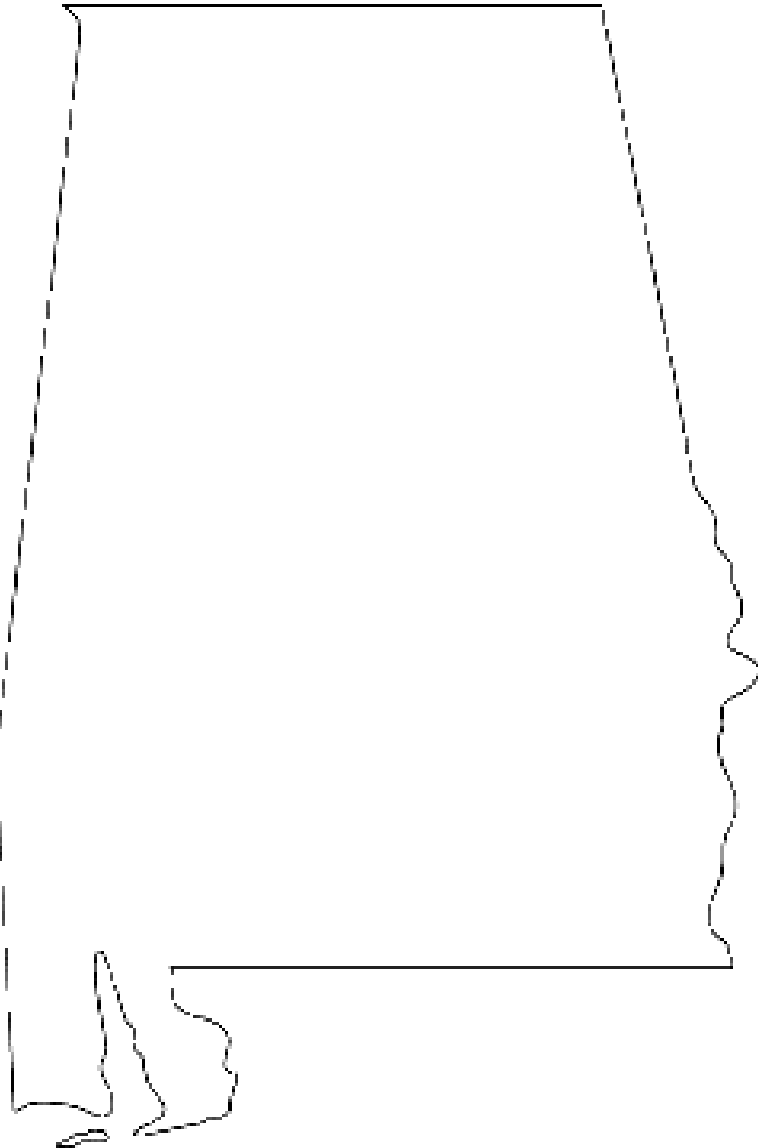


# Alabama Taxidermist Association, Inc



## *Competition Handbook & Bylaws*

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

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## **CODE OF ETHICS**

1. I will obtain, and renew as necessary, all applicable licenses for the types of taxidermy work in which I am engaged.
2. I will fully cooperate with State and Federal wildlife officials and will abide by, and advise my client of, all applicable conservation and game laws, statutes and regulations.
3. I will maintain a clean, orderly shop, with modern equipment, to provide professional service for my clients.
4. Rates for services will be clearly defined to customers before work is accepted. I will not misrepresent rates, services, nor otherwise mislead prospective customers through false or fictitious advertising. I will, at all times, conduct my operation and services in an ethical and business-like manner. I will not engage in price cutting other taxidermists in order to obtain more business.
5. Barring unforeseen conditions all work done will be done in a professionally acceptable manner and within the time period specified to the customer.
6. I will refuse to alter or falsify trophy characteristics. I will replace broken portions of a trophy only at the express direction of the client.
7. I will, at all times, provide for the safety and proper handling of specimens entrusted to me for trophy preparation, and I will honestly advise clients of any conditions that might endanger their trophy or its quality.
8. I will instruct customers in proper care of their finished trophies to ensure lasting satisfaction. I will also offer instructions to customers of proper field care of game to ensure future trophy quality.
9. I will contact the Alabama Taxidermy Association president if unethical practices in taxidermy are brought to my attention.
10. I understand and agree that violation of this code of ethics may result in my removal from ATA membership.

## **How to benefit from competition**

Competitions are a great opportunity to learn how to improve your taxidermy skills. Keep in mind that you are not in direct competition with any other competitor, your only competition is the score sheet. The concept is simple...have a well qualified, respected wildlife artist explain how the competitor can improve their mounts. Sounds easy enough, but in the years since the competitions began the art form has advanced into truly incredible works of art.

The challenge for new competitors who enter a mount is to understand and benefit from the process without becoming discouraged. Some first-time competitors may have misconceptions of what competitions are meant to be. The primary objective of competition is to promote the concept of learning. The structure of the divisions allows anyone at any skill level to enter a mount and feel confident that they will go home with a full review of their work. The experienced taxidermist who feels more confident in their skills and is prepared for much more intense judging may choose to participate in the Professional Division. The mounts are judged on the artistic merits, along with a high degree of accuracy in detail. There is still a great deal that can be learned in this division.

The competitor who has won two Blue ribbons in any particular category must move to the Masters Division. This is the toughest level of competition for the taxidermist who is prepared for stiff competition. The competitor at this level knows what is expected of a world-class mount.

The bottom line is, competitions are what one makes of them. If approached as a learning tool, one is almost assured satisfaction. Careful consideration of which division to enter will likely promote happiness after the show.

# ATA Competition Rules & Regulations

1. **Authority:** The ATA Competition Rules Committee resolves any questions arising from the ATA competitions, and their decision is final.
2. **Liability:** Mounts entered in the show at the owner's risk. The ATA is not responsible for lost, stolen, or damaged items; however every precaution will be made to secure the entries.
3. **Large Entries:** Any entry that requires two people to move must be on rollers.
4. **Judging:** All judges are required to give oral critiques to competitors after scores are posted.
5. **Score Sheets:** – Official NTA World Score Sheets are used to judge all categories and all divisions. (BOD approved this before the June show in 2014) NTA adopted the WCS.
6. **Divisions:** There are seven divisions of competition: Junior, Novice, Commercial, Collective Artist, Professional, Masters, and Master of Masters. Guidelines and descriptions are listed by division to help guide decisions about which is best suited for a competitor's level of skill and eligibility. A competitor who has won two first place awards in a category must compete in the next higher division of competition. Once moved to a higher level the competitor will remain in that category until they achieve the next level of completion.
7. **Special Awards:** The ATA awards four major awards: People's Choice, Best of Show Masters Division, Best of Show Professional Division, and Best All Around. There are **nineteen** possible "Best in Alabama" awards given in the Masters Division, and **nineteen** possible "Best of Category" awards in the Professional Division.
8. **Entry Fees & Award Amounts:** Entry fees and award amounts are determined by the ATA Board of Directors.
9. **Protected Species:** Protected species must have applicable permits with the entry. Illegal mounts or those without required permits are not allowed.
10. **Entry Restrictions:** The ATA reserves the right to restrict entries not conforming to accepted taxidermy methods, or that are deemed to be in poor taste by the Competition Committee.
11. **Glass Cases:** Glass cases must be removed for judging. The competitor is instructed by the Competition Room Chairperson as to where the glass cases will be placed prior to judging.

12. **Reference:** Competitors may bring their own reference material. These materials must be examined and approved by the competition room chair. Judges may choose to use the reference material to aid in accurate interpretation of the species or mounting technique.
13. **Sportsmanship:** Unsportsmanlike conduct may result in disqualification and forfeiture of any and all ATA awards. The ATA uses best efforts to obtain the most experienced and qualified judges in the country. Competitors will conduct themselves in a professional manner. Unruly or disruptive behavior directed toward show officials or judges is not tolerated.
14. **Protests:** Protests must be made not prior to, and within one hour of the Competition room doors opening for competitor viewing. An extension of this time can only be granted by the Competition Rules Committee. Competitors that wish to have a piece re-judged will be required to pay a protest fee (amount determined by the Board.) A different judge evaluates the entry and a new score is given which can raise or lower the ribbon status. All decisions and rulings of the protest judge are final.
15. **Green or Wet Mounts:** It is the judge's discretion to decide if a mount is "green", or wet. It is also the judge's decision to fatal flaw or disqualifies the mount in question.
16. **Name Plates:** Omit (or cover) names on all entries.
17. **Persons allowed to compete:** Competition is open to all active ATA members or active members of any state, who are registered for the convention. Family members may compete under an individual membership as long as the member is registered for the convention. (See membership section for details.) Please note junior exception in the Junior Division section. Alabama residents must be a member of the ATA to compete. Best All Around competitors must be a resident of Alabama and a current ATA member or an active member of any state with proof of membership (per our reciprocal agreement).
18. **Eligibility of entries:** No entry may be re-shown in an ATA competition (except in Masters of Masters Division). Any mount that has been entered in a NTA or World competition may be entered in an ATA competition *if* that show has occurred prior to the ATA show in the same calendar year.
19. **Competition Room:** Only competition room staff will handle mounts inside the competition area. Competitors will enter the competition area prior to reopening only if asked by the official chairperson.
20. **Eligibility Protests:** Any official protest that a mount is not eligible for competition must have valid proof. Final decisions on the matter are determined by the ATA Competition Rules Committee.

**Categories:**

Upland Birds

Waterfowl

Fish - Skin mount

Fish - Reproduction

Reptiles, Skin mount

Reptiles, Reproduction

Life size small mammals (closed mouth)

Life size small mammals (open mouth)

Life size large mammals (closed mouth)

Life size large mammals (open mouth)

Gameheads (includes half-life size) (closed mouth)

Gameheads (includes half-life size) (open mouth)

Whitetail Deer (closed mouth)

Whitetail Deer (open mouth)

Small mammal gamehead (closed mouth)

Small mammal gamehead (open mouth)

Freeze Dry

Habitat

Original Art

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

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

## Junior Division

1. **Who May Compete:** No one over the age of 16 may compete in this division. See competition rule #17 for eligibility.
2. **Judging:** Judges for this division will be qualified and predetermined. Competitors may get a critique from the judge, *only* if time constraints allow for one.
3. **Awards:** All children competing will receive a ribbon.
4. **Multiple Entries:** Multiple entries are allowed.
5. **Individual Work:** All work must be done *solely* by the competitor. Adult supervision and help is allowed but must be in a strictly "*Hands Off*" manor.
6. **People' Choice:** Eligible

## Novice Division

*The Novice Division competition is geared toward the beginning taxidermist and hobbyist wishing to have their work graded.*

1. **Who May Compete:** See competition rule #17 for eligibility. Those who have attained two blue ribbons in any category are obligated to compete in the Professional Division in that category.
2. **Judging:** Judging will be less in depth and more lenient than the Professional and Masters Divisions.
3. **Awards:** Multiple first, second, third place, ribbons will be awarded.
4. **Multiple Entries:** There is no limit to the number of mounts a member can enter in this division.
5. **Individual Work:** All taxidermy procedures must be done by the individual competitor.
6. **Reproductions & Reproduction Parts:** Commercial blanks and parts are allowed if the preparation and painting is done by the competitor.
7. **Freeze Dry:** Only specimens that have been completely skinned and mounted on a manikin prior to any freeze dry preservation are allowed. All finish work and painting must be completed by competitor.



## Commercial Division

*The Commercial Division competition is geared toward any taxidermist and hobbyist with the intent to have their work graded on a Commercial basis.*

1. **Who May Compete:** See competition rule #17 for eligibility.
2. **Judging:** Mounts in this division will be judged for aesthetics, not mechanics. Competitors should strive to present life-like entries. Judging not be as detailed, from 5 feet away with brief comments and without the use of flashlights.
3. **Awards:** Multiple first, second, third, place ribbons will be awarded. No points will be awarded for Certification and Award of Excellence
4. **Multiple Entries:** There is no limit to the number of mounts a member can enter in this division.
5. **Individual Work:** All taxidermy procedures must be done by the individual competitor.
6. **Reproductions & Reproduction Parts:** Commercial blanks and parts are allowed if the preparation and painting is done by the competitor.
7. **Freeze Dry:** Only specimens that have been completely skinned and mounted on a manikin prior to any freeze dry preservation are allowed. All finish work and painting must be completed by competitor.

## Professional Division

*The Professional Division is for the taxidermist who wishes to put their skills to the test. Creativity, artistic merit, and attention to details are judged in this division.*

1. **Who May Compete:** See competition rule #17 for eligibility.
2. Those who receive 2 blue ribbons in any category must move from professional to master's division in the same category (Once a competitor enters the Master's in a particular category, they may not move back to professional division for the category going forward.)
3. **Judging:** Mounts in this division must be technically correct, artistically oriented as well as creative. Points earned in this division will count towards the Award of Excellence.
4. **Awards:** Multiple Winners: First, Second, Third, place ribbons are larger than those given in the previous divisions. An award for "Best of Category" may be given in all nineteen categories. In the event of a tie, duplicate award is given and any additional prizes are split. There is an award for —Best of Professional Category.
5. **Multiple Entries:** There is no limit to the number of entries a member may enter in this division.

6. **Individual Work:** All taxidermy procedures must be done by the individual competitor.
7. **Reproductions & Reproduction Parts:** Commercial blanks and parts are allowed if the preparation and painting is done by the competitor.
8. **Freeze Dry:** Only specimens that have been completely skinned and mounted on a manikin prior to any freeze dry preservation are allowed. All finish work and painting must be completed by competitor.

## **Masters Division**

*The Masters Division is the most elite division in the ATA competition the competitor knows what is expected of a world-class mount.*

1. **Who May Compete:** See competition rule #17 for eligibility. A minimum of two blue ribbons in the same category in the Professional division is required for competitors who choose to advance to this division. Competitors that have attained master's classification in any state, national, or world competition in one category, may enter pieces in the master's division in any category. However, once the competitor enters a piece in the Master's division for a given category, they may not move back to the professional division.
2. **Judging:** Judging in this division is the most intense of all the divisions. Pains-taking attention to detail and artistic craftsmanship is required in the division.
3. **Awards:** Multiple Winners; First, Second, and Third place ribbons will be larger than the ones given in the Professional division. All other mounts will be given Masters Division Ribbons based on their numerical score. In the event of a tie, duplicate awards will be given and any additional prizes will be split. There will be a Judges Choice Award given in the division, separate from the Professional division.
4. **Multiple Entries:** There is no limit to the number of entries a member may enter in the division.
5. **Individual Work:** All taxidermy procedures must be done by the individual competitor.

6. **Reproductions & Reproduction Parts:** Commercial blanks and parts are allowed if all the preparation and painting is done by competitor.
7. **Freeze Dry:** Only specimens that have been completely skinned and mounted on a manikin prior to any freeze dry preservation are allowed. All finish work and painting must be completed by the competitor.

## **Master's of Master's Division**

*The Masters of Masters Division was established for any mount that was previously entered & judged in the ATA Masters Division to be re-entered for competition.*

1. **Who May Compete:** See competition rule #17 for eligibility. Competitors that have attained master's classification in any state, national, or world competition in one category, may enter pieces in the master's of master's division in any category.
2. **Judging:** Judging in this division is the most intense of all the divisions. Pains-taking attention to detail and artistic craftsmanship is required in the division.
3. **Awards:** Multiple Winners; First, Second, and Third place ribbons will be larger than the ones given in the Masters Division.
4. **Multiple Entries:** There is no limit to the number of entries a member may enter in the division.
5. **Individual Work:** All taxidermy procedures must be done by the individual competitor.

### **Note:**

**No one in the ATA will be held back, if a competitor feels like their skills have advanced to the point they want to move upward in classification they may do so at any time. The only ATA requirement for advancement comes when the competitor has won two blue ribbons in any category.**

## **Collective Artist Division**

*The Collective Artist Division is for competition pieces that are created by two or more artists. Each artist is listed as a creator of the piece.*

1. **Who May Compete:** Anyone who is a member in good standing of any association will be allowed to compete. ATA dues must be paid if you are not affiliated with any other state. (See note section on page 35)
2. **Judging:** Judging in this division is unique to any other division in the ATA competition. Each individual member registered for the show will receive one vote (ballot); each family membership receives two votes (ballots) to be cast for one mount in the Collective Artist Division. This ballot should not be confused with the People's Choice ballot. Each judge will also receive 10 ballots to be cast for the entry or entries of their choice. The judges can use their ballots on one or several pieces. The members votes will be added to the judge's votes for the final results, the total amount of votes will determine the winners. In case of a tie the judges will determine the winner.
3. **Awards:** There is one first place, one second place, and one third place awarded.
4. **Multiple Entries:** There is a limit of one entry per Collective Artist or group.
5. **Reproductions & Reproduction Parts:** Commercial blanks and parts are allowed if all the preparation and painting is done by the competitor.
6. **Freeze Dry:** Only specimens that have been completely skinned and mounted on a manikin prior to any freeze dry preservation are allowed. All finish work and painting must be completed by the competitor.
7. **Habitat:** Judges will be instructed to consider habitat in the decisions. **\*Note\*** any mount entered in the Collective Artist Division is not to be used in any other division, nor is it eligible for any of the other major awards. No points from this division can be used toward any special Alabama awards.

## **Best All Around**

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

1. **Who May Compete:** This competition is for current members in good standing with the ATA and reciprocal agreement with other state associations, all dues must be current.
2. **Entries:** The contestant must enter four of the 5 categories listed below:  
One Gamehead (includes Whitetail deer and pedestals)  
One Bird mount  
One Life-size Mammal  
One Fish  
One Reptile
3. **Judging:** Each piece is located and judged in their respective division (Master's or Professional)
  - a.) All pieces in this competition must receive at least a 3rd place ribbon.
  - b.) At this time all qualifying pieces will be grouped together. The judges will determine 1st, 2nd, and 3rd places based upon the overall merit of the group.
  - c.) For example:
    1. If only one group makes it to the final judging that group is awarded first place.
    2. If more than one group makes it to the final round the judges will determine 1st, 2nd and 3rd place.
4. **Awards:** First, Second, and Third places may be awarded, plus cash prizes as determined by the Board.

### **5. Rules:**

All pieces considered for Best All Around must be entered in either Professional or Masters Divisions and appropriate entry fees apply.

There is an **EXTRA** entry fee for Alabama Best All Around.

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

## **Scoring System**

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

**Points are accumulated  
as follows:**

1st Place	90-100
2nd Place	80-89
3rd Place	70-79

**\*Note\***

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

## *Alabama Taxidermy Association List of Awards*

President's Award (Selected by President)

Secretary's Cup (Selected by Secretary)

Safari Club Award (Non Indigenoussness to US)

Van Dyke Award

Calvin Guy Memorial Award

N.T.A. Award (Voted by Board Members)

McKenzie Award (\$100 Gift Certificate)

Al & Evelyn Holmes Habitat Award

Dixie Classic Panel Award (\$25 Gift Certificate)

Archie Phillips Award

Star Fish Award (\$50 Gift Certificate, Best Reproduction )

Lifetone Paint Award (\$50 Gift Certificate)

Polytranspar Paint Award (\$50 Gift Certificate)

Ducks Unlimited Award

*Alabama Taxidermy Association List of Awards (continued)*

WASCO Most Artistic Award (\$100 Gift Certificate)

Research Manikin First Honest Whitetail Award (\$200 Credit)

Judges Choice Award

Mayor's Choice Award

Peoples Choice Award

Breakthrough Award (\$100 Gift Certificate, Highest Masters Piece)

Horizon Award

“Commercial Class Award” \*\*\* (Highest scoring mount in this category)

“Best All Around Award” \*\*\* (Must have at least 4 entries with a minimal total score of 280 points)

“Masters of Masters Award” \*\*\* (Highest scoring mount in this category)

McKenzie Taxidermy Supply “Taxidermist's Choice Awards”

“Best of Class Awards” \*\*\* (Presented to the highest scoring mount in each category)



# **Duties in the ATA**

## **President**

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

## **Vice President**

1. Promote and uphold the values of the —”ATA Code of Ethics”
2. Preside over board meetings in the absence of the President.
3. Take over the office of President if the President is unable to fulfill his or her duties.
4. Discuss and vote on issues pertaining to the running and operation of the ATA.

## **Secretary/Treasurer**

1. Promote and uphold the values of the —"ATA Code of Ethics".
2. Maintain Membership records.
3. Send out election notices, nominations.
4. Send (mail or email is acceptable) Board meeting notices, letters, Information packets, etc.
5. Take care of all items that need to be printed for Board meetings and any unexpected items at the convention. Chairpersons use best efforts to avoid unexpected printing requests at the convention.
6. Assemble agenda packet for Board Meeting. Coordinate with the President and Treasurer. Record and provide the minutes of the meeting.
7. Handle Convention Pre-registration and registration desk
8. Handle phone inquiries.
9. Requisition any help needed.
10. Handle all monetary transactions at the Convention: Registration, Raffle, Petty cash, pay judges, seminars, etc. Establishes control measures to assure accuracy and security of all monetary transactions.
11. Handle scholarship drawings at the convention.
12. Handle the auction funds at the conventions.
13. Pay all membership dues for national and other associations that are approved by the Board. : Pay bills in a timely manner.
14. Make Treasurer's Reports and financial statements at Board Meetings.
15. Keep books up to date at all times, using generally accepted accounting principles.
16. Requisition any help needed.
17. Discuss and vote on issues pertaining to the running and operation of the ATA.

## **Parliamentarian**

1. Promote and uphold the values of the —ATA Code of Ethics & By-Laws.
2. Enforces the By-laws of the ATA and Roberts Rules of Order.
3. Discuss and vote on issues pertaining to the running and operation of the ATA.

## **Board of Directors**

1. Promote and uphold the values of the —ATA Code of Ethics & By-Laws.
2. Discuss and vote on issues pertaining to the running and operation of the ATA.
3. Assist in the running and operation of the ATA.
4. Attend all Board Meetings.

## **ATA Members**

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

## **Convention Chairperson**

1. Coordinate with all committee chairpersons pertaining to the annual convention:

Competition Room	Supply Room	Backboard
Judges	Raffle	Seminar
Auction	Banquet	Awards
Food	Friday Night	Photography
Points Keeper	Site Committee	

2. Contact each chairperson, as needed, to assure that deadlines are met and reports status at Board meeting.
3. Coordinate with hotel and convention center personal.
4. Coordinate all meeting spaces.

Competition Room	Supply Room	Seminar Rooms
Banquet Room	Friday Night Function	Board Meetings

5. Assure convention schedule developed. Coordinate with Seminar chair person and Secretary and any others needed.
6. Assure that press releases and advertisement about the convention are completed coordinate with Communication Committee.
7. Assure that necessary items are in place for each activity (i.e. seminar rooms have extension cords, video equipment, etc.),
8. Oversee hospitality room set up.
9. Requisition any help needed.

## **Competition Rules Committee**

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

## **Activities Chairperson**

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

## **Auction Chairperson**

1. Locate and hire an auctioneer.
2. Acquire all auction items and door prizes from suppliers and other donors.
3. Security and transport of items to the auction.
4. Organize and mark auction items. Coordinate with Supply Room chairperson.
5. Use best efforts to provide list of auction items to the Secretary two hours prior to the auction.
6. Log items, bids and payments. Coordinate with the Treasurer.
7. Requisition any help needed.

## **Awards Chairperson**

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

## **Backboard Chairperson**

1. Assure storage of the backboard trailer between conventions.
2. Assure backboards are in good repair.
3. Assure that the trailer is taken to and from the conventions.
4. Assure that trailer is in safe working condition.
5. Line up labor to unload and load the backboards.
6. Requisition any help needed.

## **Banquet Chairperson**

1. Acquire menus and present to board members.
2. Acquire a guest Speaker, if necessary.
3. Lay out seating arrangements.
4. Decorations and center pieces for tables.
5. Coordinate with the Awards and Auction chairpersons.
6. Requisition any help needed.

## **Communications Committee**

1. Coordinate shared information including but not limited to memberships, advertisers, suppliers/vendors, and sponsorships.

## **Competition Room Chairperson**

1. Obtain score sheets and printed materials prior to the convention.
2. Lay out and set up competition area.
3. Accept and log mounts from competition entrants.
4. Provide for judge's needs (supplies, drinks, food, etc.)
5. Coordinate with security personnel.
6. Log all winners and their scores onto the proper forms.
7. Place ribbons on mounts.
8. Coordinate public viewing.
9. Announce winners at the Awards Banquet.
10. Turn over all score sheets and a copy of the winners and their scores to the Points Keeper.
11. Refer any irregularities to Competition Rules Committee.
12. Requisition any help needed.

## **Friday Night Chairperson**

1. Organize evening events.
2. Assure that podium is set up.
3. Acquire location, entertainment, etc.
4. Requisition any help needed.

### **Judges Chairperson**

1. Select and hires judges.
2. Organize travel and room accommodations 60 days prior to convention, when possible.
3. Requisition any help needed.

### **Membership Committee**

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

### **Photography Chairperson**

1. Secure a photographer.
2. Coordinate logistics and establishes expectations of photography work and electronic data.
3. Coordinate with other Chairpersons, as needed and ATA Magazine Editor.
4. Assures photographs are documented by name, mount number and year.
5. Provide electronic copy of convention photographs to Webmaster, ATA Magazine Editor, Points Keeper and Secretary.
6. Requisition any help needed.

### **Auction/Raffle Chairperson**

1. Assure all raffle items are purchased or acquired with the provided funds.
2. Make boxes to hold tickets for each item.
3. Set up raffle area.
4. Receive money for tickets, log and transfer funds to the Treasurer.
5. Security of raffle items and raffle funds at all times.
6. Close raffle and assure drawing at designated times.
7. Organize T-shirts, caps, etc.
8. Requisition any help needed.

## **Seminar Chairperson**

1. Locate and hire Seminarists.
2. Handle all contracts and coordinate payments.
3. Use best efforts to provide signed contracts to the Treasurer at first Board meeting of the new year (presently June.) Coordinate and schedule seminar times with Convention chairperson and Secretary.
4. Coordinate and schedule seminar times with Convention chairperson and Secretary.
5. Distribute instructor packets.
6. Check with seminarists to assure they have everything needed for seminar(s).
7. Room setup (tables, chairs, etc.)
8. Line up extra tools and supplies;

Air compressors	Mounting stand	Water
Tarp for floor	Paper towels	Forgotten items
9. Make signs for each room and registration area.
10. Introduce each instructor before each seminar.
11. Clean up rooms.
12. Use best efforts to turn in all reimbursement receipts by noon on the first full day of the convention.
13. Requisition any help needed.



## **Site Committee and Chairperson**

1. Compare convention site possibilities.

Locations	Prices	Available space
Extra things to do	Loading zones	

Locations:

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

Price to compare:

Hotel rates	Convention facilities	Banquet facilities
Banquet meal chairs)	Friday night function	Any extras (tables,

2. Committee members or chairperson uses best efforts to coordinate with each other related to site possibilities prior to presenting options to the Board.
3. Assure that location has internet connections sufficient to support database functions.
4. Must report findings to Board for approval prior to signing contract. Site Committee Chairperson or members do not have authority to execute contract with-out Board approval.
5. Use best efforts to provide signed contract to Treasurer within one week of final negotiation.

## **Supply Room Chairperson**

1. Locate suppliers/vendors.
2. Coordinate with Sponsorship chairperson for convention mail to suppliers/vendors.
3. Follow up with suppliers/vendors who have not responded to invitations (no later than 2 months prior to convention.)
4. Maintain list of supplier/vendor name, address and phone numbers. Provide this information to the Secretary yearly.
5. Receive supplier/vendor booth payments and transfer them to the Treasurer.
6. Coordinate the room layout and backboard set up.
7. Take care of suppliers needs (tables, chairs, back boards, etc) Assures available help for supplier set up.
8. Available during set up and tear down times.
9. Distribute supplier/vendor packets at the convention.
10. Requisition any help needed.

## **ATA Newsletter Editor/Publisher**

1. Compile: articles, letters, how to articles, tips, advertisements, opinions, want ads, complaints, convention reports and any other information pertinent to modern taxidermy
2. Lay out and format the publication.
3. Acquire printing bids and choose a printer.
4. Publishes a minimum of four magazines per year
  - ❖ One of which includes an updated membership list and convention results and news.
5. Send publications by email to all active members with current email addresses and hard copies to all others unless specified by members.
6. Acquire advertisers for the ATA Magazine.
7. Mail invoices to the advertisers and coordinate payments with Treasurer.
8. Submits a financial report of advertiser sales and expenses at each Board meeting.
9. Requisition any help needed.

**By-Laws of**  
**Alabama Taxidermist Association, Inc.**

**By-Law One**

**Name and Office**

**The name of this Corporation shall be Alabama Taxidermist Association, Inc.**

- The Corporation shall have and continuously maintain in the State of Alabama a registered office, and a registered agent whose office is identical with such registered office, as required by the Alabama Nonprofit Corporation Act. The registered office may be, but need not be; identical with the principal office in the state of Alabama, and the address of the registered office may be changed from time to time by the Board of Directors.

**By-Law Two**

**Board of Directors**

**1. Powers.**

The affairs of the Corporation shall be managed by its Board of directors which will consist of the three (3) Officers and five (5) Directors.

**2. Number of Directors.**

The number of Directors constituting the initial Board of Directors shall be eight. The number of Directors may be increased or decreased from time to time by amendment to the Articles of Incorporation; provided, however that the number of Directors shall not be decreased to less than three.

**3. Qualifications.**

Each Director need not be a resident of the State of Alabama, but shall be a member of this Corporation in good standing for a minimum of one year. ~~and a member of the National Taxidermist Association.~~ (Amended & accepted by membership on 6/22/14 to eliminate NTA requirement)

**4. Term of Directors.**

The Directors constituting the initial Board of Directors will hold office until the first election of Directors. Thereafter, the Directors will be elected for two year terms. (Amended & accepted by membership on 6/22/14) to ***stagger terms for 2 of the 5 members*** (3 year term for 2 BOD and then a 2 year terms to start at the next election cycle in 2015).

**5. Election of Directors.**

Directors and Officers shall be elected for two year terms by secret mailed ballot after nomination from the members under a nominating and voting procedure established by the Board of Directors.

**6. Removal of Directors.**

A Director may be removed from office by a two-thirds vote of the members present at any regularly scheduled meeting of the members or one called for that special purpose when such action will serve the best interests of this Corporation.

**7. Vacancies.**

Any vacancy occurring in the Board of Directors shall be filled by a majority vote of the Board of Directors. A Director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

**8. Increase or Decrease in Directors.**

Any increase or decrease in the number of Directors serving on the Board of Directors will be accomplished by amending the Articles of Incorporation in the manner provided by law. In the event the number of Directors is increased, the amendment increasing the number of Directors shall provide for the length of the term of office for such Directors. Directors will be elected to office after an increase of Directors in the same manner as the filling of vacancies.

**9. Place of Directors' Meetings.**

Meetings of the Board of Directors, regular or special, will be held at such place or places as the Board of Directors may designate by resolution duly adopted.

**10. Special Meetings.**

Special meetings of the Board of Directors may be called by the President or the majority of the Board of Directors if the President fails or refuses to call a meeting. The person or persons authorized to call special meetings of the Board may fix the time and place for holding the special meeting of the Board called by them.

**11. Notice of Special Directors' Meeting.**

Written or printed notice stating the place, day, and hour of any special meeting of the Board of Directors will be delivered to each Director not less than four days before the date of the meeting, ~~either personally or by first class mail,~~ (Amended & accepted by membership on 6/22/14) to use e-mail, instant messaging, conference call or the most current communication method available at the direction of the President, or the Secretary/Treasurer, or the Directors calling the meeting. If mailed, such notice will be deemed to be delivered when deposited in the United States mail by first class mail addressed to the Director at his address as it appears on the records of this Corporation, with postage prepaid. The notice must state the business to be transacted at such meeting. Attendance of a Director at any meeting of the Board of Directors will constitute a waiver of notice of such meeting except where such Director attends a meeting for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business because the meeting is not lawfully called or convened.

**12. Action of Directors without a meeting.**

Any action which may be taken at a meeting of the Board of Directors may be taken without a meeting, if consent be given by all of the Directors.

**13. Quorum for Transaction of Business.**

Five members of the whole Board of Directors shall constitute a quorum for the transaction of business. The act of a majority of the Directors at which a quorum votes shall become the official act of the Board of Directors unless a greater number is otherwise required.

**14. Committees.**

The Board of Directors shall have the power to create or terminate committees. Any committees so created may be created for a specified duration or for an uncertain period. The committees shall have such power as the Board of Directors may give to such committees. The power of committees shall be stated in the resolution that creates said committees.

**15. Compensation.**

Directors as such shall not receive any stated salaries for their services, but by resolution of the Board of Directors, the expenses of attendance, if any, may be allowed for attendance at such regular or special meeting of the Board; but nothing herein contained shall be construed to preclude any Director for serving the Corporation in any other capacity and receiving compensation therefore.

By-Law Three

Officers

**1. Composition.**

The officers of this Corporation shall consist of a President, Vice President, and Secretary/Treasurer. Additional officers may be established, as may be deemed by a vote of the members of the Corporation.

**2. Method of Selection of Officers.**

The President, Vice President and Secretary/Treasurer shall be elected by a vote of the members of the Corporation.

**3. Term of Office.**

The President, Vice President and Secretary/Treasurer shall serve a term of two years.

**4. Election of Officers and Board of Directors. (Amended & accepted by membership on 6/22/14) to add BOD to heading.:**

- a. Officers shall be elected by secret mailed ballot under procedures as established by the Board of Directors.
- b. An Officer shall be deemed elected if he or she received a majority vote of the membership.
- c. The officers elected shall assume their respective duties immediately upon their election.
- d. Any elected officer shall be eligible to succeed him or herself in office for two successive terms.
- e. Officers cannot be members of the same household.

**5. Vacancies.**

A vacancy in any elected office shall be filled by an election at the next meeting of the membership following the occurrence of such vacancy or upon a special vote of the members by secret mailed ballot. Election of officers to fill a vacancy shall be in the same manner as the election of officers. The term of office for any officer filling such vacancy shall be for the unexpired term of his or hers predecessor in office.

**6. Removal of Elected Officers.**

Any elected officer may be removed in the following manner; any ten members may petition the Board for the removal of such officer. Upon receipt of such petition, the Board shall call for a *special vote* (Amended & accepted by membership on 6/22/14) to add e-mail as a process for current members to cast votes ((track responses for confirmation)) of the membership and a 2/3 (two-thirds) vote of the membership will remove the officer. Such removal will create a vacancy that may be filled as any other.

**7. President.**

The President shall be the principal executive officer of the Corporation and shall in general supervise and control all of the business and affairs of the Corporation. He/she shall preside at all meetings of the members. He/she may sign, with the Secretary/Treasurer or any other proper officer of the Corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by three Bylaws or by statute to some other officer or agent of the Corporation: and in general he/she shall perform all duties incident to the office of the President and such other duties as may be prescribed by the Board of Directors from time to time. The President shall not vote at meetings of the Board of Directors except in the case of a tie.

**8. Vice President.**

In the absence of the President, or in the event of their inability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions placed upon the President. The Vice-President shall perform such other duties as from time to time may be assigned to them by the President, or by the Board of Directors.

**9. Secretary/Treasurer.**

If required by the Board of Directors, the Secretary/Treasurer shall give a bond for the faithful discharge of their duties in such sum and with such surety or sureties as the Board of Directors shall determine. He/she shall have charge and custody of and be responsible for all funds and securities of the Corporation; receive and give receipts for monies due and payable to the Corporation from any source whatsoever, and deposit all monies in the name of the Corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Bylaw Five (5) of these Bylaws; and in general perform all duties incident as from time to time may be assigned to he/she by the President or by the Board of Directors.

- The Secretary/Treasurer shall keep the minutes of the meetings and other records of the membership in one or more books provided for that purpose

- See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law
- Be custodian of the corporation records and of the seal of the Corporation and see that the seal of the Corporation is affixed to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized in accordance with the provisions of these Bylaws
- Keep a register of the post office address of each member which shall be furnished to the Secretary/Treasurer by such member
- In general perform all duties incident to the office of Secretary/Treasurer and such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.

#### By-Law Four

#### Members

A member shall be defined as a person who is a practicing taxidermist, or one who is interested in a field related to taxidermy.

**1. Classes of Members.**

There shall be two classes of members as follows:

- A. Individual Membership.** The individual membership shall be those individuals who are practicing taxidermists or interested in taxidermy or its related fields. All dues shall be set by the Board of Directors annually.
- B. Family Membership.** The family of an individual member may obtain membership in the Corporation. The “family” of a member shall be defined as those persons who reside in the household of the member or are his/hers lawful dependents. The dues of a family membership shall be at least \$10.00 per year greater than an individual membership.

**2. Rights of Members.**

Each active member who has paid membership dues shall have the right to one (1) vote on all matters affecting the operations of the Corporation which shall be properly presented for their consideration at duly constituted meetings of the Corporation. Family memberships shall be entitled to a total of two (2) votes.

**3. Qualification of Membership.**

All members of the Corporation are encouraged to be members of the parent association, the National Taxidermist Association (NTA).

**4. Termination of Membership.**

Any member of this Corporation may be suspended or expelled from said Corporation as a member, for just cause, by a majority vote of the Board of Directors, after an appropriate hearing if requested.

**5. Resignation.**

Any member may resign by filing a written resignation with the Secretary/Treasurer.

**6. Transfer of Membership.**

Membership in this Corporation is not transferable or assignable.

**7. Annual Meeting.**

An annual meeting of the members shall be held each year at a date and time designated by the Board of Directors for the purpose of transacting such business as may come before the members. However, the general membership may determine the time and place of exhibits, conventions or other meetings and the Board of Directors shall explicitly adhere thereto rescheduling thereof.

**8. Regular Meetings.**

Additional meetings of the members may be held each year. The date and time for such meetings shall be designated by the Board of Directors unless otherwise voted on by the general membership.

**9. Special Meetings.**

Special meetings of the members may be called by the President, the Board of Directors, or by a petition signed by one/tenth of the active members of the Corporation.

**10. Place of Meeting.**

The Board of Directors may designate any place as the place of meeting for any annual meeting or for any special meeting unless the general membership shall otherwise direct.

**11. Notice of Meetings of Members.**

Written or printed notice stating the place, day and hour of the meeting and, in case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than 10 days before the date of the meeting, ~~either personally or by mail,~~ (Amended & accepted by membership on 6/22/14) to add e-mail or the most current method of communication at the direction of the President, the Secretary/Treasurer, or the officers or persons calling the meeting, to each member entitled to vote at such meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail addressed to the member at their address as it appears on the records of the Corporation, with prepaid postage.

**12. Quorum for the Transaction of Business.**

The members holding one/fourth of the votes which may be cast at any meeting shall constitute a quorum at such meeting. The vote of a majority of the votes entitled to be cast by the members present shall be necessary for the adoption of any matter voted upon by the members, unless a greater proportion is required by law, the Articles of Incorporation or these By-Laws. If a quorum is not present at any meeting of the members, a majority of the members present may adjourn the meeting from time to time without further notice. Votes at membership meetings shall be cast in person and proxy voting shall not be allowed.

**13. Dues.**

The Board of Directors may determine from time to time, by resolution duly adopted, what amount, if any, will be charged as membership dues. In the event the collection of dues is authorized, the resolution establishing said dues shall establish the amount of dues, the time of payment and the penalties, if any, of failing to pay dues.



By-Law Five

Operations

**1. Contracts, Checks, Deposits and Funds.**

- A. The Board of Directors may authorize any officer or officers, agent or agents of the Corporation, in addition to any officer or officers so authorized by these By-Laws, to enter into any contract or execute and deliver any instrument in the name of or on behalf of, the Corporation, and such authority may be general or confined to specific instances.
- B. All checks, drafts, or money orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instrument shall be signed by the Secretary/Treasurer and countersigned by the President of the Corporation.
- C. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

**2. Books and Records.**

The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the meetings of members and the meetings of the Board of Directors. Such books and records of account and minutes, in addition to a record giving the names and addresses of the Board of Directors, or copies of such records shall be kept at the registered office. All books and records of the Corporation may be inspected by any Director, or his/her agent or attorney, for the proper purpose at any reasonable time.

**3. Fiscal Year.**

The fiscal year of the Corporation shall begin on the first day of January of each year and end on the last day of December in the same year.

By-Law Six

Waiver of Notices

Whenever any notice is required to be given under the provisions of the Laws of Alabama, or under the provisions of the Articles of Incorporation, or the By-Laws of the Corporation, a Waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

By-Law Seven

Amendment to the By-Laws

These By-Laws may be altered, amended, or repealed, and new By-Laws adopted by a majority of the members at a regular or special meeting called for the purpose of amending the said By-Laws.

By-Law Eight

Prior By-Laws and Articles of Incorporation

All prior By-Laws, Articles of Incorporation or Association, are hereby dissolved and all Resolutions of other actions of the Alabama Taxidermist Association which are in conflict herewith are modified and superseded.

IN WITNESS WHEREOF,

The Board of Directors has unanimously ratified and adopted the foregoing as the By-Laws of this Corporation, this the 23 day of May, 1993.

David Collins

President

Alabama Taxidermist Association, Inc

**Proposed by-laws amendments were reviewed at the general membership meeting held at Jameson Inn Hotel in Sheffield, AL on 6/22/14 for discussion, rejection or acceptance.**

**All proposed changes were accepted and as of 7/28/2014 have been documented.** SLW

David Collins

President

Alabama Taxidermist Association, Inc

## **Amendments:**

(Date reviewed & accepted 11/02/2013)

- ***Reciprocal agreement definition:*** Anyone who enters competition from another state may do so without becoming an ATA member, ***but they must show proof of current membership from the state organization to which they belong.***
- Out of state taxidermist will be allowed to enter competition and not be present, but they may not be eligible to win best of category, people's choice or judge's choice unless they make an appearance at the convention.
- The secretary will now serve continuously at the discretion of the president and members of the ATA.

## **Notes:**

Years ago an agreement was made with several states, the term used was “reciprocal”, defined as an arrangement in which two or more parties agree to share their resources or to achieve a common objective. Basically members can compete in other states without paying that states annual fees and the ATA would in turn allow them to compete in Alabama. If anyone wants to join the ATA they can, but it is not required at this time, but they must be a current member in good standing and present proof of their membership card for verification upon registration.

## **Tips for Competition**

The following is a list of tips that may help in pre-paring a mount for competition.

- Reference
- Pick a good specimen.
- Pay attention to symmetry and balance.
- If you enter something out of the ordinary, provide reference for judges. Judges would rather have references than guess.
- Rebuild any shrunken areas.
- Don't overpower the mount with the base.
- Use as natural habitat as possible.
- Make sure odors from base material are gone.
- Take mount out in sunlight to inspect for flaws.
- Have a friend look at the mount.
- If enclosed in glass case, make sure case is removable.
- Check closely for overspray of painted areas.
- Make sure mount is mechanically sound.
- Reference, reference, reference.