



Competition Handbook  
and Manual

**TEXAS TAXIDERMY ASSOCIATION**

**CHARTER MEMBERS - 1979**

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The purpose of this handbook is to provide a guide for the annual TTAI competition regarding the rules and TTAI bylaws. This handbook also explains the duties of officers, board members and chairpersons

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## Code of Ethics

1. I will obtain and maintain all applicable licenses and/or permits necessary for the taxidermy work in which I am engaged.
2. I will abide by, all applicable conservation and game laws, statutes and regulations as well as fully cooperate with any State and/or Federal wildlife official/agency.
3. I will conduct my operation and services in an ethical and professional manner.
  - Rates for services will be clearly defined to customers.
  - Rates and services will not be misrepresented.
  - Refrain from false or fictitious advertising.
4. Work will be done in a professional manner.
5. I will refuse to alter or falsify trophy characteristics to misrepresent and manipulate official trophy records.
6. I will always, safely and properly handle specimens entrusted to me for trophy preparation.
  - Clients will be advised of any circumstance that could endanger their trophy or its quality.
7. Principles of professionalism and integrity will be maintained.
  - I understand that illegal, disruptive, or other behavior determined to be detrimental to the TTAI or TTAI participants , may result in termination of my membership.
8. I agree to the personal responsibility of contacting the TTAI Ethics Committee if unethical practices involving taxidermy by TTAI members are brought to my attention.

TTAI participants include, but is not limited to, all members, judges, suppliers, invited guests and any individual associated with conventions and/or other events where the TTAI is represented.

*“..... a sharing of knowledge and experience, a fellowship of like minds for the betterment of the industry. But above all else, an appreciation of the animal through art.”*

*Wilma Loughmiller, a founding member of the TTA.*

TTAI Code of Ethics – Revised 2/2018

## Ethics Procedure

The Texas Taxidermy Association (TTAI) holds its individual members, officers and Board of Advisors to a high professional standard. It is the duty of the TTAI officers and Board of Advisors to promote and uphold the TTAI Code of Ethics. TTAI members confirm agreement to abide by the TTAI Code of Ethics upon membership application and during membership renewal. Any member of the TTAI may have any or all membership privileges suspended for a period of time, or may be expelled with a loss of all membership privileges, or other disciplinary action taken by affirmative action of the TTAI Board, per the TTAI Bylaws, for any violation of the TTAI Bylaws or Code of Ethics. First time offenses may result in Board action of, but not limited to, written reprimand and/or a temporary probationary period.

Any person (TTAI member or non-TTAI member) may file a complaint with the President, Board of Advisors, or Ethics Committee member concerning alleged ethical violations by a TTAI member or those who purport to be a TTAI member. The complaint must be in writing, must contain the complainant's name and contact information. The written complaint shall distinctly describe the act that complainant contends is contrary to or in violation of the TTAI Bylaws or Code of Ethics. The Ethics Committee Chair, President and Vice President reviews said complaint and determines subsequent actions including notification to the accused and referral to the Ethics Committee. Any complaint determined to have insufficient merit for action will result in a letter to the complainant advising of the determination.

Any TTAI member or purported member accused of ethics concerns with pending review by the Ethic Committee shall be notified in writing, verified email or by telephone. Such accused will have 5 days to respond either in person or in writing to the TTAI President or TTAI Chair of the Ethics Committee. Failure or refusal to respond may draw adverse inference from the Ethics Committee. During an Ethics Committee hearing the accused has the right to refuse to answer on the grounds

## **Ethics Procedures - Continued**

that their testimony may be self-incriminating. The Ethics Committee may draw adverse inference from such refusal.

The Ethics Committee Chair will notify the defendant (accused) of its decision within 3 business days of the meeting. The notification also includes an invitation to personally present their case at the next regularly scheduled Board meeting.

The Ethics Committee will provide a confidential written report of the issue and its recommended actions to the Board of Advisors. The Ethics Committee Chair will notify the defendant (accused) of its decision within 3 business days of the meeting. The notification also includes an invitation to personally present their - case at the next regularly scheduled Board meeting.

The individual (defendant) may request in writing to personally present their case before the Board, either in executive session (Board members only) or at a regular Board meeting (open forum). The Board will review the request. Should the individual make specific requests about their case presentation format or other items, the Board will decide those aspects about the request. The Board determines the placement on the agenda and the amount of time allotted for the individual's presentation. The Board decision will be communicated in writing via email or letter. During the presentation and always, proper decorum is expected. The individual (defendant) shall not be present in the room during the vote of the Board related to this matter. Board members are reminded of the confidential nature of all executive sessions. Photographs, audio recording or any other communication of any information presented during an executive session is strictly forbidden. The confidential written report will be returned to the TTAI Secretary prior to the conclusion of the executive session by each Board member. The Board of Advisors decision is final.

If the individual does not present their case at that next regularly scheduled Board meeting, the Board will finish discussion in executive session and make a final decision.

## **Ethics Procedures - Continued**

Any member who has been removed from the TTAI by the Board may apply for reinstatement. The request is submitted in writing with a statement outlining the reason they should be reinstated. The Board will review the request during the next regularly scheduled meeting in executive session and decide the merit of the request. If the Board agrees to the merit of the request, an invitation is extended to the former member to personally appear before the Board during a regularly scheduled Board meeting. The former member may request to present their case before the Board either in an executive session (Board Members only) or at a regular Board meeting (open forum). The Board will review the request. Should the individual make specific requests about their case presentation format or other items, the Board will decide those aspects about the request. The Board determines the placement on the agenda and the amount of time allotted for the individual's presentation. The Board decision will be communicated in writing via email or letter. During the presentation and always, proper decorum is expected. Any reinstatement must be approved by a two-thirds affirmative vote of the Board. The Board may choose to conduct the vote in executive session. If that occurs the former member shall not be present during the vote. The former member will be notified of the outcome either in person after the executive session has ended or in writing via email or letter.

## How to Benefit from Competition

The Texas Taxidermy Association has held competitions and an annual convention since 1979. Competitions are a great opportunity to improve your taxidermy skills. Competitors are not competing with any other competitor, just your mount and your score sheet.

The TTAI works diligently to hire well-qualified and respected judges to assess each mount and then explain how the competitor can improve their mount. It is understood that this process is subjective and truly represents the judge's opinion on that day. Based upon our members' prior successes at the national and world competitions, the TTAI has a track record of growing great taxidermists. We are not just another state show. It is not easy to win blue ribbons and big awards at the Texas competition. Successful competitors are those who have the artistic talent and have put the time and effort into it. Those who successfully compete in several TTAI competitions, learning from various TTAI judges, are well positioned to compete anywhere.

The primary objective of competition is to promote the concept of learning. The structure of the divisions allows anyone at any skill level to enter a mount and feel confident that they will obtain a substantive review of their work.

The TTAI Handbook describes what is expected at each level of competition. Smart competitors take the time to review each section and to understand what is needed to advance to the next level. Competitions are what one makes of them. When approached as a learning tool, one is almost assured satisfaction. Careful consideration of which division to enter will likely promote happiness after the show.

*"Artists are not like athletes. We cannot win gold. We cannot beat other creatives. We cannot come first. Sport is objective. Our craft is subjective. Creating to 'be the best' is a waste of energy. Instead, create to connect to the people who need you. Because they're out there. Create in your way, because there is no right way. Take the pressure off and focus on your unique brand of magic." - Author Unknown – provided by Courtney Shaheen (first female winner of the TTAI Master's Challenge in 2023)*

*"Creativity is allowing oneself to make mistakes. Art is knowing which ones to keep" – Scott Adams*

*"The artist has one function – to affirm and glorify life." – W. Edward Brown*



## **TTAI Competition Rules & Regulations**

1. **Authority:** The TTAI Competition Rules Committee resolves any questions arising from the TTAI competitions, and their decision is final.
2. **Liability:** Mounts entered in the show at the owner's risk. The TTAI is not responsible for lost, stolen, or damaged items, however every precaution will be made to secure the entries.
3. **Large Entries: Any entry that requires two people to move must be on rollers or casters. Rollers must be sufficient to allow easy movement. Suggest competitors use casters/rollers of sufficient size to accommodate the entry.**
4. **Judging:** A score is considered final when judging is finished and score sheets are handed to the TTAI for data entry. Any change by the judge must be discussed with the TTAI Competition Rules Committee. All judges are required to give oral critiques to competitors after scores are posted. Once a critique is completed the judge moves to the next person in the queue.
5. **Score Sheets:** Official TTAI score sheets are used to judge all categories and all divisions.
6. **Divisions:** There are five divisions of competition: Youth, Amateur, Professional, Masters, and Studio. Guidelines and descriptions are listed by division to help guide decisions about which is best suited for a competitor's level of skill and eligibility. A competitor who has won two first place awards in a category may elect to compete in the next higher division of competition. Once moved to a higher level the competitor will remain in that category thereafter.
7. **Special Awards:** The TTAI has five major awards: People's Choice, Best of Show Masters Division, Best of Show Professional Division, Best of Show (overall) picked from the winner of Best of Show Professional or Masters, and Texas Best All Around Taxidermist. A first-place ribbon is required to be considered for "Best of Category." Best of Category must be the highest scoring competition piece in that category. There are nine possible "Texas

State Champion" awards given in the Masters Division, and nine possible "Best of Category" awards in the Professional Division.

8. **Entry Fees & Award Amounts:** Entry fees and award amounts are determined by the TTAI Board of Advisors.
9. **Protected Species:** Protected species must have applicable permits with the entry. Illegal mounts or those without required permits are not allowed.
10. **Entry Restrictions:** The TTAI reserves the right to restrict entries not conforming to accepted taxidermy methods, or that are deemed to be in poor taste by the Competition Rules Committee.
11. **Glass Cases:** Glass cases must be removed for judging. The competitor is instructed by the Competition Room Chairperson as to where the glass cases will be placed prior to judging.
12. **Reference:** Competitors may bring their own reference material. These materials must be examined and approved by the competition room chair. Judges may choose to use the reference material to aid in accurate interpretation of the species or mounting technique.
13. **Sportsmanship:** Unsportsmanlike conduct may result in disqualification and forfeiture of any and all TTAI awards. The TTAI uses best efforts to obtain the most experienced and qualified judges in the country. Competitors will conduct themselves in a professional manner. Unruly or disruptive behavior directed toward show officials or judges is not tolerated.
14. **Protests:** Protests must be made not prior to, and within one hour after the Competition room doors open for competitor viewing. A protest is the process to change a score once a competitor is aware of their score. The Competition Rules Committee are the only authority who may grant an extension of this time. Competitors that wish to have a piece re-judged will be required to pay a protest fee (amount determined by the Board.) A different judge, who is unaware of the competitor's identity, evaluates the entry, and a new score is given. The protest, result may raise or lower the ribbon status. All decisions and rulings by the protest judge are final.

15. **Green or Wet Mounts:** It is the judge's discretion to decide if a mount is "green", or wet. It is also the judge's decision to fatal flaw or disqualify the mount in question. The mount is judged and critique given. No score is awarded.
16. **Name Plates:** Omit (or cover) names on all entries.
17. **Persons Allowed to Compete:** Competition is open to all active TTAI members who are registered for the convention. Family member (spouse) may compete under a family membership as long as the primary member is registered and the total number of competition pieces are paid for the convention. (See membership section for details.) Please note youth exception in the Youth Division section. Texas residents must be a member of the TTAI to compete. Texas Best All Around competitors must be a resident of Texas and a current TTAI member or a resident of bordering state and a lifetime TTAI member.
18. **Eligibility of Entries:** No entry may be re-shown in a TTAI competition. Any mount that has been entered in an NTA or World competition may be entered in a TTAI competition, when those competitions precede the TTAI competition the same calendar year.
19. **Competition Room:** Only competition room staff will handle mounts inside the competition area. Competitors will enter the competition area prior to reopening only if asked by the official chairperson.
20. **Eligibility Protests:** For any protest that a mount is not eligible for competition, the complainant must have valid proof. Final decisions on the matter are determined by the TTAI Competition Rules Committee.
21. **Scribes: Judge's scribes must be approved by the Competition Room Chairperson.** Scribes must abide by the Competition Room rules and conduct themselves with proper decorum. Scribes must sign contract with the TTAI.

## Categories

Whitetail Deer  
Gameheads (includes half-life size)  
Life size small mammals  
Life size large mammals  
Gamebirds and Others  
Waterfowl and Shorebirds  
Fish - skin mount only  
Reptiles and Amphibians  
Reproductions  
Original Arts – Fauna Related

*Note: Any mixed group will fall under the category of the largest subject.*

**All rules stated apply to all TTAI competitions, unless otherwise stated.**

### Original Arts -Fauna Related Category

1. **Who May Compete:** See competition rule # 17 for eligibility.
2. **Entries:** All entries must be wildlife or fauna related.
  - Photography entries must be a minimum size of 5x7. Framing and matting is recommended, but not required. Entries may be in color or black and white. Competitors should provide digital picture or use non-glare glass
  - All other entries must comply with TTAI Competition Rules & Regulations
3. **Judging:** People's choice.
4. **Awards:** 1st, 2nd, and 3rd place awards.
5. **Fee:** Per photo or item as determined by the Board.

*There is no limit of the number of entries a member may enter in this category.*

## Youth Division

1. **Who May Compete:** No one over the age of 18 may compete in this division. Paid TTAI membership is not required. Youth competitors register and compete under their own TTAI ID number.
2. **Judging:** Judges for this division will be qualified and predetermined. Competitors may get a critique from the judge, only if time constraints allow for one.
3. **Entry Fees:** There is no entry fee to compete in this division.
4. **Awards:** All youth competing will receive a ribbon and a proper score sheet.
5. **Youth Age Groups:**
  - Children up to age 8
  - Youth age 9 through age 14
  - Youth age 15 through age 17
6. The age of the competitor is placed on the mount entry card. Designated awards and/or prizes are given for the highest score in each age group. The judge will choose a "Best of Division" for a predetermined prize. There is a separate People's Choice award for youth.
7. **Multiple Entries:** Multiple entries are allowed.
8. **Individual Work:** All work must be done solely by the competitor. Adult supervision and help is allowed but must be in a strictly "Hands Off" manner.

## Amateur Division

*The Amateur Division competition is geared toward early beginner taxidermists and hobbyists, artists who may be entering one of their first pieces ever mounted, wishing to have the most basic concepts of taxidermy explained in further detail with a much more relaxed critique.*

1. **Who May Compete:** See competition rule #17 for eligibility. Those who have attained two blue ribbons in any category are obligated to compete in the Professional Division in that category. Competitors who attain either

two blue ribbons or the Horizon Award in any category in this division must advance to the Professional Division for that category.

2. **Judging:** Mounts in this division are judged separately and independently on a commercial level basis. Judging will be less in depth and more lenient than the Professional and Masters Divisions. Points from this division will not count towards the TTAI Paul Provenzano Award.
3. **Awards:** Multiple first, second, third, and honorable mention ribbons are awarded. A Horizon Award is given to the highest scoring piece. A People's Choice award is also given.
4. **Multiple Entries:** There is no limit to the number of mounts a member can enter in this division.
5. **Individual Work:** All taxidermy procedures must be done by the individual competitor.
6. **Reproductions & Reproduction Parts:** Commercial blanks and parts are allowed if the preparation and painting is done by the competitor.
7. **Freeze Dry:** Only specimens that have been completely skinned and mounted on a manikin prior to any freeze dry preservation are allowed. All finish work and painting must be completed by competitor.

### **Professional Division**

*The Professional Division is for the taxidermist who wishes to put their skills to the test. Anatomy, grooming, finishing and composition are key points to be judged and discussed in a more in-depth critique, along with consideration for artistic creativity. Those who successfully compete at this level are well positioned to compete nationally.*

1. **Who May Compete:** See competition rule #17 for eligibility. Those who receive 2 blue ribbons in any category may elect to move from Professional to Masters division in the same category (Once a competitor enters the Masters in a particular category, they may not move back to professional division for the category going forward.) 3 blue ribbons in any category with at least one winning best of category/winner's ribbon across a minimum of

two years of competition requires competitor's move from Professional to Masters.

2. **Judging:** Mounts in this division must be technically correct, artistically oriented as well as creative. Points earned in this division will count towards the Paul Provenzano Award.
3. **Awards:** Multiple Winners: First, Second, Third, and Honorable Mention ribbons are larger than those given in the Amateur Division. An award for "Best of Category" may be given in all nine categories. A first-place ribbon is required to be considered for "Best of Category." Best of Category must be the highest scoring competition piece in that category. In the event of a tie, the TTAI President will determine the winner. There is an award for Best of Professional. This is a judge's choice award (not necessarily the highest score.).
4. **Multiple Entries:** There is no limit to the number of entries a member may enter in this division.
5. **Individual Work:** All taxidermy procedures must be done by the individual competitor.
6. **Reproductions & Reproduction Parts:** Commercial blanks and parts are allowed if the preparation and painting is done by the competitor.
7. **Freeze Dry:** Only specimens that have been completely skinned and mounted on a manikin prior to any freeze dry preservation are allowed. All finish work and painting must be completed by competitor.

### **Masters Division**

*The Masters Division is the most elite division in the TTAI competition. The competitor knows what is expected of a world-class mount. Building upon all skills mastered in the Professional Division, the Masters Division has a strong focus on artistic composition and creativity. Some competitors create replica parts from scratch. You must compete in this division to earn the title "**Texas State Champion**".*

1. **Who May Compete:** See competition rule #17 for eligibility. A minimum of two blue ribbons in the same category in the Professional division is required for competitors who choose to advance to this division. Competitors that have attained Masters classification in any state, national, or world competition in one category, may enter pieces in the Masters division in any category. However, once the competitor enters a piece in the Masters division for a given category, they may not move back to the professional division. If a piece has been entered in the Masters division in another competition prior to the TTAI competition, it must be placed in the Masters division. (Be aware once a competitor has entered in the Masters division in Texas you may not move back to another division in that category.)
2. **Judging:** Judging in this division is the most intense of all the divisions. Painstaking attention to detail and artistic craftsmanship is required in the division.
3. **Awards:** Multiple Winners; First, Second, and Third place ribbons will be larger than the ones given in the Professional division. An award for "Texas State Champion" may be given in all nine categories. A first-place ribbon is required to be considered for "Texas State Champion." Texas State Champion is the highest scoring competition piece in that category. All other mounts will be given Masters Division Ribbons based on their numerical score. In the event of a tie, the TTAI President will determine the winner. There will be a Judges Choice Award given in the division, separate from the Professional division.
4. **Multiple Entries:** There is no limit to the number of entries a member may enter in the division.
5. **Individual Work:** All taxidermy procedures must be done by the individual competitor.
6. **Reproductions & Reproduction Parts:** Commercial blanks and parts are allowed if all the preparation and painting is done by competitor.



7. **Freeze Dry:** Only specimens that have been completely skinned and mounted on a manikin prior to any freeze dry preservation are allowed. All finish work and painting must be completed by the competitor.

### **Studio Division**

*The Studio Division is for competition pieces that are created by one or more artists. The piece is entered under the studio name and each artist is listed as a creator of the piece. This is the only real "head-to-head" competition the TTAI offers and is a great opportunity for a studio to be proclaimed as the "Best Studio in Texas".*

1. **Who May Compete:** All creators of the piece must be current TTAI members and Texas residents.
2. **Judging:** Judging in this division is unique to any other division in the TTAI competition. Each individual member registered for the show will receive one vote; Each family membership receives two votes to be cast for one mount in the Studio Division.. Each judge will also receive 10 votes to be cast for the entry or entries of their choice. The judges can use their votes on one or several pieces. The members votes will be added to the judge's votes for the final results, the total amount of votes will determine the winners. In case of a tie the judges will determine the winner.
3. **Awards:** There is one first place, one second place, and one third place awarded.
4. **Multiple Entries:** There is a limit of one entry per studio or group.
5. **Reproductions & Reproduction Parts:** Commercial blanks and parts are allowed if all the preparation and painting is done by the competitor.
6. **Freeze Dry:** Only specimens that have been completely skinned and mounted on a manikin prior to any freeze dry preservation are allowed. All finish work and painting must be completed by the competitor.
7. **Habitat:** Judges will be instructed to consider habitat in the decisions.

*\*Note\* Any mount entered in the Studio Division is not to be used in any other division, nor is it eligible for any of the other major awards. No points from this division can be used toward any special Texas awards.*

### **Texas Best All Around**

*The Texas Best All Around Award represents the highest achievement a wildlife artist can attain. It requires a vast knowledge in every field of taxidermy.*

1. **Who May Compete:** This competition is for current TTAI members who are Texas residents or nonresidents that have attained a lifetime membership with the TTAI. Master’s or Professional Division competitors only.
2. **Entries:** The contestant must enter the four categories listed below:
  - One Gamehead (includes Whitetail deer and half-life size mounts)
  - One Bird mount
  - One Life-size Mammal
  - One Fish or Reptile or Replica
3. **Judging:** Each piece is located and judged in their respective division (Masters or Professional)
  - a) All pieces in this competition must receive at least a 3rd place ribbon.
  - b) Pieces will then receive points as follows:

Masters	Ribbon Type	Professional
4.5 points	Winner’s Ribbon	4 points
3.5 points	1st Place Ribbon	3 points
2.5 points	2nd Place Ribbon	2 points
1.5 points	3rd Place Ribbon	1 point

- c) Competitors must accrue a minimum of 9 points to qualify for the next round of this competition.
- d) At this time all qualifying pieces will be grouped together. The judges will determine 1st, 2nd, and 3rd places based upon the overall merit of the group.
- e) For example:
  - If only one group makes it to the final judging that group is awarded first place.

- If more than one group makes it to the final round the judges will determine 1st, 2nd and 3rd place.
4. **Awards:** First, Second, and Third places may be awarded, plus cash prizes as determined by the Board.
  5. **Rules:** All pieces considered for Best All Around must be entered in either Professional or Masters Divisions and appropriate entry fees apply. The competitor will then give the Competition Chairperson a signed statement with entry numbers and categories listed.

Example:

Category	Species	Division	Entry #
Gamehead	Whitetail	Masters	#105
Bird	Mallard	Professional	#108
Life-size	Bobcat	Professional	#114
Fish/Reptile/Repro	Bass	Masters	#127

There is an EXTRA entry fee for Texas Best All Around.

1. If more than one mount is entered on a single base the competitor must specify which is to be entered in Texas Best All Around.
2. There are no protests allowed in the competition.

### **Competitor's Award**

*This award is designed for competitors who enter multiple pieces. This award does not take the place of the Texas Best All Around Taxidermist award, and entries for either award are not qualified for the other, i.e.: Entries for the Texas Best All Around do not qualify for the Competitor's award and vice-versa.*

1. **Who may compete:** See competition rule #17 for eligibility.
2. **Entries:** The contestant must enter four (4) pieces. The pieces may be any category or combination of categories, i.e.: 3 birds and 1 gamehead: 4 gameheads; 3 fish and 1 life-size mammal, etc. All pieces entered must be in either professional and/or masters division.
3. **Judging:** Highest combined score for the four pieces wins.
4. **Awards:** Only one award is given.
5. **Fee:** There is a separate entry fee for the Competitor's Award.

6. **Rules:** All pieces considered for the competitor's award must be entered in either the Professional or Masters division and appropriate fees apply. The competitor will give the competition chairperson a statement upon check-in, indicating that the four pieces are also to be considered for the Competitors Award.
  - a. If more than one (1) piece is entered on a single base, all pieces must be considered.
  - b. There are no protests allowed in this competition.
  - c. Habitat is not required for this award.

### **People's Choice Awards**

*These awards are determined by the TTAI and/or sponsors. Awards may vary year to year. All available People's Choice awards will be listed on the ballot and given to members at the annual convention.*

1. **Who may compete:** See competition rule #17 for eligibility.
2. **Entries:** All entries are eligible within their respective categories.
3. **Judging:** Members vote (one vote for individual members and two votes for family memberships.)
4. **Awards:** Individual awards are given by category to the mount with the highest number of votes. In the event of a tie, the TTAI President will cast the deciding vote.

### **Scoring System**

The TTAI Scoring system is basically the same as the NTA scoring system. The TTAI has added the Winners Ribbon to the Professional and Masters Divisions.

#### **Points are accumulated as follows:**

Winners Ribbon\* 95-100

1st Place 90-94

2nd Place 80-89

3rd Place 70-79

Honorable Mention 65-69

**Paul Provenzano Points Value:**

Winners Ribbon\* 5 points

1st Place 3 points

2nd Place 2 points

3rd Place 1 point

Honorable Mention 0 points

**Note** - Amateur Division will receive only 1st, 2nd, and 3rd Place ribbons.

\*Professional and Masters Divisions are the only divisions with Winners Ribbons

**Paul Provenzano Award**

*Paul Provenzano was one of the founding members of the Texas Taxidermy Association Inc. This award is named in his honor, for the wildlife artist who has continually demonstrated his or her skills through competition achievements.*

**Open to Professional and Masters Divisions only.**

**Categories:**

- Mammals
- Gameheads
- Birds
- Fish
- Reptiles/Amphibians
- Reproductions

1. Points are accumulated per information provided in the TTAI Scoring System section of this handbook.
2. Taxidermists will receive only the highest point value award of one piece per category, per year.

3. A taxidermist must, in a single category, win a total of 10 points with at least a Winners or First Place ribbon.
4. A Provenzano worksheet is available on the TTAI website. This worksheet allows competitors to track their points. When the competitor believes they have accumulated sufficient points for the award they may submit the worksheet for validation by the TTAI Points Keeper.

### **TTAI Provenzano Master Award**

A taxidermist must win the above Paul Provenzano Award in three different categories to qualify.

### **TTAI Provenzano Master of Masters Award**

A taxidermist who attains Paul Provenzano Awards in **ALL** five categories is recognized with this award.

## **Duties in the TTAI**

### **President**

1. Promote and uphold the values of the —TTAI Code of Ethics.
2. Preside over Officers, Board Members and Committee Chairmen.
3. Preside over Board Meetings.
4. Appoint and coordinate Committee Chairmen.
5. Coordin
6. ate involvement with other organizations.
7. Master of Ceremony at the Awards Banquet.
8. Oversee all aspects of the TTAI.
9. May attend national conventions (or designate a delegate.), attends relevant meetings and reports all points of interest and relevance to the TTAI Board members.
10. President does not have a vote on issues, except as a tiebreaker.

### **Vice President**

1. Promote and uphold the values of the —TTAI Code of Ethics.
2. Preside over Board meetings in the absence of the President.
3. Take over the office of President if the President is unable to fulfill their duties.
4. Discuss and vote on issues pertaining to the running and operation of the TTAI.

## **Treasurer**

1. Promote and uphold the values of the —TTAI Code of Ethics.
2. Handle all monetary transactions at the Convention: Registration, Raffle, Petty cash, pay judges, seminars, etc. Establishes control measures to assure accuracy and security of all monetary transactions.
3. Handle scholarship drawings at the convention.
4. Handle the auction funds at the conventions.
5. Pay all membership dues for national and other associations that are approved by the Board. Coordinates with the CPA to assure TTAI bills are paid in a timely manner.
6. Coordinate with the CPA to provide Treasurer's Reports and financial statements at Board Meetings.
7. Collaborates with the CPA to assure that TTAI financial records are up to date at all times, using generally accepted accounting principles.
8. Verify -credit card processing is available at the convention and other events as needed. Coordinate with Convention chairperson as needed.
9. Requisition any help needed.
10. Discuss and vote on issues pertaining to the running and operation of the TTAI.

## **Secretary**

1. Promote and uphold the values of the —TTAI Code of Ethics.
2. Send out election notices and nominations. Obtains approval from the President for an accountant or when accountants are unwilling or unable, a designated third party to send, review and validate the paper ballot voting process and verify the outcome of the election. electronic or other ballots. Upon TTAI Board request electronic election results will be reviewed by a designated third party.
3. Responsible for all TTAI member communications -including but not limited to Board meeting notices, Board actions, letters, information packets, etc.
4. Coordinates with TTAI Magazine editor and coordinates with TTAI social media host for official TTAI member notices.
5. Print items for Board meetings and any unexpected items at the convention. Chairpersons use best efforts to avoid unexpected printing requests at the convention.
6. Assemble agenda packet for Board Meeting. Coordinate with the President and Treasurer. Record and provide the minutes of the meeting.
7. Assist the Membership/Convention Coordinator with Convention Pre-registration.
8. Assist the Membership/Convention Coordinator and Treasurer with convention registration desk coordination.
9. Requisition any help needed.
10. Discuss and vote on issues pertaining to the running and operation of the TTAI.

## **Parliamentarian**

1. Promote and uphold the values of the — TTAI Code of Ethics.
2. Enforces the By-laws of the TTAI.
3. Enforces Roberts Rules of Order – Simplified for TTAI Board meetings.
4. Discuss and vote on issues pertaining to the running and operation of the TTAI.

### **Board of Advisors**

1. Promote and uphold the values of the — TTAI Code of Ethics.
2. Discuss and vote on issues pertaining to the running and operation of the TTAI.
3. Assist in the running and operation of the TTAI.
4. Attend all Board Meetings.
5. Attend and work at the annual convention and other TTAI events.

### **TTAI Members**

1. Promote and uphold the values of the — TTAI Code of Ethics.
2. Assist in the running and operation of the TTAI.
3. Encouraged to attend Board Meetings and discuss the issues.

### **Convention Chairperson**

1. Coordinate with all committee chairpersons pertaining to the annual convention including but not limited to:
 

Competition Room	Supply Room Site	Backboard
Judges Raffle	Seminar	Auction
Awards	Food & Functions	
Friday Night	Photography	Extra Activities
Points Keeper	Sponsorship & Vendor	Site Committee
2. Contact each chairperson, as needed, to assure that deadlines are met and reports status at Board meeting.
3. Coordinate with hotel and convention center personal.
4. Coordinate all meeting spaces.
  - a. Competition Room    Supply Room    Seminar Rooms
  - b. Banquet Room        Friday Night Function    Board Meetings
5. Assure convention schedule developed. Coordinate with Seminar chairperson and Secretary and any others needed,
6. Assure that press releases and advertisement about the convention are completed coordinate with Communication Committee.
7. Assure that necessary items are in place for each activity (i.e. seminar rooms have extension cords, video equipment, etc.),
8. Locate and hire an auctioneer.
9. Coordinate awards banquet.
10. Oversee hospitality room set up.
11. Requisition any help needed.



### **Competition Rules Committee**

1. Interpret and enforce all the rules in the TTAI Handbook.
2. Makes changes to the TTAI Handbook as deemed necessary to improve the quality of the competition. Make recommendations to the Board.
3. Resolves any questions arising from the TTAI competitions.
4. All decisions are final

### **Children's Activities Chairperson**

1. Coordinate children's seminar planning with Seminar and Convention chairpersons.
2. Coordinate children's activity during Banquet and Awards Ceremony.
3. Provide printed sign-up sheets to registration area, for children's activities, including but not limited to child name, parent's name and contact information, and any pertinent health issues (e.g. allergies, etc.)
4. Coordinate with Convention chairperson's schedules.
5. Requisition any help needed.

### **Auction Chairperson**

1. Acquire all auction items and door prizes from suppliers and other donors.
2. Security and transport of items to the auction.
3. Organize and mark auction items. Coordinate with Supply Room chairperson.
4. Use best efforts to provide list of auction items - in advance of the auction.
5. Log items, bids and payments. Coordinate with the Treasurer.
6. Requisition any help needed.

### **Awards Chairperson**

1. Acquire and assure accuracy of all ribbons, plaques and trophies.
2. Establish baseline level of awards ribbons. Uses awards data from convention database to order sufficient ribbons to maintain adequate supply of ribbons.
3. Uses best efforts to order needed awards and ribbons timely. Custom awards obtained and sent in a timely manner after the convention.
4. Coordinate with Points Keeper on special awards.
5. Organize and help distribute awards at the banquet.
6. Requisition any help needed.

### **Backboard Chairperson**

1. Assure storage of the backboard trailer between conventions.
2. Assure backboards are in good repair.
3. Assure that the trailer is taken to and from the conventions.
4. Assure that trailer is in safe working condition.

5. Line up labor to unload and load the backboards.
6. Requisition any help needed.

### **Bylaws Committee**

1. Assure that the integrity of the TTAI Bylaws is maintained.
2. Periodic review and, as necessary, modification of TTAI Bylaws. Any proposed revisions are presented to the Board for action.
3. Periodic review and necessary modification of the TTAI Handbook. Reports any modifications or changes to the TTAI Board.

### **Ethics Committee**

1. Assure that the integrity of the TTAI Bylaws is maintained.
2. Follows the TTAI Ethics Procedure
3. The Ethics Committee Chair serves no more than 3 consecutive years.

### **Communications Committee**

1. Members include: TTAI Magazine Editor, Secretary, Sponsorship and Supply Room chairpersons.
2. Coordinate shared information including but not limited to memberships, advertisers, suppliers/vendors, and sponsorships.

### **Competition Room Chairperson**

1. Obtain score sheets and printed materials prior to the convention.
2. Oversees lay out and set up competition area.
3. Assures mount check-in is set up and underway for - competition entrants.
4. Provide for judge's needs (supplies, drinks, food, etc.)
5. Coordinate with security personnel.
6. Upholds high ethical standards during the judging process. Assures that all those who interact with judges refrain from any attempt to influence a judge's decision.
7. Assures accuracy of all winners and their scores into systems.
8. Coordinates with judges for judges' choice awards.
9. Place ribbons on mounts.
10. Coordinate public viewing.
11. Announce winners at the Awards Banquet.
12. Turn over all score sheets and a copy of the winners and their scores to the Points Keeper.
13. Refer any irregularities to the Competition Rules Committee.
14. Requisition any help needed.

### **Thursday and Friday Night Chairperson**

1. Organize evening events.
2. Assure that podium is set up.
3. Acquire menus, location, entertainment, etc.
4. Cash and open bar setup. Coordinate with Banquet chairperson for Saturday night cash bar.
5. Coordinate with Convention, Auction and Supply Room chairpersons.
6. Requisition any help needed.

### **Judges Chairperson**

1. Select judges for Board approval and hires approved judges.
2. Handle all contracts and coordinate payments. Use best efforts to complete and turn in signed contracts to the Treasurer at the first Board meeting after the new year.
3. Organize travel and room accommodations 60 days prior to convention, when possible.
4. Set up transportation to and from the airport.
5. Requisition any help needed.

### **Membership Committee**

1. All new board members automatically assigned to this committee for the period of one year.
2. The job of this committee is to come up with new ideas on how to attract new members.

### **Membership/Convention Registration Coordinator**

1. Maintain membership records.
2. Handles Convention Pre-registration process online. Assists members or vendors.
3. Manages registration desk coordination with the Secretary and Treasurer and other assistants.
4. Handle phone inquiries.
5. The TTAI Board has authorized nominal compensation for this duty to include hotel room.

### **Photography Chairperson**

1. Locate and hire photographer. Present bids at first Board meeting of the new year
2. Use best efforts to provide signed contract to the Treasurer at least 2 weeks prior to convention.
3. Coordinate logistics and establishes expectations of photography work and electronic data.
4. Coordinate with other Chairpersons, as needed and TTAI Magazine Editor.
5. Assures photographs are documented by name, mount number and year.

6. Assures that an electronic copy of convention photographs is provided to the Awards Banquet PowerPoint Presenter, TTAI Magazine Editor, Points Keeper and Secretary.
7. Requisition any help needed.

**Points Keeper/Award Audit Chairperson**

1. Keep an updated file of all the winners and competitors in the TTAI competition.
2. Record and verify all points for the Paul Provenzano awards.
3. Use best efforts to provide Paul Provenzano award winners timely to Awards chairperson.
4. Schedules Awards Audit Committee meeting at earliest time possible after competition and prior to awards ceremony, preferably lunch meeting.
5. Assures confidentiality of awards by limiting attendance at Committee meeting to key individuals, at chairperson’s discretion.
6. Coordinate with Awards and Competition Room chairpersons.

**Seminar Chairperson**

1. Locate and hire seminar instructors.
2. Handle all contracts and coordinate payments.
3. Use best efforts to provide signed contracts to the Treasurer at first Board meeting of the new year (presently February.)
  - a. Coordinate and schedule seminar times with Convention chairperson and Secretary.
4. Distribute instructor packets.
5. Check with seminar instructors to assure they have everything needed for seminar(s).
6. Room setup (tables, chairs, etc.)
7. Assures that seminar instructors use necessary audio/visual equipment to the benefit of TTAI member attendees.
8. Line up extra tools and supplies;
  - a. Air compressors      Mounting stand      Water
  - b. Tarp for floor      Paper towels      Forgotten items
9. Make signs for each room and registration area.
10. Introduce each instructor before each seminar.
11. Clean up rooms.
12. Requisition any help needed.

**Site Committee and Chairperson**

1. Compare convention site possibilities:

Locations	Prices	Available space
Extra things to do	Loading zones	

- a. Consider Locations:

Geography	Convenience for members	Extra attractions
Vacation spots	Things to do	Airport availability
Area restaurants and shops		

b. Size requirements Minimums:

Supply area—	7,000 sq. ft.
Competition area—	7,000 sq. ft.
2 seminar rooms—	Seating 75-100 people theater style in each room
Banquet room—	Minimum 250 people with head tables

c. Price to compare:

Banquet meal	Friday night function	Any extras (tables, chairs)
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2. Committee members or chairperson uses best efforts to coordinate with each other related to site possibilities prior to presenting options to the Board.
3. Assure that location has internet connections sufficient to support database functions.
4. Must report findings to Board for approval prior to signing contract. Site Committee Chairperson or members do not have authority to execute contracts without Board approval.
5. Use best efforts to provide signed contract to Treasurer within one week of final negotiation.

**Sponsorship & Vendor Chairperson**

1. Responsible for all pre-convention contact and coordination with sponsors and vendors related to sponsorship, convention supply room booths, donations, and advertising with the TTAI.
2. Point person for pre-convention sponsor and vendor coordination.
3. Has oversight responsibility and authority for Auction, Raffle and Supply Room processes.
4. Obtain sponsors and vendors for the TTAI convention based on levels specified by the Board. Determines number of booths and preferred location, giving priority to sponsors by level (Diamond, Gold, Silver or Bronze).
5. Use best efforts to contact prospective sponsors and vendors prior to the end of the preceding year.
6. Assure communication of scheduled convention dates and invitations are sent to suppliers/vendors
7. Use best efforts to contact sponsors and vendors in December or January to ensure receipt of convention communications.

8. Use best efforts for final follow up with non-responding sponsors 2 months prior to convention.
9. Facilitate collection of preconvention sponsorship, supply room and advertising fees and payments via online payment system or directing mailed payments to the TTAI business address.
10. Coordinate with Supply Room Site chairperson.
11. Maintain record of all sponsor and vendor contacts name, address, and phone numbers. Provide this information to the Secretary yearly.
12. Provide logos and sponsorship levels to TTAI -Secretary, Magazine editor and Awards Banquet PowerPoint Presenter, prior to the convention.
13. Assure all convention advertising promised to sponsors is completed (i.e. posters, slide show, website etc.)
14. Assure certificates are printed prior to the convention.
15. Assure certificate distribution is photographed. Coordinate with Photography chairperson.
16. Obtains Vendor Surveys from vendors and provides timely feedback to the Board.
17. Requisition any help needed.

### **Supply Room Site Chairperson**

1. Coordinate the room layout in advance and manage preferred booth assignments for vendors who sponsor the TTAI.
2. Coordinate backboard set up and take down.
3. Greet vendors upon arrival, provide business cards with contact information. Available during set up and tear down times.
4. Distribute supplier/vendor packets at the conventions.
5. Maintain concierge table with available person in Supply Room anytime vendors are in the Supply Room.
6. When not at concierge table, provide return time notice and note pad for non-urgent vendor requests. Provide contact information including cell phone or provide a radio.
7. Respond promptly to vendors, assuring excellent customer service.
8. Take care of and anticipate vendor's needs (tables, chairs, back boards, drill, extension cords, etc.)
9. Coordinate Friday night function to assure adequate participation for vendors (e.g., place cash bar in vendor area, set up mini seminar in supply room, etc.)
10. Requisition any help needed.

### **TTAI Magazine Editor-Publisher/Advertising Committee Chairperson**

1. Compile: articles, letters, how to articles, tips, advertisements, want ads, convention reports and any other information pertinent to modern taxidermy
2. Lay out and format the publication.
3. Acquire printing bids and choose a printer.
4. Publishes three newsletters/e-newsletters and one magazine per year

5. One publication includes convention results and news.
6. Mail publication to all active and lifetime members.
7. Acquire advertisers for the TTAI Magazine and assures payment prior to ad placement in the TTAI magazine.
8. Coordinates invoices and payments with the Treasurer.
9. Submits a financial report of advertiser sales and expenses at each Board meeting.
10. Requisition any help needed

## **SCHOLARSHIPS**

### **Adult Educational Scholarship**

Each year one member wins a taxidermy education scholarship. The TTAI pays an approved school or instructor \$500.00 to further educate the lucky winner.

Qualifications are:

1. Interested members must sign up each year,
2. Must be a member in Good Standing to win
3. Winner selected by a drawing at the annual convention, you need not be present to win
4. Winner is responsible to contact Treasurer and provide correct information
5. Disbursement is made to the school, not the recipient
6. Must be used within 12 months
7. TTAI must approve the school/class/instructor
8. All forms must be completed to protect TTAI's tax status
9. TTAI is not to be held liable or assume responsibilities (direct or indirect) pertaining to the health or financial security of the recipient during the use of the scholarship.

### **Youth Educational Scholarship**

Each year one child wins a taxidermy education scholarship. The TTAI pays an approved school or instructor \$150.00 to further educate the lucky winner.

Qualifications are:

1. Interested members must sign up each year
2. Parent/Guardian of the entrant must be a member in good standing to win

3. Winner selected by a drawing at the annual convention, you need not be present to win
4. Winner is responsible to contact Treasurer and provide correct information
5. Disbursement is made to the school, not the recipient
6. Must be used within 12 months
7. TTAI must approve the school/class/instructor
8. All forms must be completed to protect TTAI's tax status
9. TTAI is not to be held liable or assume responsibilities (direct or indirect) pertaining to the health or financial security of the recipient during the use of the scholarship
10. Parent/guardian must accompany youth and is responsible for youth while attending lesson.

### **Kari Cromeens Memorial Youth General Educational Scholarship**

Each year one high-school graduate wins an education scholarship. The TTAI pays an approved school \$1000.00 to further educate the lucky winner. Qualifications are:

1. Interested members must sign up each year
2. Student or Parent/Guardian of the entrant must be a member in good standing to win
3. Winner selected by a drawing at the annual convention, you need not be present to win
4. Winner is responsible to contact Treasurer and provide correct information
5. Disbursement is made to the school, not the recipient. Active student identification number or trade school proof of enrollment is required
6. Must be used within 12 months
7. TTAI must approve the institution of higher learning or trade school
8. All forms must be completed to protect TTAI's tax status
9. TTAI is not to be held liable or assume responsibilities (direct or indirect) pertaining to the health or financial security of the recipient during the use of the scholarship.

### **Bob Wilkins Memorial Educational Scholarship**

Each year one high-school graduate or college student wins this education scholarship. The TTAI pays an approved school \$1000.00 to further educate the lucky winner. Qualifications are:



1. Interested members must sign up each year
2. Student or Parent/Guardian of the entrant must be a member in good standing to win
3. Winner selected by a drawing at the annual convention, you need not be present to win
4. Winner is responsible to contact Treasurer and provide correct information
5. Disbursement is made to the school, not the recipient. Active student identification number is required
6. Must be used within 12 months
7. TTAI must approve the institution of higher learning
8. All forms must be completed to protect TTAI's tax status
9. TTAI is not to be held liable or assume responsibilities (direct or indirect) pertaining to the health or financial security of the recipient during the use of the scholarship.

## **TTAI BYLAWS**

### **ARTICLE I - NAME**

The name of this organization shall be the Texas Taxidermy Association, Inc., a state organization referred to herein as TTAI, a non-profit educational organization, incorporated in the State of Texas.

### **ARTICLE II - PURPOSE**

The purpose of the TTAI shall be:

- (a) To further contacts and better understanding among taxidermists and related industries;
- (b) To unite into one organization all interested taxidermists, tanners, taxidermist suppliers, and sportsman;
- (c) To disseminate information and meet in convention at regular intervals;
- (d) To aid the taxidermy profession as a whole by lobbying for fair legislation on the state level and to develop rapport with those agencies;
- (e) To function as a non-profit educational organization dedicated to the conservation of wildlife through the preservation of specimens to the highest standards of the art of taxidermy;
- (f) To establish an ethics committee to arbitrate only with parties involved.

### **ARTICLE III - MEMBERSHIP & DUES**

#### **Section I**

Membership shall be open to all interested parties who agree to abide by the TTAI Code of Ethics, including but not limited to: taxidermists, whether professional or amateur, suppliers, tanners, guides, sportsmen, and conservationists.

#### **Section II**

- (a) The Board of Advisors shall set the amount of annual dues;
- (b) Membership becomes due and payable annually on April 1st.

(c) To maintain member in good standing status, dues must be paid by one of the following:

- 1) Paid on due date
- 2) Paid during convention registration, or
- 3) If unable to attend the convention, postmarked or paid online by the last day of the annual convention.

(c) Dues collected shall be used for the benefit of all members.

### **Section III**

(a) Membership in the TTAI is individual, not transferable or assignable except any firm or organization desiring or petitioning membership must assign the membership in the name of a representative, and only that designated representative shall be entitled to vote or run for an elective office;

(b) Individual members, or member firms, shall refrain from actions or activities which are detrimental to the organization;

(c) Any individual member, or member firm, may be expelled for conduct detrimental to the organization by affirmative 2/3 (two-thirds) vote of the Board of Advisors. The Board of Advisors shall take no action to expel a member until said member has been given an opportunity for a hearing before the Board.

### **Section IV**

TTAI members are classified into the following categories:

(a) **Individual Member** - Individual members shall be eligible to vote, run for office, and hold office in the TTAI. Individual membership shall be available to all interested parties, including but not limited to all taxidermists, suppliers, and tanners.

(b) **Family Member** - Has the same privileges afforded Individual members. Family membership will be afforded two votes.

(c) **Life Member** - A member who has paid the amount set by the Board of Directors. These members will receive the same privileges invested to an Individual member. Payable in two equal payments if desired, with the second

payment due prior to the next pre-registration period following the first payment (no refunds). Life members will receive a plaque designating him or her as a Life Member of the TTAI.

(d) **Family Life Member** - Has the same privileges afforded Life Member. Payable in two equal payments if desired, and will be afforded two votes.

(e) **Honorary Life Member** - Awarded by TTAI to Distinguished Members and has the same privileges invested to an Individual member. Shall be for the individual so awarded and is not transferable.

#### **ARTICLE IV - VOTING PRIVILIGES**

(a) Individuals or the designated representative of the member firm shall constitute one membership and be entitled to one vote.

(b) Members in good standing on the date ballots are sent shall be entitled to vote upon any matter coming before the general membership.

#### **ARTICLE V - OFFICERS AND ELECTIONS**

##### **Section I**

(a) Elected Officers of the TTAI shall be: President, Vice President, Secretary, Treasurer, and Sergeant of Arms/Parliamentarian. A Board of Advisors consisting of 12 (twelve) members shall be elected. The immediate past President shall serve as a member of the Board.

1) No Member may hold 2 (two) elective offices simultaneously.

2) If there is only one nominee for an office, he/she may run unopposed.

(b) QUALIFICATIONS FOR OFFICE:

1) Nominations for Secretary, Treasurer, Board of Advisors, and Sergeant of Arms/Parliamentarian must be members in good standing for a period of one (1) year immediately prior to nomination.

2) Nominees for Office of President and Vice President must have served at least three (3) years (one term) on the Board of Advisors immediately prior to nomination or have served previously as President or Vice President.

3) Nominees for all offices must signify acceptance in writing prior to September 30 and must be willing to actively participate in all meetings of the TTAI.

4) Must be a Texas resident.

(c) TERM OF OFFICE:

Terms will commence with installation at the annual convention and continue for two (2) years in the case of Officers and three (3) years for Board Members. The immediate past President shall serve as Ex-Officio member of the Board. If the past President has resigned or been removed from office, the Ex-Officio position shall remain vacant until the existing President fills said office for term of two (2) years.

(d) INSTALLATION DATE:

Installation of Officers and Board members shall be at the annual convention.

(e) VACANCIES:

In the event that a vacancy should occur in any office other than the office of President of the TTAI, the Board shall accept the eligible candidate who has the highest number of votes to fill said office. In the event that there is no additional candidate seeking said office, the Board may appoint any TTAI member in good standing, not presently holding an office to fill said office for the remainder of the term. This appointment must be approved by 2/3 (two thirds) affirmative vote of the Board of Advisors. In the event that the office of President becomes vacant, the Vice President shall fill the remainder of the term, In the case of a Board Member vacating a seat to run for an- other seat unopposed, the Secretary shall seek nomination to fill the seat vacated by the Board Member for remainder of the term.

(f) ATTENDANCE AT MEETINGS:

Officers and Board Members are expected to attend all official board meetings. Any Officer or Board Member who misses two (2) consecutive board meetings, without a valid reason acceptable by the Officers and Board of Advisors would be asked to voluntarily resign. If such voluntary resignation does not occur, then mandatory forced resignation must be carried out by such acting Officers and

Board at the next scheduled board meeting. The individual involved in such action will not be eligible to hold office again for a period of one (1) year following resignation/removal provided that individual remains a member in good standing.

**(g) NOTIFICATION OF BOARD MEETINGS:**

Notification for TTAI board meetings will be sent a minimum of ten (10) days prior to the meeting. Notification for TTAI board business meeting/ teleconference will be sent to Board members and posted on the TTAI web- site.

**(h) NOTIFICATION OF ELECTION NOMINATIONS:**

Notification for all TTAI elections will be sent a minimum of fifteen (15) days prior to the confirmation deadline, September 30.

**Section II**

(a) Nominations for Officers and Advisors may be made by a nomination committee and/or by nominations by TTAI active members. Notification that nominations are being accepted shall be sent no later than August 15 to all members in good standing. Nominations will be submitted to the Secretary no later than September 1. Notification of nomination for office shall be sent via receipt confirmed email by September 15 to the member, with confirmation of acceptance by nominees to be sent to the Secretary no later than September 30.

(b) All nominees should submit a brief biographical sketch to the Secretary no later than October 15. If not, only the nominee's name will be included on the ballot. This information is to be submitted to all Active Members together with an election ballot.

(c) The acceptance, nominations, and biographical sketches are to be kept on file with the ballots.

(d) Election shall be by secret ballot, according to Robert's Rules of Order. Paper ballot election results confirmed by the CPA firm or if CPA not willing and able, a third party firm as designated by the President and the Secretary. Said CPA or firm will present the election results in a sealed envelope with all details and/or ballots to the TTAI Secretary. Said envelope is to be opened by TTAI Secretary at first board meeting following said election and results so stated in the first newsletter

following said meeting as to notify the membership. Upon TTAI Board request electronic election results will be reviewed by a designated third party.

(e) Official election ballots shall be made available to all TTAI active members not prior to October 15 and no later than November 15 of each year. Ballots must be returned to the designated site no later than December 31.

(g) The candidate with the highest number of votes shall be elected. In the event of a run-off election, ballots shall be made available to the membership within sixty (60) days after results are known, and must be returned within three (3) weeks of the time that ballots were made available.

### **Section III**

(a) **President** - The President shall be a voting member of the Board only in the event of a tie vote and shall preside at all meetings of the members of the Association. S/he shall appoint a chairman of Standing and Special Committees of the Association. S/he shall be Ex-Officio on all standing and special committees except the nominating committee. The President shall receive an annual allowance approved by the Board of Advisors to attend national conventions.

(b) **Vice President** - The Vice President shall be a voting member of the Board and shall, in the absence of the President, or at his/her request, perform the duties of the President. In the event of the inability of the President to serve, the Vice President shall complete the President's term.

(c) **Secretary** - The Secretary shall be a voting member of the Board and shall attend all meetings of the Board of Advisors and of the members of the Association and record their proceedings. The Secretary shall issue notices of meetings and perform such other duties as are performed by such an officer.

(d) **Treasurer** - The Treasurer shall be a voting member of the Board and shall attend all meetings of the Board of Advisors and of the members of the Association. The Treasurer shall receive all moneys, pay all bills incurred by authority of the Board of Advisors, and preserve records thereof per generally accepted accounting principles. The Treasurer shall, at each meeting of the Board of Advisors, -obtain from CPA and present a statement showing the financial condition of the Association with supporting bank documentation.

(e) **Sergeant of Arms/Parliamentarian** - The Sergeant of Arms will be a voting member of the Board and shall attend all meetings of the Board of Advisors. Will advise the President or presiding Officer on matters of procedures if necessary consulting a standard authority on parliamentary procedures, Robert's Rules of Order - Simplified. Will, at the President or presiding Officer's request, maintain order during meetings.

(f) **Board of Advisors** - The Board of Advisors shall be the managing Board of the Association, and act for its interest in a manner consistent with these by-laws. While ultimate authority rest in the membership, the Board of Advisors shall define policies and shall have full administrative direction of the Association.

## **ARTICLE VI - ANNUAL CONVENTION**

The annual convention membership meeting of the TTAI shall be held in conjunction with the convention. The site will be selected on a bid basis, provided that facilities and a chairman are available and adequate transportation possibilities as well. The site will be determined by affirmative vote of the Board.

## **ARTICLE VII - PARLIAMENTARY LAW**

(a) A quorum for convention membership meeting shall be any number of members who attend said meeting and are registered at the convention.

(b) A quorum for a board meeting shall be a majority of the officers and board members in good standing at the time of the meeting.

(c) Robert's Rules of Order shall govern in all cases not provided for in these by-laws. Voting by proxy shall not be allowed.

## **ARTICLE VIII - AMENDMENTS**

### **Section I**

(a) These by-laws may be amended only by affirmative vote of 2/3 (two-thirds) of the advisors of the Association at a regular or special meeting, provided notice of the article(s), section(s), and subsection(s) that are to be addressed are stated in the call for the meeting, without necessarily expressly writing the proposed language. The proposed language will be made available to the membership upon request.



(b) At any time ten (10) percent of the valid membership may petition the Board to change any action of the Board. Said action will then be placed on a ballot to the membership and by 2/3 (two-thirds) majority of those voting, said action of the Board may be overturned.

## **Section II**

If a court of competent jurisdiction shall hold a portion of these by-laws to be invalid, the remainder of the bylaws, not so held invalid, shall be considered in full force and effect.

### **ARTICLE IX - MEMBERSHIP LIST**

Member information is available to all TTAI members in good standing via internet membership database.

### **ARTICLE X - DISSOLUTION**

The TTAI, upon dissolution, shall transfer all assets, monetary or otherwise, to its membership at large, if no agreement is accepted. Otherwise the assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code corresponding sections of any future federal tax code, or shall be distributed to the State of Texas Government for the purpose of hunter safety education.

### **ARTICLE XI - GLOSSARY OF TERMS**

**Active Member**—Member who has paid membership dues for the current membership year. Note: a member can be active and not be in good standing if dues were not paid on time. See —Member in Good Standing.

**Family**—Member, spouse and children under the age of 18.

**Member in Good Standing**—Member who has agreed to abide by the TTAI Code of Ethics, has paid first year dues, and if renewed, has paid renewal on time by the last day of the convention or has a Life-time Membership.

**Membership Year**—Membership year runs from convention to convention. Any membership dues received prior to pre-registration are applied to the next membership year.

**New Member**—Individual or Family paying membership dues that has not previously been a member of the TTAI. Registrants are asked to identify themselves as new members when filling out the convention registration form. This helps with TTAI record keeping in the membership database.

**Pre-registration**—A specified period of time prior to the annual convention when the TTAI begins accepting membership dues and registration fees. Rates are generally discounted to encourage pre-registration so that the Board of Advisors can better prepare for the convention.

**Registration**—The paperwork and fees associated with attending the annual convention. As long as one family member is an active member and has paid the specified registration fees, their family unit may also attend the convention and participate in all activities, including competition.

**Sent**—Any modern form of written communication, including but not limited to mail and email.

**Special Committee**—Temporary committee that performs a specific function and then dissolves. Members are appointed by the President.

**Standard Committee**—Permanent committee whose members are appointed by the President.

**Board Teleconference Meeting**—An official meeting of the TTAI Board of Advisors to conduct TTAI business via telephone conference call or internet facilitated meeting. Official teleconference meetings are conducted in accordance with TTAI Bylaws. The Board may also meet via teleconference to conduct general business as needed. These general business meetings are not used to change Bylaws or install officers.

## **Texas Taxidermy Association**

### **Presidents**

Brent Brenham 1979-1981

Tom Piwetz 1981-1983

James Loughmiller 1983-1987

Floyd Smith 1987-1989

Richard Reeves 1989-1995

Ben Haden 1995-1997

Terry Rheinlander 1997-2001

Steve Novak 2001-2004

Bob Wilkins 2004-2005

Dr. Dan McBride 2005 – 2021

Roy Holdridge 2021 -2023

Jimmy Fontenot 2023 to current