

# THE CONNECTICUT B.A.S.S. FEDERATION NATION



## BY LAWS

## FORWARD

**INCLUDED IN THESE PAGES IS THE CONNECTICUT B.A.S.S. FEDERATION NATION'S BASIC ORGANIZING INSTRUMENT AND CODE OF RULES. THE BYLAWS INCLUDED HEREIN ARE A REVISION OF THE INITIAL BYLAWS AND STANDING RULES INCLUDING PROVISIONS OF THE ORIGINAL BYLAWS AS AMENDED BY SUCCESSIVE FEDERATION BOARD OF DIRECTORS MEETINGS AND INCLUDES STANDING RULES, RULES OF ORDER, AND SPECIAL TOURNAMENT RULES AND POLICIES.**

**USE OF THE MALE GENDER THROUGHOUT THESE BYLAWS IS FOR CONVENIENCE AND CLARITY ONLY.**

**EACH MEMBER SHOULD CAREFULLY REVIEW THESE BYLAWS FOR A BETTER UNDERSTANDING OF THE AIMS AND PURPOSES OF THIS ORGANIZATION, YOUR RIGHTS, BENEFITS AND OPPORTUNITIES AS A MEMBER OF THE CONNECTICUT B.A.S.S. FEDERATION NATION.**

**A SEPARATE SECTION TITLED DEFINITIONS HAS BEEN INCLUDED AT THE END OF THESE BYLAWS AS AN AID IN CLARIFICATION OF CERTAIN WORDS OR PHRASES USED THROUGHOUT THESE BYLAWS.**

**CONNECTICUT B.A.S.S. FEDERATION NATION  
BY-LAWS**

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## **ARTICLE I**

### **PURPOSE OF THE ORGANIZATION**

- A.** To improve the quality and knowledge of B.A.S.S. fishing and B.A.S.S. fishermen in the state of Connecticut.
- B.** To provide a means of communication to Connecticut B.A.S.S. Federation Nation members via a monthly board meeting, online Members Message Board and Website.
- C.** To promote and support approved conservation agencies, policies, practices and measures in the preservation of aquatic resources and improvement of ecological and environmental conditions on regional, state and local levels.
- D.** To contribute both monetarily and physically to worthy charitable affairs and activities brought to the attention of the Connecticut B.A.S.S. Federation Nation membership.
- E.** To encourage youth fishing and youth activities by the Connecticut B.A.S.S. Federation chapter clubs and within budgetary allocations provide both funding and material assistance in the implementation of approved youth activities.
- F.** Within funding limitations provide for the Connecticut B.A.S.S. Federation Nation team participation in the National B.A.S.S. sponsored annual Divisional Tournament.

## **ARTICLE II**

### **AMENDMENTS TO BYLAWS**

- A.** Bylaw proposals must be submitted to the Executive Board by the September Federation meeting. The proposals will then be brought by the Executive Committee to the Bylaw Committee to eliminate redundancies and for clarification (with author's approval). The proposals will then be brought to the Board of Directors at the October meeting (copies given to each board member), so that the Directors can bring them back to their respective clubs for discussion. The Board of Directors will then discuss the proposals at the November meeting and vote on them in December, with the approved Bylaws taking effect in January. In the event that an emergency is declared (as determined by 2/3 of the FULL BOARD OF DIRECTORS), this Bylaw will not apply to the situation, and the affected Bylaw will be subject to change in compliance with the methods used prior to the enactment of this Bylaw (i.e., the proposed amendment presented to all members of the Board of Directors at least sixty (60) days prior to the vote).
- B.** The revision to the Bylaws will be voted on by the Board of Directors of the Connecticut B.A.S.S. Federation Nation. A 2/3 majority vote of the Board of Directors present is necessary to accept a revision or amendment.
- C.** After a revision has been voted on and accepted, written notification, through either the newsletter or by direct mail, will be sent to each club President.

### **ARTICLE III**

#### **LOCATION OF FEDERATION**

- A.** The Connecticut B.A.S.S. Federation Nation will consist of those qualified B.A.S.S. chapters (clubs) who maintain their affiliation with the B.A.S.S. Federation Nation.
- B.** The business address of this organization shall be the same as that of the Federation President. A separate address will be maintained in order to comply with Connecticut State Gaming Laws, i.e., annual raffle.
- C.** The principal meeting place will be determined by the Board of Directors.

### **ARTICLE IV**

#### **OFFICERS**

##### **A. General**

Officers of the Federation shall be elected by the Board of Directors. Federation Officers, as a group, shall be known as the Executive Committee and are empowered to carry out the directives of the Board of Directors. The Officers are: President, Vice President, Secretary, Treasurer and the Immediate Past President.

1. Executive Committee members with the exception of the President (or the President's substitute in his absence) may perform dual functions, i.e., Federation Representative and Executive Officer.

##### **B. Term of Office**

Any officer shall be allowed to hold office for an unspecified number of terms in succession.

1. The officers of the Connecticut B.A.S.S. Federation Nation will be elected by the Board of Directors at the December meeting of the year and shall take office at the January meeting of the following year.
2. Effective January 1995, the term of the President of the Connecticut B.A.S.S. Federation Nation shall be two (2) years.
3. Effective January 2001, the term of the Vice President of the Connecticut B.A.S.S. Federation Nation shall be two (2) years to run concurrently with that of the President.

##### **C. Eligibility for Office**

Candidates for officers of the Connecticut B.A.S.S. Federation Nation shall be chosen from members of the Board of Directors, or members, in good standing, of an affiliated Club Chapter for more than one (1) year. Any person (member) holding an office, serving on or chairing a committee that has been removed from office for reasons found not to be in the best interest of the federation shall not be allowed to run for any position and/or office on the Executive Board and/or serve as a Chairperson of a committee or on any committee.

##### **D. Removal from Office**

An officer's absence, without justifiable reasons, for more than two (2) meetings of the Board of Directors shall be cause for removal.

1. Any officer may be removed from office for cause by a two-thirds vote, with a quorum present, of the Board of Directors, and after all parties have the opportunity to be heard, whenever in its judgment, the Board of Directors considers removal to be in the best interest of the Federation.

## ARTICLE V

### **RESPONSIBILITIES AND DUTIES OF OFFICERS**

#### **A. President**

He shall be the Chief Executive Officer of the Federation, he shall:

1. Preside and maintain order over all meetings of the Executive Committee and Board of Directors of this Federation.
2. Schedule regular and special meetings of the Board of Directors and of the Executive Committee; notify Directors and Officers of meeting dates.
3. Appoint Standing and Special Committees of this Federation as appropriate; cooperate with chairman thereof to assure proper functioning, reporting of each committee.
4. Assure that meetings scheduled for the individual membership are noticed and held.
5. See that regular elections are duly called, noticed and held.
6. Direct all official business for the Federation.
7. Be the official representative of Connecticut B.A.S.S. State Federation.
8. Assure adequate supervision of all Federation sponsored activities.
9. Except for Nominating Committee is ex-officio, nonvoting member of all standing and special committees.
10. Maintain liaison with Bass Anglers Sportsman Society and endorsed sponsors and promoters.
11. Initiate disciplinary action in respect to violations of standing regulations and procedures by Federation members.
12. Acquire a working knowledge of parliamentary law and procedures and a thorough understanding of the Articles and Bylaws of this Federation.

#### **B. 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:

1. Assist the President as directed.
2. Oversee the functioning of such committees of this organization, as the President shall direct.
3. Be responsible for coordinating a calendar of events of all chapter activities.
4. Assume the office of President for balance of term should the office be vacated.

#### **C. Secretary**

He/She shall be under the supervision and direction of the President and the Board of Directors and shall act as the liaison officer between the Federation and the B.A.S.S. Chapter Department of Bass Anglers Sportsman Society. In fulfillment of this, he shall:

1. Keep a record of the proceedings (Minutes) of all meetings of the Board of Directors and Executive Committee.
2. Maintain a current roster, inclusive of mailing address, telephone number and parent B.A.S.S. Chapter, of the Board of Directors; register and maintain the record of attendance by directors at Board of Director's meetings.
3. Notify directors of Board of Director's meetings on a timely basis.
4. Have custody and maintain general records of this Federation, including, but not limited to, minutes of the Board of Director's meetings; chapter director attendance; committee appointments and reports; addresses and telephone numbers of affiliate chapter officials and directors.
5. Coordinate the preparation and submission by members of the Executive Committee of such reports as are required by B.A.S.S. and other agencies; conduct correspondence for the Federation as directed.
6. Maintain a current roster of Federation officials and directors; disseminate updated copies to Federation officials.
7. Maintain a current jacket file of B.A.S.S. Chapter affiliates with the Federation; such files to include, at the minimum, a copy of the current chapter membership roster, chapter's B.A.S.S. number and status.
8. Serve as a member of the Tournament Committee to work with the committee to determine each B.A.S.S. Chapters tournament eligibility status.

#### **D. Treasurer**

He shall have the care and custody of and shall be responsible for all the funds, securities, evidences 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. He shall:

1. 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 payout and dispose of and receipt therefore, under authorization and direction of the President, Vice President, or Board of Directors.
2. Render a statement of the condition of the finances of the Federation at each regular meeting of the Board of Directors, and at such other times as shall be required of him/her.
3. 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 application thereof.
4. Prepare and submit a complete fiscal year (refer to Article XV) financial report at the succeeding year's first Board of Director's meeting.
5. Pay statements from officers and committee members only when clearly authorized and fully documented by receipts. (Refer to Article XIII, Section B.)
6. Issue statements and collect for financial obligations owed to the Federation.
7. Be bonded by the Federation for the faithful discharge of his duties in such amount and with such surety as the Board of Directors may prescribe.

8. Have custody and maintain records of Federation accounts and disbursements. At termination of office such records shall be inventoried; active records shall be turned over to the succeeding Treasurer; old records shall be committed to Federation files as the President or 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 by the outgoing and new Treasurer in the presence of the President or Vice President prior to transfer of custodianship to the new Treasurer.

9. Perform all duties incident to his office.

#### **E. Immediate Past President**

The Immediate Past President of the Connecticut B.A.S.S. Federation Nation shall automatically become a voting member of the Executive Board.

### **ARTICLE VI**

#### **BOARD OF DIRECTORS**

##### **A. Eligibility**

The Board of Directors of the Connecticut B.A.S.S. Federation Nation shall be comprised of a representative from each affiliated B.A.S.S. Chapter in the Connecticut B.A.S.S. Federation Nation. Each of these representatives shall have a single vote, representing the decision of his or her particular chapter, on all Federation business. It is therefore imperative that each chapter select a responsible person to act as Federation Representative and be sure that their representative will attend every meeting of the Connecticut B.A.S.S. Federation Nation Board of Directors. A Director or Representative at any Board of Directors meeting shall represent only one chapter. Executive Board members with the exception of the President (or the President's substitute in his absence) may also fulfill the duties of Club Representative for his/her Mother Chapter (Club).

##### **B. Requirement**

It shall be a requirement of the Connecticut B.A.S.S. Federation Nation that all Board of Director's members be members in good standing of the Bass Anglers Sportsman Society, as of the first (1st) regularly scheduled meeting of the calendar year.

##### **C. Attendance**

It shall be required that all of the Chapters in the Connecticut B.A.S.S. Federation Nation shall have a representative in attendance at least ten (10) out of twelve (12) consecutive meetings. (refer to Article VIII, F.). When a Chapter representative does not attend a Federation Meeting, that Chapter shall be recorded as absent. That Chapter shall then be responsible to petition the Board of Directors, if they wish to be excused for the meeting which they missed. This must be done at the next Board Meeting, after the one which has been missed. Excused absences shall be limited to two (2) in any consecutive twelve (12) month period. If a chapter does not comply with this rule, said chapter shall not be eligible to participate in any Federation activity; (including the Connecticut B.A.S.S. Federation Nation State Championship Tournament). The Executive Board shall determine eligibility of clubs affiliated less than twelve months.

##### **D. Removal**

A member of the Board of Directors of the Connecticut B.A.S.S. Federation Nation may be removed from his position for cause in the following manner:

1. When the Federation receives notice of a problem, the officers of the Federation shall determine if there is just cause for further investigation.
2. If just cause exists for investigation, a designated Federation officer shall compile all relevant facts pertaining to the situation.
3. At this time, the Federation Board member and his chapter shall be informed by registered mail of the investigation.

4. The Board of Directors of the Federation shall meet thirty (30) days after formal notification of all parties concerned to determine what action will be taken on the situation. At this inquiry meeting, the accused party shall be given the opportunity to defend his position, two-thirds (2/3) majority shall be sufficient to carry the action.

## **ARTICLE VII**

### **ELECTIONS**

#### **A. Directors**

Members of the Board of Directors are elected representatives of affiliated B.A.S.S. Chapters of this Federation as provided for by Article VI. As Chapter Representative they shall be elected to their positions under the procedures prescribed by their respective Chapters.

#### **B. Officers of the Federation**

Shall be elected by the Board of Directors in accordance with procedures as prescribed herein; they shall have terms of office and eligibility requirements as provided under Article IV, Sections B and C.

1. The President shall appoint a committee on nominations consisting of not less than three (3) nor more than ten (10) members, selected insofar as possible so as to give equitable representation on the committee to the geographical areas of the state. No Officer shall be appointed as a member of such committee.
2. The Nominating Committee shall prepare a list of nominations in writing over their signatures. Subject list shall be submitted to the Board of Directors no later than the November meeting of the calendar year for consideration. No nominations will be accepted after the November meeting.
3. Regular elections to fill officer positions shall be conducted during the last meeting of the calendar year (refer to Article XV). 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 position shall be by written ballot.
4. 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 or until his successor shall be duly elected and shall qualify.

## **ARTICLE VIII**

### **MEMBERSHIP**

#### **A. Definition of Membership**

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

##### **1. Membership dues**

- a. Annual dues in the CBFN (Connecticut Bass Federation Nation) shall be \$25.00 per year.

## **B. Categories of Membership**

This Federation shall have three categories of membership:

### **1. Individual**

- a. Persons who are members in good standing of Bass Anglers Sportsman Society (B.A.S.S.) and who are also members in good standing of a B.A.S.S. chapter affiliate of this Federation.
- b. Individuals who belong to more than one B.A.S.S. Chapter must name a Mother Chapter (Club) and will only be eligible to participate in the Connecticut B.A.S.S. Federation Nation State Championship and the Bryan Kerchal Tournament of Club Champions through their Mother Chapter.

### **2. Organizational**

- a. B.A.S.S. chapters in the state of Connecticut affiliated with both B.A.S.S. and this Federation.

### **3. Over 60**

- a. Any Federation member over the age of 60 who has been a Federation member for at least five (5) years will receive their Connecticut B.A.S.S. Federation Nation membership FREE.

## **C. Affiliation**

Membership in this Federation shall be acquired only by B.A.S.S. chapters who meet the following prerequisites:

1. One hundred percent (100%) of the C.B.F.N. membership shall be members in good standing of B.A.S.S. and the National B.A.S.S. Federation Nation.
2. Individual membership in the chapter shall consist of six (6) or more members.
3. Chapter shall be an affiliate of B.A.S.S.; or, the Chapter is otherwise qualified and B.A.S.S. confirms that affiliation has been requested and is pending.
4. Upon application for affiliation, chapter provides the Federation with a current membership roster and the name and address of its designee(s) for the Board of Directors.

## **D. Continuation**

Chapter affiliation in this Federation shall be on a continuing basis provided:

1. Chapter maintains current its affiliation with B.A.S.S., based on affiliation by the first (1st) regularly scheduled meeting of the calendar year.
2. Chapter complies with the requirements for representation during B.A.S.S. Federation Nation Board of Director's meetings. (Ref: Article VI, Section C).
3. Chapter's individual membership is maintained at six (6) or more.
4. Chapter maintains current the names and addresses of its officials and members with the Federation.

## **E. Withdrawal from Membership**

Any B.A.S.S. chapter may withdraw from Membership, after fulfilling all of its obligations to the Federation, by giving notice, in writing, to the Secretary. Actions of withdrawal as enumerated above shall also be reported to B.A.S.S. for disaffiliation action.

## **F. Forfeiture of Membership**

1. Chapters in violation of Article VIII, Section D, may be dropped from membership.
2. Chapters who absent themselves (fail to have bona fide representation) from four (4) regular Board of Director's meetings within a consecutive twelve (12) month period without acceptable cause being given, shall be considered at the Board of Director's meeting next following the fourth such absence for *forfeiture or retention of membership*.
3. B.A.S.S. chapters may be removed from Membership for reasons stated above and for cause by two-thirds 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.
4. Individual membership in the Federation is forfeited concurrent with cessation of the individual's B.A.S.S. chapter membership in the Federation.
5. Individuals may be denied participation in Federation sponsored activities by a two-thirds vote, with a 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.

## **G. Reinstatement of Membership**

1. Membership in this Federation that was terminated by withdrawal action may be reinstated by showing compliance with the prerequisites set forth in Section C of this Article VIII.
2. Membership in this Federation that was terminated under Section F, this Article VIII, may be reinstated by showing compliance with Section C, this Article VIII and by majority vote, with a quorum present of the Board of Directors.

## **H. Rights and Privileges**

The B.A.S.S. chapters and the chapter's 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 Bass Anglers Sportsman Society/B.A.S.S. Federation Nation implies.

1. Without limiting such right and obligations, individual rights shall include eligibility to seek, if otherwise qualified (Ref. Article IV, Section C), any office in this Federation and the right to vote on all matters requiring a vote of the individual membership; and such individual obligations shall include maintaining current their membership in B.A.S.S., membership in an affiliated chapter of this Federation, active participation in Federation activities and a conduct reflecting a favorable image of the B.A.S.S. chapter and Federation in the community.
2. The B.A.S.S. chapters 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 obligations 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.

## **I. 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. No one will be allowed to circulate any type of documents (malicious, slanderous or libelous type accusations) unless that document is signed by the author.

## **ARTICLE IX**

### **COMMITTEES**

#### **A. Standing Committees**

The Board, by simple majority vote, will elect or appoint as outlined in each the three following standing committees, and such other special committees as may become necessary. To be eligible for appointment, a committee candidate must be a member in good standing of the Connecticut B.A.S.S. Federation Nation.

##### **1. Conservation / Environmental Director**

Shall be elected by the Board of Directors following the procedures as outlined under Article VII, paragraph B. He shall be a liaison between the Connecticut B.A.S.S. Federation Nation and Bass Anglers Sportsman Society. His duties will be defined by Bass Anglers Sportsman Society. His purpose shall be to protect our natural environment from harmful change; to document and report to the proper authorities violations of local, state and federal anti-pollution laws, statutes, regulations, ordinances and other regulatory devices; to take political action to improve our environment; to take legal action where appropriate; to undertake informational and educational programs to bring to the public a great awareness of threats to our environment; and, above all, to take a leadership role in repairing the harm that has already been done to the life-giving waters of America.

The Environmental Director may select a committee with final approval by the Board of Directors.

##### **2. Youth Activities**

The number of members to serve on this committee shall be determined by the Board. This committee shall review youth activity 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 thereto; review and determine suitability of similar projects proposed for Federation sponsorship and assist in the planning and implementation of such projects.

##### **3. Tournament Director**

The Tournament Director shall be elected by the Board of Directors at the regularly scheduled August Federation meeting. The term of office shall begin at the conclusion of the current year's tournament schedule and end at the conclusion of the following year's tournament schedule. The Tournament Director would then be mandated to produce a proposed tournament trail and tournament rules to be voted upon by the October meeting.

- a.** Tournament Committee will be selected by the Tournament Director with final approval of the Board of Directors. They shall aid and assist the Tournament Director as directed by the Tournament Director.
- b.** The Tournament Director shall establish a checking account in the name of the Connecticut B.A.S.S. Federation Nation in order to document and record all Federation Tournament Trail entry fees and payouts which occurred during the calendar year. A final report of Income and Payouts shall be presented to the Board of Directors at the most convenient Federation monthly meeting at the close of the Tournament season. This final report shall be subject to audit as stated in Article XIII, Section C. The Tournament Director shall set aside a minimum of twenty percent of the total entry fees for the contestants from each Federation Trail Tournament event. These accumulated entry fees shall be totally distributed at the Federation Classic Tournament.
- c.** The Tournament Director should be bonded.
- d.** The Tournament Director shall plan, organize, and operate an annual State Chapter Championship Tournament which will determine the eligibility to enter the Eastern Divisional Tournament; to select tournament launch, take-off and check-in sites, determine eligibility, collect entry fees, set an awards list, rule with final authority on the proper conduct procedures and qualifications and other matters properly relating to the orderly conduct of an annual

Connecticut B.A.S.S. Federation Nation Championship Tournament provided, however, that all such State Chapter Championship Tournaments will be conducted within the spirit and the letter of the current National Tournament Rules of the Bass Anglers Sportsman Society. It will be the primary duty of the Tournament Director and Committee to so conduct its affairs that only honor, integrity, sportsmanship and the highest ideals of fair play will accrue to it, and thus to each and every member of the Bass Anglers Sportsman Society.

e. The Tournament Director, in conjunction with the C.B.F.N. Executive Board, has the right to refuse entry, in any C.B.F.N. sanctioned event, to any member whose previous actions are thought to be detrimental to the C.B.F.N.

#### **4. Finance Committee**

This committee shall consist of at least three members and act as the financial manager of the Federation. One member will be appointed chairperson by the group. This group will oversee the spending of Federation monies and research all major expenditures. It will ensure the membership that proper financial records are kept. It will assist in the annual audit by being able to answer questions that may arise during the audit. Finally, this committee will ensure that the By-laws found in Article XIII (Financial Management) are followed.

#### **B. Special Committees**

May be appointed by the President or Board of Directors, 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 supersede or otherwise infringe upon the duties and responsibilities of standing committees.

### **ARTICLE X**

#### **CONDUCT OF MEETINGS**

##### **A. Rules of Order**

The Rules of Order, inclusive of Order of Business adopted for meetings conducted by this Federation is listed below. A current updated copy of these Bylaws including Standing Rules must be present at any Board of Directors or Executive Board meeting.

##### **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, or the Bylaws of the Federation.

##### **2. Call to Order**

Regular meetings of the Board of Directors shall be convened NO LATER THAN 8:00 p.m. on such dates and at such a place as shall be determined and announced; 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 announce the business before the Board of Directors in its proper order, to state and put all questions properly brought before the Board of Directors, to preserve order and decorum, 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:

- a. Call to order by the President
- b. Introduction and Correspondence by the President
- c. Introduction of distinguished guests and Federation Nation Officials
- d. Call of Roll and Secretary's Report
- e. Presentation and Acceptance of Minutes of preceding meeting
- f. Presentation of Financial Statement
- g. Reports of Standing Committees, Reports of Special Committees
- h. Unfinished Business (Old Business)
- i. New Business
- j. Programmed activity, if applicable
- k. Adjournment.

### **4. Assumption of Office**

Terms of office, procedures for elections and guidelines for assumption of office by Federation officials are prescribed in Articles IV and VII of the Bylaws. Officials elected during the last meeting of the calendar year shall assume office no earlier than January 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 calendar year.

### **5. Presentation of Awards**

Presentation and Swearing In of New Officials

- a. The presentation of awards and the swearing in of newly elected officials shall be scheduled for conduct during the Order of Business portion slated for the President's introduction.
- b. The swearing in of the new President and 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 elected responds with the words: "I DO!"  
OATH: "DO YOU SOLEMNLY SWEAR THAT AS AN ELECTED OFFICIAL OF THE CONNECTICUT B.A.S.S. FEDERATION NATION, 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!"
- c. Should an incumbent President not be present to conduct the presentation and swearing in ceremony, it shall be accomplished by an incumbent official or Director as the Board of Directors shall direct.
- d. **Amendments of Rules of Order.** These rules shall be amended only as prescribed in Article II of these Bylaws.

### **B. Parliamentary Procedures**

Except as otherwise specifically provided in this Federation's Articles or 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 XI**

### **AUTHORITY OF REPRESENTATION**

#### **A. President's Conference**

Inasmuch as this Federation and its affiliate B.A.S.S. Chapters are an affiliate part of the National Bass Anglers Sportsman Society 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 B.A.S.S. matters, this Federation shall have the power to pay the necessary expenses of its representative(s) to each annual B.A.S.S. President's Conference and to such other conferences as are deemed necessary by the Board of Directors.

#### **B. Divisional Tournament**

Chapter and Federation tournament competition are directed towards the selection of members for the Federation Team which shall represent the Federation and its members in the B.A.S.S. sponsored Federation Divisional Tournament and other higher level B.A.S.S. tournaments for which members of the Federation Team may qualify. In recognition of the importance of the division tournament to the Federation membership, this Federation shall have the power to pay the necessary expenses of the team members for their participation in the divisional event.

## **ARTICLE XII**

### **TOURNAMENTS**

#### **A. Connecticut B.A.S.S. Federation Nation Tournament Trail**

##### **1. Location(s) and Dates**

The annual tournament trail shall consist of (4) qualifying events and the CBFN Classic. Tournament dates and locations shall be selected by the Tournament Director and approved by the Board of Directors.

##### **2. Eligibility**

a. It shall be required that all of the Chapters in the Connecticut B.A.S.S. Federation Nation must have fulfilled their Connecticut B.A.S.S. Federation Nation obligations; such as not missing more than two (2) Federation meetings within the twelve months preceding the scheduled event. All dues and rosters must be current. If a chapter does not comply with this rule, said chapter shall not be eligible to participate in the Annual Tournament Trail.

b. Chapters and members who are in good standing with B.A.S.S., the B.A.S.S. National Federation Nation and the Connecticut B.A.S.S. Federation Nation.

##### **3. Rules and Regulations**

The Connecticut B.A.S.S. Federation Nation official tournament rules shall govern the Tournament Trail. The official tournament rules shall be established by the Tournament Director and are subject to approval by the CBFN Board of Directors.

#### **B. Connecticut B.A.S.S. Federation Nation State Championship**

##### **1. Location(s) and Dates**

The tournament site(s) and dates for the Connecticut B.A.S.S. Federation Nation's annual two day State Championship Tournament shall be selected by the Tournament Director (Ref. Article IX, Section A,3) with final approval of the Board of Directors.

## **2. Eligibility**

- a.** It shall be required that all of the Chapters in the Connecticut B.A.S.S. Federation Nation must have fulfilled their Connecticut B.A.S.S. Federation Nation obligations; such as not missing more than two (2) Federation meetings of the twelve months preceding the Federation State Championship. All dues and rosters must be current. If a chapter does not comply with this rule, said chapter shall not be eligible to participate in the Connecticut B.A.S.S. Federation Nation State Championship Tournament. The Executive Board shall determine eligibility of clubs affiliated less than twelve months.
- b.** Chapters and members who are members in good standing with B.A.S.S., the B.A.S.S. National Federation Nation and the Connecticut B.A.S.S. Federation Nation.
- c.** Members who are included on a club roster submitted 120 days prior to the Connecticut B.A.S.S. Federation Nation State Championship.
- d.** Members who have qualified in accordance with their club rules.
- e.** Members who have qualified to participate in the C.B.F.N. Classic Tournament.

## **3. Rules and Regulations**

The rules and regulations governing conduct of the Federation's Championship Tournament shall be the current Connecticut B.A.S.S. Federation Nation Official Rules as may be amended by exceptions approved by the Board of Directors. In addition, the following will be in effect:

- a.** Each Chapter entering one or more members in the Connecticut B.A.S.S. Federation Nation State Championship must provide a tournament worker for one day of the tournament.
- b.** 50% of the members listed on the club roster submitted 120 days prior to the Connecticut B.A.S.S. Federation Nation State Championship may enter the State Championship.
- c.** A properly completed and signed application form and entry fee must be postmarked ten (10) days prior to the pairings meeting.
- d.** Each club participating must provide a check for two additional entries to guarantee that their members entering the Connecticut B.A.S.S. Federation Nation State Championship participate on both tournament days and to guarantee their on-shore worker for one (1) day of the tournament. This check is refundable provided the chapter members entered fulfills these obligations, or if an individual withdraws due to an EMERGENCY, providing approval of the Tournament Director is granted. Each club must provide one (1) on-shore worker for an entire workday of the tournament.
- e.** Refund of entry fees will be made only if proper notification is made to tournament headquarters prior to deadline.
- f.** The Contestants will be paired by blind draw. The time and place of the drawing will be announced by the Tournament Director.
- g.** The top qualifiers will participate on the State Team.
- h.** The position of State Team Captain will be given to the individual who would be nominated and elected by the State Team. Consideration should be given to that person's attitude, ability to get along with others, organizational abilities and ability to function under pressure.

### **C. Bryan Kerchal Tournament of Club Champions**

This tournament will consist of the Angler of the Year in each club from the previous calendar year. If the Angler of the Year from said club is unable to represent their club a designated member will be allowed to participate. This tournament will be a qualifying tournament.

1. The winner of this tournament will receive the title of "Mr. Bass".
2. The winner of this tournament will have a guaranteed position on the State Team as the 6th place contender (boater).
3. The winner of this tournament will not be required to fish the Connecticut B.A.S.S. Federation Nation State Championship since he/she is already a member of the State Team.
4. Invitations will only be sent to those clubs that have been a member of the Connecticut B.A.S.S. Federation Nation for at least six months during the previous calendar year.
5. These clubs must also have fulfilled their Connecticut B.A.S.S. Federation Nation obligations; such as not missing more than two Federation meetings of the twelve months preceding the Bryan Kerchal Tournament of Club Champions, All dues and rosters must be current. The club must be in good standing with B.A.S.S., The B.A.S.S. National Federation Nation and The Connecticut B.A.S.S. Federation Nation.
6. Tournament rules and format will be at the discretion of the Tournament Director and will be announced at the Tournament Meeting.
7. Club presidents will be notified via mail as to the time and place in which the tournament meeting will be held. Club presidents are responsible to notify the Angler of the Year or designee.
8. The invitees or a representative MUST BE PRESENT at the tournament meeting.
9. Tournament location will be announced at the tournament meeting.

## **ARTICLE XIII**

### **FINANCIAL MANAGEMENT**

#### **A. Income**

Funds for support and maintenance of the Connecticut B.A.S.S. Federation Nation will be derived from annual dues, the annual Federation State Championship Tournament, 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 evidence that the goals of these entities are contrary to the primary goals of the Federation.

1. An appropriate number of accounts as determined by the Board of Directors will be maintained as the Connecticut B.A.S.S. Federation Nation treasury accounts.
2. A Federation Ledger will be maintained by the Treasurer recording all income and expenses.
3. The Tournament Director shall establish an account in the name of the Connecticut B.A.S.S. Federation Nation in order to document and record all Federation Tournament Trail Entry fees and payouts, which occurred during the calendar year.

#### **B. Expenses and Reimbursement**

This will be handled in the following manner:

1. All expenses must be submitted to the Treasurer or Vice President in writing and accompanied by a dated receipt.

2. All expenses and reimbursements will require the approval of the Board of Directors.
3. Purchases in excess of \$250.00 shall require the approval of the Board of Directors.
4. Any donations from the Federation which exceed \$500.00 will be tabled until the following meeting so that the Board of Directors can confer with their clubs before it is voted on.

#### **C. Audits**

The Connecticut B.A.S.S. Federation Nation shall have a financial audit or review as required, or at least once a year after the close of the fiscal year.

1. An audit committee consisting of at least three (3) members will be selected by the Board of Directors at the last meeting each fiscal year.
2. The audit committee shall meet the month following their selection for the purpose of auditing the annual report of the Treasurer and the Tournament Director verifying bank balances and cash on hand.
3. The audit committee will report its findings at the following Federation meeting.

#### **D. Financial Reports**

A copy of the monthly financial report will be distributed to each Director at the monthly Federation meeting.

### **ARTICLE XIV**

#### **STANDING RULES**

##### **Rule 1 - Amendment of Standing Rules**

The Standing Rules of this 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 of giving previous written notice. This pertains only to items listed under Standing Rules. All other amendments to the Bylaws must follow the procedures as outlined in Article II.

##### **Rule 2- Voting**

Voting at any Board of Directors meeting pertaining to changes to the Bylaws or the Standing Rules shall be by roll call vote.

##### **Rule 3- Bylaw and Standing Rules Updates**

Each year, when necessary, chapters will be furnished with a list of any revisions to the Bylaws or the Standing Rules.

##### **Rule 4- New Chapter**

A packet containing the Bylaws and Tournament Rules and Regulations shall be given to each new Chapter joining the Connecticut Bass Chapter Federation.

##### **Rule 5- Dissemination of Federation B.A.S.S. Chapter Roster**

A roster of Federation B.A.S.S. Chapters may not be given to any individual or organization outside the Federation unless approved by the Board of Directors.

#### **Rule 6- Trip Reimbursement. Representation at B.A.S.S. Sponsored Events**

It shall be CBFN policy that representation to the Bassmasters Classic, the Federation Nation Nationals and/or President's Conference shall be reimbursed for the costs of the trip, i.e. commercial transportation costs or personal owned vehicle mileage (at the current GSA guideline) or gas reimbursement with receipt both ways plus food and lodging costs en route and during return. The president or his/her designee shall attend the functions stated above.

The Connecticut B.A.S.S. Federation Nation representative to the B.A.S.S. Federation Nation Nationals shall also be entitled to the same reimbursement privileges. All lodging and food costs shall be substantiated by a voucher/receipt and exclude costs for spouses or any other person accompanying.

All other individuals attending B.A.S.S. sponsored events expecting reimbursement must be approved prior to the trip by the Board of Directors. Advanced payment of travel costs may be disbursed to defray costs of the trip and such advance payment shall require full accounting upon completion of the trip.

#### **Rule 7- Allowable Expenses**

The CBFN Officers and members of the CBFN committees will be reimbursed for phone calls, stationary and postage. Meal(s) and travel (mileage at current GSA guideline or gas reimbursement with receipt) are only approved by the Board of Directors prior to start of the trip. Miscellaneous expenses not listed may be reimbursed only if a full explanation of these expenses is enclosed by the person submitting them. All receipts and vouchers must be signed and dated by the individual who submits the receipt or voucher.

#### **Rule 8 - Federation Team Expenses**

Federation team members who qualify for the Eastern Divisional Tournament shall be provided an advanced payment of funds to cover gasoline (vehicle and boat), personal expenses for food, licenses, tolls and other approved expenses. The same expenses mentioned above for accompanying family members or friends shall be borne by the individual. Team members may share rooms but are not required. For other than immediate family to attend this event, approval of the Executive Board is required. Clothing (shirts, hats, jackets and rain gear) shall be provided at no cost to the team members, alternate and Federation President or his/her designee when finances allow.

Expenses not covered shall include: Personal tackle; extra clothing; trip preparation to vehicle, trailer or boat; handwritten gasoline receipts in excess of the team's average; tobacco products; alcohol; bedding; or dinner in excess of the team's average. All receipts from team members, including the President or his/her designee must be reconciled by the individual and accounted for before any individual team prize money is distributed to that individual.

If the State Team finishes in the top 3 at the Regional's. Any prize money won by the State Team shall be divided in equal shares; 50% to the Connecticut B.A.S.S. Federation Nation (general fund) and 50% divided among Team Members. If the prize is not monetary (boat package), the State Team will provide a plan to liquidate the asset with the concurrence / approval of the Board of Directors. If the State Team finishes out side of the top 3 all monies won will be returned to the general fund. *(Revised February 22, 2007)*

#### **Rule 9 - State Team Members Obligations**

As part of their obligations to the Connecticut B.A.S.S. Federation Nation, the current State Team members are required to work four (4) hours at the C.B.F.N. booth during the fishing show. They are required to sell one additional set of raffle tickets.

#### **Rule 10 - Donations**

Any club or individual may request a donation for any worthy charity or cause. The club representative must fill out a request donation form and submit request to the Executive Board. It shall be required that any club requesting donations from the Federation do so at least 42 days (6 weeks) prior to the event to allow the Federation ample time to provide prizes or other provisions for the event in lieu of monies. Approval of all donation requests shall be by majority vote of the Board of Directors. Any club which requests a cash donation from the Federation shall be required to match the donation with funds raised from outside sources. The total donations that a club shall receive within a calendar year from the Federation shall not exceed 50% of that club's yearly Federation dues.

Any club which receives a donation from the Federation for an event will be required to submit an article for the website about the event. In the event that a club does not do this, that club will not be eligible to receive a donation for the next year. Donations shall not carry over from year to year for any club or organization.

**Rule 11- Annual Raffle. Chapter (Club) Obligation**

Each year the Federation may hold a raffle to help defer operating costs, i.e., Connecticut B.A.S.S. Federation Nation State Team. It shall be required that affiliated Chapters (Clubs) sell ten (10) tickets for each member as appears on their most recent roster (roster in effect 90 days prior to drawing) to fulfill their Connecticut B.A.S.S. Federation Nation obligations, i.e., Connecticut B.A.S.S. Federation Nation State Championship, Tournament of Champions. All Raffle tickets shall be turned in to the Raffle Chairperson on or before twenty (20) days prior to the drawing of the prizes (Drawing Date). No prizes may be substituted; all prizes must be accepted as printed.

**Rule 12- Tournament Scale (loaner)**

Federation members may borrow the Tournament Loaner Scale. A \$200.00 Deposit is required which will be returned to the borrower provided the scale is returned in the same condition as it was loaned out. The new scales will not be loaned out.

**Rule 13 - Scholarship/Annual Raffle**

Allocate 10% of the gross proceeds from the sale of raffle tickets to the Scholarship Fund.

**Rule 14- Interpretation of the Standing Rules**

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

**Rule 15- Championship/Classic Workers**

During the two-day and Classic the tournament director shall have the authority to hire paid workers as needed to conduct said event. Monies expended may not exceed known forfeited funds. Monies paid to one individual may not exceed the value of one retainer check per day. Leftover monies are to be deposited in the general fund.

**Rule 16- State Team/Junior World Championship Contract**

All State Team members, Junior World Championship and Casting Kids National contenders must sign and abide by the team contract.

**Rule 17- Junior World Championship Allowable Expenses**

The CBFN will reimburse expenses for each contender and one parent or legal guardian with appropriate receipts. The CBFN will reimburse gas/toll expenses if driving or alternative reasonable travel including, but not limited to, airfare, train or bus.

Reasonable meal costs for two, parking, lodging, fishing maps and fishing licenses would be reimbursed. No alcohol, tobacco or personal tackle is reimbursable.

Miscellaneous expenses may be reimbursed only if a full explanation of these expenses is enclosed by the person submitting them.

All receipts must be turned in within 30 days of the conclusion of the event.

## **ARTICLE XV**

### **DEFINITIONS**

The following are explanations of words or phrases used throughout these Bylaws that are not otherwise defined. These definitions shall only be revised in accordance with Article II, Amendments to Bylaws.

**Attendance Requirements** – are based on a consecutive (12) month period not by calendar year. (Date of the event, back twelve months)

**Calendar Year** - shall run from January 1st through December 31st.

**Contracts on behalf of Federation** - The Board of Directors may authorize any officer or officers 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 other than the President and those officers granted specific authority under Article V of these Bylaws, shall have any power or authority to bind this Federation by any contract or engagement, or to pledge its credit or to render it liable, for any purpose or for any amount.

**Fiscal Year** - shall run from January 1st through December 31st.

**Quorum** - For the transaction of business at all meetings of the Board of Directors, 51% of the affiliated B.A.S.S. Chapters in the Connecticut B.A.S.S. Federation Nation must be represented.

**Voting** - At all meetings of the Board of Directors, each Director shall have one vote. Proxy votes during Board meetings are prohibited.