

Texas Hunter Education Instructors Association

Standard Operating Procedure Manual

Mission Statement: The mission of THEIA is to support, improve and promote Hunter Education for all Texas hunters. This includes, but not limited to, the Basic Hunter Education Classroom Courses, Hunter Education Instructor Certifications, Hunter Education Hunting 101 Workshops, and all Texas Parks and Wildlife (TPWD) Education events across Texas.

Texas Hunter Education Instructors Association's (THEIA) Standard Operating Procedure (SOP) Manual contains the day-to-day operations established by THEIA's Board of Directors.

The SOP Manual affects all aspects and functions of the general business directed by the Bylaws under which THEIA operates.

Revisions to the SOP will be made by the Board of Directors, from time to time as needed.

1. Name:

This Association is known as Texas Hunter Education Instructors Association – THEIA.

2. Purpose:

The purpose of this Association is to work with, support and improve the Texas Parks and Wildlife Department's Hunter Education programs.

3. Membership:

a. Voting Members:

- 1) To be eligible to vote, an individual must be a current THEIA member and in good standing with TPWD.
- 2) Each voting member is entitled to one (1) vote at any meeting of the membership. Proxy voting is **NOT** allowed.
- 3) Annual, 3-year and Lifetime members are considered voting members. All other classes of membership do NOT have voting rights – these are, but not limited to – Associate Member, Junior Member and Corporate Member.

b. Membership dues for Voting Members:

- 1) 1-year membership - \$25
- 2) 3-year membership - \$60
- 3) Lifetime membership - \$150

c. Membership dues for Non-voting Members:

- 1) Associate Member, Junior Membership:
 - a) 1 year membership - \$15
 - b) 3-year membership - \$25
- 2) Corporate Membership:

- a) 1 year membership - \$50
- b) Lifetime membership - \$500

The membership fees are subject to change as approved by a majority vote of the Board of Directors.

d. Payment of Dues:

All dues and other fees collected relating to membership shall become part of the general fund of THEIA. Dues received from January 1 through June 30 shall be for the current fiscal year. Dues received on July 1 or later shall be applied to the next fiscal year.

e. Membership Status:

- 1) New members shall receive one "THEIA" patch with their membership payment. Membership will become effective when dues are paid, and the expiration date will be noted based on the type of membership.
- 2) Any member can decide not to renew their membership at any time. The status will be moved to inactive status until the time member chooses to pay their Association dues. An inactive member does NOT have voting rights.

f. Termination of Membership:

The membership of any member may be terminated, for cause, by a majority vote of the Board of Directors at any Board of Directors' meeting where a quorum is present. Reasons for termination of membership for cause include but are not limited to:

- 1) Conviction of a felony.
- 2) Furnishing a false statement to the Secretary of THEIA.
- 3) Any conduct or action taken by such member which the Board of Directors, in their sole and absolute discretion, determine to be detrimental to the best interest of THEIA, its sponsored activities, its members, or to the promotion and goodwill and fellowship among THEIA members, whether such action is or was intentional or unintentional, shall be considered "cause" for termination of such membership.
- 4) Removal from TPWD's instructor rolls for cause.

Any member who shall have his/her membership considered for "termination for cause" shall be notified of the proposed action by the THEIA Secretary at least thirty (30) days in advance of the Board meeting at which such vote is to be taken.

The member being considered for termination is entitled to attend the meeting in person, by video, or by proxy through all discussions conducted by the Board of Directors prior to the vote on such proposed termination of membership. Said member shall also be entitled to present, at the time designated for such presentation, such statements, evidence, and witnesses as the member may choose, subject to the reasonable limitations as imposed by the presiding chairman. Termination of such membership under the provisions of this paragraph shall require

a three-fourths (3/4) vote of the directors present at such meeting, provided a quorum is present.

Any member who shall have his/her membership terminated under the provisions of this paragraph shall not receive any pro rata refund of the terminated member's dues.

g. Appeal Process for Terminated Membership:

The member terminated shall also be entitled to present, in person or by proxy, at the time designated for such presentation. Such statements, evidence and witnesses as the member may choose, subject to the reasonable limitations to refute the Board's decision and will have the opportunity to be re-instated as a member in good standing.

Is g. needed, same wording as in f. which includes right to present defense?

4. Executive Officers of the Board of Directors:

The elected Executive Officers of THEIA shall be a President, Vice-President, Secretary, and Treasurer. No individual may hold more than one elected office simultaneously. The officers shall be elected for two (2) years in staggered terms. The President and Secretary shall be elected in even number years. The Vice-President and Treasurer shall be elected in odd number years.

a. President

Duties include but are not limited to:

- 1) Conducts meetings.
- 2) Leads and directs board officers.
- 3) Is responsible for ensuring THEIA adheres to its mission's statement.
- 4) Reviews of financial reports
- 5) Appoints committees.
- 6) Oversight of all committees
- 7) Maintains THEIA records.
- 8) Thank you letters to donors/sponsors.
- 9) Hosts Annual Conference

b. Vice President

Duties include but are not limited to:

- 1) Conducts meetings when the President is not present.
- 2) Assists the President with committees.
- 3) Assists at Annual Conference wherever needed.

c. Secretary

Duties include but are not limited to:

- 1) Take, maintain and submit all minutes of meetings –Board of Directors and Annual.

- 2) Maintain THEIA Bylaws and Standard Operating Procedure – record all changes as voted on by membership and Board.
- 3) Provide copies of meeting minutes for the membership
- 4) If not in attendance at a meeting, the Secretary will ask an attending member to record and submit minutes for that meeting
 - a. Assists at Annual Conference wherever needed.

d. Treasurer

Duties include but are not limited to:

- 1) Maintain THEIA bank accounts.
- 2) Pay THEIA bills.
- 3) Record and maintain THEIA financials.
- 4) Oversee Membership committee – maintain contact and update Committee on membership payments.
- 5) Maintain Membership list.
- 6) Submit an Annual Financial report.
- 7) Record and maintain all payments/money received at Conference
- 8) Provide current financial report for regularly scheduled Board meetings
- 9) Manage activities for Annual Conference (Exhibit A)

e. Board of Directors

The management of THEIA shall be the responsibility of the Board of Directors, who must be voting members in good standing. The Board of Directors (Board) shall consist of the Executive Officers and one (1) Director elected from each of the TPWD's Hunter Education Area Specialist's regions, or as modified from time to time by the Board. The terms of these elected non-executive Directors shall be for two (2) years and shall be staggered. The Directors of even numbered regions will be elected in even numbered years and Directors of odd numbered regions will be elected in odd numbered years.

The Board of Directors will typically hold regular monthly meetings; currently set for the 3rd Wednesday of each month via video call. Meeting dates and times may be changed from time to time as needed. The President may call a special meeting of the Board of Directors at any time, provided a 5-day notice is given to all Board members.

Any Director who fails to attend two (2) consecutive regular Board of Directors meetings, without notice or adequate cause, shall cease to be a Director and the vacancy shall be filled by the remaining Directors as provided in the Bylaws. Illness or other disability on the date of the Board meeting shall be deemed an adequate cause.

Board members will attend the Annual THEIA Conference and assist as needed. This assistance includes but is not limited to early arrival and facility set up, soliciting

donations for the Silent Auction, helping direct instructors and attendees to breakout sessions, and other duties as needed during the Annual Conference. Attendance at the annual meeting on Sunday is required.

f. Additional Officers

A **Sergeant-at-Arms** and **Parliamentarian** may be appointed by the President. The duties of the Sergeant-at-Arms shall assure civility and compliance with all safety rules and regulations at regular meetings and other functions as directed by the President. The Parliamentarian shall ensure that Parliamentary rules and proceedings are observed during regular meetings of THEIA. The current Robert's Rules of Order will be the governing procedure for all THEIA meetings.

g. Committees

The President may appoint other committees as necessary for conducting the business of THEIA.

1) Nominating Committee

- a) The committee shall present a list of Members for elections of Executive Board and Board of Directors at the appropriate meetings.
- b) A person cannot nominate themselves for any Office, they must be nominated by a member in good standing or by the Nominating Committee.

2) Membership Committee

- a) Coordinate new outreach to new and existing Hunter Education instructors to maintain and grow membership.
- b) Report to Treasurer all new members so an accurate membership list can be maintained.
- c) At the Annual Conference, set up and staff a Membership table. Membership items needed are included in Exhibit A.

3) YHEC Committee -Texas Youth Hunter Education Challenge

The YHEC Committee provides management and direction for conducting the annual Texas Youth Hunter Education Challenge competition. Committee members shall be appointed by the President. There shall be a YHEC Director, a YHEC Registrar, and a YHEC Data Manager. Other positions may be appointed at the discretion of the President.

4) Annual Conference Committee

The Annual Conference Committee will work with the TPWD Regional Specialist for the selection of the Annual Conference site and assist the host site in preparing for and presenting the conference. The Annual Conference will be held each year throughout the five (5) regions of the TPWD Regional Specialists (Region 1 - West, Region 2 - North, Region 3 - Central, Region 4 - Southeast and Region 5 – South). The rotation for Annual Conference is as follows: Region 4, Region 1, Region 3, Region 5, Region 2.

This committee shall include the regional specialists for the upcoming and previous conferences, the Vice-President, and the Secretary. The President has

the option to appoint two (2) volunteers at large. All THEIA board members are expected to help at the Annual Conference including Conference Registration, Silent Auction, Auction, Membership, Breakout Sessions or any other activities as needed.

h. Funds and Expenditures

1) Funds

No funds or contribution of any character whatsoever are to be solicited or collected by THEIA unless the proceeds thereof are to be spent and distributed under the sole direction and supervision of THEIA through its authorized officers and directors. And then only for such purposes as set forth in the Purpose Statement of the THEIA organization filed with the Secretary of State of the State of Texas and the Internal Revenue Service.

2) Expenditures

Except for the payment of fees and expenses incurred in the ordinary course of the business affairs of THEIA, no THEIA funds shall be expended unless and until approved by the vote of the Board of Directors at any Board of Directors meeting. "Ordinary course of the business affairs" as used herein shall include the usual and customary bills, fees and expenses for conducting THEIA sponsored events, monthly meetings, directors meeting, committee meetings, annual banquet, travel expenses for designated representatives of THEIA to meetings approved by the Board of Directors, subscriptions, banquet awards, door prizes and funeral memorials for deceased members.

The President may appoint, or the Board of Directors may designate, an Audit Committee which is to provide an appropriate audit of the accounts of THEIA, generally at yearly intervals.

The Standard Operating Manual is hereby approved and put into effect on the date indicated below.

Deborah Ferrell
THEIA President

Date

Exhibit A

Treasurer Checklist for Hunter Education Instructors Annual Conference

Treasurer Checklist for Hunter Education Instructors Annual Conference

1. Yearly Financial Statement for Membership
2. Registration assistance during conference – schedule THEIA Board Members duties
3. An office supply box with stapler, staples, paper clips, binder clips, highlighters, pens, printer paper, replacement printer cartridges, tape (scotch, painters, duct). Extension cords and power strips (for both registration and availability for medical devices for members) shall be available.

Registration	Auction	Membership
Laptop / Printer	Tape	List (flash drive)
Flash drive w/ conf docs	Bid sheets	New membership docs
Daily financials doc	Worser	Lifetime C Coin cards
Phone / Square	Auctioneer?	New member swag
Bank bag	Auction items	
Receipt book or copies	Donations info - Letters	
Room assignments?	FFL for firearms transfer	
Evaluation sheet for post conference	Table monitors	
'Thank you' card for auction items from membership		
Conf and Break-out eval sheets		
File box for evals with hanging folders – B/O sessions and conference		
Name tags / holders		

4. Evaluations reviewed by session Facilitator and tallied for future conferences by Board.
5. Registration:
6. Membership list:
7. Name tag list:
8. Flash drive with these on it – Registration/Membership/ Name tags.
9. Daily Closeout sheets / Silent Auction Closeout Sheet / Worser Closeout Sheet:
10. Square terminal:
11. Bank bag – money/checks/square reports:
12. Receipt Book:
13. Signage for Membership and Challenge Coins
14. On site Registration sheet – anyone registering on site needs to be added into the Registration list on the jump drive.

15. Annual/Lifetime Membership sheet
16. Challenge Coin sheet.
17. Silent Auction sheets
18. Card Draw sheet / Worser Auction sheet.
19. Need people to sell cards for the card draw items.
20. Find someone to do paperwork for any guns on auction (Jimmy Caughron)
21. Have something for the Challenge Coin Draw (exclusive to holders of coins)
22. Gifts for Presenters and Guest Speakers
23. Print Name badges.
24. Sheet for Future Conference subjects – for Breakout sessions
25. Evaluation of conference sheet

Exhibit B

General Checklist for Hunter Education Instructors Annual Conference

General Checklist for Hunter Education Instructors Annual Conference

1. Site selection – work with Area Specialist to arrange this – target to get this done February 15 for announcement in April of the “next year” annual meeting. This will give the Board and TPWD 13 months to plan the conference together.
2. Confirm site will accommodate rooms for meals/ breakout sessions/ registration/ secure room for auction items/ AV equipment needed for speakers & breakout sessions. (computer, screen, extension cords, clicker, etc.)/ Hospitality room

Site Selection		
Accommodations	Recognition Banquet	Break-out sessions
Catering (onsite, dietary restriction)	Catering	Number of rooms
Breakout / Classrooms	Audio / Visual	Size / Seating
Outdoor activities	Podium	A/V equipment
Hotel/Dorm style sleeping arrangement	Tables – banquet with linens	Tables (banquet, conference, or picnic style)
Onsite medical		Presenters
Hospitality room (liquor/beer restrictions?)	Presentation of colors – local Scouts or other youth group?	Presenter gifts
COST	COST	COST

3. Factors to consider regarding the cost to attendees:
 - a) Number of breakout sessions
 - b) Cost of presenter (accommodations, food, travel, conference fee)
 - c) Total facility cost – each conference room for breakout sessions, lodging cost, meal cost, AV charges, outside snacks, food, water, coffee, tea, gratuities.
 - d) THEIA expense for incentive awards factored in cost.
4. Find hotels to recommend if conference site does not accommodate or have enough sleeping arrangements on site.
5. Meals- A total of 5 meals are planned for the Conference – Friday evening, Saturday breakfast, lunch, and evening Banquet, and Sunday breakfast
6. Make sure menus will accommodate dietary restrictions.
7. First Aid and AED equipment if not provided by site.
8. Conference fees to include Members and Non-Member pricing
9. Have the Conference section of the website go live for Registration.
10. Find giveaway items for the conference.
11. Keynote Speaker – Lunch on Saturday
12. Decide how many breakout sessions will be included.
13. Identify subjects for breakout sessions on Saturday

14. Confirm presenters for each breakout session.
15. Special gifts for Speakers/Presenters
16. Set tentative schedule for breakout sessions – time frame for each and location for each.
17. Badge holders/Lanyards
18. Hospitality room – who will host? Or how will this be stocked and with what will it have available.
19. Silent Auction items
20. Card Auction items
21. Tables will need to be set up for the Silent Auction items – in Banquet room or in an adjacent room with easy access from Banquet room.
22. TD Carol award – recipient (see **Note** below)
23. Conference suggestion sheet for future conferences– should include a topic suggestion section.
24. Laptop and printer – for registration/ membership - to print name tags and any other required printing.

Note: Award Recipients at Conference:

Recipients of the TD Carroll award and Awards chosen by the TPWD staff will receive 1 night's lodging (if lodging is not on site) and their Banquet meal paid by THEIA.