

# **K-W CAMBRIDGE BASSMASTERS**

## **CLUB BYLAWS**

**May 2006**

## Table of Contents

Table of Contents		2
Article I	Introduction	3
Article II	Club Location	4
Article III	Membership	4
Article IV	Executive	7
Article V	Responsibilities & Duties Of Officers	9
Article VI	Committees	11
Article VII	Conduct of Meetings	12
Article VIII	Club Tournaments	13
Article IX	Miscellaneous	13
Article X	Amendments	14
Appendix 1	Rules of Order	15
Appendix 2	Tournament Rules	17

# Article I: Introduction

## Section 1: Purpose and Powers

The K-W Cambridge Bassmasters, herein referred to as the Club, consisting of members in good standing of the Bass Anglers Sportsman Society 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 Club is affiliated with the Ontario B.A.S.S. Federation Nation, (herein referred to as the O.B.F.N.), and the Bass Anglers Sportsman Society (B.A.S.S.) and may unite to the benefit of their common interests.
- b) To promote and support approved conservation policies, practices and measures, preservation of aquatic resources and improvement of ecological and environmental conditions on national, provincial, regional and local levels,
- c) To promote the practice of high standards of sportsmanship and conservation measures by the membership.
- d) To provide the Ontario Ministry of Natural Resources and Grand River Conservation Authority organized moral and political support as well as information and leadership in the protection and enhancement of warmwater fisheries and aquatic habitat.
- 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 and promote the conduct of youth fishing activities by providing the funding and material assistance to implement approved youth activities.
- g) To promote, organize and conduct various club tournaments in which the Club representatives for the O.B.F.N. Qualifier will be determined
- h) To provide within budgetary limitations funding and/or monies to help support participation within the O.B.F.N. and B.A.S.S. Divisional and/or National Tournaments as may be required.
- i) To promote, assist and facilitate the formation of additional bass clubs to become affiliated with B.A.S.S. and the O.B.F.N.

## **Section 2:**

It is the responsibility of the Club to establish an organizational slogan, logo and official club colours.

## **Article II: Club Location**

### **Section 1: Location of Club**

The K-W Cambridge Bassmasters are located in the Kitchener-Waterloo-Cambridge area of Ontario.

### **Section 2: Official Club Address**

The official business addresses of the Club will be the same as the Club President and the official Club post office box.

## **Article III: Membership**

### **Section 1: Definition of Membership**

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

### **Section 2: Individual Membership**

Individuals, who are members in good standing of the Club, the O.B.F.N., and B.A.S.S., shall be considered members under these bylaws.

### **Section 3: Affiliation**

Affiliation of the Club with the O.B.F.N. and B.A.S.S. is requisite of the following requirements:

- a) 100% of the chapter's individual membership shall be members in good standing with B.A.S.S.

- b) Individual membership in the bass chapter shall consist of six (6) or more members.
- c) The bass chapter shall be affiliated with B.A.S.S.
- d) Must provide the O.B.F.N. with up-to-date rosters including names, addresses and phone numbers whenever there are changes to the club roster.

#### **Section 4: Continuation**

Chapter (club) affiliation shall be on a continuing basis provided:

- a) Chapter maintains current its affiliation with B.A.S.S.
- b) Chapter maintains current its dues to the O.B.F.N.
- c) Chapter complies with the requirements for representation during the O.B.F.N. Board of Director's meetings.
- d) Chapter maintains individual membership at six or more.
- e) Chapter maintains current the names and addresses of its members and officers with the O.B.F.N.

#### **Section 5: Dues**

- a) All members of the club must be a member in good standing of B.A.S.S. The dues for this are set by B.A.S.S.
- b) All members must pay club dues. These club dues are set yearly and may change from time to time as the Club Executive sees fit. All changes in club dues will be voted upon by the membership at a regularly scheduled meeting, with proper notice given. Each member's B.A.S.S. Federation Nation fee is paid by the Club on their behalf from their club dues.
- c) Members are not allowed to participate in any Club, O.B.F.N., or National level tournament if the member is not in good standing.
- d) Yearly club dues for the following year shall be due and payable to the Club Secretary/Treasurer at the regularly scheduled December meeting. O.B.F.N. dues for the coming year are due at the same time and will be submitted to the O.B.F.N. by the Club when received.
- e) Dues for any members joining throughout the year shall not be pro-rated.

## **Section 6: Withdrawal from Membership**

- a) Any bass chapter may withdraw from membership, after fulfilling all of its obligations to the O.B.F.N., by giving notice, preferably in writing, to the O.B.F.N. Secretary/Treasurer. In the absence of notification, chapters who fail to have representation on four successive occasions at the O.B.F.N. 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 B.A.S.S. for disaffiliation action.
- b) Individual membership in the O.B.F.N. is forfeited concurrent with the cessation of the Individuals chapter membership.
- c) Individuals may be denied participation in O.B.F.N. 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 O.B.F.N. For flagrant reasons, the Board may recommend removal of the individual from chapter membership. Affirmation action shall remove the individual from membership in the O.B.F.N.

## **Section 7: Reinstatement of Membership**

- a) Membership in this club that was terminated by withdrawal action may be reinstated by showing compliance and by making current any dues.
- b) Membership that was terminated may be reinstated with a 2/3 majority vote, with a quorum of members present.

## **Section 8: Rights and Privileges**

- a) As a member of the Club and the O.B.F.N., the member is entitled to all the rights and privileges and subject to all obligations to which membership in B.A.S.S. and the National B.A.S.S. Chapter Federation Nation implies.
- b) Any member has the right to seek any office in the Club and the O.B.F.N.
- c) 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 O.B.F.N.; the right to participate in O.B.F.N. 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

the O.B.F.N., active participation and support of O.B.F.N. 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 the O.B.F.N. in the community.

### **Section 9: Non-discrimination**

There shall be no discrimination in membership or participation in the activities of the Club, the O.B.F.N., or B.A.S.S., because of race, creed, colour, national origin or sex.

## **Article IV: Executive**

### **Section 1: Officers**

Officers of the K-W Cambridge Bassmasters shall be known as the Executive and are empowered to carry out the directives of the K-W Cambridge Bassmasters when the membership is not in session. The Executive shall have the power to overrule or modify any action of the K-W Cambridge Bassmasters and its members if there is a breach of rules and/or policies established by B.A.S.S. and/or the Ontario B.A.S.S. Federation Nation.

- a) The Executive may act by a majority of its members at a meeting or informally without a meeting provided all members acknowledge, in writing, such informal action.
- b) The Executive shall meet prior to each regularly scheduled or special meeting of the membership to prepare an agenda for the meeting and to prepare and consider old and new business. They will also organize guest speakers for meetings where required.

### **Section 2: Term of Office**

The term of office for Executive members is presently one year. Officers will assume their positions during the first meeting of the fiscal year. All outgoing executive members will finish their term of office by attending the last executive meeting of the fiscal year. This will allow the newly elected executive members to collect all pertinent information and documents from the outgoing executive members.

### **Section 3: Eligibility for Office**

Officers shall be members in good standing of B.A.S.S., the O.B.F.N., and the K-W Cambridge Bassmasters.

### **Section 4: Election to Office**

Officers will be elected to these positions with a majority vote of the membership in good standing.

### **Section 5: Removal from Office**

Any officer may be removed from office for cause by a 2/3-majority vote of the membership, with quorum present. A petition for removal of an officer from office may be made at any time but must be signed by a minimum of three members in good standing and must also detail reasons for removal. The officer/s in question for removal has the right to speak on their behalf.

### **Section 6: President Position**

If the position of president is not filled by an incumbent, the person running for this position must be a member of the Executive. This will ensure that there is a candidate with sound knowledge concerning the operation of the club as well as the Federation. If no member of the executive wishes to seek the office of president the position will be open to nominations for any member in good standing.

### **Section 7: Ballots**

The ballot procedure will be used in the circumstance that there are more than two (2) candidates for a specific executive position.

Example: If three persons run for one position, the members will vote on all three candidates. The candidate with the lowest amount of votes will be removed from the ballot. The members will then vote on the remaining two candidates.

### **Section 8: No Vote**

The no-vote will apply only in situations where there is only one nominee for an executive position. The members will vote on one candidate the same as if

there were two. The vote will determine if the membership feels that the candidate is fully capable of the position. If there is no majority no-vote, then the nominee will be acclaimed.

### **Section 9: Temporary Position**

If for unseen circumstances an executive member must leave the position, then an election will be called to fill that position. This will only occur if it is not the last two months of the executive member's term. In the last two months, the other executive will fill in and/or in the case of the president resigning, the vice-president will assume control.

## **Article V: Responsibilities and Duties of Officers**

### **Section 1: President**

- Preside and maintain order over all meetings of the K-W Cambridge Bassmasters. Schedule regular and special meetings of the club as well as the Executive.
- See that regular elections are duly called, noticed and held.
- Direct all official business of the K-W Cambridge Bassmasters.
- Be the official representative to the Ontario B.A.S.S. Federation Nation and sit on the Board of Directors for the O.B.F.N. Attend all meetings, events, etc. conducted by the O.B.F.N.
- Assure adequate supervision of all club events.
- Is ex-officio, non-voting member and supervisor of all standing and special committees.
- Maintain liaison with Bass Anglers Sportsman Society and endorsed sponsors and promoters.
- Initiate disciplinary action in respect to violations of standing regulations and procedures by Club members.
- Maintain a liaison with the Ontario Ministry of Natural Resources and the Grand River Conservation Authority.
- Distributes information from B.A.S.S. Headquarters, the O.B.F.N. and any other pertinent information.
- Organize and establish network of government, fishing and boating industry representatives, community and law enforcement groups/individuals.
- Promote the K-W Cambridge Bassmasters through fishing, education, conservation, public and community involvement and media.
- Maintain liaison with local media outlets to promote club and activities.

## **Section 2: Vice President**

- Works closely with the chapter president and will be responsible to assume the duties of president on short notice.
- Vice-president 'heads-up' all chapter committees. Organizes and establishes all standing and created committees.
- Reports to president and club members on activities of committees.
- Assists the president where needed.
- Represent the club at any function and/or meeting if the president is unable to attend.

## **Section 3: Secretary**

- Keeps a record of proceedings (Minutes) of all meetings of the K-W Cambridge Bassmasters.
- Maintains current roster of all club members. This will include name, address, phone number and B.A.S.S. member number. This is an extremely important role.
- Submits any chapter officer, member and address change to the Chapter Coordinator at B.A.S.S.
- With tournament director, determines individual eligibility for all club and/or Federation Nation tournaments.
- Maintains and keeps all records, minutes, administrative accounts for the club for permanent record.
- Assists other executive members if required.

## **Section 4: Treasurer**

- Maintains chapter checking, savings, bank accounts for the club. This includes depositing dues and other monies raised, withdrawing monies for club events and activities and balancing accounts accurately.
- Collects chapter membership dues.
- Prepares chapter tournament payout.
- Reports financial statement to president and to club at all meetings of the executive and/or the general membership.
- Prepares and presents financial report to the club at the end of the fiscal year.

## **Section 5: Publicity and Newsletter**

- Makes media contacts in the local area as well as prepares and distributes club press releases in a timely and newsworthy manner.
- Prepares chapter handbook for national awards from B.A.S.S.
- Prepares and advertises club events.
- Is responsible for preparing (with contributions) club newsletter. With the assistance of the secretary, is responsible for distributing the newsletter in a timely fashion.
- Prepares any banners, signage, etc., for any event that requires it.
- Responsible for (with assistance) providing sources and styles of official club clothing (i.e. hats, shirts, etc.)

## **Section 6: Tournament Chairman**

- Responsible for all aspects of running successful club tournaments. Will work closely with members of the executive committee.
- With input from the club membership the tournament director will choose tournament sites and times. All tournament sites must have adequate facilities.
- Presides over the club tournament committee.
- Tournament chairman is responsible for tournament pairings in non-team events.
- Will work closely with all local government agencies.
- Promotes catch and release.
- Is a member of the Federation Nation Tournament Committee.

## **Section 7: Conservation Chairman**

- Serves as liaison between the club and provincial/regional agencies.
- Attends local, provincial and national meetings. Reports on these meetings at all general membership meetings.
- Plans chapter conservation projects. Submits conservation updates.
- Works with the G.R.C.A. and/or the O.M.N.R. to collect data from fish captured during tournaments.
- Prepares applications and summaries to collect monies for conservation projects (i.e. CFIP).
- Is a member of the Federation Nation Conservation Committee.

## **Section 8: Youth Chairman**

- Organizes and coordinates the Junior BASSMASTERS Program.
- Plans and coordinates all Casting Kids events.
- Prepares applications and summaries to collect monies for youth activities.
- Attends local, provincial, and national meetings. Reports on these meetings at all general membership meetings.
- Is a member of the Federation Nation Youth Committee.

## Article VI: Committees

### Section 1: Standing Committees

The following three committees are chaired by elected committee chairman and shall consist of no less than three (3) members.

- a) **Youth Committee** - This committee shall review and plan youth activities, programs and projects related to the indoctrination of our youth in the sport of fishing, sportsmanship, aquatic resources, boat and water safety and conservation practices. It shall review and recommend suitable activities and programs to and from the O.B.F.N. and other organizations.
- b) **Conservation Committee** - This committee shall review and prepare conservation programs and activities to protect, preserve and/or enhance aquatic habitat, water quality and the warm-water fishery. This committee will review proposed environmental and conservation projects for suitability for O.B.F.N. and corporate sponsorship. This committee will coordinate and undertake educational and informational programs and bring awareness to the members and the public an awareness of threats to the environment. This committee will maintain liaison with the G.R.C.A. and O.M.N.R., and will participate actively in all fisheries management processes and groups.
- c) **Tournament Committee** - This committee shall plan, organize and operate an annual Tournament Series that as part of will determine club representation at the O.B.F.N. - Divisional Qualifier Tournament. The committee will select tournament sites and dates, provide manning for all needed activities such as registration, scoring, etc., where required, prepare tournament rules and reports, maintain liaison with all concerned agencies (i.e. G.R.C.A.) and marinas. All tournaments shall be conducted within the spirit of B.A.S.S. and the O.B.F.N. This committee will review and prepare reports to the membership and the Ontario B.A.S.S. Federation Nation.

### Section 2: Special Committees

Special committees may be established by the President for closely defined purposes. Special committees may not supercede or otherwise infringe upon the duties and responsibilities of standing committees.

## Article VII: Conduct of Meetings

### Section 1: Rules of Order

The rules of order adopted for meetings conducted by the O.B.F.N., is appended to these bylaws as Appendix 1, Rules of Order.

### Section 2: Parliamentary Procedure

Except otherwise specifically provided in the O.B.F.N.'s Bylaws, all questions of order or procedure with respect to any meeting in action of this organization shall be determined in accordance with "Robert's Rules of Order (as revised)".

## Article VIII: Club Tournaments

### Section 1: Locations and Dates

The locations and dates of club tournaments will be established by the Tournament Committee, and will be provided to the membership by the regularly scheduled March meeting date.

### Section 2: Tournament Eligibility Requirements

- a) Participants must be members in good standing with B.A.S.S., the O.B.F.N. and the K-W Cambridge Bassmasters.
- b) All participants must be 16 years or older to compete in accordance with B.A.S.S. Federation Nation Insurance policy. Participants between 16 and 18 years old must have their parent(s) or legal guardian(s) consent to participate in club sponsored activities. This consent will consist of the parent(s) or legal guardian(s) signature on the K-W Cambridge Bassmasters application form.
- c) To be eligible to qualify for the club team, which will represent the Club at the Ontario B.A.S.S. Federation Nation - Divisional Qualifier Tournament, or any other National Level Tournament or above, you must be a member in good standing of the K-W Cambridge Bassmasters prior to June 1 of each tournament year. See Article III, Section 2.

### **Section 3: Rules and Regulations**

- a) Tournament rules for all club tournaments will be found in Appendix 2. Tournament rules will include any site or species-specific rule changes (i.e. pike tournaments)
- b) Procedures for tournament pairings (i.e. draw) will be found in Appendix 2, as part of the tournament rules.
- c) All B.A.S.S. Federation Nation rules and regulations must be adhered to if any member is participating in B.A.S.S. Federation Nation sponsored tournaments.

## **Article IX: Miscellaneous**

### **Section 1: Fiscal Year**

The Fiscal Year for the K-W Cambridge Bassmasters shall begin on January 1 and end on December 31.

### **Section 2: Conflict of Interest**

No officer or member of the club shall use his position as a means of furthering any personal, political or other aspiration, nor shall the K-W Cambridge Bassmasters, as a whole, take part in any movement not in keeping with its purpose and objectives.

### **Section 3: Sources of Club Income**

Funds for the support and maintenance of the K-W Cambridge Bassmasters will be derived by the annual Tournament Series and other tournaments. Under no circumstances may the club accept monetary assistance from individuals, businesses, corporations or government agencies, if there is evidence that the goals of these entities are contrary to the primary goals of the O.B.F.N. and the K-W Cambridge Bassmasters.

### **Section 4: Quorum**

Quorum for the K-W Cambridge Bassmasters is set at 50% (1/2) of the membership in good standing at the time of whenever quorum is required (i.e. 50 members; quorum is 25).

## Article X: Amendments

### Section 1: Bylaws

These bylaws may be amended at any general membership meeting at which there is a quorum by a  $2/3$  majority vote of the members present provided that the proposed amendment was given to the President in writing.

# Appendix 1: Rules of Order

## 1. General

- a) These rules constitute the Rules of Order for the conduct of the K-W Cambridge Bassmasters meetings.
- b) The rules contained in ***Robert's Rules of Order (as revised)*** shall govern the Club 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 K-W Cambridge Bassmasters shall be convened on such dates, at such a time and at such a place as shall be determined and announced with proper warning. 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 the agenda, to state and put all questions properly before the members, to preserve order, and to decide all questions of order.

## 3. Order of Business

Call to order by the President

Introduction by the President

Circulation of Roll Call sheets

Introduction of guests and Federation officials

Presentation of Minutes of proceeding meeting

Presentation of Treasurers Report

Reports of Committees

Unfinished Business Old Business

New Business

Programmed Activity - Guest Speaker (if applicable)

Adjournment

#### **4. Presentation of Awards, Presentation and Swearing in of New Officials**

- a) The presentation of awards for outgoing officials, committee chairmen and any provincial chapter awards shall be scheduled for conduct during the annual awards banquet.
- b) Swearing in of newly elected officials shall be scheduled for conduct during the Order of Business slated for the Presidents introduction at the annual awards banquet.
- 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, the 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 K-W Cambridge Bassmasters, you will faithfully and willfully execute the duties of your office, that you will accomplish those tasks related to your duties with the highest degree of integrity and in the best interests of the Ontario B.A.S.S. Federation Nation and its membership.

**Answer:** "I DO".

#### **5. Amendments to Rules of Order**

These rules can be amended at any regularly scheduled meeting of the K-W Cambridge Bassmasters, by a 2/3 majority vote with quorum present. Proposed amendments must be provided to the President in written form.

## Appendix 2: Tournament Rules