

The Constitution and By Laws of the Washington State Bass Federation

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ARTICLE I

INTRODUCTION

Section 1 Code of Rules

These Bylaws supersede the Washington State Bass Federation Constitution and Bylaws, dated February 17, 1983 and constitute the code of rules adopted by the Washington State Bass Federation for the regulation and management of its affairs.

Section 2 Purpose and Powers

The Washington State Bass Federation hereinafter referred to as the Federation, consisting of affiliated chapters of The Bass Federation Inc, shall have the purposes and powers as may be stated in its bylaws, and such powers as are now or may be granted by law. Additional purposes and objectives are:

- a. To serve as an organization in which the individual chapters in the state of Washington affiliated with The Bass Federation Inc (TBF) may unite to the benefit of their common interests and causes.
- b. To promote and support approved conservation policies, practices and measures, preservation of aquatic resources and improvement of ecological and environmental conditions on regional, state and local levels.
- c. To promote the practice of high standards of sportsmanship and conservation measures by the membership.
- d. To provide the Washington State Department of Fish and Wildlife Fisheries Management Division organized moral, political, material support and encouragement.
- e. To preserve and promote the sport of bass angling by promoting the improvement of bass angling skills in the membership through fellowship and the friendly exchange of techniques and ideas and active involvement in conservation and political issues.
- f. To encourage youth fishing, promote the conduct of youth fishing activities by the Federation's chapters and, within budgetary allocations, provide funding and material assistance in the implementation of approved youth activities.
- g. To promote, organize and conduct an annual Federation tournament series to determine the members of a team to represent the state of Washington at any Divisional or National TBF Inc sponsored Federation tournaments.
- h. To provide, within budgetary limitations, funding for the Federation Team's participation in TBF Inc sponsored Divisional and National tournaments as may be required.
- i. To promote, assist and facilitate the formation of additional bass clubs to become affiliated with TBF Inc and the Federation.

Section 3 Slogan

This organization's slogan shall be: "Dedicated to Conservation and the Bass Angler's of Washington State."

Section 4 Colors

The colors of the Federation shall be red, white, and blue.

ARTICLE II

LOCATION OF FEDERATION

Section 1 Geographical

The Federation shall consist of those qualified bass chapters (clubs) located within the state of Washington and any in Idaho or Oregon, where, because of geographical considerations, it is more feasible to affiliate with the Washington Federation.

Section 2 Principal Office

The principal office and business address of this organization shall be the same as that of the Federation's President.

ARTICLE III

MEMBERSHIP

Section 1 Definition of Membership

The members of this Federation are those persons and organizations having membership rights in accordance with the provisions of these bylaws.

Section 2 Categories of Membership

This Federation shall have three categories of membership:

- a. Individual – Persons who are members in good standing of The Bass Federation Inc. and the FLW who are also members in good standing of bass chapter affiliates of this Federation.
- b. Affiliate – Bass chapters in the state of Washington affiliated with the FLW, The Bass Federation Inc., and this State Federation.
- c. Associate – Non - TBF Inc chapters associated with the Washington State Bass Federation.

Section 3 Affiliation

Membership in this Federation shall be acquired only by bass chapters who meet the following prerequisites:

- a. 100% of the chapter's individual membership shall be members in good standing with TBF Inc
- b. 100% of the chapter's individual membership shall be members in good standing with the FLW.
- c. Individual membership in the bass chapter shall consist of six (6) or more members.

- d. The bass chapter's office of record shall be in the state of Washington or geographically reasonable location in Idaho or Oregon.
- e. The bass chapter shall be affiliated with TBF Inc.
- f. Upon application for affiliation, chapter provides the Federation with a current membership roster, including names and addresses, and the name, address and phone number of its designee for Board of Directors.

Section 4 Continuation

Chapter affiliation shall be on a continuing basis provided:

- a. Chapter maintains current its affiliation with TBF Inc
- b. Chapter maintains current its dues and fines to the Federation.
- c. Chapter complies with the requirements for representation during Federation Board of Director's meetings. (Ref. Art IV, Sec. 2)
- d. Chapter maintains its individual membership at six (6) or more.
- e. Chapter maintains current the names of its members and its officers with the Federation.
- f. Chapter participates in at least one (1) Federation sponsored environmental/conservation project each year. Participation shall mean a total of at least 20 man-hours with a minimum of four (4) participating members.
- g. Chapter participates in at least one (1) Federation youth project each year. Participation shall mean a total of at least 20 man-hours with a minimum of four (4) participating members.

Section 5 Dues

- a. The decision to assess chapter dues and their amount shall be that of the Board of Directors.
- b. Written notice of intent to assess dues and their amount must be given to all member chapters thirty (30) days in advance of scheduled Federation meeting in which vote is to be taken.
- c. Decision of assessment must be confirmed by a 2/3 majority vote of the Board of Directors.
- d. Dues shall be in the form of a per year assessment per Federation chapter individual member and they shall be \$15. (Amended November, 1999)
- e. All dues, TBF, FLW, and WSBF, shall be due and payable through the TBF online site no later than December 31st.
- f. Dues for members joining after December deadline shall not be pro-rated and are payable to the Federation within thirty (30) days.

Section 6 Withdrawal from Membership

Any bass chapter may withdraw from membership, after fulfilling all of its obligations to the Federation, by giving notice, preferably in writing, to the Secretary/Treasurer. In the absence of notification, chapters who fail to have representation on four successive occasions at the Federation Board of Directors meetings shall be considered as having affected withdrawal and will be removed from membership. Actions of withdrawal, as enumerated above, shall also be reported to TBF Inc. for disaffiliation action.

Section 7
Forfeiture of Membership

- a. Chapters in violation of Article III, Section 4 may be dropped from membership.
- b. Chapters who absent themselves (fail to have bona fide representation) from four (4) consecutive regular scheduled Board of Directors meetings without acceptable cause being given, shall be considered at the next scheduled Board of Directors meeting following the fourth such absence for forfeiture or retention of membership.
- c. Chapters may be removed from membership for reasons stated above and for cause by 2/3 majority vote, with a quorum present of the Board of Directors and after opportunity to be heard, whenever, in its judgment, the Board considers such action to be in the best interests of the Federation.
- d. Individual membership in the Federation is forfeited concurrent with the cessation of the individual's chapter membership in the Federation.
- e. Individuals may be denied participation in Federation sponsored activities by a 2/3 majority vote, with quorum present of the Board of Directors for cause, and after opportunity to be heard, whenever, in its judgment, the Board may consider such action to be in the best interests of the Federation. For flagrant reasons, the Board may recommend removal of the individual from chapter membership. Affirmation action shall remove the individual from membership in the Federation.

Section 8
Reinstatement of Membership

- a. Membership in this Federation that was terminated by withdrawal action may be reinstated by showing compliance with the prerequisites set forth in Section 3 of this Article III, by adhering to representation requirements in Article IV and by making current any and all dues and fines.
- b. Membership that was terminated under Section 7, this article III, may be reinstated by showing compliance with Section 3, this Article III and by a 2/3 majority vote, with a quorum present of the Board of Directors.

Section 9
Rights and Privileges

The chapters and chapters' membership comprise this Federation. As members of this Federation they are entitled to all rights and privileges and subject to all obligations to which membership in TBF Inc afford them.

- a. Without limiting such rights and obligations, individual rights shall include eligibility to seek, if otherwise qualified, any office in this Federation, the right to participate in Federation sponsored activities for which they are eligible and such other rights as may be conferred by the board of Directors; and such individual obligations shall include maintaining current their membership in TBF Inc, FLW and membership in an affiliated chapter of this Federation, active participation in Federation activities and a conduct reflecting a favorable image of the chapter and the Federation in the community.
- b. The bass chapter shall have representation on the Board of Directors with the rights and obligations that such representation shall entail, the right to vote through their Board's representative on all matters pertaining to the operation of the Federation, the right to participate in Federation sponsored activities for which they are eligible and such other rights as may be conferred by the Board of Directors. The chapter's obligation shall include maintaining affiliation with this Federation, active participation and support of Federation projects and activities and the maintenance of a level of conduct and sportsmanship among its members that imparts a favorable image on the chapter and this Federation in the community.

**Section 10
Non-Discrimination**

There shall be no discrimination in membership or participation in the activities of the Federation by reason of race, creed, color, national origin, or sex.

**ARTICLE IV
BOARD OF DIRECTORS**

**Section 1
General**

The business management and affairs of the Federation shall be under the direction and control of the Board of Directors who shall have the authority to authorize contracts, incur liabilities, expend funds, approve sale and exchange of organizational property and attend to such other matters connected with the conduct of the Federation, as, from time to time it may determine. The officers of the Federation and elected representatives of the affiliated bass chapters shall constitute the Board of Directors.

**Section 2
Chapter Representation**

- a. Each bass chapter of this Federation, which is in good standing with and maintains active its affiliate status with the Federation, shall have a member who shall serve as a director on the Federation's Board of Directors. Such director shall:
 - (1) Be an elected official of the chapter he represents or be elected by the chapter membership specifically for the director's position.
 - (2) Represent the membership of their chapter and convey the business of that membership to the Board of Directors and in turn, relay the business of the Board of Directors to their Chapter's members.
 - (3) Hold office for one (1) year and thereafter until their respective successors shall be elected and shall qualify.
 - (4) Attend all three (3) of the regularly scheduled Board of Directors meetings conducted during the fiscal year. Compliance with this requirement shall maintain active their chapter's status in the Federation. Failure to attend any of the three (3) regularly scheduled meetings will result in the chapter being assessed a \$100 fine for each meeting missed.
- b. In addition to the director, bass chapters may elect alternate directors who meet the requirements of director. The chapter's alternate may represent the chapter at Board of Directors meetings in the absence of the Director. Alternate directors may be appointed to fill un-expired terms of office of chapter directors should the position be vacated for any reason. Under no circumstances shall a director represent more than one chapter.
- c. As provided under Article III, Section 4, a requirement for continuing affiliation with this Federation is chapter representation at the Board of Directors meetings. Chapter representation shall include the requirement that bass chapters shall maintain current the name and address of their director and first alternate director with the Federation. Should a change in the directors occur, change shall be reported to the Federation's Secretary/Treasurer prior to the next scheduled Board meeting.

**Section 3
Removal from Office**

The Board of Directors shall have the right at any time to remove any director from office for cause by a majority vote, with a quorum present of the Board of Directors, and after opportunity to be heard, whenever, in its judgment; the Board considers such action to be in the best interest of the Federation. Cause shall be construed to include failure to attend regularly scheduled meetings.

**Section
Meetings**

Regular meetings of the Board of Directors shall be held during the first, third and fourth quarters of fiscal year (FY) on such dates, at such a place and at such a starting time as shall be coordinated and determined by the President and approved by the Board. Additional and/or special meetings will be held at the discretion of the President. The location, dates and starting times for the regular meetings of the Board of Directors for the succeeding FY shall be announced by the President during the last Board meeting for the current FY.

**Section 5
Special meetings**

Special meetings of the Board of Directors may be called at any time by the President or by a majority of the Officers or Board of Directors. Determining a majority of the Board of Directors shall be accomplished by a telephone survey conducted by the district representatives of the Steering Committee. Notice of any special meetings of the Board of Directors shall be given in writing, personally or by mail, to each director not less than ten (10) days before such a meeting. The notice shall state the time, place and the purpose or purposes for which the meeting is being called. If notice of a special meeting is mailed, it shall be deemed to have been given ten (10) days after deposit in the United States mail, addressed to the director at his last known post office address.

**Section 6
Action Without Meeting**

Any action which may be taken at a Board of Directors meeting may be taken without a meeting if a consent, in writing, setting forth the actions to be taken, shall be signed by a majority of the directors entitled to vote with respect to subject matter thereof. If urgency of action does not allow for written consent, consent may be obtained by a telephone poll conducted by district representatives of the Steering Committee. Such consent, wither written or verbal, shall have the same force and effect as a vote of the Board of Directors, and may be stated as such in any writing or document.

**Section 7
Committees**

The Board of Directors may, by resolution(s), passed by a majority of the directors, with a quorum present, designate one or more committees, each committee to consist of two or more of the directors and any number of individual members of the Federation. The designation of such committee and the delegation thereto shall not operate to relieve the Board of Directors, or any member thereof, of any responsibility imposed upon it or him by law. Each committee shall keep regular minutes and report to the Board of Directors when required.

**Section 8
Districts**

The Federation shall be divided into three (3) respective districts based on geographical and numerical considerations. Each district shall be represented on the Steering Committee by one representative, nominated by said district and elected by plurality vote of the Board of Directors.

Section 9
Voting

At all meetings of the Board of Directors, each director shall have one vote. Proxy votes during Board meetings shall be prohibited.

Section 10
Compensation

Directors shall not receive compensation from Federation funds for their service as directors. However, directors may be reimbursed for authorized expenses incurred on behalf of the Federation, the expenses to be evidenced by receipt or other proper document.

Section 11
Books and Accounting Records

As a continuing action, the Board of Directors shall monitor the procedures for maintaining the books and accounting records of the Federation to assure:

- a. The Federation keeps correct and complete books and records of account.
- b. All Federation funds are properly safeguarded and all receipts of monies and expenditures are properly recorded according to acceptable accounting procedures.
- c. A record of the proceedings of its members, Board of Directors and committees are kept.
- d. A record of the names and addresses of its affiliate bass chapters and chapter members on the Board of Directors are maintained at the principal office of the Federation.
- e. The Federation's financial books and accounts are audited annually by a committee appointed by the President, or more often at the Board's discretion.

Section 12
Exceptions to Authority

The Board of Directors may not:

- a. Make a rule or regulation, not already delegated to the Federation by these Bylaws, that shall impinge upon the autonomy and authority of the bass chapters as separate entities.
- b. Amend or repeal portions of these Bylaws that were imposed by vote of the individual membership, inclusive of the following which shall be determined by individual vote:
 - (1) Withdrawal of the Federation from the TBF Inc. without a majority vote of the board of directors
 - (2) Imposition of a membership fee on the individual members.
 - (3) Dissolution of the Federation.

Section 13
Quorum

A quorum for transaction of business at all meetings of the Board of Directors shall be 60% of the average number of chapter directors who registered for each of the two (2) preceding regular Board meetings.

ARTICLE V

OFFICERS

Section 1 General

Officers of the Federation shall be elected by the Board of Directors. The Federation officers, along with the Steering Committee and Committee Chairs, shall be known as the Executive Committee and are empowered to carry out the directives of the Board of Directors when the Board of directors is not in session. The Board of Directors shall have the power to overrule or modify the action of the Executive Committee or any officer of the Federation.

- a. The Executive Committee may act by a majority of its members at a meeting or informally without a meeting provided all members acknowledge, by a writing, such informal action.
- b. An act or authorization of an act by the Executive Committee within the authority delegated shall be as effective for all purposes as the act or authorization of the directors; however, the designation of the committee and this delegation thereto of authority shall not operate to relieve the Board of Directors, or any member thereof, of any responsibility imposed upon it or him by law.
- c. The Executive Committee shall meet prior to each regularly scheduled or special meeting of the Board of Directors to prepare an agenda for the Board of Director's meeting and to consider and shape old and new business for presentation to the Board's directors.

Section 2 Term of Office

The term of office for the Federation officials shall be for a period of two (2) years. Officers shall take office during the first meeting of the fiscal year, or, at the first meeting following the meeting in which they were elected. They shall serve from that date.

Section 3 Eligibility For Office

Officers shall be members in good standing of the TBF Inc, FLW and of an affiliate bass chapter of this Federation for a minimum of one year.

Section 4 Removal From Office

Any officer may be removed from office for cause by a 2/3 majority vote, with quorum present, of the Board of Directors, and after opportunity to be heard, whenever, in its judgment, the Board considers such action to be in the best interest of the Federation. An officer's absence, without justifiable reasons, from three (3) consecutive meetings of the Board of Directors shall be cause for removal.

ARTICLE VI

RESPONSIBILITIES AND DUTIES OF OFFICERS

Section 1 President

He shall be the chief executive officer of the Federation, he shall:

- a. Preside and maintain order over all meetings of the Executive Committee and the Board of Directors of this Federation.

- b. Schedule regular and special meetings of the Board of Directors and of the Executive Committee; notify directors and officers of the meeting dates, time and place.
- c. Appoint standing and special committees of this Federation as appropriate, cooperate with chairman thereof to assure proper functioning and reporting of each committee.
- d. See that regular elections are duly called, noticed and held.
- e. Direct all official business for the Federation.
- f. Be the official representative of the Washington State Bass Federation.
- g. Assure adequate supervision of all Federation sponsored activities.
- h. Is ex-officio, nonvoting member of all standing and special committees.
- i. Maintain liaison with The Bass Federation Inc, FLW and endorsed sponsors and promoters.
- j. Initiate disciplinary action in respect to violations of standing regulations and procedures by Federation members.
- k. Acquire a working knowledge of parliamentary law and procedures and a thorough understanding of the Bylaws of this Federation.
- l. Submit each fiscal year, no later than the first regularly scheduled meeting, a budget for approval by the Board of Directors.
- m. Maintain a liaison with the Washington Department of Fish and Wildlife.
- n. Work closely with President-elect to insure smooth transition.

**Section 2
Vice President**

If the President is unable to perform the duties of his office for any reason, the Vice President shall occupy his position and perform his duties with the same authority as the President. He shall:

- a. Assist the President as directed.
- b. Oversee the functioning of such committees of this organization, as the President shall direct.
- c. Assume the office of President for the balance of term should the office be vacated.

**Section 3
Secretary/Treasurer**

They shall be under the supervision and direction of the President and the Board of Directors and shall act as the liaison between the Federation and the State Chapter Department of The Bass Federation Inc, and shall have the care and custody of and shall be responsible for all the funds, securities, evidence of indebtedness and other valuable documents of the Federation, and deposit all such funds in the name of the Federation in such banks, or trust companies or other depositories or in such safe deposit vaults as the Board of Directors may designate. They shall:

- a. Keep a record of the proceedings (Minutes) of all meetings of the Board of Directors and Executive Committee.
- b. Maintain current a roster, inclusive of mailing address, maintain the telephone number and parent bass chapter of the Board of Directors, disseminate updated copies to Federation officials and directors, register and maintain the record of attendance by directors at the Board of Directors meetings.

- c. Notify directors of Board of Director's meetings in a timely manner.
- d. Mail minutes of just concluded Board of Director's meeting to each director in a timely manner (email acceptable)
- e. Have custody and maintain general records of this Federation, including, but not limited to, minutes of Board of Director's meetings, chapter director attendance, committee appointments and reports, and addresses and telephone numbers of affiliate chapters members and their officers and directors.
- f. Coordinate the preparation and submission by members of the Executive Committee of such reports as are required by the Federation, The Bass Federation Inc and other agencies, and conduct correspondence for the Federation as directed.
- g. Maintain a current file of the bass chapters affiliated with the Federation, such files to include, at minimum, a copy of the current chapter membership roster, chapter's TBF Inc number and status.
- h. Determine both individual and chapter eligibility for Tournament Qualifier Series, report such status to the President, and, in not eligible, to individual and/or chapter in a timely manner so as to offer opportunity for correction.
- i. Sign, make and endorse in the name of the Federation all checks, notes, drafts, bills of exchange, acceptances and other instruments for the payment of money, and pay out and dispose of and receipt therefore, under authorization and direction of the President, Vice President or Board of Directors.
- j. Render a statement of the condition of the finances of the Federation at each regularly scheduled meeting of the Board of Directors, and at such other times as shall be required of them.
- k. Keep full and accurate books of account of all Federation business and other such books of account as the Board of Directors may require, and shall exhibit the same to any director of the Federation upon written application thereof.
- l. Prepare and submit a complete fiscal year financial report at the first Executive Committee meeting following the end of the fiscal year.
- m. Pay statements from officers and committee members only when clearly authorized by the President or Vice President and when fully documented by receipts.
- n. Issue statements and collect for financial obligations owed to the Federation.
- o. Be bonded by the Federation for the faithful discharge of duties in such amount and with surety as the Board of Directors may be prescribe.
- p. Have custody and maintain records of the Federation accounts and disbursements. At termination of office such records shall be inventoried. Active records shall be turned over to the succeeding Secretary/Treasurer. Old records shall be committed to Federation files as the President and Board of Directors shall direct. A receipt for same will be obtained. Valuable documents of the Federation in depositories or elsewhere shall be jointly inventoried in the presence of the President or Vice President prior to transfer of custodianship to new Secretary/Treasurer.
- q. Perform all duties incident to their office.

Section 4 Steering Committee

This committee shall consist of one elected representative from each of the three (3) Federation districts and shall also be part of the Executive Committee. They shall:

- a. Serve as liaison between the Federation officers and the Board of Directors.
- b. Act in concert with Federation Officers as the Executive Committee.

**Section 5
Past President**

He shall, upon the conclusion of his term or terms of office, assume the office of Past President, with full membership on the Executive Committee and rights and privileges therein. He shall:

- a. Serve as Chairman of the Awards Committee, as appointed and directed by the President.
- b. Serve as Chairman of the Nomination Committee, as appointed and directed by the President.
- c. Work closely with the President and Executive Committee to enhance a smooth transition and continuity of Federation leadership and direction.
- d. Assist the President and Executive Committee as directed.
- e. Serve as Chairman of Past Presidents Committee.

**Section 6
Returns and Statements**

It shall be the duty of each officer of the Federation to make and file any and all returns, reports, lists or statements required by law to be made and filed by him, and to make a full report to the Board of Directors respecting the affairs of the Federation in his charge whenever they may be requested to do so.

**ARTICLE VII
ELECTIONS**

**Section 1
Directors**

Members of the Board of Directors are elected representatives of affiliate chapters of this Federation as provided for by Article IV, Sections 1 and 2 of these Bylaws. As chapter representatives, they shall be elected to their positions under the procedures prescribed by their respective chapters.

**Section 2
Officers**

Officers of the Federation shall be elected by the Board of Directors in accordance with the procedures as prescribed herein. They shall have such terms of office and eligibility requirements as provided under Article V, Sections 2 and 3.

- a. Nominations shall be opened during regular business of the last two (2) regularly scheduled Board of Directors meetings of the fiscal year.
- b. Regular elections to fill officer positions shall be conducted during the last regularly scheduled meeting of the fiscal year. The election shall be by members of the Board of Directors with a quorum present and a plurality vote shall be necessary to elect. Voting for each officer shall be by a written ballot.
- c. Should vacancies occur among officer positions, such vacancies may be filled at a regular or special meeting of the Board of Directors, and any officer so elected shall hold office until the end of the normal term.

ARTICLE VIII

COMMITTEES

Section 1

Standing Committees

The President of the Federation shall appoint the following standing committees. Such committees, composed of chapter members and/or members of the Board of Directors, shall consist of no less than three (3) members and have a term of two (2) years:

- a. Youth Activities Director/Committee - This director/ committee shall review youth activities programs and projects related to indoctrination of our youth in the sport of fishing, sportsmanship, aquatic resources, boat and water safety and conservation practices as may be implemented by Federation organizations. It shall recommend improvements thereof, review and determine suitability of similar projects proposed for Federation sponsorship and assist in the planning and implementation of such projects.
 - (1) The youth director shall coordinate all state-level youth activities; be responsible for verifying that chapters satisfy youth activity requirements; and keep all chapters apprised of pertinent youth programs.
 - (2) Youth Director shall schedule, coordinate, and officiate the annual Junior Fishing Series/Championship.
- b. Conservation Committee – This committee shall maintain current information on all matters, including legislation, related to, and that could affect the preservation of aquatic resources and the natural environment, assure President and membership awareness of such matters, review proposed environmental and conservation projects to determine suitability for Federation sponsorship, coordinate and supervise the implementation of Federation environmental and conservation related projects, undertake informational and educational programs to bring to the members and public an awareness of threats to the environment and maintain liaison with the Washington Department of Fish and Wildlife Fisheries Program.
- c. Tournament Committee
 - (1) This committee shall plan, organize and operate an annual Tournament Qualifier Series of three (3) events which shall determine the eligibility to represent Washington in the TBF Inc sponsored divisional tournament, select tournament sites and dates, provide manning for registration and launch, take-off, check-in, and scoring sites, provide supervision, operation and other matters properly related to the orderly conduct of an annual Washington Tournament Qualifier Series. Provided, however, that all such tournaments will be conducted within the spirit and letter of current “TBF Inc Federation Divisional Tournament Official Rules” as amended by exceptions approved by the Board of Directors and called the Official Rules of Washington State Bass Federation Qualifier Series Tournaments and by the Washington State Bass Tournament Qualifier Series Basic Format.
 - (2) If circumstances warrant, such as an inability to recruit and appoint qualified Tournament Committee Chairman, i.e. Tournament Director, President may appoint, with the Board of Directors approval, a qualified person outside of the Federation to this position. The President may also, with the approval of the Board of Directors, set and pay to this person an appropriate stipend. This position will report and work with the Executive Board to carry out tournament instructions outlined above in (1), c., Section 1, Article VIII.

Section 2

Special Committees

Special committees may be appointed by the President, subject to concurrence in their composition and purpose by the Board of Directors, for closely defined purposes. In no case should tenure of a special committee exceed two (2) years from the date of appointment. Special committees may not supercede or otherwise infringe upon the duties and responsibilities of standing committees.

ARTICLE IX

CONDUCT OF MEETINGS

Section 1 Rules of Order

The rules of order, inclusive of Order of Business adopted for meetings conducted by this Federation, are appended to these bylaws as Appendix I Rules of Order.

Section 2 Parliamentary Procedures

Except as otherwise specifically provided in this Federation's Bylaws, all questions of order or procedure with respect to any meeting in action of this organization, its Board of Directors, Executive Committee, or any committee appointed hereunder shall be determined in accordance with "Robert's Rules of Order (as revised)".

ARTICLE X

AUTHORITY OF REPRESENTATION

Section 1 President's Conferences

In as much as this Federation and its affiliate bass chapters are an affiliate part of The Bass Federation Inc and it shall be necessary from time to time to have representation at the national office or elsewhere to obtain information and new policies and procedures and to add the Federation's voice and vote in national TBF Inc matters, this Federation shall have the power to pay the necessary expenses of its representative(s) to each of the two annual TBF Inc President's Conferences and to such other conferences as are deemed necessary by the Board of Directors.

Section 2 Divisional and National Tournaments

Chapter and Federation tournament competitions are directed towards the selection of members for the Federation Team which will represent the Federation and its members in the TBF Inc. sponsored Federation Divisional and National Tournaments. In recognition of the importance of the divisional and national tournaments to the Federation membership, this Federation shall have the power to pay the necessary expenses of those team members participating in these two events in a reasonable manner.

ARTICLE XI

FEDERATION QUALIFIER SERIES

Section 1 Location and Dates

The locations and dates of the Federation's annual Qualifier Series shall be studied and recommended by the Executive Board and the Tournament Director to the Board of Directors to be voted on. Any recommendations not passed shall be discussed, re-proposed and voted on at that time by the Board of Directors.

Section 2
Tournament Eligibility Requirements

- a. Bass chapters of this Federation shall be in compliance with Article III, Section 4 of these bylaws for its club team and/or any of its members to participate in the Federation Qualifier Series.
- b. New chapters or chapters whose membership is pending must; be in compliance with Article III, Section 3 of these bylaws; must have registered representation at the Board of Director’s meeting immediately preceding the first Qualifier Series tournament and have TBF Inc and FLW acceptance for affiliation not later than two (2) weeks prior to first Qualifier Series tournament.
- c. Compliance with any and all other eligibility requirements as stated in the Federation Qualifier Series Basic Format as set forth and appended to the Bylaws as Appendix ii, Washington State Bass Federation Qualifier Basic Format.
- d. Rules and Regulations
 - (1) The rules and regulations governing the conduct of the Federation’s Qualifier Series tournaments shall be the current Official Rules of Washington State Bass Federation Series Qualifier Series Tournaments and the Washington State Bass Qualifier Series Basic Format. The Official Rules shall be available as part of the Official Entry Form and is to be retained by Entrant. Basic Format is appended to these Bylaws as Appendix II.
 - (2) The Official Rules of Washington State Bass Federation Qualifier Series Tournaments shall be the current “The Bass Federation Inc Divisional Tournament Official Rules” as amended by exceptions approved by the Board of Directors. Exceptions shall be those required to adapt the Rules to comply with the Washington State Bass Federation Qualifier Series Basic Format (Appendix II), Federation policies and tournament site and waters.

ARTICLE XII

MISCELLANEOUS

Section 1
Contracts on Behalf of the Federation

The Board of Directors may authorize any officer or officers, agent or agents, employee or employees to enter into any contract or other instrument on behalf of this Federation and such authority may be general or confined to specific instances. Except as herein provided or as authorized by the Board of Directors, no officer, agent or employee other than the President and those officers granted specific authority under Article VI of these Bylaws, shall have any power or authority to bind this Federation by any contract or engagement, or to pledge its credit or render it liable, for any purpose or for any amount.

Section 2
Fiscal Year

The Fiscal year for this Federation shall begin on October 1 and ends on September 30.

Section 3
Audits

Requirements for audit of the financial books and accounts are prescribed in Article IV Section 10, however the books and records of the Federation, may be audited by a certified public accountant selected by the Board of Directors if the Board so elects.

**Section 4
Conflict of Interest**

No officer or member of the Board of Directors shall use his position as a means of furthering any personal, political or other aspiration, nor shall the Federation, as a whole, take part in any movement not in keeping with its purpose and objectives.

**Section 5
Sources of Federation Income**

Funds for support and maintenance of the Washington State Bass Federation will be derived from the annual Federation Qualifier Series tournaments, other Federation sponsored tournaments, assessments, special “activity related” projects and donations. Under no circumstances may the Federation accept monetary assistance from individuals, businesses, corporations or government agencies, if there is prima facie evidence that the goals of these entities are contrary to the primary goals of the Federation.

**Section 6
Dissolution**

Upon the dissolution of the Federation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Federation, dispose of all assets of the Federation exclusively for the purposes of the Federation in such a manner, or to such charitable, educational, environmental or sportsman’s organizations as the Board of Directors shall determine.

ARTICLE XIII

AMENDMENTS

**Section 1
Bylaws**

These Bylaws may be amended at any Board of Director’s meeting at which there is a quorum by a 2/3 majority vote of the directors present, provided the proposed amendment, in writing, has been mailed to each bass chapter at least thirty (30) days prior to the vote.

ARTICLE XIV

STANDING RULES

**Rule 1
Amendment to Standing Rules**

The standing rules of the Federation were adopted by rule of the majority; they are therefore subject to the will of the majority at any Board of Director’s meeting and may be suspended, modified or rescinded by a majority vote, with a quorum present, without the delay incident to giving previous notice.

**Rule 2
Dissemination of Federation Roster**

A roster of the Federation bass chapters and its members may not be given to any individual or organization outside of the Federation unless approved by the Executive Committee.

Rule 3
Tournament Conflicts

It shall be Federation policy that the dates of its Qualifier Series shall not conflict with dates for the Jamboree.

Rule 4
Federation Team Expenses

Federation Team members who qualify for the Divisional Tournament shall be provided a payment of funds to compensate for individual expenses that shall be determined based on the following guidelines and formula below to determine financial support amounts:

1. Motel allowance will be based on team members traveling in pairs (boater and non-boater) covered by the Federation at the time of the Divisional Tournament based on actual tournament site cost plus any overnights required for travel, divided by two.
2. Mileage expenses will be based on team members traveling in pairs (boater and non-boater) reimbursed by the Federation once the yearly Federation Team Member requirements are met (attendance of the angler at the year-end banquet during the year of qualified competition, attendance and participation in one scheduled youth event). Travel expense reimbursement is based on formula below to determine Federation commitment to the anglers.

Uniforms shall be obtained and distributed free of cost to all team members.

If any team member chooses not to travel in pairs or stays with family or alone and thus causes another team member to travel and stay alone, their mileage and motel allowance transferring to abandoned team member.

Support funds will be determined by the following breakdown of entry fees paid by anglers (based on entry fees of \$300)

- 8.33% or \$25 towards prize money for clubs (current year participation)
- 8.33% or \$25 towards the prize money for the anglers (current year participation)
- 8.33% or \$25 towards travel expenses for anglers going to Nationals (prior year participation)
- 16.66% or \$50 towards travel expenses for anglers going to Divisionals (prior year participation)
- 16.66% or \$50 towards lodging expenses for anglers going to Divisionals (prior year participation)
- 8.33% or \$25 towards angler jerseys for anglers going to Nationals & Divisionals (prior year participation)
- 66.64% of every \$300 goes back to supporting anglers. The fewer anglers we have, the less money we have to give to support our anglers moving on. (\$200) percentages rounded to nearest dollar.

Rule 5
Interpretation of Bylaws and Standing Rules

The final authority for interpretation of the Bylaws and Standing Rules shall rest with the Board of Directors.

ARTICLE XV

ENDOWMENT FUNDS

Section 1 General

Established, maintained, enhanced and awarded as an instrument to further those purposes and objectives of the Washington State Bass Federation as are specifically defined under each Endowment Fund, and only those. Each Endowment Fund shall:

- a. Be managed by the Executive Committee of the Federation.
- b. Retain its principal at no less than \$10,000. The principal may be increased by a 2/3 majority vote, with a quorum present, of the Board of Directors, but never decreased.
- c. Not use monies for any purpose, other than those outlined under each Endowment, except for fund maintenance.
- d. Use interest accrued on the principal as criteria for establishing amount and frequency of awards.
- e. Exist in perpetuity.

Section 2 Warm Water Scholarship Fund

Created for the purpose of furthering the Federation's commitment to, and support of, warm water fisheries and aquatic habitat research on waters in the state of Washington. Scholarship(s) shall be awarded based on the following criteria:

- a. Candidates which are either a graduate or post graduate student at a University in the Northwest will be given preference, however, undergraduate students conducting specific research projects involving warm water resources will also be considered.
- b. Candidates shall be involved in research affecting warm water fisheries, aquatic habitat, or related issues in the state of Washington as described below.
 - (1) Warm water fish: Ictaluridae, Centrarchidae and Percidae, including, but not limited to the following: largemouth and smallmouth bass, yellow perch, black and white crappie, walleye, channel catfish and bluegill.
 - (2) Warm water habitat: all freshwater lakes, ponds, rivers, and streams of Washington state include interstate waters like the Columbia river that contain a diversity of fish species, and have public access.
- c. Candidate shall show academic promise and ability as well as financial need.
- d. Candidates shall be screened by each nominating University with up to three (3) from each being accepted for consideration.
- e. Recipient will be selected by the Executive Board of the Federation. The Board reserves the right to not distribute scholarship funds in a given year if no qualified proposals are received. In those limited situations, the Board will apply any unused scholarship funds earmarked for the previous year toward the next year's scholarship.
- f.

Section 3
Warm Water Enhancement Fund

Created for the purpose of furthering the Federation's commitment to, and support of conservation policies, practices and measures, preservation of aquatic resources and improvement of ecological and environmental conditions, especially as they relate to enhancement of recreational warm water fisheries. Funds shall be awarded under the following considerations and circumstances:

- a. Project for consideration must be submitted by the Environmental Committee, a Federation chapter or chapter member to the Executive Board of the Federation.
- b. Project must meet the following definition of warm water resource, which is: Any river, stream, lake, reservoir, or pond that supports warm water fish, as described in (1), b, Section 2 of this Article...., and any habitat (upland, wetland, woodland or drainage basin) that contributes to healthy populations of warm water fish.
- c. Project must be within the borders of Washington state, must benefit more than one user group, must comply with state and local laws and must have the approval and support of any state agencies concerned.
- d. Enhancement shall mean the improvement of recreational opportunity for the fishing public.
- e. Means of achieving enhancement shall include, but not be limited to: cash, equipment, construction, fingerlings, brood stock, forage, etc.
- f. Selection of, and awarding of, funds to a warm water enhancement project shall be by the Executive Committee of the Federation and approved by the Board of Directors.

ARTICLE XVI

ASSOCIATE MEMBERSHIP

Section 1
General

Associate chapter membership shall be open to any established bass club in the state of Washington or geographically reasonable location in Idaho or Oregon, whose purposes, aims and philosophies are to promote, preserve and protect the warm water fisheries of Washington and the Pacific Northwest and to encourage and assist in the development and advancement of Youth fishing in the state of Washington. To be in general accordance with all WSBF goals and purposes.

Section 2
Definition of Membership

Associate Chapter membership shall be in accordance with those of affiliated chapters as outlined in Article III, Sections 1-10, except for those sections that relate specifically to The Bass Federation Inc, and also, to any additional bylaws as stated in this Article.

Section 3
Representation

Associate Chapters shall be represented as outlined in Article IV of these Bylaws. In addition, Associate Chapters shall have one (1) position on the Executive Board. This representative shall be elected by the Associate Chapters at the Federation's last meeting of the fiscal year to take their position as of the beginning of the Federation fiscal year, i.e. October 1st. Nominations for Associate Chapter Executive Board member are to be submitted to the Federation President at least 30 days prior to the last meeting of the Federation fiscal year.

**Section 4
Continuation**

In addition to criteria in Article III, Section 4, Associate membership shall be on a continuing basis provided:

- a. Chapter participation in at least one (1) Federation sponsored environmental/conservation project each year. Participation shall mean at least 20 man-hours with a minimum of four (4) participating members.
- b. Chapter participation in at least one (1) Federation sponsored Youth project each year. Participation shall mean at least 20 man-hours with a minimum of four (4) participating members.

**Section 5
Dues**

Dues shall be \$1. per Associated chapter member per year, with a minimum of \$20 per Associated chapter.

**Section 6
Rights and Privileges**

As Associate Chapters of the Federation they are entitled to all the rights and privileges and subject to all the obligations as affiliated chapters and as stated in Article III, Section 9, except the following:

- a. Eligibility to hold Federation office other than Executive Board membership.
- b. Eligibility to receive national Achievement Awards.
- c. Vote on Federation business other than that which directly and specifically pertains to Environmental/conservation or youth issues.

**Section 7
Governance**

All issues that may concern or relate to Associate membership not specifically addressed in this amendment shall be governed by the Bylaws in total.

**APPENDIX I
RULES OF ORDER TO FEDERATION BYLAWS**

1. General

- a. These rules constitute the Rules of Order for the conduct of the Board of Director's meetings for the Federation.
- b. The rules contained in "Robert's Rules of Order (as revised)" shall govern the Federation in all cases to which they are applicable, and in which they are not inconsistent with these Rules of order, the Bylaws, or Standing Rules.

2. Call to Order

Regular meetings of the Board of Directors shall be convened on such dates, at such a time and at such a place as shall be determined and announced in accordance with Article IV, Section 4 of the Bylaws; and, it shall be the duty of the President to call the meeting to order at the appointed time, to preside over the meeting, to distribute agenda, to state and put all questions properly brought before the directors, to preserve order and to decide all questions of order.

3. Order of Business

The Order of Business for the Federation Board of Director's meetings shall be as follows:

Call to order by Federation President

Introduction by the President

Call of Roll and introduction of chapter directors present

Introduction of distinguished guests and Federation officials

Presentation of Minutes of preceding meeting

Presentation of Treasurer's Report

Reports of Standing Committees

Reports of Special Committees

Unfinished Business (Old Business)

New business

Programmed Activity, if applicable

Adjournment

4. Recess for Lunch

Recess for lunch shall be 12:00noon. Period for recess shall be approximately 30 minutes.

5. Washington State Department of Fish and Wildlife

The Fisheries Division, Washington State Department of Fish and Wildlife, shall be extended an open invitation to participate in all regularly scheduled Board of Director's meetings and the Fisheries Division's representative's report shall be awarded the same order of business as a report from a Standing Committee. Written invitation shall be extended by president NLT 30 days in advance of each meeting date.

6. Assumption of Office

Terms of office, procedures for elections and guidelines for assumption of office by Federation officials are prescribed in Articles V and VII of the Bylaws. Officials elected during the last meeting of the fiscal year shall assume office no earlier than October 1 and their assumption of official duties shall be planned so as to coincide with the date of the first Federation meeting to be conducted in the new fiscal year. This period between elections and assumption of office shall be utilized as a transition period by the newly elected officials and permit incumbent officials to complete their year-end duties. This period shall include the close working together of both the newly elected and incumbent officials, including a regular Executive Board meeting, to provide a smooth transition of officers

7. Presentation of Awards, Presentation and Swearing in of New Officials

a. The presentation of awards for outgoing officials, committee chairmen and any statewide chapter awards shall be scheduled for conduct during the year-end Awards Banquet which is held following the first Board of Director's meeting of the fiscal year.

b. Swearing in of newly elected officials shall be scheduled for conduct during the Order of Business slated for the President's introduction at the first Board of Director's meeting of the fiscal year.

c. The swearing in of the new President and the newly elected officials shall be accomplished by the incumbent President; first, by oath administered jointly to all newly elected officials; last by oath administered separately to the new President. For each occasion, incumbent President shall administer the following oath to which each electee shall respond with the words: "I DO!"

OATH: "DO YOU SOLEMNLY SWEAR THAT AS AN ELECTED OFFICIAL OF THE WASHINGTON STATE BASS FEDERATION YOU WILL FAITHFULLY AND WILLFULLY EXECUTE THE DUTIES OF YOUR OFFICE; THAT YOU WILL ACCOMPLISH THOSE TASKS RELATED WITH YOUR DUTIES WITH THE HIGHEST DEGREE OF INTEGRITY AND IN THE BEST INTERESTS OF THE FEDERATION AND ITS MEMBERSHIP?"

ANSWER: "I DO!"

d. Following issuance of the oath, the outgoing President presents the badge of office to the new President, i.e. gavel.

e. Should the incumbent President also be the newly elected president or not present to conduct the swearing ceremony, it shall be accomplished by an incumbent official or director as the Board of Directors shall direct.

8. Amendments to Rules of Order

These rules can be amended at any regularly scheduled meeting of the Board of Directors, by a 2/3 majority vote, with a quorum present, provided the amendment, in writing, has been mailed to each bass chapter at least thirty (30) days prior to the vote.

APPENDIX II

FEDERATION QUALIFIER SERIES BASIC FORMAT AMENDMENT TO FEDERATION BYLAWS

FEDERATION QUALIFIER SERIES BASIC FORMAT

1. ELIGIBILITY

1. Must be current member of the WSBF in good standing
2. Must be current member of a TBF Inc affiliated club and appear on the national roster
3. Must be a current member of the FLW.
4. All club dues and fines must be current

2. TOURNAMENT ENTRY

1. Club Team

- a. Club team roster, entry forms, and entry fee for all three qualifying tournaments must be received by the Federation Secretary no later than two weeks before the first event, or as designated by the Executive Board.
- b. Club teams will be equally divided into designated boaters and non-boaters.
- c. Boater and non-boater designations must be noted on roster and entry forms.
- d. Any changes in team members or boater designation must be cleared with Tournament Director prior to the individual qualifying tournaments.
- e. Clubs must compete in all three tournaments to qualify for year end awards.

2. Individual Buy-ins

- a. Entry Form and entry fees for all three tournaments must be received no later than two weeks before the first event or as designated by Executive Board.
- b. Must sign up in boater/non-boater pairs.
- c. Must compete in all three tournaments to qualify for year end awards.

3. TOURNAMENT RULES

1. Will follow all TBF Inc tournament rules with the following exceptions:
 - a. Daily limit will be 5 fish
 - b. Tournament waters will be off limits from Sunday at midnight the weekend before the scheduled tournament through Thursday at midnight. This establishes Friday as an official practice day for the scheduled Qualifier tournament.
2. All applicable State, County and local laws and regulations must be adhered to. Failure to adhere to any of the above laws will result in disqualification.
3. Other Rules may be established as warranted by the Tournament Director.

4. SCORING

1. Club Teams

- a. Based on a total weight of 10 club team members for each qualifying tournament.
- b. Highest total will receive 25 points, second highest 24, etc.
- c. Club with highest point total after 3 state qualifying tournaments will be declared State Club Champions.
- d. Ties will be broken by total weight of all four tournaments.

2. Individual

- a. Based on total individual weight for each qualifying tournament.
- b. Highest total will receive points equal to the number of anglers registered for the first qualifier. Second will receive one less and so on. (Anglers not weighing any legal fish will receive 0 points)
- c. The top 12 point totals after all three qualifying tournaments will qualify for the Washington State Divisional team.
- d. Ties will be broken by total weight of all three tournaments.

5. DRAW

1. Draw will be held at drivers' meeting Friday and Saturday nights.
2. After draw is complete drawn pairs may, if mutually agreed upon, switch the boater and non-boater designation for that days fishing. Tournament Director must be notified immediately of this change.
3. Each contestant must be present at each draw or designate someone to be there for you.

6. PENALTIES

1. If an individual enters, or is entered by their Club, and does not show up for the tournament the Club will be fined \$50.
2. If a Club does not update its tournament roster (Club rosters from the first Qualifier are carried over to each Qualifier as is, unless updated), and there is a no-show, the Club will be fined \$50 for each no-show.
3. If an individual leaves before the final weigh-in the Club will be fined \$100 and that individual will be banned from all further tournaments that year.
4. Any and all fines will be waived in case of a documented emergency.

7. DRIVER'S MEETING

1. Will be at 7:30 pm Friday.
2. Friday's meeting will go over tournament rules, answer questions, and have the first day's draw.
3. Saturday's meeting to have the second day's draw.
4. Drivers' meeting is not mandatory, **BUT**, each contestant is responsible for abiding by all rules discussed, any changes or additions to the rules and for designating someone to contact your draw and making arrangements, including meeting place for next day's fishing.

8. BOAT CHECK

1. Will be done each morning on ramp at tournament site.
2. All boats must be inspected and stickered before leaving at blast-off.
3. Boat check will consist of livewell check and for required Coast Guard equipment, to include life jackets, PFD, flares, horn or whistle, and fire extinguisher.

9. TOURNAMENT HOURS

1. Saturday - Safe light to Time to be determined by the Tournament Director.
2. Sunday – Safe Light to Time to be determined by the Tournament Director.
3. Delay of start or cancellation will be at Tournament Director’s discretion.

10. ENTRY FEES AND OPTION POTS

1. ENTRY FEES

- a. Entry fees will be \$300 per club team member and \$300 per buy-in for Qualifier Series
- b. Tournament fees must be paid in advance for Qualifier Series
- c. Clubs may enter teams of less than 10 members and pay for only the number entered, but point calculations will be based on 10 anglers.
- d. Clubs may enter only one (1) ten member team.
- e. All entry fees will remain with the Federation.
- f. Late entries will be allowed with a \$50 penalty. Or at the Executive Boards discretion.
- g. There will be NO REFUNDS allowed for any reason, except for documented emergencies.

2. OPTION POTS

- a. There will be a \$40 big stringer option pot and a \$10 big fish option pot.
- b. All options will pay back 100%.

11. TROPHIES AND PAYOUTS

1. Team

- a. Trophies to three places.
- b. Cash prize to top three team to be determined by number of anglers participating in the Qualifier Series to be paid at the year-end awards banquet. (Reference Article XIV, Rule 4)

2. Individual

- a. Trophies to three places
- b. Option pot pay-outs based on one (1) place per seven (7) option pot entries.

3. Big Fish

- a. Option pot pays big fish each day.
- b. One trophy for big fish of the Tournament.

12. MISCELLANEOUS

1. Any situation not specifically covered by the tournament rules and regulations or the tournament format will be decided by the Tournament Director.
2. All decisions by the Tournament Director are final.