

FISH  AIDES  
2022-2023  
BYLAWS

**Edited in Fall 2022**

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## **I. Governing Documents**

### **A. Constitution and Bylaws**

It is important to note that Fish Aides is governed by the Student Government Association constitution in regards to general policies, including grade requirements and selections.

The SGA constitution can be found at:

<http://sga.tamu.edu/files/67th%20Code%204-21-15.pdf>

### **B. Mission Statement**

Fish Aides is a Freshman Leadership Organization within the Student Government Association designed to develop and empower Texas A&M's leaders of tomorrow by providing them leadership opportunities today. We believe this is accomplished by focusing on the cultivation of purpose, integrity, confidence, community, and service, while providing a positive forum for the development of the leadership and social skills necessary to maximize a freshman's potential. Fish Aides is a community that seeks to empower not only its own members but also every individual its members encounter through encouragement, enthusiasm, and service. Founded in 1979, Fish Aides has progressed into a highly respected, well-known leadership development program and continues to grow each year.

We work to keep this mission by achieving and promoting development in the five specific areas mentioned in our mission: Leadership focused on integrity, confidence, service, community, and purpose.



**Leadership** – This vital component is part of what sets Fish Aides apart from other freshman organizations. We want to build them into the future leaders of Texas A&M. A large part of this is exposing them to already existing leadership and organizations on campus. The freshmen have the opportunity to interact with leaders across campus, such as the Student Body President and his/her executives, the MSC president, and even administrators. Fish Aides have the commitment to being a freshman member of Fish Aides, in addition to being a fully functioning member on their SGA committee. While Fish Aides exec helps facilitate the freshmen’s responsibilities, specifically within Fish Aides, we leave responsibility completely to the individual (and their success or failure) in their own hands. Each freshman learns to set goals, solve problems, and manage their time-- all important aspects of a leader.

- **Purpose-** knowing the cause you are working for and pursuing it with passion
  - Mission Statement
  - Purpose found in everything that we do, which will point back to our mission statement and purpose.
  - Speakers and General Meetings
- **Service-** the willingness to sacrifice for the betterment of those around you
  - Positions held on Student Government Committees
  - Fish Aides Service Committee
  - Custodian Banquet
  - Participation in other FLO events and service projects
- **Community-** recognizing the need to lead and follow alongside others and empower the people around you
- **Integrity-** holding oneself to a standard of excellence by taking responsibility for your actions
  - Freshman Contract
  - Absence Policy
- **Confidence-** the belief in one’s own capabilities yet having the humility to recognize and trust others?
  - Committee Spotlights

### **C. Vision Statement**

Our vision for our freshmen is that they will grow and develop in all of these areas, and that we give them a positive start to making their mark here at Texas A&M. Our vision is to see our freshmen maintain involvement on campus beyond the experience of Fish Aides.

### **D. Goals and Action Plans**

1. Develop a curriculum for freshmen to follow throughout the year with meetings and events, particularly with speakers, workshops, service opportunities, and social gatherings. This curriculum will be developed by the Executive Director (with the help of the advisor) during the summertime before the school year. It will then be approved, discussed, and further developed by the rest of the executive team before the Fish Aides year begins.

- a. This will help Fish Aides clearly follow its mission and goals and provide tangible takeaways for the freshmen after each meeting and then cumulatively at the end of the year.
  - b. It will also allow for the co-chairs to spend more time with the freshmen and not unprofessionally contact speakers last-minute and haphazardly plan meetings.
2. Professionalize meetings
  - a. Meetings should be professional and purposeful. Speakers should only speak for an allotted time over a specific subject.
  - b. Committee Spotlights will be implemented in which freshmen will practice their public speaking skills.
  - c. Discussion groups to encourage critical thinking.
  - d. Booyahs to encourage a community that enjoys and celebrates each other.
3. Recruit and select more effectively and broadly, partly through the allocation of a marketing role to one of the Assistant Directors but mainly through the scrutinization of the traditional selection process.
  - a. Re-select application and interview questions
  - b. Ensure that we are selecting freshmen who are passionate about doing an excellent job in whatever field they are.
  - c. Develop an application and interview process and rubrics according to the mission and purpose of Fish Aides.
4. Hold freshmen responsible for their actions and performance on other SGA committees. The Executive Director should be in continual contact with the other committee heads in order to ensure that the Fish Aide(s) on their committee are performing to standard.
  - a. Committee Selections will be done in a “speed-dating” like context. Both committee heads and freshmen will meet, talk for a few minutes, and then have the opportunity to rank one another in their preference of being on the committee.
  - b. Focus on the importance of SGA and Fish Aides’ position in SGA throughout the year. SGA Committees should be held with top importance and should not be tossed aside as insignificant.
5. Implementation of the Fish Aides Service Committee to give freshmen the opportunity to initiate and lead service projects and also improve and empower Custodian Banquet to further succeed
  - a. There will be two FASC-initiated service projects each semester; one in the Spring will be Custodian Banquet
  - b. Custodian Banquet will be established as a top-priority event for Freshmen in Fish Aides and will give freshmen the opportunity to plan their own service project that reaches beyond the Fish Aides community, the SGA community, but reaches other FLOs as well as the entire school.
6. Freshmen will have the opportunity to participate in a Winter Trip, which is a week-long destination service project. This allows the 40 freshmen to come together and mobilize their leadership capabilities and also become a community that depends on, encourages, leads, follows, and challenges one another.

7. The Assistant Directors will establish a curriculum, as they see fit, to best serve the co-chairs. This will include weekly development meetings to continue to build trust and dependence on the team.

## **E. History of Changes to Governing Documents**

In the Fall of 2018 the roles and responsibilities of Co-chairs were detailed and delegated while the roles of the Assistant Directors were redefined due to the presence of only one Assistant Director. The year redefined the Assistant Director role and is updated as of Spring 2019.

In the Fall of 2017 the Mission Statement of Fish Aides was changed from “Fish Aides is a freshman leadership organization within student government designed to develop Texas A&M’s leaders of tomorrow by enhancing their integrity, motivation, and confidence and providing a positive forum for the cultivation of leadership and social skills necessary to maximizing their Aggie potential.” to what it currently reads.

In Fall of 2017, this document was significantly updated to have relevance with the current state of Fish Aides. It seems to have all but disappeared for 7 years and needed updating.

In Fall 2016, the Fish Aides Mission Statement was: “Fish Aides exists to develop leaders of excellence through empowerment.” Now that this Operations Manual was re-discovered in Spring 2017, the previous mission statements will be examined by the Fish Aides 2017-18 Exec and be finalized before the start of the 17-18 school year.

## **F. Texas A&M Student Rules**

### **1. Alcohol and Drug Use:**

Fish Aides follows the Texas A&M student rules in matters of alcohol and drug use. These rules can be found online at <http://student-rules.tamu.edu/append8>

### **2. Hazing:**

Fish Aides follows the Texas A&M student rules in matters of hazing. These rules can be found online at <http://student-rules.tamu.edu/append6>

### **3. Sexual Harassment:**

Fish Aides follows the Texas A&M student rules in matters of sexual harassment. These rules can be found online at <http://student-rules.tamu.edu/rule47>. In addition, we would also like to note that these rules apply to former Fish Aides involved with the Big/Little program.

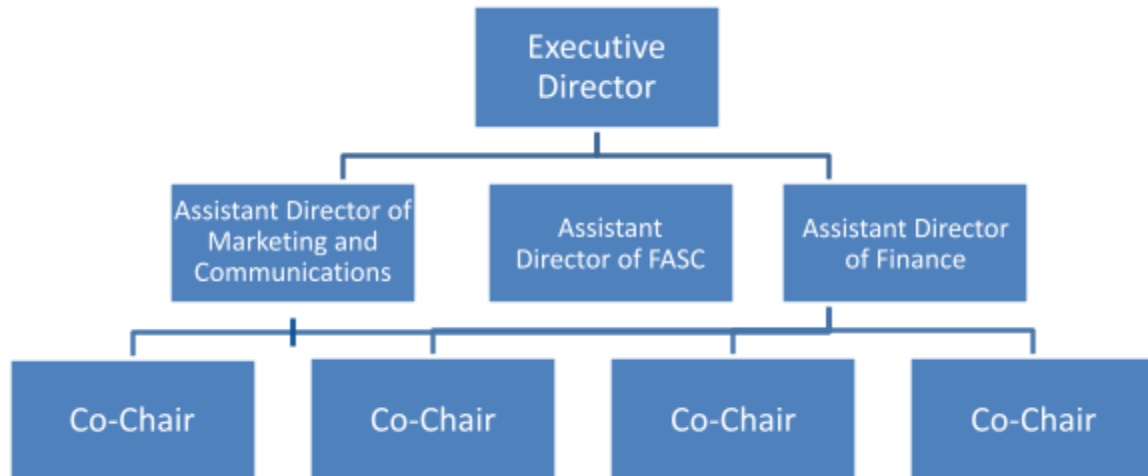
### **4. Harassment and Discrimination:**

Fish Aides follows the Texas A&M student rules in matters of harassment and discrimination. These rules can be found online at <http://student-rules.tamu.edu/statement>

## II. Officers

### A. Organizational Chart\*

The Fish Aide Executives consists of seven members. There is a director (usually a senior), two assistant directors (usually juniors), and four sophomore co-chairs.



\*Upper exec structure is subject to change depending on the director's and advisors' discretions

### B. Job Descriptions and Responsibilities

#### 1. Executive Director (Usually a Senior)

- Must have been a member of Fish Aides and must have served as a Co-Chair
- Works closely with assistant directors.
- Answers directly to the advisors – keeps communication lines open by a one-on-one meeting once a week.
- Has final authority on all decisions or conflict resolution.
- Mediates conflicts among the co-chairs.
- Deals in disciplinary proceedings if co-chairs / assistant directors are not fulfilling job requirements.
- General meeting rooms should be booked by the director.
- Oversees the running of the organization and accepts all responsibility for actions of executive members or organization members.
- Shares ultimate responsibility for Fish Aides finances with the Assistant Director of Finance
- Manages freshmen accountability to the contract they sign
- Develops the leadership curriculum the summer before his/her director year for the rest of the executive team and forty freshmen to follow.
- Serves as the face of Fish Aides to the leadership of the Student Government Association and manages committee relations

- Coordinates the committee placement process at the beginning of the year
- Maintains contact with committee leaders over the course of the year, ensuring that committees are managing freshmen well, that freshmen are stewarding responsibilities well, and that overall the committee-freshmen relationship is mutually beneficial
- Takes primary responsibility for setting the course and tone of the SGA focus for Fish Aides

## **2. Assistant Director of Finance** (Usually a Junior)

- Must have been a member of Fish Aides and must have served as a Co-Chair
- Head of Fish Aide finances
  - Budget
  - SGA allocations
  - SOFC
  - Payments
  - Trip Finances
  - Takes ultimate responsibility for anything related to Fish Aides finances
- Winter Trip
  - Shares responsibility for planning Winter Trip with the other Assistant Director
- Parents Banquet
  - Shares responsibility for planning the Parents Banquet with the other Assistant Director
- Development
  - Shares responsibility of Co-Chair development with the other Assistant Director

## **3. Assistant Director of Fish Aides Service Committee** (Usually a Junior)

- Custodian Banquet
  - Leads a committee of freshmen and empowers them to put on a successful Custodian Banquet
- Fall Service Project
  - Coordinates and manages all logistics for our Fall Service Projects
  - Builds and maintains relationships with non-profits in the Bryan College Station area
  - Actively seek for new ways to meet needs of students and faculty on campus



#### **4. Assistant Director of Marketing and Communication (Usually a Junior)**

- Must have been a member of Fish Aides and must have served as a Co-Chair
- Primary responsibility for Marketing
  - Manages all Fish Aides social media accounts
  - Maintains the Fish Aides Website, along with all blogs and communication with former Fish Aides
  - Drives the recruitment process to expand the breadth of Fish Aides' reach at the beginning of the year
  - Takes pictures at all Fish Aides events
  - Aides in marketing the Custodian Banquet
- Winter Trip
  - Takes the lead on planning Winter Trip
- Parents Banquet
  - Takes the lead on planning Parents Banquet with the other Assistant Director and the Executive Director
- Helps Co-Chairs Plan Events
  - Holds co-chairs accountable for their planning of internal Fish Aides events, like First Night, Parent Reveal, Fall Retreat, Progressive Dinner, Holiday Party, Date Party, Spring Retreat, Last Night etc.
  - Ensures that co-chairs are on the right timeline and have completed all PEPF's
- Development
  - Shares responsibility for Co-Chair development with the other Assistant Director and Executive Director

#### **5. Co-Chairs (Always Sophomores)**

- Must have been a member of Fish Aides as a freshmen.
- Answer directly to Director and Assistant Directors.
- The main job of the Co-Chairs is to build relationships with the freshmen. It is their attitudes and actions that set the tone for the year.
- They formulate the agendas and lead the general meetings. This includes booking and follow through with general meeting speakers.
- Responsibilities also include the facilitation and agenda of fall retreat, spring retreat, date party, and parent reveal night.
- The Co-Chairs also plan all of the hangouts and are the mediators between the upper exec team and the freshmen.
- Co-Chairs divide the responsibilities of their position and delegate those responsibilities throughout the year

### **Weekly Executive Team Meetings**

Each week, the members of the executive are required to meet, and the advisor may attend at his/her discretion. This is to touch base on any activities being planned and talk about the upcoming week with Fish Aides. It is the advisor's chance to discuss any concerns with the entire leadership team. It also provides an opportunity for the director and assistant director to address any issues with the co-chairs, holding them accountable to their responsibilities.

### **Monthly Executive Team Meeting**

Once a month, the executive team will meet up to discuss pertinent issues within the organization, as well as plan retreats and other upcoming events. This is a time for the executive member to evaluate the direction of the organization and realign to the mission statement and purpose of Fish Aides, if needed.

## **C. Grade Requirements**

The minimum GPA for an executive member in Fish Aides is 2.25. Note that this is cumulative and semester GPA.

## **D. Selections Processes**

1. **Executive Director-** Open to current assistant directors, current co-chairs, and to past co-chairs still at Texas A&M. Submitted application followed by an interview with current director. The decision is made by the outgoing director.
2. **Assistant Director-** Open to current co-chairs. Submitted application followed by an interview with the new director. The decision is made by the new director.
3. **Co-Chairs-** Open to all general members. Submitted application followed by an interview with new director and new assistant directors. The decision is made by the new upper exec team.

## **E. Removal Process**

1. An officer in Fish Aides may be removed for:
  - i. Below grade requirement
  - ii. Unable to fulfill duties
  - iii. Misalignment with governing documents
2. Before an officer can be removed at least one attempt must have been made by the director and/or advisor(s) to coach and lead the situation at hand. During this time they may discuss a "probationary" period for the individual. After this meeting if no improvement is made in the proper amount of time, previously agreed upon, the officer must be removed from his/her position.

3. The current executive team may decide whether or not to replace the position with the next most qualified person.

## **F. Current Contact Information**

Executive Director: Shaeffer Quinn (830) 431-1660  
[shaefferbq@tamu.edu](mailto:shaefferbq@tamu.edu), [fishaidesdirector@gmail.com](mailto:fishaidesdirector@gmail.com)

## **G. Transition Procedures**

1. Each officer position should submit (or update if one is already provided) a transition folder on the Director Google drive to the person fulfilling their position the following year. This drive should include samples of all documents used for organization, all contacts and what they were contacted for, and any other information that could possibly aid the next year's officers. This should be provided at the time of that position's new selection.
2. During the final week of school, when all positions have been filled for the following year, the new exec. team should have an extended meeting. The purpose is to lay out guidelines and job specific details that the assistant directors and director have ironed out previously, including policies and an overview of the transition material. This meeting is also where you schedule tentative dates for the entire fall semester. During this time responsibilities for the summer should be set and delegated as well.
3. Some things that need to be taken care of before school starts:
  - a. Reserve rooms for interviews the middle week of September
  - b. Tentative schedule of events
    1. Important for applications
    2. Good guide for cost estimation
  - c. Choose design, order polos / shirts for executive members
    1. These are optional – worn at meetings, during recruiting
    2. Enhance professionalism of executive team
  - d. Promote involvement at summer conferences
  - e. Contact old Fish Aides (if applicable)
    1. Give information about first gathering after return from summer necessary to collect contact information for the coming year
  - f. Budget / Finance information
    1. Decide how much to charge each member in dues
    2. Estimate costs of upcoming years

- g. Communication among executives (with advisor as well, where necessary)
  - 1. Summer relocation presents a problem
  - 2. Email and talk frequently if possible to discuss progress

### **III. Advisors**

#### **A. Advisor Agreement Training**

The Fish Aides advisor is required to complete the Advisor training provided by the Department of Student Activities.

#### **B. Expected Roles and Responsibilities**

An advisor approves of all events and spending, but most importantly, holds the executives accountable individually, and as a team. If an issue arises that the executives are not prepared to deal with (i.e. the removal of a member, disciplinary actions needed) the advisor is there to make the final call. The advisor attends all Fish Aide meetings and events that an advisor is required to be at by Risk Management standards They are also required to meet with the Director once a week and the entire exec. team as deemed necessary.

#### **C. Current Contact Information**

- a. Dylan Murray                          dmurray@stuact.tamu.edu
- b. Kayla Young                            kyoung@stuact.tamu.edu

### **IV. Standard Operating Procedures**

#### **A. Grade Requirements**

All general members of Fish Aides should maintain a cumulative and semester GPA of 2.0.

#### **B. Member Selection Process**

This process is open to all Texas A&M and Blinn Team freshmen

##### **1. The Application**

Prepare an application. It should have background on the organization and include a list of mandatory dates so the applicants know ahead of time. Request information including contact information and other commitments for the year. There should also be instructions on how to turn in the application. Two copies should be turned in for the co-chairs to read.

##### **2. Blind Application Process**

Using a blind application process is the best method to ensure that the selections are done fairly, and that in the initial stage, applications and pre-selection are done without bias. Because the co-chairs are closest in age to the freshmen and may have more inclination towards some already, from informationals or even high school, the director and assistant directors are the

only ones who see which applicants go with which applications. The blind application process is created through FLAC and the Get Involved application. Each application is read and scored 1 -10 by two executives. Periodically, the director and assistant director take the scored applications, and enter the scores in the spreadsheet, coordinating with the applicant's "number". The top 180-200 scoring applications are invited for a first interview.

- a. Establish a rubric for this scoring method.

### **3. First Round Interviews**

It's not the same five interviewers for all 180-200 interviewees. The executive team will meet to review the interview process and criteria your executive board has decided on. At least two interviewers from the executive team, so at least two executives have interacted with every freshman. This group interview is ideal for seeing how the freshmen interact with others and makes it easier to pick out the standout personalities and leaders.

- a. Establish a rubric for this scoring method.

### **4. Second Round Interviews**

Taking both application and interview scores into account, narrow down the group to the top 80 applicants, 40 guys and 40 girls. Allow two days for final interviews, allowing 15 minutes for each interview. In the interviews are as many executives as can attend and one applicant. These questions are more serious and can be geared toward the individual applicant.

- a. Establish a rubric for this scoring method.

### **5. Selecting the Final 40**

Look at all of the scores. Do not in this case simply take the 40 highest scoring individuals. The most important thing to keep in mind is not to choose 40 stellar members, but one amazing group or team. Choose people that will complement each other and that aren't all alike or from the same hometown. Limit the number of people from the same high school and sorority/fraternity.

The FLAC "FLOverlap" system will email the freshmen to let them know the results of the process.

## **C. Roles and Responsibilities of Membership**

This is described more clearly in the contract shown in Appendix A that all freshmen will sign at the beginning of the year.

1. Attend all bi-monthly meetings
2. Attend all mandatory events: (The exec. team may choose to add to this list)
  - First Night
  - SGA Preference Night
  - Fall Retreat
  - Parents Reveal

- Custodian Banquet
- Spring Retreat
- Last Night

3. Serve on either an SGA committee/commission or on an internal committee

## **D. Disciplinary Procedures**

This is described more clearly in the contract shown in Appendix A that all freshmen will sign at the beginning of the year.

## **E. Publicity Guidelines**

All Fish Aide recruitment materials, apparel, or any public display of the organization must include the SGA logo in plain sight. In addition these products should be pre-approved by the current advisor.

## **F. Budget Processes and Financial Guidelines**

The Fish Aides budget is attended by the Director of Finance. A suggested budget for primary SGA allocations is made in May by the current assistant director, and then is passed on to the new executive staff for review and adjustment. All expenses are accounted for in an SGA suggested format, including meeting costs, revenue from dues or fundraisers, t-shirts, printing, and any committee awards. A copy of our fiscal budget is enclosed in the appendix. We also maintain an account at the Student Organization Finance Center (SOFC) to use as a slush fund for meeting awards or committee gifts at the end of the year, expenses that our SGA account will not allow.

## **V. Risk Management**

### **A. Pre Event Planning Procedures**

For every mandatory event in addition to all events with potential physical, financial, emotional, or facilities risk there must be a pre-event planning form filled out. This may be done by the director, assistant directors, or co-chairs. These forms are due two weeks prior to the first day of the event. However, for an event that requires travel thirty miles beyond College Station, this form must be turned in three weeks prior to the first day of the event. Once submitted this form will be sent to the current advisor for approval. Pre-Event planning forms are completed and stored electronically on the Student Activities website. To access this form directly visit <https://studentactivities.tamu.edu/online/forms/preeventplanning/index>.

### **B. Travel Procedures and Guidelines**

1. For all organizational travel done within thirty miles of College Station, all that is required is an approved pre-event planning form.
2. For all organizational travel done beyond thirty miles of College Station the following is required

- a. an approved pre-event planning form filled out at least three weeks prior to the first day of the event
- b. an advisor present on the entire trip
- c. a completed CIRT form found online at <https://studentactivities.tamu.edu/online/forms/cirt/index>
- d. completed release forms for every member traveling

### **C. Annual Events**

Past pre-event planning forms for all annual events can be found by logging into [stuact.tamu.edu](http://stuact.tamu.edu).

## **VI. History**

### **A. Historical Information**

Fish Aides was established in 1979 when, then Student Body President, Bobby Tucker observed how many freshmen were getting rejected from Student Government Association organizations like Aggie Muster, Traditions Council, Big Event, or COSGA. He thought that a group made just for freshmen could get them involved, and build them into the leaders that committees like that would need in the future years. His hope was that it would provide a strong foundation for continued involvement in the Student Government Association. Thirty-eight years it has been going strong, enduring structural changes and new regulations in keeping with the university's risk management policies, but always holding the idea of leadership development as our main goal.

### **B. Calendar of Regular Events**

**Please note that a more detailed version is available in the transition material.**

September – Recruit and select new Fish Aides, First Night, First Meeting

October - Fall Retreat, Parent Reveal, and FASC Project, General Meeting

November – Thanksgiving Dinner, General Meeting, Date Party

December - General Meeting,

January – Winter Trip, Custodian Banquet Fundraiser, General Meeting

February – General Meetings

March - Director/Assistant Director selection

April – Custodian Banquet, Family Banquet, Co-Chair Selection, Fish Aides Last Night

May – Co-Chair Selection

### **C. Financial Records**

Fish Aides financial records can be found in the excel sheet passed down from Assistant Director to Assistant Director.

## Fish Aides 2018-2019

### FISH AIDES YEARLY OPERATING BUDGET

PROJECTED YEARLY INCOME		Member Dues	\$6,900.00	ACTUAL BALANCE		\$5,989.00	
		Donations	\$6,613.10	(Actual income minus expenses)			
		Total Yearly income	\$13,513.10				
CASH IN/OUT		Apparel	\$700.00	<b>FISH AIDES SERVICE COMMITTEE</b>			
		Winter Trip	\$16,250.78	Projected Cost	Actual Cost	Difference	
		Total Cash In/Out	\$16,950.78	Custodian Banquet Food	\$3,150.00	\$3,150.00	\$0.00
<b>PRESELECTIONS</b>				Tshirts	\$1,273.02	\$1,273.02	\$0.00
	Projected Cost	Actual Cost	Difference	Member Costs (polo, nametags)	\$113.50	\$113.00	\$0.50
FLAC Dues	\$200.00	\$200.00	\$0.00	Fundraising Efforts	\$150.00	\$113.00	\$35.00
MSC Open House	\$63.00	\$63.00	\$0.00	Service Project Provisions	\$100.00	\$70.00	\$30.00
Executive Polos	\$200.00	\$201.35	-\$1.35	<b>Subtotal</b>	<b>\$4,788.52</b>	<b>\$4,723.02</b>	<b>\$65.50</b>
Nametags	\$39.00	\$38.97	\$0.03	<b>PARENTS BANQUET</b>			
Executive Retreat	\$150.00	\$0.00	\$150.00	Projected Cost	Actual Cost	Difference	
Recruitment Materials	\$34.00	\$92.89	-\$58.89	Food	\$2,830.00	\$2,400.00	\$450.00
Thank You Notes	\$30.00	\$30.00	\$0.00	Fish Aides Bio Booklet	\$350.00	\$0.00	\$350.00
Member Tshirts	\$630.00	\$612.48	\$37.52	Decorations	\$150.00	\$0.00	\$150.00
<b>Subtotal</b>	<b>\$1,366.00</b>	<b>\$1,238.69</b>	<b>\$127.31</b>	Room	\$1,000.00	\$240.00	\$760.00
<b>Member Events</b>				<b>Subtotal</b>	<b>\$4,350.00</b>	<b>\$2,640.00</b>	<b>\$1,710.00</b>
	Projected Cost	Actual Cost	Difference	<b>Development</b>			
Committee Selection	\$150.00	\$150.00	\$0.00	Projected Cost	Actual Cost	Difference	
Grab-n-date Party	\$75.00	\$0.00	\$75.00	Guest Speaker	\$200.00	\$200.00	\$0.00
Progressive Dinner	\$300.00	\$253.00	\$47.00	Committee Dues	\$38.00	\$38.00	\$0.00
Christmas Party	\$50.00	\$15.00	\$35.00	<b>Subtotal</b>	<b>\$238.00</b>	<b>\$238.00</b>	<b>\$0.00</b>
Date Party	\$600.00	\$600.00	\$0.00	<b>FUNDRAISING</b>			
Community Developer	\$50.00	\$0.00	\$50.00	Projected Cost	Actual Cost	Difference	
Last Night	\$195.00	\$0.00	\$195.00	Custodian Banquet Donations	\$3,970.00	\$3,970.00	\$0.00
<b>Subtotal</b>	<b>\$1,420.00</b>	<b>\$1,018.00</b>	<b>\$402.00</b>	Profit Shares	\$238.10	\$238.10	\$0.00
<b>Retreats</b>				Tshirt Sales	\$1,665.00	\$1,665.00	\$0.00
	Projected Cost	Actual Cost	Difference	Christmas Party Fundraiser	\$740.00	\$740.00	\$0.00
Executive Retreat	\$150.00	\$15.00	\$135.00	<b>Subtotal</b>	<b>\$6,613.10</b>	<b>\$6,613.10</b>	<b>\$0.00</b>
Fall Retreat	\$130.00	\$109.63	\$20.37	<b>TOTAL PROJECTED COST</b>			
Spring Retreat	\$300.00	\$285.00	\$15.00			\$28,993.30	
<b>Subtotal</b>	<b>\$580.00</b>	<b>\$409.63</b>	<b>\$170.37</b>	<b>TOTAL ACTUAL COST</b>			
<b>WINTER TRIP</b>						\$26,518.12	
	Projected Cost	Actual Cost	Difference	<b>TOTAL DIFFERENCE</b>			
Wonder Voyage	\$14,625.00	\$14,625.00	\$0.00			\$2,475.18	
Bus Payment	\$746.11	\$746.11	\$0.00				
Bus Driver Hotel	\$309.67	\$309.67	\$0.00				
Winter Trip Apparel	\$570.00	\$570.00	\$0.00				
<b>Subtotal</b>	<b>\$16,250.78</b>	<b>\$16,250.78</b>	<b>\$0.00</b>				

## Fish Aides 2020-2021



Fish Aides Budget 2020-2021					
Event	Total Money Allotted	Item Breakdown	Cost Breakdown	Exec That Purchased?	Exec Reimbursed?
Recruitment	\$477	Instagram promotion	\$5	Silvia	<input type="checkbox"/>
		Facebook promotion	\$15	Silvia	<input type="checkbox"/>
		Polos	\$207.84	Silvia	<input checked="" type="checkbox"/>
		Nametags	\$69.28	Silvia	<input checked="" type="checkbox"/>
		FLAC Dues	\$180	N/A	
		<b>Total Spent=</b>	<b>\$477</b>		
Apparel	\$850	T-Shirts			<input type="checkbox"/>
		Stickers	\$49.13	Silvia	<input checked="" type="checkbox"/>
		Journals	\$54.10	Silvia	<input checked="" type="checkbox"/>
		<b>Total Spent=</b>	<b>103.23</b>		
Fall Retreat	\$200	Marshmallows			<input type="checkbox"/>
		Hershey's Chocolate			<input type="checkbox"/>
		Sticks			<input type="checkbox"/>
		Firewood			<input type="checkbox"/>
		Lighter Fluid			<input type="checkbox"/>
		Pizza	129.74		<input checked="" type="checkbox"/>
		Snacks			<input type="checkbox"/>
		Parking			<input type="checkbox"/>
		tent	\$199.18	Kaylee	<input checked="" type="checkbox"/>
		Site Reservation	\$40	Evan	<input checked="" type="checkbox"/>
<b>Total Spent=</b>	<b>368.92</b>			<input type="checkbox"/>	
Grab a date	\$60	Snacks	CANCELED		<input type="checkbox"/>
		Decorations			<input type="checkbox"/>
		Lights			<input type="checkbox"/>
		<b>Total Spent=</b>	<b>0</b>		

Progressive Dinner	\$300		CANCELED		<input type="checkbox"/>
Christmas Party	\$20		CANCELED		<input type="checkbox"/>
Winter Trip					<input type="checkbox"/>
Spring Retreat	\$200				<input type="checkbox"/>
Parents Banquet	\$2,000				<input type="checkbox"/>
mini-olympics	\$80				<input type="checkbox"/>
spring date party	\$600				<input type="checkbox"/>
girl / guy retreat	\$200				<input type="checkbox"/>
Hotel Room rental for meeting	\$100			Kaylee	<input type="checkbox"/>
<b>TOTAL:</b>	<b>\$5,087</b>				

Fish Aides Income 2020-2021	
Total	\$5,611.58
Dues=\$75	\$3,130
SGA Allocations	\$2,200

<b>OPERATIONS</b>	<b>Request</b>	<b>Notes/Justification</b>	<b>Purchased</b>
<b>Computer Maintenance**</b>			
Postal Services**	\$100.00	Freshmen who are not in BCS area	
Printing & Copying	\$50.00	Informational flyers	
Supplies & Materials	\$300.00	Covid Precautions(masks, temp gun)	Face Masks
Stationary Items	\$50.00	Thank you notes	
Insurance Premiums			
Other			
<b>Total</b>			
<b>PROGRAMMING</b>	<b>Request</b>	<b>Notes/Justification</b>	
Advertising			
Banners/Flyers			
Promotional Purchases			
Facility Rentals/Deposit	\$200.00	Custodian Banquet	
Equipment Rental			
Speaker Fees			
Lodging			
Travel Expenses			
Food (business related)			
Food (programming)	\$1,500.00	Custodian Banquet Food	
Other			
<b>Total</b>			
<b>MISCELLANEOUS</b>	<b>Request</b>	<b>Notes/Justification</b>	
MSC Open House Fee			
Koldus Storage Locker			
Other			
<b>Total</b>	\$2,200.00		
<b>Total Budget Expense</b>	\$2,200.00	#REF!	
<b>*AMOUNT REQUESTING:</b>		<b>AMOUNT APPROVED:</b>	\$2,200

<b>Fish Aides Service Committee</b>		
Money Out	Money In	Reasoning
\$122.75		Service Project
	\$375	T-shirt sales (August-December)
	\$956	Donations
	\$1,500	SGA Allocations (Banquet Food)
	\$200	SGA Allocations (Banquet Room Rentals)

## Fish Aides 2022-2023

### VII. Forms

The following is a list of forms and where they can be found online:

1. Incident Report Form  
[https://studentactivities.tamu.edu/online/forms/incident\\_reporting/index](https://studentactivities.tamu.edu/online/forms/incident_reporting/index)
2. Pre-Event Planning Form  
<https://studentactivities.tamu.edu/online/forms/preeventplanning/index>
3. CIRT Travel Form  
<https://studentactivities.tamu.edu/online/forms/cirt/index>
4. Financial Forms  
<http://studentactivities.tamu.edu/sofc/forms>
5. Waiver Form  
[http://studentactivities.tamu.edu/site\\_files/riskrelease.pdf](http://studentactivities.tamu.edu/site_files/riskrelease.pdf)

The most recent copy of the above mentioned forms may be found by an officer by logging into [stuact.tamu.edu](http://stuact.tamu.edu) and accessing the Fish Aides account.

# APPENDIX A: FISH AIDES FRESHMAN CONTRACT

I, \_\_\_\_\_, will pursue excellence in my commitment to Fish Aides this year.

## Definitions of Absences:

Regarding mandatory Fish Aides events, there are two types of absences: excused and unexcused.

For an absence to be considered excused, it must meet of the following criteria:

1. An absence approval form detailing the reason for missing the mandatory event must be filled out at <http://fishaides.tamu.edu/meeting-documents/> and an email must be sent to [fishaidesdirector@gmail.com](mailto:fishaidesdirector@gmail.com) at least 24 hours in advance of the beginning of the mandatory event.
  - a. There are rare exceptions to this 24 hour rule, e.g. coming down with the flu the morning of a meeting.
2. The reason for missing the mandatory event is one of the following:
  - a. Tests – must send a screenshot of the exam schedule from [howdy.tamu.edu](http://howdy.tamu.edu) to prove the test is taking place at the same time as the event. The freshmen is also expected to wear the dress code for the Fish Aides event to the test and make arrangements to get to the event as soon as he/she completes the test.
  - b. Illness – must get a doctor's note and give it to the director or an assistant director
  - c. Marriages/funerals
  - d. Conflicting mandatory event with another commitment. Such cases will be left to the discretion of the Fish Aides Director, and the following criteria will be considered:
    - i. The relative importance of the Fish Aides event vs. the conflicting event to the freshmen
    - ii. The relative importance of the freshmen to the Fish Aides event vs. the conflicting event
  - e. Other reasons, also left to the discretion of the Fish Aides Director

All other absences will be considered unexcused. Most notably, this includes date parties, formals, tutoring, studying, and the majority of family events.

- If you are out of dress code at a meeting, you will be sent home to change and it will be counted as a tardy.

## Consequences

There is no limit to the number of excused absences a freshmen may have in a semester. For every event missed for an excused absence, an executive member should follow up with the freshmen regarding what they missed via email.

Freshmen will be granted one unexcused absences each semester. For each additional unexcused absence, the freshman must meet in a group with a member of the exec team the following week to discuss what was missed. Additionally, these consequences will be implemented with each absence:

- Second Unexcused Absence: Meet with an exec member and the director and the freshman will be notified that he/she has no remaining unexcused absences.
- Third Unexcused Absence: The freshman will meet with the Director and Advisor regarding the termination of their membership.

## Tardies:

Each member has to be in their seat when the Director opens the meeting at 8:00pm.

3 tardies = 1 unexcused absence

## List of Mandatory Events

The following events will be considered mandatory over the course of the year in Fish Aides:

- First Night, 9/27 from 6pm-11:30pm and Committee Placement Night 10/4 from 6:30pm-8:30pm

- All General Meetings: 9/29, 10/6, 10/20, 11/3, 11/17, 12/1, and then bi-weekly meetings on Thursdays in the Spring: 1/19, 2/2, 2/16, 3/2, 3/23, 4/6
- Custodian Banquet: 4/13
- Spring Retreat: 3/31-4/1
- Last Night: 4/18

Additionally, the Fish Aides executive team reserves the right to add mandatory events or change the dates/times of the above mandatory events. In this case, for an addition or a change to be considered mandatory, the Fish Aides executive team must notify the freshmen of the addition/change at least 2 weeks in advance of the event.

**Dress Code**

The following are the dress code definitions for Fish Aides:

1. Business Professional – what you wear to an interview or a formal event
  - a. Guys: Dress shoes or dress boots (not Sperry’s), nice button down shirt (not a polo), slacks (not jeans), tie, shirt tucked in with belt, jacket
  - b. Girls: Closed-toe shoes, dress suit or pantsuit with blazer
2. Business Casual – what you wear to business meetings or somewhat formal events
  - a. Guys: Dress shoes or dress boots (not Sperry’s), nice button down shirt (not a polo), slacks (not jeans), tie, shirt tucked in with belt
  - b. Girls: Closed-toe shoes, dress/skirt of modest length or dress pants or slacks of a modest fit, shoulders covered
3. Sunday Best – what you wear to a nice event or banquet
  - a. Guys: essentially the same as business casual but polos are acceptable
  - b. Girls: opened-toe shoes or heels are acceptable, modest dress, skirt with blouse, or slacks with blouse, it is appropriate to show shoulders
4. Sharp Casual – what you would wear for a nice night out or on a date
  - a. Guys: jeans, collared shirt, nice shoes (not tennis shoes and not shorts)
  - b. Girls: nice jeans, pants, or skirt (no rips/frays in pants and no shorts), blouse, nice shoes (not tennis shoes or flip flops)
5. Casual – the word for “wear whatever you want” within reason and modesty, what you wear to class

**Additionally, during Fish Aides activities, retreats, and meetings, all Fish Aides are to abide by Texas and US Law, University Policy, and SGA Policy in all regards to substance use (Alcohol, Tobacco products, etc.).**

I, \_\_\_\_\_, have read and agree to the above terms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **APPENDIX A: ABSENCE APPROVAL FORM**

This form must be completed and sent to [fishaidesdirector@gmail.com](mailto:fishaidesdirector@gmail.com) 48 hours in advance of the start time of the Fish Aides event.

**Name:**

**Fish Aides Event Being Missed:**

**Reason (bold/circle one of the following):**

Test:

- You must send a screenshot of your test schedule from howdy.tamu.edu along with this form showing your test takes place during the Fish Aides event
- You are also expected to wear the dress code for the Fish Aides event to the test and make arrangements to get to the event as soon as you complete the test.

Illness

- Must get a doctor's note showing the validity of your illness and give it to a member of the exec team

Marriage/Funeral

Conflicting Mandatory Event

- Please make arrangements to discuss this with the Director.

Other

- Please explain here: \_\_\_\_\_.
- And Please make arrangements to discuss this with the Director.

**Date of Your Conflicting Event:**

**Time of Your Conflicting Event:**

I certify that I have represented my reason for missing the Fish Aides event faithfully and honestly. I understand that, if the Director does not find this event to meet the criteria for an excused absence as defined in the Fish Aides Freshman Contract, I will receive an unexcused absence. I also understand that next week I must attend a group meeting led by a member of the Fish Aides exec team to cover what I missed.

**Type Name Here:**

**Date:**

## **APPENDIX A: GENERAL MEETING STRUCTURE**

Fish Aides General Meetings are bi-monthly, occurring every other Thursday from 8pm-10pm in Koldus 144. As a part of the Leadership Development Curriculum for Fish Aides, general meeting structures must and will abide by the following format. This will best protect time for the freshmen Fish Aides members, as well as enable meeting times to be productive and purposeful in accordance with the mission of Fish Aides: “Fish Aides exists to develop and empower leaders of excellence.”

- I. Opening (8:00 pm sharp)
  - A. The Director will open up the meeting, discussing the intended goal of the time that evening, as well as welcoming everyone back to Koldus 144
  - B. If anyone is out of dress code, they will be sent back to change and then marked “tardy”
- II. External announcements (8:01-8:10)
  - A. This will be limited to a max of four outside organizations. Each outside organization must be there on time or they will not be allowed to speak
  - B. The organization and its members’ names will be placed on the Agenda that freshmen will have
  - C. Co-Chairs will introduce the external announcements
- III. Speaker (8:10-8:50)
  - A. Exec Member will introduce speaker
  - B. Speaker will talk about what he/she was asked to talk about, and abide within the time limits
  - C. The Director will make it clear that the speaker must finish by 8:50, and will warn the speaker with 5 minutes left, if deemed necessary
- IV. Questions (8:50-9:00)
  - A. The floor is opened up to ask the Speaker any questions that the audience may have
  - B. The Director will interrupt to communicate when the last question is
- V. Discussion groups (9:00-9:25)
  - A. Freshmen will be split into seven consistent groups each week for discussion groups
  - B. An exec member will be in charge of this discussion group and will be in charge of making sure that every question is asked accordingly and each freshman is heard during the time
    1. Discussion Groups will be split into 5-6 freshmen; the exec member should participate in the discussion, as well, but not dominate or distract it
  - C. Questions will be decided before the meeting and given to exec members for when they lead discussion groups

- D. Discussion groups will be assigned to write thank-you notes to speakers; and this will alternate each week
  - 1. The exec in charge of that DG will be in charge of handing out, collecting, and sending the thank-you notes to the speaker within the week
- VI. Committee Spotlights (9:25-9:45)
  - A. Four committees will be chosen each meeting to discuss what they have been doing recently in their committee. They will have three to five minutes per presentation; time requirement must be met.
    - 1. If necessary to meet time requirement, forum can be opened up to ask questions about their committee and their roles within it
  - B. For the first general meeting, the exec team will demonstrate how this will be done and lay out the expectations for the rest of the year
- VII. Internal Announcements (9:45-9:50)
  - A. Led by co-chairs, and if necessary, upper exec members
  - B. These should be kept brief and warm; do not drag on #brevity
- VIII. Booyah's!!!
  - A. Upper exec, make a list of who doesn't have a booyah given to them and monitor this as a way to monitor the group dynamics