



Membership Handbook

Revised and Updated May 2023 -

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Some of the Benefits of MASI MEMBERSHIP

Anyone interested in the keeping and breeding of Tropical and Marine fish; goldfish; ponds; water gardens; aquatic plants; or other Aquatic life is encouraged to become a member of the Missouri Aquarium Society, Inc. (MASI). Our members range from the inexperienced beginner to the advanced aquarist, and new members are always welcome. Individual, Family, Professional, and Corresponding Memberships are available.

MEETINGS

MASI meetings are held on the third Thursday of each month, at 7:30 PM. Check our website www.missouriaquariumsociety.com for current location information and maps. There is no admission charge, and visitors are always welcome to attend.

Our monthly meetings feature hobby-related educational programs, films and lectures; question-and-answer sessions; fish show competitions; contests; door prizes; a monthly raffle; refreshments; access to club resources, such as a library; a mini fish and aquatic plant auction (100% donation to the club); and an opportunity to exchange ideas and information with fellow hobbyists. The meeting room is open a half hour before and an hour after the meeting to encourage members to stick around, visit with friends, and exchange information and ideas. Members are also allowed to trade/sell hobby related products, fish, and plants; as long as it doesn't interfere with the meeting.

ACTIVITIES

MASI sponsors many activities throughout the course of the year.

Auctions: In addition to the monthly mini auctions, MASI hosts several all species Public Fish Auctions and Swap Meets each year.

Programs: In addition to the monthly speaker program, MASI hosts an Annual Workshop, held in the spring each year, which offers hobby activities in which our members and

members of other aquarium societies from throughout the country participate

Banquet: MASI hosts an annual Award Banquet where annual awards are presented and members participate in a fun "Fish Bucks" auction.

For Families: To encourage family participation, MASI hosts an Annual Picnic in June that is purposely non-fish focused so that families can join in. In December, MASI hosts an Annual Christmas Party and dispenses with the formal meeting. Families are welcome and encouraged to participate.

Fishroom tours: The Executive Council meeting is often hosted in the home of a member. Any member is welcome to attend, but they are requested to contact the hosts to let them know they will attend. Every few years MASI members conduct a series of "Open Fishrooms" where members open their fishrooms to other club members for the afternoon.

Social Media forums: In addition to each monthly meeting, members of the club can participate on MASI's social media presence, such as FaceBook, where they can post questions and answers. On our BAND Sales group members are allowed to offer items for sale or trade, post want lists, etc.

Travel: Many members travel to hobby-related auctions, shows, workshops, and conventions around the Midwest or across the country and are always looking to share rides. This is a great way to get to visit other clubs, find fish and plants that aren't available locally, and get to know your fellow club members.

LIBRARY & RESOURCES

MASI maintains a reference library of books, periodicals, and videos pertaining to the aquarium hobby and other resources for members such as a PAR meter. Members may check out these resources from the Library at monthly meetings. There is no charge for borrowing, provided resources are returned to the Librarian at the next monthly meeting. A small deposit is required including for the equipment, based on the value of the equipment.

PUBLICATION

The official Publication of the Missouri Aquarium Society, Inc. is *THE DARTER*, published six times a year on a bi-monthly basis. Members receive a copy of each issue of *THE DARTER* by email. Everyone is encouraged to submit articles to the Editor for publication in *THE DARTER*. We participate in an exchange program through which *THE DARTER* articles are exchanged with publications of many other aquarium societies throughout the U.S. and internationally, *THE DARTER* is one of the top rated club publications in North America, and many other clubs use our articles for content in their publications. Good articles are seen throughout the aquarium hobby.

Breeder's Award Program and Horticultural Award Program (BAP) and (HAP)

In order to encourage those who breed fish and propagate aquatic plants to share their successes with other members, to disseminate information about the breeding of fish and propagation of aquatic plants, to maintain species within the hobby and to encourage distribution of those to other members, MASI offers both a Breeder's Award Program focused on fish and a Horticultural Award Program focused on aquatic plants. Refer to detailed rules in this handbook for more information.

For current point values and member statistics, consult the relevant page on our club website: www.missouriaquariumsociety.org



Bylaws of The Missouri Aquarium Society (MASI)

*Incorporated 1959,
Revised March 16, 2023*



The affairs of the Society shall be charged to an Executive Council composed of 13 members:

- 1) **The four Officers of the Society**
- 2) **The Show Chairman**, appointed by the President and approved by the Council at the first general meeting of tenure in office to serve a two year term beginning in odd numbered years.
- 3) **The Editor** of the publication of the Society, appointed by the President and approved by the Council at the first general meeting of tenure in office to serve a two year term beginning in even numbered years.
- 4) **The Auction Chairman**, appointed by the President and approved by the Council at the first general meeting of tenure in office to serve two years beginning in odd numbered years
- 5.) **Six (6) members at large** elected from the floor, three to stand for election in odd numbered years and three to stand for election in even numbered years.

Termination of tenure:

Failure of an Executive Council member to attend 3 council meetings (unexcused absences) in any one year shall be deemed neglect of duty and grounds for expulsion from the Executive Council.

Article 1: Name:

The Society will be called the Missouri Aquarium Society (MASI)

Article 2: Purpose:

The corporation is formed and shall be operated exclusively for charitable and educational purposes as set out in Paragraph 501 (c) (3) of the Internal Revenue Code or any subsequent corresponding provision of the Internal Revenue Laws of the United States; more particularly, for the propagation and care of tropical and marine fishes; the instruction and dissemination of information on the propagation and care of tropical and marine fishes to the public; the purchase of supplies and equipment for the maintenance and operation of aquaria for educational, charitable and scientific purposes; to promote the keeping of aquaria for purposes of occupational therapy; to promote the hobby of aquarium keeping; and to raise funds for various aquarium and aquatic life related conservation efforts, charities, and/or educational organizations.

Article 3: Membership:

The Society shall be composed of Regular Members, Honorary Members, Family Members, Corresponding Members and Fellows as shall have been admitted to the membership hereafter in accordance to the provisions of the by-laws.

Article 4: Officers:

The officers of the society shall consist of a President, Vice-President, Secretary, and Treasurer. Term of office shall be two years on a rotating basis, with President and Secretary standing for election in odd years, and Vice-President and Treasurer standing for election in even years. All officer candidates shall be members in good standing for at least one year prior to running for office.

Article 5: Executive Council:

Article 6: Affiliation:

Affiliation with other Societies is allowed when desirable and approved by the Executive Council and the membership.

Article 7: Dissolution:

If for any reason it becomes necessary to dissolve this corporation, the assets held for charitable, educational and scientific purposes shall be applied so far as feasible toward carrying out the purposes stated in the articles of incorporation, excluding similar societies not Incorporated.

Article 8: Amendments:

These By-laws may be altered or amended by a two-thirds plus one majority of all voting

members present, if a quorum is present. (A quorum shall consist of two-fifths of all voting members, including Fellows.) The proposed amendment shall be first submitted in writing to and approved by a majority of the entire Executive Council. The proposed amendment shall be published in the bulletin prior to voting. The Executive Council shall appoint a review committee to review and update the bylaws at least once every calendar decade (e.g. 2020s, 2030s, 2040s, etc.).

Article 9: Membership:

Section 1) Eligibility: Any person interested in tropical fish and related subjects.

Section 2) Regular Members: Admittance to membership shall be subject to the following:

- a) Membership shall be considered valid after dues are paid.

Section 3) Honorary Members: Honorary membership may be conferred on any individual for outstanding contributions to the Society by:

- a) Recommendation of the Executive Council.
- b) Recommendation of a member and approved by the Executive Council.
- c) Term of Honorary Membership to be determined by Council in each instance.

Section 4) Family Membership: Family membership shall be limited to 2 adult votes (15 years of age or older).

Section 5) Corresponding Member: a corresponding member is one who receives the club publication. A corresponding member shall not have a vote concerning club elections or functions.

Section 6) Fellow: conferred by a vote of the Executive Council in recognition of long term (20 or more years) and consistent outstanding contributions to the Society. This membership conference is for the remainder of the Fellow's life and relieves

the Fellow of all obligation for dues payment. The Fellow receives all benefits and privileges of a regular member including subscription to the newsletter or bulletin, voting privileges, and the Fellow may hold any position in the Society, elected or appointed. Fellows are counted towards the membership quorum required for voting.

Section 7) Privileges: The right to vote shall be restricted to members of the Society (except as defined in Sections 4 & 5). A member must be present to vote.

Section 8) Termination of Membership: Membership in the Society may be terminated at any time by a two-thirds majority vote of the Executive Council. Failure to pay dues prior to the close of the February general meeting will be deemed sufficient cause to suspend privileges.

Article 10: Membership Dues:

Annual dues shall be set by the FORC committee, approved by the Council, and published in the club bulletin prior to the January general meeting.

Article 11: Officers:

Section 1) Eligibility and Tenure of Office:

Any member of the Society is eligible for nomination and election to any office of the Society; Officers with power of the Purse shall be bondable and be bonded as soon as possible after their election, and the Treasurer and President shall have served for at least one term on the Executive Council before running for these offices. All newly elected Officers shall take office at the first July meeting of the year in which they are elected as outlined above and their term shall run for two years from that date.

Section 2) Nominations and Elections:

Nominations shall be made by a Nominating Committee chaired by the Vice-President and approved by the Executive Council. At least 2 candidates shall be presented for each Office open for election, or, the Nominating Committee may, with the approval of the Executive Council, present a single name for any Office. Nominations shall be entertained

from the floor during the new business portion of the May general meeting annually. Elections will be at the June meeting, annually. A simple majority is required for a valid election.

Section 3) Executive Council: The Executive Council shall manage the affairs of the Society in the best interest of the Society and in accordance with its purpose as expressed in the By-laws and the Statutes of the State of Missouri.

There shall be a meeting of the Executive Council prior to each regular meeting of the Society.

Any member of the Executive Council can convoke a special meeting whenever it is felt the affairs of the Society require it.

Article 12: Meetings:

The Society shall have one (1) regular meeting each month. The order of business at all meetings and the program of any meeting shall be determined by the Executive Council, or an officer or committee designated by the Executive Council. *Roberts Rules of Order Revised* shall be used in conducting the meetings. The President or the Executive Council shall have the authority to invoke these rules whenever necessary, and to appoint a Sergeant at Arms to enforce them.

Article 13: Financial:

The Treasurer shall deposit all Society funds in a federally insured organization in the Society's name. The Treasurer may only issue checks or electronic payments for Society expenses. The Treasurer shall be bonded by the Society's insurance company or another bonding agency as approved by the Executive Council. The Treasurer will submit a full financial report once a year. A yearly audit of the Society's account will be made (subject to State and Federal laws) by an Auditing Committee appointed by the Executive Council at the last meeting of the fiscal year. All bills are paid by check or traceable electronic payment. The Treasurer shall keep an accurate account of all funds of the Society. All expenditures shall be approved by the Executive Council. All expenditures so approved must be submitted to the Treasurer within 60 days of incurrence of said expenditure. Checks written or funds

dispersed from Missouri Aquarium Society accounts may be signed or dispersed by the President, Treasurer, or Member-at-Large approved by the Executive Council. This person is recommended to be a past Treasurer or past President of the Society. If possible, all signatory members shall be in attendance for adding or removing anyone from the account as required by the financial institution, or at least be notified of the changes beforehand.

Article 14: Inurement and Propaganda

No part of the net earnings of the Society shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Society shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes described in section 501(c) (3). No substantial part of the activities of the Society shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Society shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Society shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article 15: Committees:

Each committee authorized by the Executive Council shall be considered automatically discharged at the close of the term (June meeting), unless the Council or membership take specific action to continue the committee, save those committee heads appointed to two year terms by the President as outlined in Article 5 above.

Nominating Committee: Refer to Article 11, Section 2 and shall consist of the Chairman and other appointed members as seen fit. They shall submit a roster of candidates at the

Executive Council meeting prior to the May general meeting.

Show Committee: Refer to Article 5 and shall consist of other appointed members as the Show Chairman sees fit. They shall be responsible to conduct the Annual Show or Shows and the Super Bowl Show or Shows in the best interest of the Society.

Article 16: Registered Agent and Historian:

The President is to be the Registered Agent of the corporation, and is responsible for timely execution of all governmental filings regarding corporate status of the organization. The Historian shall be appointed by the President and shall be responsible for maintaining an Archive of all Society activities, as directed by the Executive Council. All officers will turn in a complete record of their tenure to the Historian by the second meeting of each year.

Article 17: Duties of Officers:

The President will preside at all meetings according to the By-laws. The President has the authority to fill any vacated office to complete the unexpired term.

The Vice-President will preside at all meetings whenever the President is absent, or in the event of the President's inability or refusal to act. The Vice-President will also be the Program Chairman and head the Nominating Committee.

The Secretary shall keep accurate minutes of all meetings, regular or special, and submit same at any meetings whenever the President so requests.

The Treasurer's duties are outlined in Article 13. Also, the Treasurer will notify the Membership Secretary of all additions to the membership, and will notify all members who are delinquent in the payment of dues. The Treasurer shall in general perform all duties incidental to the office of Treasurer and such other duties as may be assigned by the President or Executive Council.

Article 18: Corresponding Secretary and Membership Secretary:

The Corresponding Secretary shall be appointed by the President solely for the

purpose of conducting such business assigned by the President and Executive Council. The Membership Secretary shall keep an accurate and current roster of all classes of members, and intervals of every three months compare records with those of the Treasurer.

Article 19: The Editor:

The Editor of the publication of the Society shall be appointed by the President and approved by the Council and must send announcements of the meetings, dates and places as directed by the Executive Council. The Editor shall be responsible for the publication and all duties connected with said publication as is in the best interest of the Society

Article 20: Librarian:

The Librarian shall keep the Society's loanable equipment, books and magazines in good order. Any funds derived from the Library's use will be used to better the Society. The Librarian shall give a quarterly financial report to the Treasurer. The Treasurer will keep an accurate account of the Library funds.

Article 21: Rules of Order:

Roberts Rules of Order Revised shall be the authority in all transactions of the Society not provided by these By-laws and/or articles of incorporation. (Refer to Article 12)

Article 22: Motions from the Floor:

Motions made and seconded from the floor at a general meeting concerning the regular business of the Society shall be first approved by the Executive Council. If approved by the Executive Council, the motion will be brought before the next regular meeting for discussion and voting by the regular membership.

Article 23: Voting:

All voting concerning changes or additions to the By-laws and Elections shall be by secret ballot.

Article 24: By-laws:

These revised by-laws as approved by the membership on March 16, 2023 supersede all previous by-laws and amendments. Any additions or amendments to these By-laws shall be distributed to all members.

POINTS SYSTEMS FOR MASI ANNUAL AWARDS



NOVICE OF THE YEAR and HOBBYIST OF THE YEAR

Effective 1/88

Each year the Missouri Aquarium Society, Inc. recognizes the outstanding contributions of those members performing services for the Society during the calendar year (Jan. 1 thru Dec. 31). Points are awarded for service and involvement in the activities of the Society. At the Annual Awards Banquet of each year, *Novice of the Year Award* and *Hobbyist of the Year Award* are presented to the members accumulating the most points during the preceding year.

The minimum following requirements must be satisfied to qualify for these awards:

1. A minimum of eight (8) points must be earned for attendance at the general meetings.
2. A minimum of ten (10) points must be earned for service to the society other than listed above. These points do NOT include any meeting attendance points earned.

Service points will be awarded to individuals only (Mr. Smith, Mrs. Smith, Child Smith, etc.) and NOT to families (Mr. and Mrs. Doe, Doe Family, etc.)

NOVICE OF THE YEAR and HOBBYIST OF THE YEAR pts

SERVICE	POINTS
Attendance at any meeting	1
Officers of the Society (President, VP, Secretary, & Treasurer)	3/mo.
Member of Executive Council (excluding Officers)	2/mo.
Committee Chairperson (as listed in THE DARTER)	2/mo.
Publication Editor	5/mo.
Society Printer	2/mo.
Bowl Show Judge	1/mo.
Donating Refreshments	1/mo.
Donating Door Prize	1/mo.
Working for an Auction (assigned by Auction Chairperson)	up to 10
Working for an Annual Show (assigned by Show Chairperson)	up to 15
Working for Super Bowl	up to 3
Programs given (no points given for programs required by BAP rules)	5
Published original article or original artwork for THE DARTER	
One page in length or longer	5
Half page minimum length	2
(A maximum of 30 points per year will be credited for articles. Committee reports are considered a responsibility of the chairperson and will not earn points. No points will be awarded for articles required by BAP rules.)	
Collating THE DARTER	1
Advertisements sold for THE DARTER (new ads only)	1
Special Services	As Awarded by Executive Council

If you have any questions, contact the Points Tabulator.

NOVICE SHOW CHAMPION and HOBBYIST SHOW CHAMPION

Effective 1/88

Currently, 2023, shows have been suspended due to lack of participation. Should they be revived in the future, these rules will remain in the Handbook for any future use.

The Society offers friendly competition and the chance to display your fish in the form of an Annual Show, a Super Bowl Show and monthly bowl shows. Points are awarded for entering these competitions and for placing First, Second, Third. At the end of each calendar year the points are tabulated and awards are presented to the novice and hobbyist members who have earned the most show points during that year. The minimum eligibility requirements to qualify for these awards are as follows:

1. You must enter the Annual Show.
2. You must enter Super bowl.
3. You must enter at least five (5) monthly bowl shows, not including Super Bowl.

Show points will be awarded either to an individual or family unit, as indicated by the entrant(s) at the time of their first showing. However, it will be the entrant(s) responsibility to

continue to enter under the same name(s) throughout the rest of the year.



Monthly Bowl Show

Entries (Entries are limited to three (3) per member per class each month.)

- 1st. Place 5 points
- 2nd. Place 4 points
- 3rd. Place 3 points
- Non-placing entry 1 point

Annual Show and Super Bowl Show Entries (unlimited entries)

- 1st. Place 15 points
 - 2nd. Place 10 points
 - 3rd. Place 5 points
 - Non-placing entry 2 points
- (Only 5 entries will be credited to the entrant, those which receive the highest points.)

In addition, recipients of Best of Show, Judge's Award, and Best Novice Exhibit will receive a bonus of 5 points for each major award received.

If you have any questions, contact the Points Tabulator.



Fish Bucks Rewards

Fish Bucks are a fun way to reward club members for participation and help them achieve the most from the Missouri Aquarium Society.

Fish Bucks Rewards accumulate for each Missouri Aquarium Society Member's club activity and volunteer participation from January 1 to December 31 and do not persist across years. Fish Bucks accumulated during the previous year will be available to spend as the sole currency at an annual special auction held soon after year's end, ie: Annual Awards Banquet, to purchase donated or other club purchased items from club sponsors. The Council has authorized spending up to \$500 on

items for the Fish Buck Auction, plus available Donations.



The more active the club member, especially as volunteer help for club programs, the more Fish Bucks they will have to spend at this event for items of equipment, service or livestock.

This is an extension and enhancement to the current Participation Points system that has been used to select Hobbyist Service of the Year Award annually.

Now everyone can be rewarded!!

** These Awards are modification of the past Point system X10 with some edits.*

PARTICIPATION	Fish Buck Reward
Meeting Attendance*	
Monthly Meeting	10
Special meeting bonus - Christmas party, Summer Picnic, Social event	10
Annual Awards Banquet	100
Giving a General Meeting Program*	50
BAP Submission Completed	
As per current Rules	5-20
CARES Bonus	5-20
HAP Submission Completed	
As per current Rules	5-20
Member Donations*	
Refreshment Donation	10/Mo
Door Prize Donation	10/Mo
Challenge or Club Donation at Mini-Auction	10/Lot
Executive Committee *	
Executive Council Member	20/Mo
Officer (President, Vice President, Secretary, Treasurer)	30/Mo
Appointed Standing Position (Auction Chair, Bowl Show Chair, Editor)	25/Mo
Committee Chairperson, as listed in the Darter	20/Mo
Council Meeting Attendance by non-council member	10



PARTICIPATION**Fish Buck Reward****Bowl Show Chairman Awards***

Bowl Show Judge	10/Mo
Annual Show Work, as determined by Show Chair	Up to 50
Super Bowl Work, as determined by Show Chair	Up to 30
Annual Bowl Show Points (Annual Show, SuperBowl)	
1st	150
2nd	100
3rd	50
Non-Placing Entry (Max 10)	20
Bonus: Best of Show, Judge's Aware, Best Novice, Peoples' Choice	50

Monthly Bowl Show

1st	50
2nd	40
3rd	30
Non-Placing Entry (Max 5)	10

**Auction Chairman Awards***

Auction Work, as determined by Auction Chair	Up to 100
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Editor Awards for Original article or artwork in the Darter*

Up to 1 page after editing	60
Additional page	20
Selling Advertisements for the Darter	10/Ad

Exchange Editor Awards for Mention in another Club's publication*

Mention/listing referencing The Darter	10
Complete Reprint crediting The Darter	30

Program Assistance to the Program Chairman

Attending Dinner with the Speaker	20
Providing Fishroom Tour to Speaker	25
Hosting Speaker Overnight	100



Special Services to MASI as determined by Executive Council*
(Any Reward amount may be adjusted or amended by the Council as needed.)

By Exec Council

** These Awards are modification of the past Point system X10 with some edits.*

MASI Breeders Award Program (BAP)

Revised May 2023



my of Science, currently the most complete reference available.

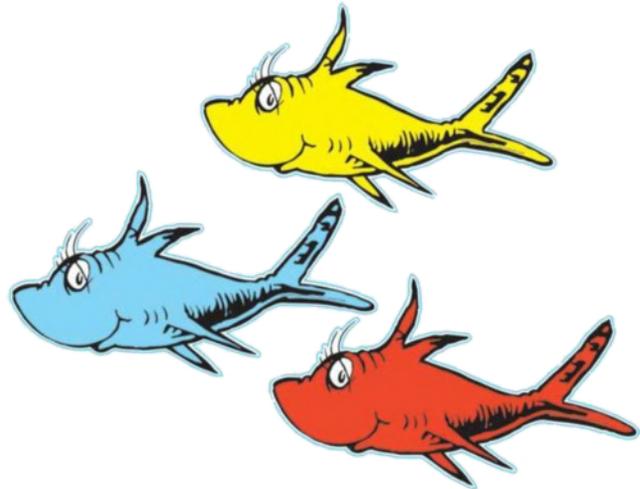


I. Purpose:

1. To encourage members of the Missouri Aquarium Society to breed fishes.
2. To share information concerning their spawning and rearing.
3. To make available to the hobby a wider variety of fishes.
4. To recognize achievements by members concerning the breeding of fishes.
5. To promote greater participation by members in the activities of MASI.

II. Administration:

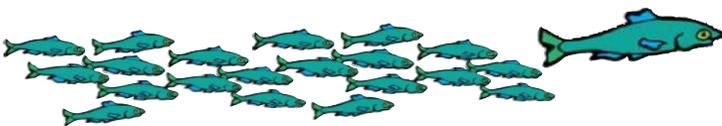
1. A BAP Committee consisting of a BAP Chairperson, appointed by the President, and 1 to 2 additional members appointed by the BAP Chair shall administer the BAP.
2. The BAP Chair shall set up and maintain a record system containing all pertinent data, along with a file of spawning reports submitted. The BAP Chair shall be responsible for preparation and presentation of awards, and for submission of information to the Editor for publication.
3. The BAP Chair shall be responsible for the placement of fishes into point classifications, and shall maintain a list of these classifications to be posted on the MASI website. From time to time it may be necessary to reclassify certain fishes. In case of reclassification, all previously reported spawnings shall receive the current point value if the point value increases. If the revised point value decreases, previously submitted spawns will maintain the point value in effect when they were submitted. Nomenclature changes will be determined in accordance with the California Acade-



III. General Rules:

1. Participants must be MASI members in good standing.
2. All fish entered by a member into the BAP must be conditioned and maintained in his/her own tank or pond. The breeding of the fish and raising of the fry must be done in the same manner.
3. Points will be assigned in the name of a couple (i.e. John and Mary Doe), a family (i.e. Doe family), or an individual (i.e. John Doe).
4. In order to be credited with spawning any species, the member must spawn and rear to at least 60 days of age at least 4-10 fry, depending on the class of fish. The fry shall be presented at the first general meeting following their having reached 60 days of age, except where noted for Class "D", in which case special rules apply.

5. In order to defray the cost of award plaques, and to spread various fish species through the club, some fry from each spawn (4-10, depending on the class of fish) are to be donated to the club at general meetings, to be auctioned to the club membership.
6. Donation skip. In the case of very rare, valuable, or non-prolific species, a member may turn in the spawning paperwork and not donate any fry under the following conditions: It can only be utilized once per year per member. The member must have donated fry from at least 5 spawns in the same year prior to the skip. It cannot be applied to commonly bred fish. It will only apply to 15 or 20 point species. An article or short presentation about the spawn will be required.
7. All spawning reports must be submitted upon approved BAP forms to the BAP chair for verification.
8. Hybrids of any type are not allowed, with the exception of established domestic livebearer strains.



IV. Requirements for Spawning Credit According to Classification:

1. Species will be classified according to four levels of difficulty, Classes "A", "B", "C", and "D". Requirements for receiving credit for spawnings from the various classes are as follows:

Class "A" (5 Points) - raise and donate 10 fry; General Rules apply.

Class "B" (10 Points) - raise and donate 8 fry; General Rules apply.

Class "C" (15 Points) - raise and donate 6 fry; General Rules apply.

Class "D" (20 Points) - raise and donate 4 fry; General Rules apply. In addition, a member of the BAPC must be notified and given the opportunity to witness the spawn and spawning conditions within two weeks after spawning

An article is required for class "D" spawns in order to qualify for higher awards. Articles should provide details and insight on the spawning conditions that resulted in a successful Class "D" spawn. The article shall be submitted to the MASI Editor for publication in **The Darter**. With prior approval of the BAP Chair, an article on a Class "C" that was a MASI First Species may be substituted for a Class "D" article. However, once a second spawn of that "first C" species has been submitted, the class "C" article option will not apply.

2. **MASI First Spawn Bonus** (5-15 Points) to promote the raising and sharing of rare species, a bonus point system has been implemented. For the first MASI spawn of any Species, a 5 point bonus will be given, in addition to the standard points given for its class. An additional 5 points will be given for the first MASI spawn in any Genus and any Family.
3. **Color Variety Bonus** (1-4 Points) In the BAP, full points will be awarded only once (to each breeder) for any species or subspecies, regardless of variety. Subsequent spawns of the same species (but of different color or finnage varieties) will be awarded reduced points. (i.e. Black Angelfish = 10 points; then later, Silver Veil Angelfish = 2 points)
4. **C.A.R.E.S. Bonus** (5-20 points) The CARES preservation program (Conservation, Awareness, Recognition, Encouragement, Support) has been incorporated into the MASI BAP program to encourage members to focus efforts on the many endangered species that we are in danger of losing if hobbyists don't get involved. To qualify, species must be listed on the CARES priority list website.

As new species are added (sadly) to the CARES list, the CARES bonus will be added retroactively for five years prior. They didn't become endangered overnight.

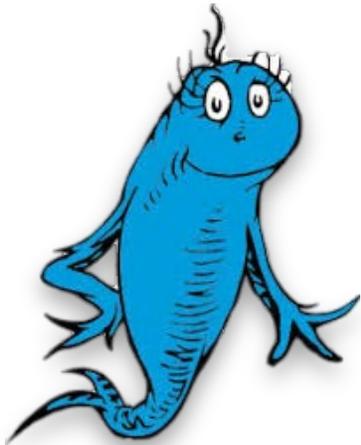
Commercially mass-produced species that are well established in the hobby will not receive CARES bonus points. (Examples: white clouds and cherry barbs, even though they are threatened in the wild, are under no danger of disappearing from the hobby, and need no special incentive.)

The CARES bonus will be equal to the point value of the species. (Example: a 10 point species on the CARES list will receive a 10 point CARES bonus for a total of 20 points.)

In addition, to encourage long term maintenance of CARES species, additional spawns may be turned in annually for an additional CARES bonus, provided fry are donated to club membership.

V. Achievement Levels:

The following achievement levels will be recognized upon accumulating the listed requirements:



Novice Breeder - Only Novice Members of MASI may receive this award. Spawn any 3 species, from 3 different genera, must include both egglayers and livebearers.

General Breeder - (50+ Points)
at least 2 species from Class "B" or higher
at least 2 different families

Advanced Breeder - (100+ Points)
at least 2 species from Class "C" or higher
at least 3 different families

Senior Breeder - (200+ Points)
at least 3 species from Class "C" or higher
at least 4 different families

Master Breeder - (300+ Points)
at least 1 specie from Class "D"
at least 5 different families
at least 1 article regarding Class "D" species

Grand Master Breeder - (500+ Points)
at least 2 species from Class "D"
at least 6 different families
at least 2 articles regarding Class "D" species

Advanced Grand Master Breeder – (1000+ Points)
at least 3 species from Class "D"
at least 8 different families
at least 3 articles regarding Class "D" species

Senior Grand Master Breeder – (1500+ Points)
at least 4 species from Class "D"
at least 10 different families
at least 4 articles regarding Class "D" species

Supreme Grand Master Breeder – (2000+ Points)
at least 5 species from Class "D"
at least 12 different families
at least 5 articles regarding Class "D" species

Ultimate Grand Master Breeder – (2500+ Points)
at least 6 species from Class "D"
at least 14 different families
at least 6 articles regarding Class "D" species

Most Exalted Grand Master Breeder – (3000+ Points)
at least 7 species from Class "D"
at least 16 different families
at least 7 articles regarding Class "D" species

Illustrious Grand Master Breeder – (3500+ Points)
at least 8 species from Class "D"
at least 18 different families
at least 8 articles regarding Class "D" species

VI. Awards:

All awards will be presented to recipients at the regular general meetings, and notice will be published in the society publication in recognition of the member's accomplishments. Awards for Master Breeder and higher will in addition be recognized publicly at the Annual Show banquet.

Resource authorities:

Cal Academy -

<http://research.calacademy.org/redirect?url=http://researcharchive.calacademy.org/research/lchthology/catalog/fishcatmain.asp>

C.A.R.E.S. - <https://caresforfish.org/>

Most Excellent Grand Master Breeder –
(4000+ Points)
at least 9 species from Class "D"
at least 20 different families
at least 9 articles regarding Class "D" species

Loftiest Grand Master Breeder – (4500+ Points)
at least 10 species from Class "D"
at least 22 different families
at least 10 articles regarding Class "D" species

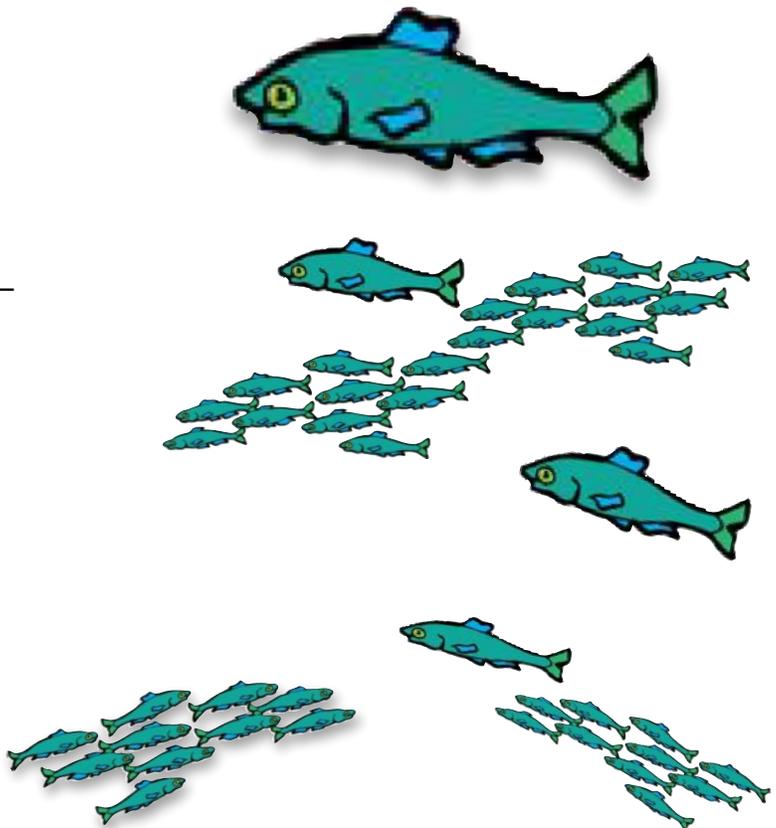
Grand Poobah Grand Master Breeder –
(5000+ Points)
at least 12 species from Class "D"
at least 24 different families
at least 12 articles regarding Class "D" species

Jedi Master Grand Master Breeder – (5500+ Points)
at least 14 species from Class "D"
at least 26 different families
at least 14 articles regarding Class "D" species

El Loco Grande Grand Master Breeder –
(6000+ Points)
at least 16 species from Class "D"
at least 28 different families
at least 16 articles regarding Class "D" species

Tremendousnest Grand Master Breeder –
(6500+ Points)
at least 18 species from Class "D"
at least 30 different families
at least 18 articles regarding Class "D" species

Biglyest Grand Master Breeder – (7000+ Points)
at least 20 species from Class "D"
at least 30 different families
at least 20 articles regarding Class "D" species



Missouri Aquarium Society BAP (Breeder's Award Program)

Name _____ Date _____

FISH SPAWNED

Scientific name: _____

Common name: _____ Variety: _____

Size male: _____ Size female: _____

Sex difference between male and female: _____

Sub species: _____ Species: _____ Genus: _____

Family: _____ First MASI spawn: _____ Color variety: _____

SPAWNING CONDITIONS

Tank size (in gallon's): 5, 10, 15, 20H, 20L, 29, 30, 40, 55, Other _____ (Circle one)

Lighting: Bright , Medium, Weak (Circle one)

Temperature: _____ PH: _____ Hardness: _____ (If known)

Tank planted : Yes, No (Circle one) Type plant: Live, Plastic (Circle one)

Brief description of spawning behavior: _____

Food: Live , Frozen, Dry (Circle one)

BROOD CONDITIONS

Date spawned: _____ Date Hatched: _____

Description of eggs: Size _____ Coloring _____

Approximate number _____ Shape _____

Method of hatching _____

Description of fry: Size _____ at birth Approximate number hatched _____

Coloring _____ Approximate number at 60 days _____

Rearing methods _____

(_____ Bags donated for auction. _____ Points allotted for BAP auction)

BAPC OFFICIAL USE

Fry observed date: _____ Points this spawn: _____ Total: _____

Article submitted (optional) date: _____ Published date: _____

Home inspections (if required) : Date _____ By _____

Specialty BAP credit: _____

Breeder level: _____ No change Next level (Circle one)

Look for an interactive version: <https://www.missouriaquariumsociety.com/>

Missouri Aquarium Society

Horticultural Award Program (HAP)



Founded January 1, 1992

- Revised February 1, 2016 -

Purpose:

To promote and encourage the keeping and captive propagation of Aquatic Plants

To gather and disseminate information about Aquatic Plants, their cultivation, and propagation methods

To insure the availability of a variety of Aquatic Plant species for future generations of Aquarium Hobbyists



Definition:

An Aquatic Plant is a plant species which, in the wild or natural state, can be found growing wholly submersed; growing emerge with its roots submersed; or floating; as a regular, normal occurrence required for its survival at some time during the course of one complete growing season.

HAP Committee:

The HAP chairperson shall serve at the discretion of the President and the Executive Council, and shall be appointed by the incoming President at the start of each MASI fiscal year (the beginning of the first General Meeting in July) for a term of one year. Said Chairperson shall be charged with the responsibility of maintaining and complying with the Rules of the HAP as set forth herein. This Chairperson shall maintain accurate and complete permanent records. These records shall be maintained in a paper and/or an electronic file at the discretion of and within

the means of the Chair; with an accurate, complete record available to the general membership upon written request either via a paper copy or through electronic media such as the club Website. If an electronic file is kept, separate accurate and up to date copies must be maintained to prevent the loss of all records. The Chairperson shall assign Points as specified in the Rules, and shall review (and amend, as needed) these Rules and Points. The Chairperson is empowered to appoint trusted MASI members as HAP verifiers to help out as needed. Any disputes will be settled at the discretion of the Chairperson, with advice of the Executive Council if necessary. All such decisions rendered will be considered final. Submission of a propagation to the program signifies agreement with all rules below.



Identification:

Proper identification is the responsibility of the entrant. There are a wide variety of accurate sources for identification of Aquatic Plants. Christel Kasselmann's 2003 Edition of *Aquarium Plants* is a recommended source for Aquarium Plant identification, and a copy is provided for the general membership in the MASI Library. Varietals, Hybrids, and Cultivars will be identified by the Cultivar name such as *Nymphaea sp. 'Rembrandt'*, etc. Any plant identified shall require literature cited as a source for said identification. Websites may be cited, but are not considered acceptable primary sources, except for the *Tropicos* database and certain other sites as approved by the HAP Committee. New species will be assigned Points by the HAP Chairperson, with the input of the entrant. All species identification will be verified in the Missouri Botanical Garden *Tropicos* plant database.

Requirements:

Entrant must be a member in good standing of MASI

As a matter of ethics, plants must be *OWNED* and *MAINTAINED* by the entrant for at least 60 days at the time of vegetative propagation. Any plant submitted for the HAP ***MUST BE PROPAGATED IN THE ENTRANT'S OWN TANK OR POND. NEW GROWTH*** must be submitted for credit. For blooms, the entrant must own the plant for at least three weeks before the plant begins to bloom. In the case where plants are purchased with blooms, fruits, or seeds, those growths are ineligible for submission.

Entrant must identify the plant and include a citation for their identification. The HAP Chairperson will only confirm the identification and guide the entrant to sources for proper identification.

A completed HAP Report, including references cited for identification, must be filled out and both the plant (or photo in the case of blooms) and form submitted at the time of verification for each submission.

To receive Points for a Vegetative submission, entrant shall be required to donate their submission to MASI for auction at a general meeting or at one of the club sponsored public Auctions. For vegetative credit to be issued, stem plants should be submitted as a group of at least 5 stems 5" or longer. For floating plants, at least one cup of plants shall be submitted. For others, at least one identifiable plantlet shall be submitted. For vegetative credit for the genus *Aponogeton*, see special rule below. Blooms and Seedlings need not be donated for Points to be earned, but donations are always strongly encouraged. Blooms and seedlings may be submitted by photo.

All submissions shall be verified one time, except for submissions of a Seedling where the entrant shall submit entry for verification twice; once for the Bloom, and once when the Seedling has grown enough to be easily identifiable. All Seedlings submitted shall have roots, leaves, and be identifiable as to genus, at least.

No plant species deemed a non-indigenous invasive or nuisance species or a noxious weed by the State of Missouri Department of Agriculture or the U.S. Department of Agriculture will be allowed for submission. Any entrant submitting such species ***BEFORE*** the plant is placed on such list will not have points or credit for propagation taken away, but no further submissions will be accepted. Refer to list of prohibited species later in this document for any questionable species.

Propagation:

Each species, Cultivar, Hybrid, or Varietal shall be eligible for up to 3 submissions – once each For Vegetative (V), Bloom (IB or OB), and Seedling (S) as defined below:

Vegetative (V): The asexual reproduction by natural means or human intervention. The Vegetative propagated plant must be able to survive on its own without the parent plant. Rhizome plants must include new growth with healthy rhizome, leaves and roots capable of surviving on its own. This includes, but is not limited to

- Cuttings (from leaves, roots, stems, etc.)
- Budding (plantlets and bulblets)
- Division
- Runners
- Layering
- Micro propagation
- Aponogeton* special rule: A photo must be submitted of the plant prior to division, plus a second photo of the plants three weeks after division. Both plants must have leaves, corm and roots, and be capable of surviving on their own.

Blooms (IB or OB): Points are earned by bringing any Aquatic Plant into flower. Points for Blooms shall be awarded at the following rate

- Indoor Blooms (IB) shall be awarded Points at the next Point level above the Point level assigned for the Vegetative propagation of the entry, save for the genus

Aponogeton, which shall be awarded 10 points, regardless of species or location.

- b. Outdoor Blooms (OB) shall be awarded Points at the same Point level assigned for the vegetative propagation of the entry, save for the genus *Nymphaea*, which shall be awarded 10 points for an Outdoor Bloom.
- c. All *Class D* (20 Point) plants shall be awarded only 20 Points for a Bloom, Indoor or Outdoor, save for the genus *Nymphaea* as outlined in 'b' above.

Seedlings (S): Points are earned by raising plants from seeds (Seedlings) produced from Blooms grown by entrant and submitted for HAP verification. Blooms must be grown at least three weeks *AFTER* entrant has acquired plant. As a matter of ethics entrant cannot submit Seedlings grown from flowers either budded or opened on the plant at the time of purchase. Due to time constraints of the live of a Bloom, photos (either electronic or hard copy) or dried Blooms are acceptable for verification of a submission of a Bloom.

For seedling credit, entrant must submit four photos:

- a photo of the bloom,
- the fruit,
- the seed and
- the sprouted seedling;

plus submit a minimum 250 word article to the Editor and the HAP chairman about how the entrant produced the seedling.

Prohibited Species List:

Certain plant species have not only become established in the wild, but have actually done so well that they are now considered a noxious weed or a nuisance species. Local, State and Federal Government agencies spend many millions of dollars every year trying to control them. No responsible hobbyist should ever keep, distribute, or discard any of these species in the wild or even down the drain. In fact, interstate distri-

bution or sale and/or interstate transport of these species is illegal. These plants should be destroyed by burning. Composting is not an acceptable way to dispose of these plants. The species below are on the Federal list. Currently, as of February 1, 2016, the State of Missouri List of Noxious Weeds only lists Purple Loosestrife, *Lythrum salicaria*, and snot algae or Dydimio, *Didymosphenia geminate*, as prohibited Aquatic Species. Possession, sale or any other type of distribution of either species, either whole or any part, is prohibited.

For the most up-to-date list, check the MASI auction page Banned Species list.

Achievement Levels:

The following achievement levels will be recognized upon accumulating the listed requirements:

Novice Aquatic Horticulturist – (30+ Points)
Only Novice or Junior Members of MASI as defined by the Membership Secretary are eligible to receive this award.

at least 4 species with at least one from class "B" or higher

General Aquatic Horticulturist - (50+ Points)

at least 5 species with at least one from Class "B" or higher

Advanced Aquatic Horticulturist - (100+ Points)

at least 10 species with at least two from Class "B" or higher

Senior Aquatic Horticulturist - (200+ Points)

at least 20 species with at least two from Class "C" or higher

Master Aquatic Horticulturist - (300+ Points)

at least 30 species with at least 1 specie from Class "D"

at least 1 seed reproduction

Grand Master Aquatic Horticulturist -

(600+ Points)

at least 60 species with at least 2 species from Class "D"

at least 2 seed reproductions

write a series of at least 6 half page or longer

articles on aquatic plants for *The Darter*,

or present one meeting length program on some aspect of aquatic plant care

Advanced Grand Master Aquatic Horticulturist – (1000+ Points)

at least 100 species with at least 3 species from Class "D"

at least 3 seed reproductions

write a series of at least 7 half page or longer articles on aquatic plants for *The Darter*,

or present two meeting length programs on some aspect of aquatic plant care

Senior Grand Master Aquatic Horticulturist

– (1500+ Points)

at least 150 species with at least 4 species from Class "D"

at least 4 seed reproductions

write a series of at least 8 half page or longer articles on aquatic plants for *The Darter*,

or present three meeting length program on some aspect of aquatic plant care

Supreme Grand Master Aquatic

Horticulturist – (2000+ Points)

at least 175 species with at least 5 species from Class "D"

at least 5 seed reproductions

write a series of at least 9 half page or longer articles on aquatic plants for *The Darter*,

or present four meeting length program on some aspect of aquatic plant care

Ultimate Grand Master Aquatic

Horticulturist – (2500+ Points)

at least 200 species with at least 6 species from Class "D"

at least 6 seed reproductions

write a series of at least 10 half page or longer articles on aquatic plants for *The Darter*,

or present five meeting length program on some aspect of aquatic plant care

Definition of Article and Program:

Articles or programs should provide details and insight on the husbandry conditions that resulted in a successful reproduction of an aquatic plant species, or on some aspect of maintaining planted aquaria or a water garden. An article of minimum 250 words is required for each seed reproduction. The article shall be submitted to the MASI Editor for publication in *The Darter*. The program may be presented to the MASI membership at a general meeting or at the Annual Show/Workshop, as approved by the Program Chair and/or Show/Workshop Chair.

Awards:

All awards will be presented to recipients will be awarded at the Annual Banquet.



**Missouri Aquarium Society
Horticultural Award Program (HAP)
Official Submission Form**

Name _____ Date _____

Scientific Name _____

Common Name/Varietal _____

Publication cited for this Identification _____

Type of Propagation: Vegetative ____

Indoor Bloom ____

Outdoor Bloom ____

Seed* ____

*(must submit Bloom before Seed)

Growing Conditions: Lighting type and intensity _____

Lighting duration _____

Substrate _____

Fertilizer _____

CO2 Added? _____

Other notes: _____

HAPC Official Use

Observed Date _____ Class _____ Points _____

Article submitted? _____

Online Photo submitted? _____

Certified by: _____ Date _____

Use back for additional notes, comments or to attach photos

Revised 8-20-2010

MASI CLUB OPERATION POLICY and Member Code of Conduct, including Electronic Media

The following rules are not all-inclusive and may change without notice.

1. MASI encourages members to join and be active in other aquarium related organizations in addition to MASI.
2. There is **NO SMOKING** of any kind, including **VAPING**, at any MASI event.
3. MASI will neither purchase nor supply alcoholic beverages to its members or guests.
4. Accepting and publishing advertising in the Darter or accepting donations from businesses does not constitute an endorsement of said product or company.
5. All opinions expressed in the Darter and any other club publication, or on any electronic media, including Speakers at meetings, shows, and other special events, are strictly those of the Authors or Speaker. MASI does not endorse any writer or opinion, including those of its Officers, unless they are speaking with the official endorsement of the majority of the Executive Council.
6. All transactions between members, or between members and donors or advertisers, are strictly between those two parties. MASI will not guarantee performance, provide any warranty or refund, or make any payment to settle any dispute between said parties. MASI remains strictly neutral in such disputes. MASI makes no warranty or guarantee for any item sold in our auctions, swaps, meetings, etc., nor can we hold or deliver any items. All are sold "As is, where is" and transportation is the responsibility of the buyer that day.
7. Anyone with outstanding overdue books, videos, or equipment from the Club Library or any other "lost or misplaced" MASI property, must reimburse the Society for said item at the current retail price or with a replacement of equivalent value **BEFORE** their membership privileges will be renewed at the beginning of the New Year.
8. Public topics during club events and on club electronic media are limited to society related events, questions, and comments, as well as fish, ponds, plants, equipment, hobby, and aquatic-related topics only.
9. All MASI members will endeavor to conduct themselves in the proper manner, and with the best interest of the club coming before their own personal interest when representing the club in the public eye.
10. All MASI events and media are geared toward families. Parental supervision of minors is strongly encouraged. The following things are forbidden: spam; obscene or pornographic posts; foul language; personal attacks, even in jest; libelous or slanderous comments about any person or entity; political or religious commentaries, attacks or appellations to posts. Any offending commentary will be deleted from the media archive and the violator's ability to participate in said media will be terminated without further comment. In the case of in-person violations, the violator will be removed from the event and banned from future participation without further comment. A sergeant-at-arms will be appointed from the membership to remove the offending person.
11. Members (including MASI sponsoring shops) are allowed and encouraged to post hobby-related items for sale, trade, or wants on any appropriate MASI electronic media.
12. Feedback from members to the Society leadership is encouraged. Anyone with com-



ments about MASI operations or events should direct those to the appropriate committee heads, or directly to a member of the Executive Council. Contact information (phone numbers and email addresses) is provided on the Mast Head page of the Darter, the official publication of the Missouri Aquarium Society, Inc. Any member in good standing may attend Council meetings and comment during the appropriate portion of the meeting. They should make the host aware of their intended attendance so the

host can make sure there is room for everyone.

13. Any member who violates this Code of Conduct will have their membership in the Society suspended, revoked, or terminated by the Executive Council as per the Society By-Laws. Any non-member will not be allowed to participate further in any MASI programs, events, or online media.

The decision of the moderator(s) online and of the MASI Executive Council is final.

MASI Library/Lending Policy



1. The Librarian shall make available a list of all books, videos, periodicals and resources available at all general meetings of the Society.
2. Title and author of book, or description of the resource requested for check-out is to be given or emailed to the Librarian and the item will be provided at the next general meeting. Select "Reference materials" will be made available at all meetings.
3. Material may be withdrawn only by members-in-good-standing.
4. The Library material may be returned and/or withdrawn prior to and after the close of the general meeting.
5. Material is due for return at the immediate next general meeting following the meeting at which they were withdrawn. If not returned at the next meeting resources are considered as Overdue.
6. A deposit of \$5 per book or video, or \$3 per periodical is required at withdrawal, to be re-

funded when the book is returned on time. Various other Resources have their own designated deposits.

7. A fine of \$1 per item per month will be charged for overdue written materials for up to three months, after which all deposits will be also be forfeited, the member billed for the resource retained and the member's borrowing privileges will be suspended until the material is returned or replaced. Appropriate fines for other resources, as determined by the Executive Council, will also apply.
8. In the event of lost or damaged material, the borrowing member is responsible and shall be liable to the extent of the replacement cost of the material, including shipping costs and sales tax.
9. Failure to return or to replace lost or damaged material will result in suspension or termination of membership until such material is returned or replaced.

Highlights of a Year In The Life of MASI

Original by Mike Hellweg, as President Emeritus

July

- All previous year Committee heads, Officers and Council members term's end at the beginning of the July General Meeting. New Council Terms begin at the start of the July General Meeting
- When the new members take office the Webmaster adds the new Council member's email addresses to the Council@MissouriAquariumSociety.com list and removes those no longer serving.
- Change of Registered Agent form to be filed with State of Missouri electronically and Renew Corporate Status with State of Missouri electronically
- Show dates and other dates for the next Calendar year need to be nailed down ASAP. Greatest responsibility to the Show Chair, SWAP Chair and the Auction Chair or Hotel Liason.
- At the first Council meeting, the new President assigns various Council members to contact and report on various committees at each Council meeting
- Fliers should go out for any August (Summer) Auction, to be prepared and mailed/emailed by third week of month (Auction/Advertising Chair should coordinate to mail and deliver flyers to shops)
- Appoint an Audit Committee to audit the previous year's Treasurer's books – which has to be done whenever there is a changeover of any signatory members (President, Treasurer) - Give them 30 days to complete and file a report with the Council. The Audit Committee cannot contain any signatory members.

August

- Summer Auction, if held, is usually scheduled for 2nd Sunday in August to avoid Back to School season

September

- IRS form 990/501c3 (electronic) should be filed by September 1st
- Show/Spring Weekend committee should start planning
- Fliers need to go out for any Swap Meet around the first or second week of the month (Swap meet/Advertising Chair should coordinate and do this)

October

- Swap meet – schedule first Sunday of the month and avoid other Mid-West events
- Super Bowl, when held, is also held in October and organized by the Show Chair
- Fliers need to go out for any November (Fall) Auction before Halloween (Auction chair/Advertising should coordinate and mail and deliver to shops)
- Begin planning for Christmas party by Show Chair, Refreshment Chair and President

November

- Fall auction, if held, schedule on 2nd or third Sunday of the month to avoid Thanksgiving

December

- Christmas Party - replaces December general meeting
- Nominations for Member of the Year are opened and accepted from the general membership

January

- Nominations for Member of the Year close at end of general meeting
- Fliers mailed for February (Winter) auction, if held - (Auction Chair/Advertising should coordinate and mail and deliver to shops)

February

- Winter Auction, if held, should be scheduled to avoid Super Bowl and Valentine's Day
- Voting for Member of the Year at the General meeting – ballots will need to be made before meeting

March

- Order Trophies for annual awards
- Fliers and packets or email reminders and advertisements distributed for any annual show/Spring Weekend (Show committee, Auction chair, Swap Chair & Advertising should coordinate, mail and deliver to shops)
- The Vice President begins compiling list of candidates for Office and Executive Council for the upcoming Fiscal Year

April

- Annual Show/Spring Weekend, if held, should be scheduled to avoid Easter, Passover, Mother's Day, and can run into early May - also a good idea to avoid ALA, AGA or other Natl. Conventions
- Presentation of annual awards at Banquet

- Continue compiling list of nominations for Office and Executive Council

May

- Close list of nominations for Office and Executive Council
- Schedule Fiscal and Operations Review Committee (FORC) before the end of the Fiscal Year - FORC should consist of Current/Outgoing President, Treasurer, Auction Chair, Show Chair, Editor and one or two Members-at-Large from the general membership, not necessarily the whole Council.
- Approve ballot slate and FORC at end of May or early June Council meeting

June

- Vote for incoming Officers and Council members – ballots need to be made before meeting

MASI Job Descriptions

Executive Council Member at Large

Responsibility is to learn the complete behind the scenes operation of MASI; view and participate in the annual planning process; observe and learn a wide range of tasks to enable stepping in at occasion of absences of chairmen or officers during scheduled events; look for opportunities to enhance the club operation and voice your opinion.

The Council is very important to the smooth operation of the club, but members don't need to involve themselves in all day to day operations. (*Hopefully like Congress, but with a higher approval rating.* ;) Council oversees the operation of the club, approves the finances, and makes sure MASI is flowing along smoothly both fiscally and operationally. Much of the day-to-day operation is based on the annual FORC report and budget.



The Council does not micro manage the committees. Unless the Council member is a committee head or is on a committee, the council doesn't actually do the work or approve each thing the various committees do. The Council gives committee chairs a direction, a budget, and makes sure they are doing their job for the club and sticking close to the budget provided. If they go way over budget, the Council needs to know why and approve adjustments, possibly approving new money for the committee if warranted. To facilitate this, committee chairs should report to the Council at each Council meeting either in person or via their contact person on the Council. In this way so the Council can make sure Committee Chairs are taking care of their jobs and getting any assistance they need while not actually having to do the work for them.

The Council approves and oversees the implementation of new and ongoing programs. The

Council is the group to whom members can come and offer new ideas, new ways to improve operations, etc. The Council then discusses and decides if the idea is feasible, if it has someone who will run it, etc. - then it is either shelved or implemented.

For dates for auctions SWAPS and any workshop/show/spring weekend - the respective committee chairs and/or their committees are responsible for picking the dates and booking the venues in a timely manner. If the Council has appointed a venue liaison, they should book through that liaison instead of doing so personally to avoid confusion and missed or dropped communications. These dates are offered to the Council and ultimately placed on the yearly public calendar as early in the year as feasible. Council will discuss and advise on things like dates.

In broad strokes, Council approves almost everything the club does. Some is approved by accepting or altering the recommendations of the FORC report, and some is approved by approving the budget.

After it is decided we are having an auction, a workshop, a swap meet, etc. and the budget is approved, then the chairman of that activity has leeway to operate the auction, meeting program, swap meet, etc. within that budget.

The Chairs can set what they want as long as it is within the approved budget and FORC recommendations. For example, an auction chair could not decide to have 5 auctions instead of the FORC approved 4 without coming to council.

There are things that come up that were not anticipated at the time of the FORC, for those there may be no authorization or budget allocated. This may be a charitable work we would like to support but did not allocate for, perhaps equipment needs an unexpected repair or replacement, perhaps some members want to add a new club activity such as the blackworm group purchase. These changes, since not approved or funded at the start of the fiscal year, would be considered by the Council as they come up.

Council members have a responsibility to consider activities and expenditures to make sure we are meeting our charter, providing a service to our members and our community, and supporting the hobbyist and the hobby. This responsibilities include helping out and making change

where it helps better serve the members. It also includes discussing things like dates even when council does not need to approve them, but to gather more input so the Committee Chairs make decisions with the best input available.

President



These are the duties and management guidelines as passed down from past Society Presidents. Always try to remember that the President is the public face of the Society. As such, the Presidents should conduct themselves by putting the best interests of the Society above their own when in public or at meetings or events – and making sure all other Society members do the same as much as is possible. It is a good idea to familiarize yourself with all MASI bylaws and policies as found in the Membership Handbook, and to become familiar with proper parliamentary procedure as outlined in Robert's Rules of Order, Revised. This publication can be found online and it is not necessary to memorize, but to have an idea what is there in case of a need to refer to it. This may happen on several occasions.

Specifically:

- Preside at all meetings, being sure to call the meeting to order on time or as close thereto as a quorum is present. (For MASI Council purposes a Quorum is defined as 50% of the members plus 1)
- Run the meetings in an orderly and timely fashion as per MASI precedent by referring to the General and Executive Council meeting Orders of Business and Robert's Rules of Order. Order of Business is generally: Open the meeting, Announcements, Secretary & Treasurer reports, Committee/Chair reports, Old Business, New Business, Adjourn, with discussion occurring where appropriate. Appoint a Sergeant at Arms, if necessary, to enforce order.
- Show due respect to all member's opinions, but ensure no one person or issue monopolizes the time at any meeting – the president has the power to limit the duration of a discussion – use this judiciously.

- When presiding over a meeting, ensure that it is kept on topic as much as possible. Some leeway is allowed, but things can get out of hand quickly if control is not maintained.
- Inform the Vice-President ASAP if the President will miss a meeting so they have time to prepare. Help them prepare as possible.
- Make sure to enforce MASI rules and policies evenly, especially with regards to the Society's neutrality in any dispute between members.
- Appoint the voting members of Editor, Show Chairman, and Auction Chairman to take office at the beginning of the President's term in the odd or even year as specified in the Bylaws.
- Appoint other chairs to fill openings as they occur throughout the year.
- The president does not get a vote in normal club operations unless it becomes necessary to break a tie!
- Sign checks and pay bills when the Treasurer is not present, not willing, or not able to do so – keep a record of those written and provide to the Treasurer ASAP!
- Maintain any Society debit card in a safe place unless needed. Shred it and pass it back to the Treasurer at the expiration of the term
- Write a short report for each issue of the Darter apprising members of news and matters of interest or import to the Society.
- Make sure the Vice President can bring the sound system and AV equipment when needed, and make sure the Society laptop is there when needed.
- Make sure committee heads and workers know what they should be doing, that they report their committee progress/needs to the Council, and make sure things run smoothly during official MASI events without stepping on the toes of any committee heads. (IE: management by wandering around)
- Make sure committee heads and workers receive proper credit, including both service points and “attaboys”, whenever timely and appropriate.
- Assign specific Council members to interact with and report to the Council on specific com-

mittee operations so that the Council is apprised of any needs and that committee Chair is apprised of any Council decisions regarding that committee.

- When a committee is assigned to a project, ensure the committee Chair is both willing and capable of performing the task. Follow up regularly, but gently, to ensure the project is completed – remember that everyone is a volunteer and the real life of family, health and employment comes first for the individual.

Other Things to consider/remember:

- There are copies of almost all important papers in the archive kept with the Historian, so if something is damaged or lost, don't panic- but remember to include the Historian on official distributions so backups are secured.
- Maintain notes for the official Society Archives and turn them over to the Historian/Archivist at the end of the term
- Remember, this is a hobby – nothing is life and death – so if something doesn't get done on time, it doesn't get done on time and if no one volunteers to do something, it must not be that important...

And most importantly:

- Don't forget to enjoy yourself, and don't forget to take time to just watch your fish!

Vice President

Vice Presidential responsibilities consist of three main duties and although all are important, most of the VP's time will be spent with the third.

- **Fill in for the President** when they may be absent at either a regular meeting, council meeting or other MASI event. There are checklists for the general and council meeting orders so as not to forget anything. Carry a copy with you, just in case the president doesn't make it or he is unavailable to start the meeting on time. Bring a copy of any signup and donation lists too.
- **You are the Nominating Committee Chair** and gather a slate of officers and council members in a timely manner every year before election so that it can be approved by the Council

and ultimately voted upon by the members at the May general meeting. Start the slate at least by the April meeting. As stated in the By-laws it is the responsibility of the VP to have more than one candidate for each office, if possible.

- **The VP is the Program Chairman and finds and supports programs/speakers for the monthly meetings.** This is where the Vice President should spend most of their time. There are 11 months of programs to fill. Depending on the annual FORC Budget there may be enough for up to 7 out of town speakers. Jan, Feb, July and August can be “off” months and it may be best to book local programs.

Program Chair Responsibilities:

Booking speakers – Book speakers early and have them purchase travel tickets early or while on sale. The club’s money goes further with the best prices but make sure that your speakers book at least 4 weeks in advance or more to be reliable. Ensure or assist the speakers to provide their expenses to the Treasurer for reimbursement on the club Expense Reimbursement form.

The VP is also responsible for getting 1) A Title for their program; 2) A Bio for them; 3) And if possible a digital photo of themselves and perhaps a photo or two related to their program. As early as possible, provide this information to the Editor and Webmaster or others as necessary for publicity creation. For publication to members in the DARTER information must be received by the Editor at least 2, preferably 4, months prior to the program date. Although the President or Social Media Chair may publicize on MASI social media, it is a good idea to follow up.

Provide or help collect any resources needed for the Program, such as equipment used for demonstrations, etc. Enlist other member’s help where necessary. This may be especially important for out-of-town program providers.

Speaker Service Responsibilities - If necessary, pick up out-of-town speakers, or arrange for pickup, at the airport. That comes with the responsibility of getting them back to the airport for any return flight. Arrange for the

speaker’s dinner prior to the program. It may be possible to arrange a “Dinner with the Speaker” that can be attended by other MASI members. If needed before a return flight plan for a lunch. Check to see if there are any specific things that the speaker might want to do or see while in town. Often MASI members can be quite helpful if asked for a fishroom tour.

Arrange for boarding the speaker as needed -

If booking the speaker a hotel room you are responsible for booking the room- book it at least a week in advance to avoid surprises, and make arrangement for payment or reimbursement. The speaker may request to be housed in a member’s home instead of a hotel. If so, other members may be able to help out with boarding.

Program AV Equipment – The VP is responsible for the equipment used for the programs. That includes the projector, backup bulb and cord bag. The VP is in charge of setting up and taking down the equipment at every meeting. Store digital equipment in a dry ambient temperature place, not in the garage and not in the fishroom- cold temperatures are not good for digital projectors and humidity produces mold that is nearly impossible to clean. It may also be necessary to notify someone to bring a club laptop, if needed. Even if the speaker brings their own laptop it is good to have a backup as well as appropriate adapters and extension cords. There has been a need for a backup computer on more than one occasion. If the VP must miss a meeting they should find a backup person who knows how the equipment operates.



Auction Chairman

Evolved from document submitted by Ralph Wilhelm, June of 1992

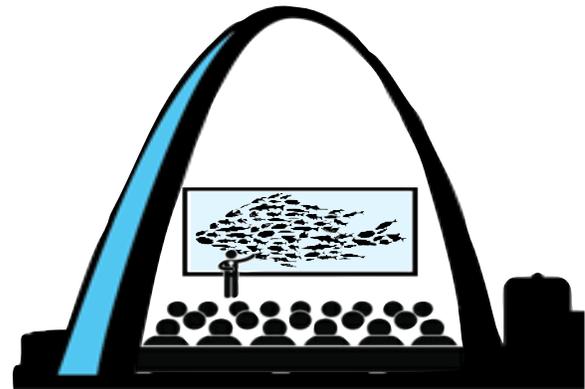
Note that the Auction Chairman does not have to do all of these things him/herself, but DOES need to be sure they are all done for every auction.

- The duties of the Auction Chairman include, but are not limited to:
- Ensures an appropriate room is booked at least 8 – 12 months or more in advance. We

are currently using a warehouse in Jost Chemical Complex for Public Events, check with the Venue Liaison to be sure it is available.

- Ensures advertising of the auction by making sure shop fliers and postcards are made and distributed in a timely fashion at least 4 – 6 weeks before the auction, making sure the advertising is on the web, on social media, emailed to past attendees, etc.
- Repairs or creates auction signs and numbers as needed.
- Assigns seller numbers and determines how they may be timely and appropriately requested.
- Provides for any Raffle prizes, raffle tickets to be sold, and someone to sell them.
- Contacts sufficient auctioneers to make sure of their availability.
- Enlists enough workers such as check-in or check-out assistants, runners, front and back table, silent auction table, etc. and ensures they will be present the day of the auction.
- Ensures the Treasurer and computer staff will be present and bring equipment or other supplies needed. Check if the the room has enough outlets or provide for extension cords.
- Coordinate and layout the Auction space with workers in sufficient time before the auction. The day prior if possible.
- Ensure sure there is a group of trained people checking in items – checking labels and comparing items to seller's sheets and making changes as appropriate.
- Enlist someone as foreman for the silent auction, ensure that they have the proper forms, and that they understand what they are doing.
- Provide customer service the day of the auction.
- Make sure fish are re-bagged if needed and make sure the fees for this service are charged to the appropriate seller.
- Make sure ALL of workers get rotated and given a break, not just the auctioneers.
- Record all workers and assign points for their work- provide this information to the Points Tabulator.

- Be prepared to handle ALL questions/problems at the auction. The Auction Chair's decisions are final and binding.
- Supervise and maintain the operation and flow of the auction itself! This means the entire room, front and back!
- Supervise setup, teardown and cleanup.
- Supervise reconciliation of any data mistakes and calculation of any commissions or designated assignment of proceeds.
- Mail seller's checks as quickly as possible, usually within a week unless unforeseen circumstances present themselves. If delayed provide information and reassurance to auction sellers, etc.
- Provide appropriate feedback to others and staff on auction room and procedures. Present a complete report to the Council latest at the next Council meeting.
- Brainstorm improvements for the future with others.



Show Chairman

- Plan for any annual show and accompanying auction, SWAP or Banquet with the appropriate Chairs.
- Pick dates and locations early at LEAST 6 months in advance to be sure things operate smoothly and help reduce stress and last minute scramble.
- Plan the speakers for the event with the assistance of the VP, make sure those from out-of-town are taken care of, and have lodging provided as necessary. Get receipts to the Trea-

sure. It may be easiest to just have them all stay in one place so there is just one bill to worry about.

- Plan the layouts and tabulate banquet reservations.
- Work with Web Master/Mistress, Editor and Social Media Chairs to get show info advertised as widely as possible and coordinate other advertisements as necessary in a timely manner.
- Have enough show committee meetings as necessary in a timely manner to properly plan for the show.
- Make sure any rules and classes for Fish Shows are set early to help reduce stress.
- Remember to delegate - the number one reason people volunteer to help is that they are asked!!
- Follow the Budget and Council guidance as set out by the FORC or special Council budget approvals.
- If a raffle is planned or necessary, find a pet shop that will help in donating a big raffle prize.

- Remember to plan things early. Get the info out to those who want it and make things easier for everyone, It gives the Editor time to prepare things and also gives webmaster/mistress and social media time to post.
- If used make sure the show trailer shows up early. With a traditional Friday-Sunday event the show trailer would need to be at site by at least noon on the previous day. Don't be afraid to ask for volunteers, the more the merrier.

It is recommended the show chairman have a deadline for entries a couple weeks before the show to make logistics and supplies easier to plan.

Allow for at least a 5-10 person cushion on the banquet usually on the + side, that often happens. The club has sometimes, but not always, granted free dinners for the President, Show Chairman, speakers, and Judges as appropriate.

There are many little details, and if somebody complains remind them of that and request they get involved in the planning process and volunteer to work...but don't let it bother you.



Monthly Bowl Show Entry Form

Entrant Name _____

Month/Year _____ Monthly Class _____

_____ Fold here and place in front of bowl(s) with Entrant name hidden _____

Line	Species: Latin or Common Name	SEX	Monthly	Open
1		M F		
2		M F		
3		M F		
4		M F		
5		M F		
6		M F		
7		M F		
8		M F		
9		M F		
10		M F		

Bowl Show Chairman

- Determine if and when Bowl Show or Virtual Shows will be held, review the Bowl Show Classes for the year and make needed adjustments.
- Each monthly Bowl Show should have a Scheduled Class plus an Open Class.
- Be present to accept bowl show entries in monthly and open classes. Have blank entry forms available.
- Bring the Fish Atlas as a reference to each Bowl show.
- Ask an experienced judge to judge the classes and/or Learn to judge fish. Give others experience in judging to prepare for the future.
- Tally totals and present winners to President for announcement during meeting. Present appropriate awards to the winners and thank all entrants.
- Provide completed forms to the Points Tabulator for tabulation in the Show Champion and Fish Bucks programs.
- Provide winning names: Class – Name of entrant – Name of winning fish and the placing, to the Editor for publication in The DARTER.

Monitor the appetite of the MASI membership for bowl shows and provide accordingly.

Editor:

The primary responsibility of the editor is to assemble*, publish and distribute the MASI club newsletter, The DARTER, six times per year.

The Editor collects articles, reports, artwork, and advertising from the various chairpersons and assemble electronically into the DARTER. A certain amount of prompting at meetings and by email may be needed to get DARTER content.

The current (2023) format for distribution is PDF formatted as if 8 ½ x 11 inches letter paper. Future formatting may change depending on current technology, or MASI Membership predilection. In the future distribution and formatting may be for web or other delivery. Format and content of the DARTER may change as needed. The

following outlines what happens with the currently used format:

The Editor updates places to be or things to see sections such as calendar pages and creates advertisements as needed for upcoming programs. Include columns provided by the President, Program Chair, Exchange, Swap, Auction, Show, BAP, HAP, etc. Include Club original material supplemented by Exchange/reprints and other sources to make up a substantial Aquarium Hobby section.

Collect and include Members Classified, advertisers and supporters sections.

Final publication size is flexible, adjusted to an even number of pages to facilitate most efficient paper printing for members that do so, 6 issues per year.

The Editor distributes the newsletter electronically to: Members, Exchange editors of other clubs, and complementary issues to speakers, sponsors and advertisers and others as needed or requested by the council.

Other Editor Responsibilities:

In addition to the regular publication the editor is responsible to gather articles submitted during the year and provide to a judge to determine the annual Ralph Wilhelm award recipient prior to the annual Awards Banquet.

The editor also may be requested to create and distribute various other advertising or informational pieces as needed, such as Auction, social events, meeting announcements, Bylaw updates, advertising graphics, etc.

There may be requests to gather and submit articles needed for any other purpose council requests, such as separating specific articles and providing for National Association awards, submitting articles for web site publication, etc.

List Master is a Sub-Duty of Editor:

By virtue of a heavy use of distribution lists, the club Editor also becomes the default List Master. These contact lists are currently maintained in Excel and include but may not be limited to:

- **Membership** (with Membership Chair & other input)
- **Exchange** (with Exchange Editor)

- **Sponsor/Advertiser** (with Corresponding Secretary, Advertising Chair, etc.)
- **Auction Buyer** (with Auction Chair)

* The Darter Creation/Assembly program is chosen by the Editor based on their own experience and expertise and needs to support flexible page layout and create feature rich PDF files. Feature rich PDFs are easily used for both email or print distribution. The Editor may determine which program to use for layout and design depending on familiarity, availability, cost and current support from several low cost modern possibilities available. The editor should have/develop some basic competency in the use of common publicly used programs, including MS Excel, Word, some graphics editors and ways to move data between them to support receiving content from several sources. I.e: MS Word, Apple Pages, email, notepad, plain text, Google Docs, etc.

Exchange Editor:

The Exchange Editor helps the Editor maintain the list of clubs MASI exchanges publications with. Those emailing addresses are provided to whomever maintains the Darter mailing list. Exchange publications are reviewed when they arrive both to make sure MASI authors who are reprinted get a copy, and to find articles that are of possible interest for reprinting in the Darter. Articles that are desired for reprinting are passed to the Editor for possible inclusion in future Darters. Electronic exchange of PDF's have become the norm. The Editor or Exchange Editor emails electronic exchange copies to the Exchange list of clubs after MASI members have been sent their own copies. Electronic exchanges received are reviewed for containing MASI reprints and possible articles to reprint. Members who have achieved reprints in another club's publication are notified and sent a copy of the reprint. If necessary, the Points Tabulator is also notified.

At the discretion of the Exchange Editor, they may provide a report of publications and articles received by Exchange for a column in the Darter and may provide requested excerpts to members upon request. No publication received by MASI in an Exchange is to be distributed automatically to MASI Membership unless specifically request-

ed by the originating club to support their club's programs.

Club Historian

The club historian:

- Is charged with the keeping the clubs records in chronological order.
- Is also charged with retrieving information from the past if so asked.
- Can also draw upon those files to write articles from the past.
- Curates the archives and discards information that is not historical in nature.
- Keeps the Secretaries reports and Treasurer reports.
- Has digital copies of the HAP and the BAP records in their care.
- Prints those reports periodically for hard copy archival.
- As historian MASI should back up records on any other media with hard copies.
- Makes available to the club members copies of anything we have if so requested.
- Provides a space to keep the file cabinet.

Corresponding Secretary

- Keeps an updated list of Manufacturers and other Aquatic suppliers and wholesalers who have donated to us in the past and adds any possible new donators.
- Mails a donation letter to them the first week of January each year.
- Sends Thank you letters for each donation.
- Keeps the donated products in a safe place, and brings sufficient items to each general meeting (except December) for attendance prizes.
- Brings at least one large item each month for a general meeting raffle prize.
- Supplies a current list of donators to the Editor for publication in each Darter.
- Sends the donators a copy of The Darter once a year. Note, the Editor may send each issue electronically to provided donator's emails.
- When possible or necessary, send a donation request for the show weekend.
- Sends a Thank you to donators when product is received.

MASI Auction Rules (rev 7/2022)



1. Sellers:

- a. MUST obtain a Seller number from the auction Chairman BY EMAIL at auction@missouriaquariumsociety.com – they will be issued in the order received starting at midnight 3 weeks before the auction date for MASI members, 2 weeks before the auction for non-members up to a limit of 500 items
- b. MUST register the number of items they are bringing (within 1 or 2 items) in the above email
- c. If the seller has to cancel, he/she is asked to let the auction chair know in time so another seller can be accommodated
- d. There will be NO registrations at the door
- e. Each Seller may sell up to 16 items – items 1 – 12 are regular auction items; items 13 – 16 are Silent Auction items.
- f. Free Move-up: Each seller's number 1 item will automatically be their free move up item. These will be sold beginning at noon.
- g. Get there early. Check-in lines are short between 9 and 10 AM. Sellers MUST be done checking all items with the Auction Committee before 10:45 AM. Once checked in, an item cannot be removed from the auction without the permission of the Auction Chair. Anyone removing an item without such permission will forfeit all auction proceeds and will be barred from selling at any future auction.
- h. Any items checked after 10:45 AM will be sold at the end of the auction and may not be moved up. Items arriving after 11:00 AM will be rejected unless approved by the auction chairman
- i. Payments to sellers will be made by check usually mailed within 7 days of close of auction
- j. **Submitting items for sale in the MASI auction signifies seller's agreement to abide by these rules**

2. Items:

- a. The auction is limited to the first 500 items registered by email at the address above, not including donations
- b. Items must be aquarium hobby or pond related and should be packaged in an appealing way – bag it as if you would be purchasing it! Single young fish or tiny portions of plants are strongly discouraged.
- c. All items must have a LABEL with a CLEARLY PRINTED seller number, item number, and clear, accurate description of the item (common/species name, quantity, sex, etc.) – no abbreviations!
- d. Random hybrids are discouraged. All hybrids must be clearly labeled as such.
- e. The split is 80/20 for sellers; \$1 items are full donations to MASI; Items bringing no bids will be disposed at the discretion of the auction chairman
- f. No more than three (3) items of the same type/species/color morph may be sold (i.e. 3 bags of marble angels, 3 of silvers, 3 golds, etc.)
- g. No sick, deformed or Missouri native species may be sold
- h. No Styrofoam boxes of any size may be sold or will be accepted as donations
- i. No Crayfish of any species may be sold (Missouri State Law)
- j. Fish must be properly and humanely bagged in NEW poly bags, breather bags, jars (plastic recommended) or buckets – 2/3 air, 1/3 water. Any not properly bagged will be rejected. If they are rebagged properly, they will be sold at the end of the auction and may not be moved up. Bags will be available for sale. Seller is responsible for rebagging their own fish. Double bagging is strongly encouraged. NO zipper bags allowed for fish.

- k. All equipment must be CLEAN and in working order. Leakers must be marked. NO cracked tanks.
- l. Minimum bids are only allowed on Silent Auction items 13 – 16. If the item does not sell in the Silent Auction, the minimum will be voided and the item sold through the regular auction unless other arrangements are made with Auction Chair prior to Silent Auction start.
- m. All items MUST be tabled at least 15 minutes prior to auction start. Viewing begins 90 minutes prior to auction start. Items arriving after auction start will be rejected.
- c. Shilling is not allowed. A seller may place a single bid on their own item by announcing with the bid that "I'll buy it back"; but they may not secretly bid on their own items nor may they employ someone to run up the prices on their items. Anyone caught doing so will forfeit all proceeds from the sale of all of their items and will be banned from selling at future auctions.
- d. MASI, the auction committee, and the auction site shall not be held liable for any accidents, injuries, damages, or losses which occur during the course of the auction

3. General:

- a. The auction committee reserves the right to reject any item or any person from the auction
- b. Move-ups – any item may be called to auction by donating \$3 to MASI beginning at noon. The item will be sold as soon as possible. Anyone may use this option for any item save Silent Auction, late or rebagged items. After 3:00, the price for move ups goes to \$2
- e. All Sales are “As is, where is”
- f. All sales are final. No cancellations/refunds after auctioneer says “Sold”, even for DOAs
- g. These rules are not meant to be all-inclusive; the auction chairman shall be the FINAL authority
- h. Accepting a Bidder number signifies Bidder’s agreement with these rules.

Accepting a Bidder number signifies Bidder’s agreement with these rules.

Enter Sellers # Here

Missouri Aquarium Society, Inc. Auction Form and Labels

SELLER # _____

Select one: 100% Donation _____ 70% Seller/30% MASI _____

1. Name _____

2. Please provide an address where your check can be mailed: _____ Date _____

Address _____ Phone _____

City _____ Email _____

State _____ Zip Code _____

3. Please note: You must fill out this form completely and correctly. This form is designed to print labels on page 2. You as the Seller are responsible for permanently attaching the labels to each bag. The labels are designed to print out on plain paper, two columns by 10 rows. You may then cut the labels out and tape them on your bags. When you type in your Seller Number provided by the Auction Chairman above, that Seller Number will automatically be inserted on each of the labels. You are responsible for the correctness of the form and labels. Check your address and phone number.

Remember: Both a Seller Number and telephone number must appear on each tag or you will not be paid!.

5. Fill in the Description below.

Item #	Description	Quantity in
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	Silent Auction _____	_____
14.	Silent Auction _____	_____
15.	Silent Auction _____	_____
16.	Silent Auction _____	_____

Cut out these labels and tape them on your items

Look for an interactive version: <https://www.missouriaquariumsociety.com/>

Item _____-1 Qty in Bag _____

Desc1 _____

Name _____ Phone _____

Item _____-9 Qty in Bag _____

Desc 9 _____

Name _____ Phone _____

Item _____-2 Qty in Bag _____

Desc2 _____

Name _____ Phone _____

Item _____-10 Qty in Bag _____

Desc 10 _____

Name _____ Phone _____

Item _____-3 Qty in Bag _____

Desc3 _____

Name _____ Phone _____

Item _____-11 Qty in Bag _____

Desc 11 _____

Name _____ Phone _____

Item _____-4 Qty in Bag _____

Desc4 _____

Name _____ Phone _____

Item _____-12 Qty in Bag _____

Desc 12 _____

Name _____ Phone _____

Item _____-5 Qty in Bag _____

Desc5 _____

Name _____ Phone _____

Item _____-13 Qty in Bag _____

Desc15 _____

Name _____ Phone _____

Item _____-6 Qty in Bag _____

Desc6 _____

Name _____ Phone _____

Item _____-14 Qty in Bag _____

Desc 14 _____

Name _____ Phone _____

Item _____-7 Qty in Bag _____

Desc7 _____

Name _____ Phone _____

Item _____-15 Qty in Bag _____

Desc15 _____

Name _____ Phone _____

Item _____-8 Qty in Bag _____

Desc8 _____

Name _____ Phone _____

Item _____-16 Qty in Bag _____

Desc 16 _____

Name _____ Phone _____

MASI Expenses Reimbursement Request:

Submitted by: _____

Date: _____

Acct. #	Vendor	Description	Reason for Purchase	Amount	Receipt ID:

Total \$ _____

Attach all Receipts!
Use Account #'s from Below

Signature: _____

Account Name	ACCT#
Darter Printing, Postage, Membership Book	1001
Publications Website	1002
Advertising Expense For MASI	1010
Advertising Income - DARTER	1010
Membership Dues	1010
Corporate Renewal Fee	1020
Membership Awards	1020
Membership Memorabilia	1030
Library Operational Funds	1500
Library Books (PAR meter)	1510
Library Magazine Subscriptions	1515
Library Supplies	1520
Meeting Raffle	2010
BAP Awards	3010
BAP Monthly Auction	3030
Award Plaques	3200
HAP Awards	3510
HAP Monthly Auction	3530
Auction Income Net	4020
Auction Raffles	4022
Auction Move Ups	4024
Auction Rooms	4040
Auction Supplies, Flyers, Postage	4041
Annual Show Entry Fees, Sponsorships, Sales	5025
Annual Raffle	5035
Annual Show Room, Speakers, Judges, Misc	5045

Account Name	ACCT#
Annual Show Banquet	5050
Auction Misc	5052
Refreshments, Picnic, Christmas	6020
General Meeting Room Usage	7010
Donations to MASI	7020
MASI Challenge	7022
PO Box, Office Supplies, Insurance, Misc.	7030
Monthly Program Expenses	7040
Fish Bags (Special Member Sales)	7060
MASI Branded Apparel	7061
Writers & Presidential Award	7065
Swap Meet	8010
Donations	8020
Annual Show Entry Awards	8030
ALA/Other Convention	8045
National Convention	8045
Membership Special Events (Bowling, Trip, etc.)	8050
Professional Services	8050
Flower Lady	8060
Checking Account Adjustment	9050
Checking Account Service Fees	9050
PayPal Fees	9050
Savings Account	9200
Club Capital and Maintenance	9800
Fish Bucks ReWards Auction	
Rare Fish Auction	
Super Bowl & Bowl Shows	

**ARTICLES OF INCORPORATION
OF
MISSOURI AQUARIUM SOCIETY
HISTORICAL DOCUMENT**

We, the undersigned, being natural persons who are citizens of the United States, and over the age of twenty-one (21) years, for the purpose of forming a corporation under the general not for profit corporation act of Missouri, do hereby adopt the following Articles of Incorporation.

ARTICLE I: The name of the corporation shall be Missouri Aquarium Society.

ARTICLE II: This corporation is formed and shall be operated exclusively for pleasure, recreation and other non-profitable purposes related to the hobby of tropical and marine fish keeping.

ARTICLE III: The duration of the corporation is perpetual.

ARTICLE IV: The names and addresses of the incorporators are:

Glenn P. Tomlin, Sr.
5334 Blow St.
St. Louis 9, MO.

Harry U. Rhoads
4986A Oleatha Ave.
St. Louis 9, MO.

Thomas C. Boeger
116 Woodstock
Ferguson 21, MO.

ARTICLE V: If for any reason it becomes necessary to dissolve this corporation the assets held for charitable, educational and scientific purposes shall be applied so far as feasible toward carrying out the purpose stated in these Articles; excluding similar aquarium societies not incorporated.

ARTICLE VI: The number of directors constituting the first Board of Directors is three (3), and the said incorporators whose

names and addresses are shown in Article IV above constitute the first Board of Directors.



ARTICLE VII: The address of the corporation's initial registered office in the State of Missouri is 5334 Blow Street, St. Louis 9, Missouri, and the name of its registered agent at such address is Glenn P. Tomlin, Sr..

ARTICLE VIII: No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office, nor shall it engage in subversive or un-American activities. Notwithstanding any other provision of these Articles, the corporation shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future Federal tax code.

In testimony whereof, we have hereunto set our hands as of this 16th day of May, 1959.

(SIGNED)

GLENN P. TOMLIN, SR.

HARRY U. RHOADS

THOMAS C. BOEGER