

**CONSTITUTION
of the
TEXAS SOCIETY of MAMMALOGISTS**

(Approved: 19 Feb 1983. Amended & Ratified: 17 Feb 1996; 2 Apr 2007; 27 Feb 2019; 20 Mar 2020)

ARTICLE I. – Name

The name of the Association shall be the Texas Society of Mammalogists.

ARTICLE II. – Purpose

The purpose of the Society shall be to promote the study of mammals, living and fossil.

ARTICLE III. – Membership

Anyone sincerely interested in the purposes set forth in Article II is eligible for membership. Membership shall be attained by application and payment of dues to the Secretary/Treasurer and approval by the Executive Committee.

ARTICLE IV. – Officers

Section 1. The Officers of the Association shall be President, President-elect, Secretary/Treasurer, Permanent Secretary, and Editor.

Section 2. The President shall take office at the close of the annual meeting following his/her term as President-Elect and shall serve for one year, to be succeeded by the President-Elect.

Section 3. The President-Elect shall take office at the end of the annual meeting following his/her election and shall serve for one year, after which he/she shall succeed to the Presidency. If for any reason the President shall be unable to carry out the duties of his/her office, duties shall be carried out by the President-Elect for the remainder of the term of office or for as long as may be required. The President-Elect shall not be eligible for re-election until one year after the expiration of their term as President.

Section 4. The Secretary/Treasurer shall be elected for a term of two years and may be re-elected.

Section 5. A Permanent Secretary shall be elected for a period of five years; and shall serve as liaison officer, historian, parliamentarian and in such other manner as designated by the officers of the society. The Permanent Secretary may be re-elected.

Section 6. The Editor shall be elected for a term of five years and may be re-elected.

ARTICLE V. – Elections

Nominations for each office up for election will be accepted by the Executive Committee prior to and during the meeting of the Executive Committee. The nominees will be presented by the President to the members at the Members' Business Meeting, at which time the floor will be opened for additional nominations. Election shall be by ballot (if two or more nominees) or by

acclamation (if one nominee) at the Members' Business Meeting. Official terms shall commence with the close of the annual meeting.

ARTICLE VI. – Meetings

The place of the annual meeting of the Society shall be determined by the membership at the Members' Business Meeting. Special meetings may be called by the President.

ARTICLE VII. – Amendments

Amendments to the Constitution may be proposed in writing by any member of the Society to the Secretary/Treasurer who shall submit them to the Executive Committee for consideration and possible revision. If the amendment (with or without revision) is approved by two-thirds of the voting members of the Executive Committee, then the proposed Constitutional Amendment is submitted to the membership at the annual Members' Business Meeting for discussion and input from the membership. The proposed amendment is then presented to the membership by e-mail ballot, with votes due to the Society within two weeks of the email date. The amendment is adopted if approved by a majority of the members voting within the two-week voting period.

Amendments to the By-Laws may be proposed in writing by any member of the Society to the Secretary/Treasurer, who shall present them to the Executive Committee for consideration and possible revision. If the amendment (with or without revision) is recommended for adoption by a two-thirds majority of the Executive Committee members voting, then the proposed By-Law is submitted to the membership for approval (a majority of the members voting) at the annual Members' Business Meeting. Unless otherwise stated in the motion, approval of By-Law changes by the membership become effective immediately.

ARTICLE VIII. – General Organizational Practices

- A. 1. The Texas Society of Mammalogists shall be organized and operated exclusively for scientific and educational purposes.
- 2. The Texas Society of Mammalogists shall not be organized or operated for profit.
- 3. No part of the net income of the Texas Society of Mammalogists shall be utilized for benefit of any private individual.
- B. Upon dissolution of the Texas Society of Mammalogists, the Officers shall distribute the assets and accrued income to one or more organizations which shall meet the limitations prescribed in sections A 1-3, immediately preceding, and are exempt under Section 501(c-3) of the Internal Revenue Code.

**BY-LAWS
of the
TEXAS SOCIETY OF MAMMALOGISTS**

(Approved: 19 Feb 1983. Amended & Ratified: 20 Feb 1993; 17 Feb 1996; 17 Feb 2007; 21 Feb 2009; 26 Feb 2011; 16 Feb 2013; 14 Feb 2015; 13 Feb 2016; 9 Feb 2019; 22 Feb 2020)

ARTICLE I. – Conduct of Meetings

Points of order shall be consistent with Robert's *Rules of Order*. Attendance by twenty current members constitutes a quorum for the Members' Business Meeting.

ARTICLE II. – Annual Meeting

Annual meetings shall be held in Texas prior to March 1.

At the annual meeting, the Executive Committee meets, the annual Members' Business Meeting occurs, oral presentations by students are made, posters by students are displayed, and there is a banquet with an invited banquet speaker chosen by the President. At the annual Members' Business Meeting, officers are elected as per the Constitution. The vote to elect Honorary Members is made at the annual Members' Business Meeting based on nomination(s) from the Executive Committee, based on the recommendations of the Committee for Honorary Members.

The recognition of student award winners for the oral and poster presentations, as well as recognition of the Honorary Members elected the previous year, takes place at the banquet. Other activities may be associated with the annual banquet as per the leadership of the President and the Executive Committee.

ARTICLE III. – Dues

The annual dues for members shall be established and approved by a majority vote of the Executive Committee members present at an annual Executive Committee Meeting. Membership dues are to be paid annually, regardless of Patron Membership (see below). Membership in the Society entitles students to present one oral presentation and/or one poster (as the main presenter) at the annual meeting. Members are entitled to vote at the annual Members' Business Meeting, to participate in the governance of the Society, and to attend functions of the Society.

A person who donates \$100.00 or more to the Society shall be designated a Patron Member.

ARTICLE IV. – Officers: Roles & Responsibilities

PRESIDENT

1. Serves as first officer and spokesman for the Society.
2. Is responsible for organizing, establishing the agenda, and conducting the annual Executive Committee Meeting and the annual Members' Business Meeting. The President also selects and makes appropriate arrangements for a speaker for the annual banquet.
3. Serves as Chair of the Executive Committee.

4. Appoints (as appropriate) and charges Society committees including:
 - A. Executive Committee
 - B. Conservation Committee
 - C. Committee for Honorary Members
 - D. Financial Advisory Committee
 - E. Other committees as necessary

Requests written reports from the chairs of the Committee for Honorary Members, Committee on Conservation, and active *ad hoc* committees to the Executive Committee at least two weeks in advance of the annual meeting of the Society.

5. Assumes a proactive role in assuring that each Texas educational institution and appropriate State and Federal agencies are invited and represented at each annual meeting.
6. Oversees the Secretary-Treasurer's use of Society funds and reports on the Society's financial activities in the absence of the Secretary-Treasurer. By vote of the Executive Committee with majority of those present approving, may call for an outside audit.
7. At the end of his-her term, provides copies of correspondence and other records of the Society's business to the Permanent Secretary.

PRESIDENT-ELECT

1. In cases where the President is unable to perform his/her duties, the President-Elect becomes the primary officer of the Society with all duties and responsibilities of the office of President.
2. Serves as Chair of the Committee for Student Honoraria and appoints members of this committee.
3. Coordinates the on-site logistics of the student presentations at the annual meeting, including the set-up for both the poster and oral presentations.

SECRETARY/TREASURER

1. Receives and disburses Society funds (e.g. dues, registration, expenses associated with the annual meeting).
2. Maintains the financial ledgers for the Society.
3. Prepares and presents (at the annual Executive Committee Meeting and Members' Business Meeting) a report of the Society's financial activities. Ensures that this annual report is published in the Program/Abstracts/Newsletter.
4. Maintains Society membership list and provides same to Society officers or committee chairs per request.
5. Conducts arrangements for the annual meetings (reserves facilities, receives abstracts and registrations, works with the Permanent Secretary to produce the Program/Abstracts/Newsletter).
6. For inclusion on the Society's website, provides to the Editor (by December 1) the necessary information for the announcement of the annual meeting, including registration materials, call for papers, and abstract submission instructions

7. On or about 20 December, notifies the membership that the details of the next annual meeting are available on the Society's website, including registration materials, call for papers, and abstract submission instructions.
8. Arranges for the printing of the completed Program/Abstracts/Newsletter document for distribution at the annual meeting.

PERMANENT SECRETARY

1. Maintains the legal address for the Society.
2. Files reports necessary to maintain the non-profit status of the Society.
3. Serves as the Historian of the Society.
4. Monitors laws and regulations that may affect the non-profit status of the Society and makes recommendations of appropriate actions.
5. Collects and solicits information pertaining to the Society.
6. Is responsible for the taking, preparation and delivery of the annual meeting group photograph, and takes other photographs to document the history of the Society.
7. Assists the Secretary/Treasurer with the logistics at the annual meeting.
8. Works with the Secretary/Treasurer to produce the annual meeting Program/Abstracts/Newsletter. Ensures that the Editor receives the completed Program/Abstracts/Newsletter for posting on the Society's webpage shortly before the annual meeting.
9. Maintains records of the standing and *ad hoc* committees and assures that this information is transmitted to incoming officers, as appropriate.
10. Accumulates information for the archives and forwards this information to the archives.
11. Keeps and prepares the minutes of the annual Executive Committee Meeting and Members' Business Meeting. Ensures that the minutes of the Members' Business Meeting are published in the following year's Program/Abstracts/Newsletter.

EDITOR

1. Produces the annual Texas Society of Mammalogists Newsletter.
2. Maintains and updates the website of the Society.
3. Operates according to the following general calendar:
 - By December 1, obtains (from the Secretary/Treasurer) and prepares for inclusion on the Society's website all information for announcement of the annual meeting, including registration materials, call for papers, and abstract submission instructions.

Also obtains the minutes of the previous annual Members' Business Meeting for inclusion in the Program/Abstracts/Newsletter.

- On or about 1 December, solicits from the membership information to be included in the annual Newsletter. This information is due back to the Editor on or about 30 December.
- On or about 20 December, posts on the Society's website the annual meeting information, including registration materials, call for papers, and abstract submission instructions.
- During the period of 1-30 January, the Editor encourages and solicits additional Newsletter information (e.g. from those members who have not responded, or of contributions).
- At least two weeks prior to the annual meeting, provides the Permanent Secretary with the completed Newsletter for inclusion in the Program/Abstracts/Newsletter document.
- Posts the Program/Abstracts/Newsletter on the Society's webpage shortly before the annual meeting.

ARTICLE V. – Standing Committees: Roles & Functions

1. Committee for Honorary Members – The function of this Committee is to evaluate candidates for honorary membership in the Texas Society of Mammalogists. The Committee is to be constituted of a Chairperson and a minimum of two additional members. Honorary membership in the Texas Society of Mammalogists is granted in recognition of distinguished service to the science of mammalogy in Texas. The Committee solicits and receives nominations both from outside and within the Committee, assembles supporting documentation and evaluates the qualifications of the candidates. The Committee shall make its recommendation(s) in a report during the Executive Committee Meeting of the Society. Pending majority approval of the Executive Committee, the proposed Honorary Member(s) are presented by the Chair of the Committee for a vote by the membership at the resumption of the Members' Business Meeting during the annual banquet.
2. Committee on Conservation – The role of this Committee is (a) to monitor governmental and other activities (at state, national and international levels) that relate to conservation of mammals in Texas; (b) to advise officers and membership of the Texas Society of Mammalogists on issues of concern; and (c) to respond to the issues via formal resolutions to the membership, by sending letters to responsible individuals or agencies, and by other appropriate means. The Committee is to be constituted of a Chairperson and a minimum of two additional members. This Committee is intended to serve as a clearinghouse for information on all aspects of conservation of Texas mammals and to maintain the capacity to respond promptly and effectively in crises. The Committee shall submit a written report to the President and Permanent Secretary before or at the annual meeting of the Society.
3. Committee for Student Honoraria – This Committee selects the outstanding paper(s) presented by students at the annual Texas Society of Mammalogists meeting. Non-university students are eligible to compete in the undergraduate award categories. The President-Elect of the Society will serve as Chair of this Committee and will select the Committee members annually. Winners of presentation awards are announced by the Chair at the resumption of the Members' Business Meeting during the annual banquet. The Chair of the Committee shall submit a written report to the Permanent Secretary no later than two weeks after the annual meeting.

4. Executive Committee – This Committee will consist of the President, Past Presidents, and current elected officers. The Committee serves as the executive board of the Society. The Committee will receive and consider items that might affect the functioning of the Texas Society of Mammalogists and make recommendations to the membership. The Committee will also serve as the Nominating Committee and will prepare a slate of nominations for election to the offices of the Texas Society of Mammalogists. Fifty percent of the attending members of the Executive Committee constitutes a quorum for the meeting of the Executive Committee.
5. Financial Advisory Committee – The role of this Committee is to (a) act as the liaison between the financial advising firm and the society and (b) advise the officers and membership of the Texas Society of Mammalogists on financial issues that affect the society. This Committee is to be constituted of a Chairperson, the Secretary-Treasurer, and at least one other member. The Chairperson and committee member(s) will be appointed annually by the President. The Chairperson and members are eligible for reappointment. The Committee shall submit a written report to the President and Permanent Secretary no later than two weeks before the annual meeting.

ARTICLE VI. – Student Awards

At its annual meeting, the Texas Society of Mammalogists recognizes student presenters for excellence in research and presentation by granting the following awards. These awards are made possible by the generous donations of the Society's members and by fundraising activities. The monetary amount of the honorarium for each award is established by majority vote of the Executive Committee members present and voting. Students are not eligible to win the same award more than once. Students that present in both the oral and poster categories (as the main presenter) at an annual meeting may compete for only one award (their choice).

The Society will grant honoraria in each of the award categories. However, if there are no presentations in a particular award category, an additional honorarium may be awarded to a student for a paper or poster in any other category at the discretion of the Student Honoraria Committee.

Robert L Packard Award – The Robert L. Packard Award is presented for the Best Overall oral presentation. Eligibility is open to any student who has not previously received this award.

The Robert L. Packard Award was first awarded in 1985 for the best student presentation. In 1990, when the TSM Award was established, the Packard Award was designated for the best presentation in classical mammalogy. Since 1998, the Packard Award has been designated for the Best Overall oral presentation. The award was named in honor of Robert L. Packard (1928-1979), the founder of the Texas Society of Mammalogists.

TSM Award – The TSM Award is presented for the best oral presentation in mammalian molecular biology, evolution, or systematics by a graduate student. Eligibility is open to any graduate student who has not previously received this award.

The TSM Award was established in 1990.

William B. Davis Award – The William B. Davis Award is presented for the best oral presentation in classical mammalogy at the organismal level by a graduate student. Eligibility is open to any graduate student who has not previously received this award.

The William B. Davis Award was established in 1998 in honor of William B. Davis (1902-1995), a leading mammalogist in Texas and the first Head of the Department of Wildlife and Fisheries Sciences at Texas A&M University. Davis authored or co-authored five editions of "Mammals of Texas" (1947, 1960, 1966, 1974, 1994).

Bobby Baker Award – The Bobby Baker Award is presented for the best oral presentation in mammalian molecular biology, evolution, or systematics by an undergraduate student. Eligibility is open to any undergraduate student who has not previously received this award.

The Bobby Baker Award was established in 2013 in honor of Bobby Baker (1986-2012), who was an active and award-winning undergraduate member of the Texas Society of Mammalogists.

Rollin H. Baker Award – The Rollin H. Baker Award is presented for the best oral presentation in classical mammalogy at the organismal level by an undergraduate student. Eligibility is open to any undergraduate student who has not previously received this award.

The Rollin H. Baker Award was established in 2002 in honor of Rollin H. Baker (1916-2007), president of the Society in 1984-85 and an active member of TSM from 1984 until his death in 2007.

Clyde Jones Awards – The Clyde Jones Awards are presented for the best poster presentations given by one graduate student and one undergraduate student in mammalian molecular biology, evolution, or systematics. Eligibility is open to any student who has not previously received the award at the respective academic level.

The initial Clyde Jones Award was established in 2004 in honor of Clyde Jones (1935-2015), Horn Professor of Biological Sciences at Texas Tech University. Jones was an active member of TSM since its inception in 1983 until his death in 2015, and was President of the Society in 1987-88.

Vernon Bailey Awards – The Vernon Bailey Awards are presented for the best poster presentations given by one graduate student and one undergraduate student in classical mammalogy at the organismal level. Eligibility is open to any student who has not previously received the award at the respective academic level.

The initial Vernon Bailey Award was established in 2004 in honor of Vernon Bailey (1864-1942), Chief Field Naturalist and Senior Biologist for the Department of Agriculture's Bureau of Biological Survey from 1897 to 1933. Bailey conducted the first and most complete biological survey of Texas, from 1889 to 1905.