

# **American Killifish Association**

## **BOARD OF TRUSTEES PROCEDURES MANUAL**



**Revised August, 2012**

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## **1.0 Introduction**

This Board of Trustees (BOT) Procedure Manual is a guide for Board members to introduce them to, and provide information on, the working operations of the BOT. We have tried to cover most areas of the operation. If there are any further questions, please contact the BOT Advisor. This guide is to be used in conjunction with the official By-laws of the American Killifish Association and is designed to help the Board in carrying out their responsibilities. Follow the procedures outlined here, but remember that this is only a guide, and there may be occasions when certain procedures may deviate from these guidelines as long as they do not contradict the By-laws of the Association. It is also understood that the Board is to follow Roberts Rules of Order, New Revised Edition, in all aspects of its operation.

### **1.1 PURPOSE**

The purpose of this manual is to serve as an orientation and reference guide for the Board of Trustees of the American Killifish Association.

### **1.2 SCOPE**

This manual will be an indoctrination tool for incoming members to the Board of Trustees. It will also guide the operations and is a ready reference for all members of the Board of Trustees.

### **1.3 LIMITATIONS**

This manual presents internal operating procedures for the BOT. The contents of this orientation guide are separate and distinct from the By-Laws of the organization, which are binding.

### **1.4 AVAILABILITY**

A copy of this manual will be provided to all incoming BOT members within 10 days of official notification of their election, or special appointment in the event of a vacancy. This manual will also be available online in the Member's Only Section of the AKA website and is accessible only to BOT members.

## **2.0 Conduct of Business**

### **2.1 METHOD OF OPERATION**

The AKA is administered via correspondence. It is the duty of BOT members to read, comprehend, acknowledge and respond to correspondence in a timely fashion and in a professional, business-like manner. It is to be sent via e-mail. Written correspondence can be used for those who do not have electronic access.

#### **2.1.1 Timely Fashion**

The general rule is to answer correspondence within ten days of receipt. However, correspondence schedules will be addressed in Section 6.0.

#### **2.1.2 Business-like Manner**

All correspondence is to be handled in a professional and business-like manner. This is the strict rule governing all correspondence concerning the AKA. Individual problems between Board members are to be handled separately between parties involved.

### **2.2 IMPORTANCE OF CORRESPONDENCE**

It is crucial to emphasize the importance of correspondence since the exchange of e-mail or letters (opinions/analysis) on a regular basis is the method of operation for the BOT. Votes or comments by BOT members may be a deciding factor that alters the operations of the organization. Never let the course of AKA operations change for the lack of input or voting on critical matters.

## **3.0 BOT Operating Calendar**

### **Prior to January**

1. Chairperson in his/her letter welcomes new BOT members and thanks those leaving the BOT.
2. Chairperson to send a copy of these guidelines to all new members. The last three months of BOT correspondence of the year will also be sent to establish continuity.

### **January**

1. Chairperson welcomes new BOT members and thanks those leaving the BOT in the BNL.
2. (Or February) Chairperson sets forth the goals to be accomplished during the year in the BOT letter and BNL Chairperson's letter.
3. Request for AKA Annual Convention bids two years in advance from affiliate clubs is made (in the BNL).
4. Chairperson asks for volunteers to fill committee or service function chairperson vacancies. Such requests will also appear in the BNL and the website at any time of the year when openings occur.
5. Chairperson asks individual BOT members if they have any preferences for oversight assignments (BOT Letter).
6. Treasurer informs the BOT of the financial status of the AKA.
7. Chairperson requests reports and proposed budgetary needs from committees for consideration.
8. BOT Advisor prepares summary of business and voting in the previous year for the archives.

### **February**

1. Chairperson submits proposed budget to the BOT and the BOT votes to approve or modify, if ready. The BOT can also revise budget items during the year.
2. Chairperson again asks for convention bids from affiliate clubs (BNL).
3. Members volunteer and Chairperson assigns oversight assignments to BOT members.
4. Vote to re-appoint or replace committee and function chairpersons are taken, if any are pending.

5. BOT members contact each of their oversight chairpersons asking for information on the status, accomplishments and finances of their function or committee. Each function and committee chairperson is asked to write a short report on the activities of the function or committee for the BNL and AKA web site, Members Only section. Reports are published in the BNL on a space available basis.
6. First request to the BOT for nominations for special awards and honors (to be presented at the AKA Convention). These include Fellow of the AKA, nominated Life Member, Distinguished Member, Certificates of Merit and other special awards.

### **March**

1. Chairperson submits proposed budget and BOT votes to approve if not done in February.
2. Nominations for special awards and honors are requested again.
3. BOT member who has oversight responsibility for the Nominations Committee reminds the committee chairperson that requests for candidates for the next year's BOT openings are to be placed in the April and May BNL (By-Laws requirement), including a clear statement as to the normal closing date (31<sup>st</sup> May) for nominations. If there is a vacancy in the Nominations Chairperson, the oversight Board member will act in that capacity.

### **April**

1. First request for BOT nominations appears in BNL (By-Laws requirement).
2. BOT members report on the status of their oversight committees in April BOT letter.
3. BOT votes on Certificates and other awards and honors to be presented at the Convention.

### **May**

1. Chairperson includes agenda for the closed BOT meeting, if one is to be held at the convention in BOT letter. Chairperson conducts both closed and open BOT meetings at convention. Secretary takes notes at both meetings.
2. BOT members report on the status of their oversight committees and functions if not completed in April. All available committee and function chairpersons' written reports are to be made available to the BOT at the convention closed meeting.

3. Convention bids for the convention two years hence are reviewed and the winning bid announced at this year's convention. Chairperson presents appropriate special awards and honors at convention.
4. Second request for BOT nominations in BNL. May 31<sup>st</sup> is the deadline for submission of nominations to be received by the Nominations Chairperson or designee.
5. AKA Financial Report for preceding year presented at Convention.

## **June**

1. After assuring that candidates meet the requirements, the Nominations Chairperson forwards names of BOT candidates to the Board Chairperson for inclusion in the June BOT letter (By-Laws requirement). BOT votes to approve the candidates.
2. Chairperson works closely with Convention Assistance Committee Chairperson and AKA Treasurer to ensure that final financial reports and any special convention reports are ready for presentation to the BOT within 60 days.
3. Secretary or designee includes notes taken at convention in BOT letter, after review with the Chairperson.
4. Secretary asks for BOT input in odd-numbered years in making up the biennial Questionnaire.
5. The Secretary writes letters of appreciation and thanks to this year's convention chairperson and other appropriate persons.
6. AKA Financial Report for preceding year appears in the BNL.

## **July**

1. Proposed By-Laws changes appear in the BNL. These must appear in two consecutive issues of BNL prior to voting (By-Laws requirement).
2. Chairperson sends a list of approved BOT candidates to the Nominations chairperson no later than August 1<sup>st</sup> (By-Laws requirement).

## **August**

1. Biographies of BOT candidates must be in the hands of the BNL compiler by August 10<sup>th</sup>.
2. Proposed By-Laws changes appear for second consecutive month in BNL prior to voting.

**September**

1. Biographies of BOT candidates, together with the ballot for BOT candidates and By-Laws changes, appears in the BNL and the AKA website with voting instructions. A two-thirds vote of approval by those voting is required to make By-Laws changes. Votes must be sent to Treasurer for tabulation by September 30<sup>th</sup>.

**October**

1. Chairperson congratulates newly elected BOT members for following year and notifies those not elected. Chairperson or Secretary sends BOT Procedure Manual and By-Laws to each newly elected BOT member. New members are asked to study the By-Laws and BOT Procedure Manual.
2. Secretary sends Questionnaire, if available, to the BNL compiler and the Webmaster by the end of the month in odd-numbered years to be published in the BNL and on the website.

**November**

1. Results of election are published in the BNL and on the website.
2. BOT Advisor conducts vote for BOT officers for the next year.
3. Questionnaire made available to membership in odd-numbered years.

**December**

1. Chairperson announces the names of AKA Officers for the coming year, if known (BNL).
2. Outgoing chairperson works closely with newly-elected BOT members and officers to ensure a smooth transition.
3. Outgoing chairperson should complete discussions and voting on items where possible and inform the new chairperson of items to be carried over for the following year.
4. Secretary reports on results of biennial questionnaire to BOT, if known. Otherwise, it is carried forward to the following year. Summary of results to appear in the BNL when available.
5. New AKA Chairperson plans for the coming year by preparing a statement of goals to be accomplished during his/her tenure for January letter.
6. Chairperson sends out copies of the October, November and December BOT letters to newly-elected Board members.

## **4.0 BOT-Elect**

### **4.1 GENERAL**

The Board of Trustees of the American Killifish Association will comprise those successful candidates from the just completed elections and the remaining members of the present board. The Secretary provides the BNL Compiler with the list of all election results with the candidates listed in order of their vote total for publication in the BNL.

### **4.2 BOT-ELECT**

The BOT-Elect exists only administratively from the announcement of the election results until the individuals assume office on January 1<sup>st</sup> of the following year. They will receive the Chairperson's letters and enter into discussions, but have no voting rights until they assume office in January.

#### **4.2.1 BOT-Elect Power and Function**

The BOT-Elect is encouraged to begin functioning at the earliest possible date in order to ease the transition from one administration to the next. The primary function of this group will be to elect officers for the upcoming year from amongst themselves, conducted by the BOT Advisor, and to familiarize themselves with what has been discussed by the outgoing Board. Effective leadership and normal Board operations should continue during the transition period.

## **5.0 BOT Officer Selection**

### **5.1 BOT OFFICERS**

The BOT Advisor conducts the election of officers. The Board of Trustees for the upcoming year elects from its own ranks the individuals to fill the offices of Chairperson and Secretary.

### **5.2 QUALIFICATIONS**

An officer must be a member on the Board to be served. Any officer may succeed himself and to promote effective leadership and continuity, this is encouraged.

### **5.3 PROCEDURE**

The BOT Advisor contacts all members of the upcoming BOT to determine their interest in the positions of Chairperson or Secretary for the next year. The Advisor then constructs a ballot and mails it to all. The ballots are returned to the Advisor who tallies them.

### **5.4 NOTIFICATION**

The Advisor notifies the current Chairperson. The current Chairperson then notifies all BOT and BOT-elect members of the results.

## **6.0 BOT Responsibilities**

### **6.1 GENERAL**

The BOT is responsible for the planning, management and operation of the American Killifish Association. The workings of the BOT are a partnership and a responsibility. They are to follow the By-Laws and also, whenever possible, the BOT Procedure Manual guidelines. The members of the BOT represent the general membership and can initiate ideas, suggestions and complaints on their behalf and present it to the Chairperson for discussion by the Board. Proposals and discussion items are framed by the Chairperson for inclusion in the monthly correspondence.

### **6.2 CORRESPONDENCE GUIDELINES**

E-mail or written correspondence is the operational vehicle of the BOT. Where all have the ability and are comfortable with e-mail correspondence, it is the preferred method because of timeliness.

All official BOT email correspondence is to use the list address [bot@aka.org](mailto:bot@aka.org), or other list or forum as agreed to by a majority vote of the Board. This list will provide an archive of BOT correspondence.

Certain guidelines should be followed:

1. The Chairperson originates all correspondence. Such correspondence should be mailed by the 15<sup>th</sup> day of the month. At no time, except in an emergency, should more than 45 days lapse between the Chairperson letters.
2. Twelve rounds of letters should be shared annually, to be written on a monthly basis, except for the month directly following the Convention, in which the Secretary mails out the minutes of the Convention meetings to all Board members. An abbreviated round of letters may be used during that month. Board members should mail their responses within 10 calendar days after receipt of the Chairperson's message or earlier if specified by the Chairperson, otherwise their vote on pending proposals may not be counted.

### **6.3 FORMAT**

#### **6.3.1 Identification of Items**

The formatting of BOT letters ensures the uniform identification of items so that each point discussed is maintained under the same heading for the

entire life of the point or discussion. For example, **D-2006-1: Slide/Tape Committee**. "D" identifies this as a discussion item, "2006" indicates the year of discussion and "1" indicates that this is the first item discussed by the BOT in that year. New items are numbered consecutively from 1 for each year. This uniform numbering system provides consistent access for all points discussed on the same matter. Voting propositions should be identified by a P- followed by the year and item number as derived from the corresponding discussion item. Where two votes are derived from the same discussion item, they may be designated by .1, .2, etc.

Following this prescribed format and sequence is necessary to track business activities and research activity archives. Input should be concise, easy to identify and be limited to illustrating one's opinion, agreement or disagreement. Repeating the same information is neither necessary nor conducive to timely discussion and consideration of items.

### **6.3.2 Sequence Of Contents**

The suggested format for BOT correspondence is as follows:

1. Greeting and announcements.
2. Voting on proposals.
3. Discussion on applicable items.
4. Open dialogue. This can include additional topics or issues that should or need to be considered.

The following details also apply to voting on proposals and discussion:

1. The Chairperson is responsible for framing all points for discussion and for presenting all voting proposals. There should be adequate discussion time, but items should not be allowed to linger without being brought to a vote or dropped for lack of interest.
2. The deadline for votes is designated by the Chairperson. Votes made after the deadline are not counted.
3. Votes are cast on all proposals and should be reflected clearly as YES, NO or ABSTAIN. Abstentions should be avoided if possible. According to Roberts Rules of Order, an abstention is equal to a failure to vote. It does not constitute a "protest vote".
4. A premature call for a vote is handled as follows: If for any reason a BOT member feels that a vote is premature they should vote nonetheless and indicate immediately following the vote, "Premature." If four or more BOT members indicate this, the proposal is referred back to the BOT for further discussion.
5. **At the discretion of each year's BOT** a vote may be taken regarding whether or not to make public each individual BOT member's vote on propositions, as opposed to reporting the results of voting as

collective decisions. Note that if such a procedure is adopted by any particular BOT then it would be applicable for the current year only.

## **7.0 Chairperson**

### **7.1 GENERAL**

The Chairperson is responsible for organizing and coordinating the efforts of the BOT. The Chairperson is a facilitator and oversees all administrative aspects of the operation of the American Killifish Association. The Chairperson's letters set the example for the BOT and should be prepared and mailed according to these guidelines. The Chairperson should be responsive to and communicate with BOT members, committee and function chairs and the membership.

### **7.2 COMMUNICATIONS/PROPOSALS**

1. Chairperson initiates the monthly letters.
2. Chairperson informs the BOT on all matters of routine business.
3. Chairperson submits all non-routine matters to the BOT for consideration.
4. Chairperson only makes proposals in the best interests of the AKA.
5. Chairperson submits one proposal related to a discussion item to the BOT. Alternatives to a discussion item are reduced to one proposal for a vote.

### **7.3 COMMITTEES**

1. Chairperson appoints new committee chairs when needed and reappoints continuing committee chairs annually with BOT approval or ratification.
2. Chairperson removes committee chairs only as a result of resignation, insubordination or non-performance of responsibilities.
3. Chairperson appoints replacement committee chairs conditionally, pending BOT ratification.
4. Chairperson requires written committee reports on the status of the respective committees annually. These reports are to contain the committee's financial report, as well as long and short-term plans and projections. Mid-year reports are brought up by the oversight BOT member for their respective committees.
5. All vacancies of committee, activity or function chairs are to be announced in the BNL and on the Website, unless the vacancy poses an operational emergency.

## **7.4 BUDGET**

The Chairperson proposes the operational budget for the AKA. The following guidelines apply:

1. The Treasurer advises the Chairperson of the financial condition of the AKA.
2. The Chairperson uses information provided by the Treasurer, the advice of the various committees and functions and the BOT in preparing the budget.
3. The Chairperson may make additional budgetary requests at any time during the year if such requests are warranted.
4. The Chairperson has the power to spend AKA funds in an emergency. The Chairperson must solicit BOT approval by special letter or email within 10 days of such expenditure.
5. Working funds for the BOT are submitted as part of the normal budgetary requests. The Treasurer upon request of the individual BOT member distributes these operational funds.
6. The Chairperson will have a discretionary fund in the Budget to cover non-budgeted items. Any additional non-budgeted expenditures need BOT approval.

## **7.5 MONTHLY BNL MESSAGE**

The Chairperson will provide a monthly message for publication in the BNL. The purpose of the monthly message is to provide direct contact between the chairperson and the membership and it can include any information that is of interest or importance to the members, except as follows:

1. Statements that conflict with current AKA policy or BOT activities.
2. Unfounded speculation about, or accusations of misbehavior, among members of the AKA or its organizational elements.
3. Statements that provide an unfair advantage to the Chairperson when standing for election.

## **8.0 Treasurer**

### **8.1 GENERAL**

The Treasurer is responsible for acting as the bookkeeper, accountant, auditor and financial advisor for the organization and is an ex-officio member of the BOT.

1. The Treasurer is appointed by the Chairperson of the AKA subject to the approval of the BOT.
2. The Treasurer is subject to removal for the following reasons: resignation, insubordination, nonfeasance or malfeasance.
3. The Treasurer disburses AKA funds at the direction of the Chairperson.
4. The Treasurer must be bonded. The fee for the 'fidelity' bond is paid by the AKA. The 'fidelity' bond covers the AKA for loss due to embezzlement, larceny and gross negligence.

### **8.2 RESPONSIBILITIES**

1. The Treasurer submits annual reports of expenditures and receipts to the BOT.
2. The Treasurer submits an annual report to be presented to the membership at the open BOT meeting during the annual Convention.
3. The Treasurer performs a financial audit of the operation of the organization and publishes an annual financial statement.
4. Acting as financial advisor, the Treasurer responds to specific requests from the Chairperson for recommendations concerning cash flow, use of funds or other financial data.
5. The Treasurer files annual income tax reports.
6. Trust accounts should be invested as directed to garner the highest yields consistent with safety.

### **8.3 DISBURSEMENT POLICIES**

1. Once funds have been allocated and approved, committee chairpersons or project heads request funds as needed and not to exceed the amount of the allocation. The Treasurer makes such disbursements without further BOT action.

2. Either the Chairperson or Secretary of the AKA can disburse AKA funds in an emergency or where the Treasurer either cannot act due to extreme emergency or has been removed by the Chairperson.

## **9.0 Secretary**

### **9.1 GENERAL**

The BOT elects the Secretary from its members. The Secretary handles the official correspondence of the AKA. In the event that the Chairperson is unable to act due to resignation, incapacity or death, the Secretary succeeds to the office. The Chairperson, with BOT approval, may remove the Secretary for insubordination, malfeasance or nonfeasance. However, the replacement must come from, and be ratified by, the BOT. The replacement serves on an *ad hoc* basis until ratified.

### **9.2 OTHER RESPONSIBILITIES**

1. The Secretary prepares, distributes, collects and reports on a biennial Questionnaire to determine member preferences concerning subjects and to gauge the delivery of goods and services to the organization.
2. The Secretary sends an update of the month's business by the BOT to the BNL Compiler to be printed in the BNL, unless the Chairperson elects to do this.
3. The Secretary answers correspondence at the request of the Chairperson.
4. The Secretary takes the minutes at the Convention BOT meetings.
5. The Secretary will act as Interim Chairperson in emergencies, when the Chairperson is not available.
6. The Secretary will act as the contact person for the BOT in connection with disputes arising from Fish and Egg and on-line Auction site dealings that require BOT attention.
7. The Chairperson may assign the Secretary other duties.

## **10.0 BOT Advisor**

The position of BOT Advisor is to serve as an advisor to the Officers and to the Board of Trustees. The Advisor is free to comment on all operations of the BOT and the Committees. The Advisor will use his/her knowledge and experience to help guide new members of the BOT. The Chairperson will work closely with the Advisor and solicit his/her advice when needed. The BOT shall elect the Advisor for a five-year term. Other details of the BOT Advisor position and method of election are laid out in Bylaws Amendment #1.

The BOT Advisor will conduct the election of BOT Officers. The Advisor will maintain an archive of BOT correspondence, including an annual summary of discussions and voting, and will interpret AKA policy when necessary. He/she will provide oversight of the BOT and its officers and will use the By-Laws and BOT Procedures Manual as a guide.

The position of BOT Advisor was created to assure smooth transition from one annual BOT to the next. The BOT Advisor position assures consistency in operation and By-Laws interpretation. The BOT Advisor is an ex-officio member of the BOT and can comment and advise on all BOT business.

The term of the BOT Advisor is 5 years. The BOT Advisor may succeed himself/herself. The term shall begin on July 1<sup>st</sup> of the selection year. The BOT Advisor must have had several years of previous BOT experience, preferably one or more as Chairperson, and be thoroughly familiar with the operation of the BOT and the AKA.

## **11.0 JAKA Executive Editor and Editorial Policy**

### **11.1 GENERAL**

The Executive Editor of the Journal of the American Killifish Association (JAKA) is an ex-officio member of the BOT. The Editor is appointed by the Chairperson and confirmed by the BOT. The Editor is accountable to the BOT and communicates directly with it.

### **11.2 RESPONSIBILITIES**

1. Solicitation of contributions for JAKA.
2. Recruitment of support staff including special editors and translators as the needs of the organization require.
3. Production of JAKA in compliance with the AKA's publication schedule.

### **11.3 EDITORIAL POLICY**

Journal contents, including editorial policy statements shall be the sole right of the Executive Editor. Policy statements should be pertinent to the AKA and should not take the form of personal attacks against individuals or organizations.

### **11.4 REPRINTS**

The Executive Editor may authorize the reproduction of non-copyrighted JAKA material if he/she determines that it serves the best interests of the AKA. These editorial releases should be in writing and authorize a one-time only use of the material per release. Copyrighted or otherwise encumbered articles or manuscripts shall require a written release from the author or parent organization. All releases shall be in duplicate with the Editor maintaining a file copy. All articles released for reprint are required to carry the proper credits and should include a short statement promoting membership in the AKA and identifying the current membership committee address and dues structure.

### **11.5 REVIEW**

The position of Executive Editor is subject to annual review. The Executive Editor may be asked to periodically explain or defend his/her editorial policy to the BOT.

**11.6 SOFTWARE**

Since current printing practices no longer involve manual layout and "camera-ready copy", selection of layout software should be such that the majority of printers can receive/utilize electronic files. At no point should the Editor utilize software with very limited application or usage such that it limits printer options. The software in use should be the property of the AKA for use by the Editor or any assistants he/she so designates and the AKA is responsible for the purchase and/or licensing of said software.

**11.7 MISCELLANEOUS**

As time permits, but no less than annually, the Editor shall forward electronic versions of published issues of JAKA to the BOT Advisor and for use in the production of past JAKAs on CD. If possible, each Journal issue should be formatted to PDF (for print capability) and each Journal article formatted for reprint request. Material that is once published in JAKA is the property of the AKA and/or the author and not the Editor.

## **12.0 Affiliate Club Coordinator**

1. The Affiliate Club Coordinator receives BOT correspondence as a courtesy and may participate in discussions. The Affiliate Club Coordinator is responsible for managing the Affiliate Club Program the charter for which appears later in this manual.
2. The Affiliate Clubs represent a second organization of AKA members encompassing nearly half of the AKA membership; however, AKA membership is not required to belong to an Affiliate Club. Regular periodic meetings of Affiliate Clubs provide a venue to promote the killifish hobby, exchange fish/eggs and information and provide fellowship. Benefits of club affiliation with the AKA are listed in the charter. The Affiliate Club Coordinator must maintain a list of Affiliate Club contact information and should establish periodic communication with the individual clubs. This scheme should permit the surfacing of club concerns about AKA operations and the Affiliate Club coordinator has an obligation to report/communicate this to the BOT.
3. Affiliate Clubs are solicited for sponsorship and execution of the AKA's annual convention. The Affiliate Club Coordinator should promote Convention bidding as well as track potential sponsors.
4. The Affiliate Club Coordinator should promote sharing of resources between Affiliate Clubs, not limited to such things as prepared programs, speaker lists or box exchanges. In coordination with the KEY Program Coordinator, the Affiliate Club Coordinator should develop a calendar of Affiliate Club events/shows and attempt to resolve scheduling conflicts. A schedule of events that provides access for the greatest number of AKA members should be a reasonable goal.

## **13.0 BNL Compiler**

### **13.1 GENERAL**

The Business News Letter (BNL) is the official organ of the AKA by which the Chairperson of the AKA communicates directly with the membership.

The BNL Compiler is appointed by the Chairperson of the AKA subject to the approval of the BOT. He/she receives BOT communications as a courtesy and may participate in discussions relating to BNL matters.

There will be no editorial policy statements by the BNL Compiler or by other committee chairs utilizing the services of the BNL. Any statements containing editorial positions will be labeled as such and submitted through the Chairperson of the BOT for inclusion.

### **13.2 ITEMS FOR PUBLICATION**

1. Chairperson's message.
2. BOT page, including a Business Update by the Secretary.
3. Fish and egg listings.
4. Convention news, announcements and show results.
5. Nomination statements and related election matters.
6. KHY program reports and announcements.
7. KEY program reports and announcements.
8. Affiliate club listing, news and show announcements.
9. Other committee announcements and reports.
10. Nomenclature news.
11. General killifish news, including recent publications.
12. Membership application form.
13. Committee credits.
14. Questionnaire and results.
15. Foreign Show announcements.
16. Letters from the membership.
17. Other items.

## **14.0 Webmaster**

### **14.1 GENERAL**

The AKA Webmaster receives BOT correspondence as a courtesy and may participate in discussions concerning issues relevant to the Webmaster's responsibilities. The AKA Webmaster is responsible for maintaining the presence of the AKA on the World Wide Web and administering the AKA website. The AKA Webmaster is responsible for the selection of software to best accomplish operation and maintenance of the site as well as maintain the license of the aka.org domain. Expenses to maintain/license are payable by the AKA.

### **14.2 AKA WEBSITE**

1. The AKA Website exists primarily to promote the AKA to the aquarium hobby both within the United States as well as to the rest of the world.
2. The AKA Website shall serve as a source of news and announcement of events taking place in the AKA and elsewhere. It is not the official business-reporting source because electronic access is required and may not be available to all members (the official publication for this purpose is the Business Newsletter, the BNL).
3. The management of information is the province of the AKA Webmaster.
4. The AKA website shall contain both a public section and a Member's Only section accessible via password provided with membership. With knowledge that paid membership has privileges, it is the AKA Webmaster's decision as to what information or services require password access.
5. The Website shall promote beginner information and start-up help as inducements to join the AKA.
6. The AKA Website shall promote communication between members as well as communication with other killifish related organizations. A password protected on-line membership roster should be maintained in conjunction with the Membership and Internet Committees.
7. Electronic membership applications shall be available on the website.
8. Online voting shall be available through the website at the same time that written ballots are available.

### **14.3 EDITORIAL POLICY**

The AKA Website is also an official AKA publication site. As such, the AKA Webmaster inherits much of the guidance provided to the Executive Editor of JAKA.

### **14.4 WEB BASED COMMERCE**

1. The AKA Webmaster is authorized to manage credit card transactions for AKA goods and services.
2. The AKA Webmaster is encouraged to manage on-line renewals of AKA membership.
3. The AKA Webmaster is encouraged to maintain an on-line store for AKA goods. Physical handling of AKA goods are performed by those delegated functions and appropriate information as to purchase and buyer must be made in a satisfactory period of time to that function (i.e., Publication Sales, A/V Committee, Convention treasurers, etc.) with full accounting. Details are to be worked out with delegated function chairs and the AKA Treasurer.
4. The AKA Webmaster may establish an on-line Fish & Egg Listing or Want Ad section for Killifish Exchanges; however, use of AKA credit card services should not be permitted in this capacity. Following of the AKA Code of Ethics (COE) is mandatory if this service is provided. COE violations will be addressed by the F&E Listing Chairperson; the AKA Webmaster may be asked to provide documents or electronic trails to mediate a settlement.

## **15.0 Sanctions**

### **15.1 SANCTIONS - BOARD MEMBER**

If a BOT member fails to effectively administer his duties for two consecutive months, the Chairperson may present a proposal to the BOT requesting the removal of the offending board member. This covers failure to respond to correspondence, untimely responses, responses of an inappropriate nature or non-business.

### **15.2 SANCTIONS - OFFICERS**

The Chairperson and Secretary may be replaced for failure to perform their duties. The Advisor shall supervise the vote to replace the officer. The Advisor must inform the officer of his/her failure to perform the responsibilities of their job, and if the failure of responsibilities continues, notify the BOT of the pending action.

## **16.0 Paid Life Member Trust**

Although the paid life membership option has been eliminated, the Trust still exists in order to service existing life memberships. The following are original guidelines for administration of the AKA Paid Life Member Trust:

1. The fee as determined by the AKA BOT shall be paid to the AKA Life Trust. [Since the paid life membership option no longer exists, this item describes, for the record, past practice].
2. All monies will be invested for maximum yield consistent with safety.
3. All interest from the Trust shall be paid to the General Fund. The BOT shall vote to retain all or part of said interest. Life Trust principal shall not be applied to the General Fund.
4. The Paid Life member shall have full membership privileges.
5. Five signatures shall be on the Life Trust account:
  - a. AKA Treasurer.
  - b. AKA Chairperson.
  - c. One past AKA Chairperson, not on the BOT.
  - d. Two paid life members not on the BOT.
6. If at any time mailings to the life member are returned, such mailings will cease until the member notifies the AKA.
7. The Life Trust will commence after the receipt of three paid memberships.

## **17.0 George Maier Endowment Fund**

The purpose of the George Maier Fund is to provide grants for scientific research and associated activities that enhance the knowledge of killifish, especially as applied to their reproduction, life cycle, maintenance, nutritional requirements and food sources, biology, ecology, habitat, conservation, nomenclature and biological relationships.

The Fund was initiated several years ago by the American Killifish Association (AKA) to honor the memory of George Maier, a founding member of both the American Killifish Association and the Chicago Killifish Association. Originally a committee within the American Killifish Association, the George Maier Fund was re-established as of March 5, 2010 as an independent tax exempt public charity, a separate and distinct organization under US-IRS Code 501(c)(3), and is no longer part of the AKA.

Although the Fund is no longer a part of the AKA, the Association is designated in the Fund's organizational documents as an organization with a special relationship as defined by IRS Form 1023, Part VIII-15, and through the Fund's Constitution and Bylaws Section I: Article IX, and Section II: Article III. As such, although the AKA has no control over the Fund, it can provide direct assistance in all aspects of the Fund's activities and to actively solicit funds and facilitate donations through its website.

The Fund commits to provide to the AKA its periodic progress and financial reports, grant information and reviews, and other information pertinent to maintaining the designated special relationship. The Fund will also facilitate the publication of such information to AKA members through the Association's communication venues.

AKA members may serve in any capacity or position in the Fund. These positions include the Chairperson, Treasurer and Secretary that administer all activities. The Fund is governed by a five (5) member Board of Directors that approves all activities and policies, and together with the Chairperson, provides grant oversight functions required of tax-exempt organizations. Rounding out the organization is an independent five (5) member Grant Committee that evaluates all applications and selects the winning grant proposal.

The reorganization required the generation of a constitution and bylaws, a procedure for submitting grant requests, and another document delineating the grant award procedure. These documents are available upon request or are downloadable from the public IRS files under document location number (DLN) 17053243357000.

The George Maier Fund has been established to provide grants for research and/or conservation projects dealing with killifishes. Grants are given on the basis of merit and are open to everyone regardless of race, nationality, gender, religious affiliation or membership status in the American Killifish Association. The fund is named to honor the memory of George Maier, a founding member of the American Killifish Association.

1. All donations to the George Maier Fund will be placed into an account separate from the General Fund of the American Killifish Association and will be invested at the highest yield consistent with safety.
2. The interest earned from the fund will be used to support research and/or the conservation of killifishes. Under no circumstances will the principal be placed in the General Fund of the American Killifish Association or used for purposes other than the stated goals.
3. A chairperson will be appointed to coordinate fund raising activities and oversee the procedures for grant awards. Both the Chairperson of the fund and the AKA treasurer will supervise the fund's integrity; the signature of both will be required for any withdrawals.

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## **18.0 AKA Code of Ethics for Fish/Egg Sales and Exchanges**

The code of ethics was written as a guide for people who exchange fish and eggs through the BNL or the website. It also applies to sales and exchanges between members of the AKA. If everyone has the same assumptions about mail exchanges, the chances of misunderstandings are greatly diminished. The BOT has officially approved these guidelines.

1. Fish that are offered should be clearly sexable and in top condition. Any deviation from this should be clearly stated in the listing.
2. All nomenclature should be correct. Location codes should be included if known.
3. Eggs should be shipped only when fertility is apparent. Eggs should not be shipped too close to the hatching date.
4. Live delivery is guaranteed from April through October inclusive. Shipments between November and March are made at the buyers risk. Any deviation from this should be clearly stated in the listing. Shipments should be appropriately packaged to ensure survival. The recipient should notify the shipper immediately of the condition of the shipment.
5. The following procedure should be used during the months that live delivery is guaranteed:
  - a. If fish or eggs arrive dead, the water should be removed from the container and the dead material should be returned to the sender if requested.
  - b. The fish and eggs should be replaced by the sender at no charge. Postage costs will be the responsibility of the recipient.
  - c. If the fish or eggs are no longer available money should be promptly refunded, less the postage costs of the initial shipment.
  - d. Substitutions will be made at the buyer's request only.
6. All orders should be shipped within two weeks of receipt unless special arrangements have been made, or during winter months when shipments are made weather permitting. If a delay is necessary the person ordering should be notified immediately.
7. A mutually agreed on method of payment covering the price of fish and eggs, plus postage should accompany the order. It is not

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recommended to send cash through the mail and, if done, will be at the buyer's risk. It is advisable to hold all checks until the status of the shipment is known.

8. Shipping containers will be returned promptly unless the shipper indicates otherwise.
9. Persons involved in fish and egg transactions are free to make any mutually agreed upon changes to these procedures.
10. In the event of a disagreement, the parties concerned should make every effort to settle the matter themselves. If this is not possible, a detailed complaint should be made, in writing, to the F&E Chairperson. This Chairperson will make a decision on the validity of the complaint and, if it has merit, will prohibit the offending party from advertising in the BNL or website until the matter is resolved satisfactorily. Serious matters should also be brought to the attention of the BOT through the Secretary. Duplicate correspondence should be sent to all parties concerned.
11. The F&E Chairperson, or the BOT, can elect to punish an offending member by barring further listings in the BNL or website, or by requiring that a performance bond be posted, the amount to be determined by the F&E Chairperson. If listings are accepted, the offending party shall be considered to be on a six-month probation. If performance during this period is satisfactory, the bond shall be returned. If performance is not satisfactory, or if the original problem has not been resolved by the offending party, the bond will become forfeit and the BOT or F&E Chairperson may cause this party's name to be listed in the BNL as a member who does not meet his obligations and/or may cause the party to be permanently banned from advertising in the BNL. The offending person may also become subject to expulsion from the AKA in accordance with the By-Laws, Article III, Section 6.
12. Transactions among AKA members are bound by this code of ethics provided the transactions were initiated by a listing in the BNL or AKA website from one or more of the affected parties, or any exchange between two members in good standing in the AKA. Listers are urged to check the roster to ensure that the person ordering is a member of the AKA. Representatives of the AKA cannot assist in any matters involving non-AKA members. The AKA cannot be held responsible for purchases made through any sources other than the BNL or the website unless the sale advertisement states that the AKA Code of Ethics will be used.

## **19.0 AKA Programs and Functions**

The following is a list of current AKA Programs and functions. The Chairperson of each program or function is responsible for implementing a committee, if necessary, in performing the duties described. Information concerning the chairpersons, programs and functions as well as program news will appear periodically in the BNL.

### **19.1 ADVERTISING/PUBLICITY**

The purpose of this function is to seek out advertisers for AKA publications and to promote the AKA with an emphasis on attracting new members. It should develop an advertising scheme and price structure. This committee is also responsible for the distribution of AKA promotional literature and information to national publications and local groups. The JAKA Editor, BNL Compiler and Convention Assistance Chairperson can also perform and/or assist in this function.

### **19.2 AFFILIATE CLUB PROGRAM**

The coordinator is the liaison between the AKA BOT and the AKA's affiliate clubs. A complete description will be found under other officers of the AKA and in the Affiliate Club charter included in this manual (Section 22.0).

### **19.3 VIDEO AND MEDIA**

The purpose of this committee is to make available educational and entertaining tape and DVD programs of killifish. These programs will cover all aspects of killifish keeping, pictures of killifish, conventions and workshops, and possibly collecting trips, as well as special programs created for use by the members, affiliate clubs and Aquarium Societies. These programs will be available for sale to individuals or use by local killifish groups according to terms established by the committee. A list of available materials and ordering information will occasionally appear in the BNL.

Those speakers at the AKA national convention whose presentations are made available through this committee (e.g. on DVD) will be entitled to receive a complimentary copy of their program, and should sign a written consent for the AKA to use the program

### **19.4 BEGINNERS**

To assist new members with problems that they may have in keeping and breeding killifish. At the request of a new member, this function will assist in

anyway possible to help them spawn their killies. The AKA website forums, in particular the Beginners Forum, is a good online source to receive answers to specific questions members may have. From time to time, interesting questions and their replies will be printed in JAKA or the BNL.

### **19.5 BNL COMPILER**

Responsible for accumulating, editing and assembling material for the monthly newsletter. A priority list for announcements is found under Section 11 of this manual. All members who have business announcements they want published should send them to the Compiler. Please refer to the "masthead" page of any current BNL for a schedule of mailing dates and addresses.

### **19.6 CONVENTION ASSISTANCE**

To assist in the planning, preparation and implementation of the AKA Annual Convention. It will also maintain the equipment and programs belonging to the AKA for use at these conventions. A Convention Assistance Manual, that outlines and details guidelines, suggestions and requirements for groups hosting the convention, is available from this committee.

### **19.7 FISH & EGG (F&E) LISTING**

To prepare for publication in the Business Newsletter and Webpage a fish and egg listing submitted by AKA members. This listing will ONLY contain killifish (fish and/or eggs), plants and killifish related books, foods and dry goods. Each listing is to be checked for the correct spelling and nomenclature. Conflicts between members, which might arise through the buying, and selling of items in this listing may be resolved by the person in charge of this function and may be forwarded to the BOT Secretary for disposition.

### **19.8 FOREIGN ADVISORY**

The purpose is outlined in the By-Laws in Article IV, Section 2.

### **19.9 JAKA EXECUTIVE EDITOR**

The Executive Editor's responsibilities are outlined in Section 11.0 of this manual.

### **19.10 SHOW AND JUDGING**

Responsible for the development and administration of the AKA's judging program. They should establish a method of certification for prospective judges, evaluate results and maintain a list of certified judges. This function should maintain a list of proper species classes and develop individual species standards and awards. A pamphlet on AKA judging practice is available upon request.

**19.11 KILLIFISH EXHIBITOR OF THE YEAR (KEY)**

Administers the KEY Program as outlined in the charter included in this manual (Section 20.0).

**19.12 KILLIFISH HOBBYIST OF THE YEAR (KHY)**

Administers the KHY Program as outlined in the charter included in this manual (Section 21.0).

**19.13 KILLIFISH AWARD PROGRAM (KAP)**

Administers the KAP as outlined in the committee charter included in this manual (Section 23.0).

**19.14 MEMBERSHIP**

To process new membership applications, welcome new members, maintain accurate membership records, assist the members with problems relating to their membership benefits, and attempt to retain these members over the years. Every new member will receive an "AKA Welcome" letter and a copy of the AKA Beginners Guide.

**19.15 NEW & RARE SPECIES**

At the time of preparing this version of the Procedures Manual, the AKA does not support the existence of a New & Rare Species Committee. However, for the record (should this function be resurrected in the future) was to obtain rare and/or wild species of killifish for distribution in the AKA at the lowest possible cost.

**19.16 NOMENCLATURE**

Based on the most recent scientific literature, to compile a listing and updates of all known killifishes (i.e., oviparous cyprinodontiform fishes), which will include the correct name, proper spelling, synonyms, and abbreviations of all genera, species, sub-species, and populations in a style consistent with the requirements of the International Code of Zoological Nomenclature.

**19.17 NOMINATIONS**

To solicit and receive nominations for the BOT from the general membership. Verifies the validity of nominations and forwards them, with biographical information on nominees, to the BOT according to the conditions laid out in Article IV of the By-laws.

### **19.18 PHOTOGRAPHY/PHOTO EDITOR**

To develop and maintain an inventory of original killifish images in various forms, as well as a list of sources of such, along with appropriate agreements concerning the use of the images. Ownership of all images will rest with the photographer, with their use, free of charge, being granted to the AKA. Besides supplementing articles submitted for publication in JAKA, such images may, for example, be used to help other killifish associations in their publication efforts and to produce AKA Indexes. Original, high quality images of killifish are always in demand, especially for publications, and the membership should be encouraged to make suitable images available for the association's publications.

### **19.19 PUBLICATIONS AND OTHER SALES - AKA STORE**

To make available publications, reprints and other items which are of interest to AKA members through the AKA Store and through the Website. A complete list of all available publications and items as well as ordering information will be published periodically in the BNL.

### **19.20 SPECIAL PUBLICATIONS**

To organize, edit, and coordinate various special publications that are authorized by the BOT. The chairperson will solicit new publications and will assist authors in securing photographs and translation assistance when needed. It is best known for its work in producing the AKA Index. The Index provides a summary of the scientific and aquarium information known about certain killifish. Suggestions and help are always welcome and authors should contact the chairperson as a first step in the publication process. All materials produced are offered for sale through the AKA Publication Sales (the AKA Store).

### **19.21 KILLIFISH CONSERVATION (KCC)**

The goal is to develop and administer a program for the maintenance, preservation and conservation of killifish groups and species. Periodic reports will appear in the BNL.

## **20.0 Killifish Exhibitor of the Year (KEY) Program and Charter**

### **ARTICLE I: DEFINITION**

In accordance with the provisions below, the AKA has established a "Killifish Exhibitor Of The Year" (KEY) award. This award is known as the "Robert Felmey Memorial Award."

An annual award will be given to that person who accumulates the most points over the course of the competition year as described below. The competition year shall begin on June 1<sup>st</sup> and end on 31<sup>st</sup> May of each year for all show categories. The points accumulated from the Convention during the competition year will be counted along with all points gained from other sanctioned events during the competition year as per Article IV. Points are not carried over from year to year.

The KEY award was established to recognize those members who, by breeding and exhibiting killifish, have helped to foster the ideals and aims of the American Killifish Association.

### **ARTICLE II: SANCTIONING OF EVENTS**

Any killifish class in a local show or convention is considered sanctioned for purposes of this award provided that:

1. The KEY Chairman is notified of the event at least eight weeks prior to the event date by a participating AKA member or other official from the sponsoring organization.
2. The event is advertised in at least two issues of the AKA Business Newsletter prior to the event.
3. Mail-in entries are permitted.
4. Complete results are sent to the KEY Chairman within two weeks of completion of the event.
5. The show committee shall, within thirty days of the show date, confirm receipt of all mail-in entries, provide written notification of their placement in competition, provide any applicable awards and settle any associated financial responsibilities. The official show date for this purpose shall be considered the last day of the event.

If the obligations of the sponsors are not fulfilled on a timely basis, the KEY Chairperson should endeavor to obtain show results so as to not penalize

good faith entrants. However, the sponsoring club that fails to meet these obligations will be required to advertise their next show as "Probationally Sanctioned" in all official AKA publications and announcements. If the sponsoring club fails to meet their show obligations under "Probationally Sanctioned" status, their next event will not be sanctioned. To regain full "Sanctioned" status, the sponsors will need to host a "Probationally Sanctioned" or unsanctioned show and demonstrate an ability to fulfill the five obligations outlined above in this Article.

### **ARTICLE III: QUALIFICATIONS**

Regardless of point totals, to receive the KEY award, the following minimum requirements must be met:

1. The award candidate must be an AKA member in good standing.
2. The candidate must have had at least one first place winner in a sanctioned event of the current year.

### **ARTICLE IV: CLASSES AND POINTS**

For purposes of this charter, "Entry Points" will be defined as points awarded for entering pairs of fish in a sanctioned show, and, "Winning Points" will be defined as points awarded on the basis of placement in competition.

1. The KEY chairperson must sanction the show and validate the classes.
2. To validate a class, it must have at least four entries scoring 70 or more points. To this end, in an effort to help ensure that all entered pairs of fish have an opportunity to earn "Winning Points", it is the responsibility of the sponsoring club to do everything reasonable to ensure that each class has at least four entries scoring 70 or more points. The sponsoring club should take into account class sizes from previous shows as well as class sizes in the current show and consolidate classes where necessary.
3. Entry points will be awarded to a participant for a maximum of three pairs per class.
4. Entry points will not be awarded for fish scoring fewer than 70 points.
5. Entry points may be accumulated for up to 40 percent of the total points for the KEY Award.
6. Auction points will be earned by auctioning a pair of fish that has placed in class. Auction points will be applied toward the "Winning Points" total.
7. All points earned by an entry are cumulative for a single show (i.e. an entry can earn entry points, points for placing in class, points for Best of Show, and finally points for being auctioned)

<p><b>Class Containing Fewer than 10 Entries:</b></p> <p>3 points for entry.  5 points for 3<sup>rd</sup> place.  7 points for 2<sup>nd</sup> place.  9 points for 1<sup>st</sup> place.  15 points for Reserve Best of Show or equivalent.  20 points for Best of Show.  4 points auctioning bonus.</p>	<p><b>Class Containing 10-19 Entries:</b></p> <p>3 points for entry.  6 points for 3<sup>rd</sup> place.  8 points for 2<sup>nd</sup> place.  10 points for 1<sup>st</sup> place.  15 points for Reserve Best of Show or equivalent.  20 points for Best of Show.  4 points auctioning bonus.</p>
<p><b>Class Containing 20 or More Entries:</b></p> <p>3 points for entry.  7 points for 3<sup>rd</sup> place.  9 points for 2<sup>nd</sup> place.  11 points for 1<sup>st</sup> place.  15 points for Reserve Best of Show or equivalent.  20 points for Best of Show.  4 points auctioning bonus.</p>	<p><b>International Show</b> (defined as being outside of the USA and with more than 80 total entries):</p> <p>3 points for entry.  7 points for 3<sup>rd</sup> place.  10 points for 2<sup>nd</sup> place.  13 points for 1<sup>st</sup> place.</p>
<p style="text-align: center;"><b>AKA National Convention:</b></p> <p style="text-align: center;">Point values will be awarded regardless of class size.</p> <p style="text-align: center;">8 points for entry.  12 points for 3<sup>rd</sup> in class.  18 points for 2<sup>nd</sup> in class.  24 points for 1<sup>st</sup> in class.  30 points for Reserve Best (if awarded).  40 points for Best of Show.</p>	

## ARTICLE V: RECIPIENT AWARD

The Killifish Exhibitor of the Year will receive publicity in the AKA Business News Letter and other publications; a trophy or plaque; and the right to use the KEY designation in the Fish & Egg listings for the next year.

## ARTICLE VI: KEY CHAIRPERSON

The Chairperson of the Board of Trustees of the AKA will appoint, with BOT approval, the Chairperson of the Killifish Exhibitor of the Year Award

Program. The KEY Chairperson will be responsible for the administration of this program by receiving and processing show results in a timely fashion and by keeping neat and business-like records of accumulated points. Results of KEY points should be published in the BNL at least 4 times per year and be available and updated on the AKA website.

#### **ARTICLE VII: AMENDMENTS**

Amendments to this charter may be made by a vote of the BOT in accordance with the AKA Charter and By-laws.

## **21.0 Killifish Hobbyist of the Year (KHY) Program and Charter**

### **ARTICLE I: PURPOSE**

The purpose of this award shall be to recognize an AKA member who works for the betterment of the killifish hobby by participating in a diverse array of activities that the AKA sponsors and encourages members to engage in.

### **ARTICLE II: AWARD CRITERIA**

The award shall be based solely on an individual's participation from May 1<sup>st</sup> of the previous year to April 30<sup>th</sup> of the current year in the activities listed in Section IV below. Members who participate in these activities will be automatically considered candidates for the award. The KHY chairperson will submit, with recommendations for award or non award, the names of the candidate(s) accumulating the highest point total(s) to the AKA chairperson who will concur or not. In the event of non-concurrence the AKA chairperson may include the BOT in discussions with the KHY chairperson to resolve concerns. The award recipient will receive a plaque at the current year's convention designating him/her KHY for that year. Additionally a short narrative of the award recipient's history and accomplishments will be written up and published in a future edition of JAKA and/or the BNL.

### **ARTICLE III: CHAIRPERSON**

1. The program shall be administered by a member in good standing appointed by the Chairperson of the Board of Trustees and approved by the BOT.
2. The chairperson must actively communicate with other AKA and affiliate club officers, and be proficient at record keeping so that all qualifying activities by members are properly identified and recorded.
3. The chairperson will regularly report to the appointed BOT oversight member and provide any information requested by the BOT to monitor the selection process.
4. The chairperson will publish current KHY standings during the award year.

**ARTICLE V: POINT SYSTEM**

<b>KHY CATEGORY POINT TOTAL SUMMARY</b>	
<b>Category</b>	<b>Max. Points</b>
A. KCC	20
B. KEY	20
C. BNL F&E, AKA website auction	20
D. JAKA/BNL	30
E. Officer	25
F. Convention/sanctioned show speaker	20
G. Annual convention photography entry	9
H. Convention/sanctioned show judging & chairperson	20
I. Outside activities	20
<b>TOTAL</b>	<b>184</b>

In the event that two or more individuals participate in a given activity such as writing an article, participating as joint chairs or speakers, etc., each participant will be awarded the same point total as if they had participated in the activity individually.

- A. KCC (20 points maximum)
  - a. Coordinators: 10 points.
  - b. Breeder team members: 5 points per team, maximum 4 teams.
- B. KEY (20 points maximum)
  - a. 5 points (<10 adjusted total points as per the relevant KEY records).
  - b. 10 points (10<100 adjusted total points as per the relevant KEY records).
  - c. 15 points (100<300 adjusted total points as per the relevant KEY records).
  - d. 20 points (>300 adjusted total points as per the relevant KEY records).
- C. BNL F&E, AKA website auction (20 points maximum). A candidate earns points by posting one or two adds (F&EL-BNL and/or AKA website auction) offering for sale fish or eggs of one species/location. Additional advertisements of the same species/location will not earn

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- points. Advertisements of the **same** species/**different** location will qualify for additional points.
- a. 2 points (minimum 2 ads & 1 sp).
  - b. 6 points (minimum 4 ads & 2 spp).
  - c. 12 points (minimum 6 ads & 3 spp).
  - d. 20 points (minimum 8 ads & 4 spp).
- D. JAKA/BNL contributions (30 points maximum). Only articles in issues of JAKA that are actually published during the award year (regardless of cover date) will be considered.
- a. JAKA article (major) 10 points per article, maximum 3 per year. The KHY chairperson will consult with the JAKA editor to determine major/minor article status.
  - b. JAKA article (minor) 5 points per article.
  - c. BNL article 5 points per article.
  - d. Write/edit a special issue: 30 points.
- E. Officer (25 points maximum)
- a. BOT Chairperson: 15 points.
  - b. BOT member: 10 points.
  - c. Committee Chairperson: 10 points.
  - d. Serving on a committee: 5 points per committee (10 points maximum).
- F. Convention/sanctioned show speaker (20 points maximum)
- a. 10 points sanctioned show speaker.
  - b. 20 points National Convention speaker.
- G. Annual convention photography entry: 3 points per entry (9 points maximum)
- H. Convention/sanctioned show (20 points maximum)
- a. 5 points sanctioned show committee (judging, bookkeeping, etc.).
  - b. 10 points sanctioned show chairperson.
  - c. 10 points AKA National Convention committee (judging, bookkeeping, etc.).
  - d. 20 points National Convention chairperson.
- I. Outside activities (20 points maximum)
- a. Hobbyist magazine articles: 5 points per article, maximum of 3 articles.
  - b. Peer-reviewed articles in professional journals: 5 points per article, maximum of 2 articles.
  - c. Podcasts: 5 points per podcast, maximum of 2 podcasts.
  - d. Talks at non-AKA Events: 5 points per talk, maximum of 3 talks.

## **22.0 Affiliate Club Program and Charter**

### **ARTICLE I: DEFINITION, STRUCTURE AND OPERATION**

An active affiliate club of the AKA shall be a locally organized club, devoted to the keeping, breeding and dissemination of information on killifish, and which shall subscribe to these articles of affiliation.

In order to qualify as an affiliate, the club must have a minimum of four members, in good standing, of the AKA. Non-members of the AKA in the affiliate club should be encouraged to become members of the AKA.

Affiliate club structure and operation will not be regulated by the AKA, except as herein provided. However, in order to qualify as an "active" club, affiliates must hold a meeting at least four times per year.

### **ARTICLE II: AFFILIATE CLUB DESIGNATION**

The affiliate club shall be known by its chosen name with the postscript: "Affiliate of the American Killifish Association, Inc."

### **ARTICLE III: AKA AFFILIATE CLUB COORDINATOR**

The Board of Trustees of the AKA will initiate the position of "Affiliate Club Coordinator" to act as liaison between the individual affiliate clubs and the BOT. The coordinator shall oversee the affiliate clubs, be responsible for the administration of this charter and shall be available to the affiliate clubs to answer questions, bring their concerns and suggestions to the BOT, or take other action as necessary.

### **ARTICLE IV: BENEFITS**

1. The AKA will provide a copy of JAKA for the club's library.
2. The AKA will give a 10 percent discount on the "offered" price of the AKA publications on orders of \$100 or more. Such orders are to be bought by the affiliate club and sent to a person designated by the club.
3. The AKA will provide media programs at no charge.

In return for these benefits, the affiliate club agrees to the following:

1. Guarantee that at least four of their members are AKA members in good standing, with the further proviso that an attempt will be made to encourage 100 percent membership in the AKA.

2. Attempt to support or sponsor one or more killifish classes in their local general aquarium club show through direct participation as per Article VI below.
3. Attempt to support and solicit entries for killifish shows or classes organized or sponsored by sister affiliates as per Article VII below, and the provisions of the KEY program.
4. Support the AKA through distribution of promotional materials at local general aquarium society functions and through local aquarium merchants. This shall include the distribution of posters, AKA membership application forms, etc., which will be furnished by the AKA.
5. At least once per year, attempt to give a talk and/or media program on killifish at a local general aquarium society meeting. The AKA will supply the program of choice.
6. Agree to promote the sale of AKA products both within and outside the affiliate club.

#### **ARTICLE V: RESPONSIBILITIES**

1. The affiliate club will forward at regular intervals the club's newsletter or meeting notice to the Affiliate Club Coordinator and BNL Compiler for inclusion in the BNL and/or the affiliate club section of the AKA website.
2. Each year a brief summary of the club's activities and membership roster is to be forwarded to the Affiliate Club Coordinator.
3. The club will designate a local member to act as liaison with the Affiliate Club Coordinator.

#### **ARTICLE VI: AFFILIATE CLUB SPONSORED KILLIFISH CLASSES IN LOCAL AQUARIUM SOCIETY SHOWS**

The affiliate club agrees to attempt to sponsor one or more killifish classes or enter killifish in their local general aquarium society show, if any, as follows:

1. **NO CURRENT CLASSES:** If there are presently no killifish classes, the affiliate club shall attempt to have one established by guaranteeing and supplying entries if necessary. If successful, the affiliate club shall aid in securing sanctioning in accordance with the KEY program.
2. **ESTABLISHED CLASSES:** If there is an established class(es), the affiliate is to attempt to insert itself and the AKA as the sponsor in accordance with the provisions of the KEY program.
3. If "1" or "2" is accomplished, the AKA will provide those benefits listed under the KEY program, and in addition provide:

- a. A poster or sign, "Sponsored by the American Killifish Association, Inc."
  - b. Advertising and/or membership application forms.
4. MATERIALS FOR A DISPLAY TABLE: If possible, the affiliate shall attempt to secure a table to display AKA supplied materials.
5. The affiliate club shall attempt to provide and/or recommend judges for the show.

#### **ARTICLE VII: AFFILIATE RUN "ALL KILLIE SHOWS" OR MINI-CONVENTIONS**

By themselves, or in conjunction with sister affiliates, the affiliate club should consider the establishment of a yearly event, open to the public, devoted entirely to killifish.

Upon sanctioning under the KEY program, the AKA agrees to publicize such efforts and provide materials as per Article VI-3, above.

The affiliate agrees to support sister affiliates' killifish shows with entries and auction materials wherever possible.

#### **ARTICLE VII: AMENDMENTS**

Amendments to this charter may be made by a vote of the BOT as per the AKA Charter and By-Laws.

## **23.0 Killifish Award Program (KAP) and Charter**

### **ARTICLE I: PURPOSE**

The American Killifish Association has established the Killifish Award Program (KAP) to promote individual effort in the breeding of killifish. To recognize individual efforts, minimum requirements for specific levels of accomplishment are attained.

### **ARTICLE II: QUALIFICATIONS**

To participate in the KAP a candidate must be a member in good standing of the AKA and agree to abide by the KAP rules.

### **ARTICLE III: KAP CHAIRPERSON**

The Chairperson of the AKA, with the advice and consent of the BOT will establish the position of "KAP Chairperson". This Chairperson will be responsible for the operation and administration of the program. Such duties will include:

1. Provide requested information about the KAP.
2. Receive and process verifications.
3. Issue recognition awards.
4. Submit names and membership numbers, for publication purposes, of those who attain any of the following goals:
  - a. Specialty Breeder (SB)
  - b. Advanced Breeder (AB)
  - c. Expert Breeder (EB)
  - d. Master Breeder (MB)
  - e. Distinguished Breeder (DB)
5. Maintain an accounting of all accumulated points in a neat, business-like manner.
6. Design, or cause to be designed, and distribute any recognition or verification forms deemed appropriate.

### **ARTICLE IV: LEVEL REQUIREMENTS**

The following points, accumulated during AKA membership, will be the requirements for each level. In addition to points, each candidate must meet the qualifications as outlined in Article II of this Charter.

**Novice Breeder (NB)**

Breeding points 100 Cumulative 100

**Intermediate Breeder (IB)**

Must have attained NB

Additional points from two separate classes

Breeding points 100 Cumulative 200

**Advanced Breeder (AB)**

Must have attained IB

Additional breeding points from three separate classes

Breeding points 140 Cumulative 340

**Expert Breeder (EB)**

Must have attained AB

Additional breeding points from three separate classes

Breeding points 200 Cumulative 540

**Master Breeder (MB)**

Must have attained EB

Additional breeding points from five separate classes

Breeding points 260 Cumulative 800

**Distinguished Breeder (DB)**

Must have attained MB

Additional breeding points from six separate classes

Breeding points 400 Cumulative 1200

**Specialty Breeder (SB)**

Must have attained IB

Breeding points must total 250 in any one class

**ARTICLE V: POINTS AND VERIFICATION REQUIREMENTS**

The following points and verifications are established for breeding classes:

- Class I: North And Central America (except Rivulus)
- Class II: South American Non-annuals
- Class III: New World Annuals
- Class IV: Nothobranchius
- Class V: Fundulopanchax
- Class VI: Aphyosemion
- Class VII: Other African genera, excluding those in classes VIII and IX
- Class VIII: Epiplatys, Pseudepiplatys, and Aphyoplatys
- Class IX: Lampeyes
- Class X: Eurasian

Each species bred, and verified, will be awarded ten (10) points toward the cumulative point total, with the exception of Blue Gularis (*Fundulopanchax sjoestedti*) which will be awarded 15 points.

## **ARTICLE VI: VERIFICATION**

To be eligible for verification ten (10) sexable fry, of which three (3) must be males, must be verified by observation. Verification is only obtained in the following way:

1. Written verification, sent to the KAP Chairperson via designated form, promulgated by KAP Chairperson and signed by either of the following:
  - A. Another AKA member.
  - B. Local killie club member.
  - C. Local aquarium society member.
2. Verification form, obtained from the KAP Chairperson, must contain the following information:
  - A. Species name (age if known).
  - B. Tank size.
  - C. Water conditions (optional):
    - i. Temperature.
    - ii. Ph.
    - iii. DH.
  - D. Spawning medium used
  - E. Incubation method:
    - i. Days to hatch.
    - ii. Temperature of storage (average).
  - F. Lighting - Well lit, moderate, very little.
  - G. Bottom covering, if any.
  - H. Foods fed (approximate percent of multiple types):
    - i. Adults.
    - ii. Fry.
  - I. Special notes, added by breeder (optional).
  - J. Rating, 1-10, rated by individual breeder.

## **ARTICLE VII: RECOGNITION AWARDS**

The AKA member will receive the following recognition awards for obtaining the minimum requirements for any particular level of accomplishment:

### **Novice Breeder**

1. Certificate of Recognition

### **Intermediate Breeder**

1. Certificate of Recognition.
2. Name published on the BNL.
3. Use of initials, AB, in all AKA correspondence, i.e., F&E Listing.

### **Expert Breeder**

1. Certificate of Recognition.

2. Name published in the BNL.
3. Use of initials, EB, in all AKA correspondence, i.e., F&E Listing.
4. Listing in Roster as EB.

**Master Breeder**

1. Certificate of Recognition.
2. Name published in the BNL.
3. Use of initials, MB, in all AKA correspondence, i.e., F&E Listing.
4. Listing in Roster as MB.
5. Certificate of Merit from the AKA BOT.
6. Engraved trophy or plaque.

**Distinguished Breeder**

1. Certificate of Recognition.
2. Name published in the BNL.
3. Use of initials, DB, in all AKA correspondence, i.e., F&E Listing.
4. Listing in Roster as DB.
5. Certificate of Merit from the AKA BOT.
6. Engraved trophy or plaque.
7. Publicity in the aquarium publications.

**Speciality Breeder**

1. Certificate of Recognition with Specialty noted.

The BOT reserves the right to add, delete or change, in any manner, the above awards with a simple majority vote, with any changes being published and dispersed to the KAP Chairperson.

**ARTICLE VIII: AMENDMENTS**

Amendments to this program may be made by a vote of the BOT in accordance with the existing AKA Charter and By-laws.

## **24.0 Special Awards Criteria**

### **24.1 FELLOW OF THE AKA**

The highest honor that the Association can bestow on one of its members. This award should only be given to those outstanding individuals who have demonstrated the highest amount of service, dedication and contribution to the AKA. It is not to be taken lightly or awarded without a very good reason to recognize them. Here are some of the types of activities that may qualify a member for consideration to receive a fellowship.

As an unofficial guideline, we suggest a minimum of 20 to 30 points for an individual to be eligible for consideration for the award. The number of points listed is only for your use and does not guarantee consideration for the award; it is only a means to help you identify possible individuals that may be eligible for consideration.

1. 10 years or more continuous membership in the AKA: 1 point.
2. Serving a successful 3-year term on the BOT: 3 points.
3. Serving a successful term as Chairperson of the BOT: 10 points.
4. Serving a successful 5-year term as BOT Advisor: 5 points.
5. Successfully chairing a major Committee or function for at least 5 years: 10 points.
6. Successfully chairing a smaller Committee for at least 5 years: 5 points.
7. Chair a successful AKA convention: 5 points.
8. Edit a JAKA issue: 2 points per occurrence.
9. Write articles for JAKA, or for national magazines promoting the AKA: 1 point per occurrence.
10. Collect or import fish and make these fish generally available to the AKA through the N&RSC: 3 points per yearly occurrence.
11. Perform other services outside the scope of the above categories, such as coordinate fish shipments to overseas conventions. The member should have been actively pursuing this category activity for at least 5 years: 1 point.
12. For each year in which the member listed fish in F&E and/or the AKA online auction site for 3 or more months: 1 point.
13. KHY winner: 2 points per year.

## **24.2 MERIT AWARDS**

Only one of the following categories needs to be fulfilled to receive a merit award:

1. Serve a successful term on the BOT.
2. Chair a major committee. Same as #4 above but without the 5-year requirement.
3. Chair a smaller committee. Same as #5 above but without the 5-year requirement.
4. Successfully edit an issue of JAKA.
5. Successfully complete a major project.
6. Chair, or be a significant contributor to the organization of, a successful AKA convention.

## **24.3 DISTINGUISHED MEMBER**

This award should be given for long service to the killifish hobby, and to the AKA, by a member in a local area. It should not be given lightly, or for just being in the hobby. The member earning this award must be very active in promoting killifish-keeping and providing the means for hobbyists to obtain killifish and be successful. All of the categories below must be achieved before the award should be given:

1. Should be active in the local area killifish hobby for at least 10 years.
2. Should promote killifish through entering in local shows and providing fish for auction.
3. Should attempt to promote the formation of an AKA Affiliate Club in his/her area or, if there is an existing club, to be active in operating and promoting it.
4. Promote killifish by being involved with sponsoring a local all-killifish show or working with a local aquarium organization to sponsor killifish.
5. Write articles and provide information at the local level so that hobbyists can be successful in maintaining and reproducing killifish.
6. Attend and/or enter fish at the AKA Convention.

## **24.4 OTHER SPECIAL AWARDS**

Other special awards may be given, when deemed necessary, by BOT action.