an annual basis, developing an action plan, and making recommendations to the Board for its implementation.

**Rules and Regulations Committee:** The Rules and Regulations Committee shall consist of a Chair and at least three members in good standing of the USAS. It shall be the duty of this committee to study the Bylaws and Rules and Regulations of the USAS and make recommendations to the Board for revisions.

**Promotion and Membership Committee:** The Promotion and Membership Committee shall consist of a Chair and at least three USAS members in good standing. It is charged with surveying USAS members to determine their needs and opinions concerning the USAS and its member benefits, and evaluating

means for increasing USAS membership. The USAS, as part of its support for regional aquaculture events/meetings, may sponsor not-for-profit meetings on a case by case basis. Student members may be recruited or apply for travel subsidies to these meeting on a case by case basis; travel may include transportation, WAS per diem rate and lodging.

### **Social Media Sub-Committee**

This Committee shall consist of a Chair and at least two members in good standing in the USAS to be appointed by the President. It is charged with managing the social media accounts representing the USAS, including deciding which platforms to utilize. The Committee is charged with providing regular content to the social media platforms, sharing content from other organizations, and responding to inquiries. The intent of this Sub-Committee is to promote the work of the USAS and its members, share information with members and the interested public and encourage collegiately.

### **Continuing Education Workshops**

The USAS first sponsored a Statistics Workshop in 2012 and this has become a regular event at Conferences. USAS will organize Continuing Education Workshops during Annual Conferences and offer 50% discount to USAS Members and 75% discounts to USAS Student Members.

Current (2017) prices are:

Base Price - \$200

USAS Member Pricing - \$100

USAS Student Members - \$50

- WAS members who are not USAS members can join the chapter for \$5.00.
- If the Workshop is jointly sponsored by AFS-FCS, those members receive the reduced rate for workshop participation

### **Timeline:**

**Feb:** Decide on a Workshop subject at the Annual Board Meeting, get Board approval and put together a list of possible instructors. Discuss prospective dates for the Workshop(s). Determine USAS budget for Continuing Education Workshops and stay within budget.

**Mar - Apr:** Seek commitment from instructor(s). Instructor comps usually include: travel economy airfare, hotel for two nights (night before and after workshop), per diem and an honorarium (to be negotiated). Other minimal comps can be negotiated, if required. Present proposed workshop agenda and budget at first USAS Board phone meeting after the conference.

**Apr - Aug (the earlier the better!):** Finalize a workshop announcement (see template) and send to Conference Manager to post on Annual Conference website.

- Be sure to include email addresses for Stand Alone Workshop Registration.
- Ask Conference Manager to reserve a room of appropriate size for the workshop.

**Jun - Feb:** Advertise, advertise, advertise!

- Suggested sites: WAS and Chapters, Aquacontacts, Aquaculture Hub, NAA, AFS (Fish Culture and Fish Physiology sections), The Fish Site.

**Jan:** Coordinate break supplies with Conference Manager.

- Early-Morning - Breakfast pastries, fruit, yogurt, bottled water, fruit juice, hot water for tea, tea bags, coffee, low fat milk, cream/half & half, sugar.
- Food service should leave the food items until lunch.
- Mid-Morning Break - Pastries; coffee/tea and water replenished.
- Lunch Break - Coffee/tea and water replenished right after lunch.
- Mid-Afternoon Break - Cookies; coffee/tea and water replenished.
- Send out reminders for participants to bring writing materials or any homework
- Be ready to present certificates at conclusion for participants, along with a short questionnaire on Workshop content.

**Feb:** Hold Workshop(s) prior to start of the Annual Conference.

- Day before Workshop: Check with speakers for last-minute needs.
- Day of Workshop: Introduce speaker(s) and tell how USAS is offering Continuing Education Workshops as an added-value to Members. If not a Member, please join!

#### **List of CE Workshops Previously held:**

- Statistics - 2012. The Next Generation of Statistics in Aquaculture - Mixed Models and Generalized Linear Mixed Models (GLMM): A workshop using SAS® PROC GLIMMIX with real data examples. Instructor(s): Walter Stroup - Department of Statistics, University of Nebraska. Co-author of SAS for Mixed Models and SAS for Linear Models, 4th edition.
- Statistics - 2014. Multivariate Statistics. Instructor(s): Kathleen Yeater & Sarah Duke - Consulting Statisticians, USDA/ARS Southern Plains Area.
- Statistics - 2016. Multiple Comparisons, Response Surfaces and Mixture Experiments. Instructor: Dallas Johnson - Professor Emeritus and former Head of the Department of Statistics at Kansas State University. Co-author of Analysis of Messy Data, Vols I-III. Founding editor of the Journal of Agricultural, Biological, and Environmental Statistics.
- Process Controls (LEAN Workshop) - 2017. Instructor: Terri Lawrence – Founder and CEO of Creative Impact.

- Water Quality - 2017. Instructors: Claude Boyd - Professor, researcher, author; retired from Auburn University, and Chris Good - Director of Aquatic Veterinary Research at The Conservation Fund's Freshwater Institute.

**Presidents Committee:** The Presidents Committee shall consist of the Past Presidents of the USAS who are not serving on the USAS Board of Directors and the Immediate Past-President. The Chair of the Committee shall be the Immediate Past-President. This Committee shall confine its deliberations to broad policy issues and special issues as requested by the Board and shall avoid direct involvement in routine affairs of the USAS. The committee shall not meet with the Board of Directors, but shall report its findings to the Board through its Chair in the form of a Committee report.

## **BYLAW 12. STUDENT SUBUNITS**

**STUDENT SUBUNITS** are defined by academic institutions, must comply with the rules and regulations set forth by the educational institution of affiliation, and are maintained under the auspices of the Board. Student Subunits are intended to advance the USAS's objectives through involvement of student members.

A petition to create a Student Subunit must be signed by at least six (6) USAS members in good standing at the educational institution. All officers and faculty advisor(s) must be members in good standing of the USAS and WAS. Formation of a Student Subunit shall be reviewed by the Board and follow policies and procedures outlined by the Board.

Student Subunits shall have Bylaws that have been developed according to models provided by the USAS. Amendments to Student Subunit Bylaws are subject to review by the Board.

Each Student Subunit is responsible for the adoption and amendment of its own bylaws, the election of its own officers and directors, and the conduct of its own affairs.

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 these Bylaws, 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.

## **BYLAW 13. AMENDMENTS**

Subject to the provisions of Bylaw 4(1), these Bylaws may be amended, altered or rescinded by an affirmative vote of 3/4 of the Executive Board at any scheduled meeting of the Board for which proper notice has been given. Changes take effect immediately, but are temporary and subject to ratification by

the membership. Changes in the Bylaws become permanent if they receive a majority affirmative vote from the membership returning ballots within the period of time specified on the ballot. The change is void if it does not receive the required affirmative majority vote. The Secretary/Treasurer shall ensure that all such changes to the Bylaws are communicated to the membership at the earliest opportunity.

Amendments to the Bylaws may be proposed by a membership petition bearing the signatures of at least 10% of the voting membership. The Executive Board will review the proposed amendment and include it with a recommendation on the next annual election ballot. The petitioners must meet the deadlines set by the Executive Board for material placed on the ballot. A majority affirmative vote (for a change in the Bylaws) of the membership returning ballots within the period of time specified on the ballot, constitutes ratification of the amendment.

#### **BYLAW 14. MISCELLANEOUS**

No Member, Committee Chair, Director, or Officer of the USAS shall use the seal, logo, or name of the WAS to endorse, condemn, or express an evaluation of any product or service of any firm or individual.

No part of the financial resources of the USAS may be used to defray the travel expense of any Officer, Board Member, or Member where the purpose of such travel is to influence or intervene in the aquaculture legislation of any country.