

# **New York State B.A.S.S Chapter Federation Constitution and By Laws**

## **Article I: Name**

This Organization shall be known as the

**New York B.A.S.S. Chapter Federation, Inc.**

hereinafter referred to as the “Federation” or “NYBCF”.

## **Article II: Purpose and Policy**

This Federation is organized and exists

- to represent fishermen within the Federation,
- to formulate policy not inconsistent with the Bass Anglers Sportsman Society (B.A.S.S.) and the New York State Department of Environmental Conservation.

The Federation is dedicated to

- the conservation of the Black Bass and all natural resources,
- promotion of competitive fishing,
- protection of our sport through education, youth programs, and supporting our member chapters in the pursuit of these goals.

## **Article III: Membership**

### **Section 1: Member(s) in Good Standing**

A “Member in Good Standing” is defined as person(s):

- a. is being sixteen(16) years of age or older.
- b. who is a member of the Bass Anglers Sportsman Society (B.A.S.S).
- c. who is a member of an organized Chapter affiliated with NYBCF and through such club are affiliated with the B.A.S.S. National Federation.
- d. whose NYBCF dues of \$20.00 are not delinquent. Said dues shall be submitted to the Federation Membership Secretary by January 1<sup>st</sup> of each calendar year.

Upon the meeting of the above conditions, a Member in Good Standing will be issued a NYBCF Membership Card.

### **Section 2: Honorary Member**

Any person who for any dedicated service to NYBCF above any normal standard, may be deemed an Honorary Member by the Executive Committee.

### **Section 3: Junior Member**

Any youth who is a member of an organized Junior Chapter as part of the New York State Junior B.A.S.S. Federation affiliated with NYBCF, and members in good standing with the National B.A.S.S. Federation and B.A.S.S.

## **Article IV: Organization**

### **Section 1: Chapters (Clubs)**

Any group of six(6) or more persons organized for the express purpose to function as a dynamic and effective link with other Chapters embracing our purpose and policy. These Chapters being first chartered by the Bass Anglers Sportsman Society and consisting of six(6) or more New York State Federation members, one of which is the President.

#### **a. Chapter Affiliation Fee**

Each Federation Chapter (except N.O.N.E.) shall pay a chapter affiliation fee of \$35.00 per year. This fee is due to the Federation Membership Secretary by January 1<sup>st</sup> of each calendar year.

#### **b. N.O.N.E. Chapter**

The NYBCF N.O.N.E. Chapter's charter is to provide a temporary club for members to register while searching for, starting and/or joining a National and NYBCF recognized chapter. The N.O.N.E. Chapter shall not pay an affiliation fee.

### **Section 2: Board of Directors**

This board shall consist of one(1) member of each Chapter, which shall be the President or an elected member of their Chapter, who shall be a member in good standing of the Federation. This board shall have the power and authority to transact the business of the Federation.

#### **a. Voting Member**

The voting member shall be the President or elected member of their chapter to said board. Voting shall be weighted, one(1) vote per member in good standing of the Federation.

- i. A Chapter President (Director) must be a paid individual member of the Federation in order to have voting power at Federation meetings. Any designee must also be a paid member of the Federation in order to carry a vote.
- ii. Only non-N.O.N.E. Chapter affiliated paid members shall have a vote in the Federation through their representative to the Federation Board of Directors.

#### **b. Non-Voting Member**

The non-voting member shall be the Federation President, or proxy, or those who are not members of the board as described above. The Federation President, or proxy, shall vote only as a tiebreaker. Members of the N.O.N.E. Chapter are non-voting members.

### **Section 3: Officers**

The officers of the Federation shall be: President, Vice-President, Secretary, Treasurer and Immediate Past President. Term of office shall be for two(2) years coinciding with the Fiscal Year.

### **Section 4: Committees**

Committees and their directors are organized as necessary to fulfill specific duties and special projects of the Federation. The committee(s) directors are appointed by the Federation President and approved by the Executive Committee. Their term shall run concurrently with that of the President's.

### **Section 5: New York State Junior B.A.S.S. Federation**

The Federation may establish a New York State Junior B.A.S.S. Federation and maintain a Constitution to govern it. This constitution and all state level Junior Federation activities must be approved by the Executive Committee. The NYBCF Youth Director shall keep the Executive Committee informed of all Junior Federation activities.

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

### **Section 1: President**

The Federation President shall be the responsible and Chief Administrative Officer of the Federation, and shall preside at all meetings of the Federation, the Federation Executive Board and the Federation Executive Committee. The President shall appoint all committees of the Federation, shall be a member ex-officio of all such committees except the Elections Committee and shall ensure that all Federation officers perform their respective duties in accordance with the constitution.

#### **a. Vacancy of Federation President**

If the Federation President is unable from any cause to act, the next ranking Vice-President shall perform the duties of the Federation President.

### **Section 2: Vice-President**

The Federation Vice-President shall be responsible for special projects as assigned by the President. The Vice-President shall serve on committees designated by the President.

### **Section 3: Secretary**

The Federation Secretary shall be the custodian of all records and papers of the Federation and shall give notice of all meetings and keep a complete and accurate record of all proceedings. The Secretary shall furnish to the Federation Treasurer copies of all motions regarding Federation funds, and shall make meeting minutes available to all Federation Chapter Presidents and Executive Officers in a timely fashion.

### **Section 4: Treasurer**

The Federation Treasurer shall be the custodian of all funds of the Federation. The Treasurer shall keep a true and accurate record of all receipts and disbursements and shall file an itemized report annually with the Federation Executive Committee. The accounts of the Treasurer shall be open at all times to the inspection of the President and the Federation Executive Board. Pursuant to the request of the Federation Executive Committee, the Treasurer shall inform the membership as to how the Federation funds are invested, used or encumbered.

## **Article VI: Federation Executive Committee**

### **Section 1: Executive Committee**

There shall exist in the Federation an Executive Committee which shall consists of the Officers and Immediate Past President.

### **Section 2: Special Offices**

The Federation President, with the approval of the Executive Committee, may create other offices as deemed necessary.

### **Section 3: Vacancies**

Any vacancy existing in any Federation officer position may be filled by an appointment by the Federation President for the remainder of the term with the approval of the Executive Committee.

### **Section 4: Executive Committee Meetings**

The Federation Executive Committee must hold at least(2) meetings per year for the purpose of transacting Federation business.

### **Section 5: Fiduciary Responsibility**

The Federation Executive Committee shall have the fiduciary responsibility to members of the Federation, shall be required to approve a budget, and shall be required to approve any expenses in excess of amounts budgeted.

### **Section 6: Removal from Office**

Should an officer prove unsatisfactory in the position, they may be removed by a 2/3rds majority vote of the Federation Executive Board. Charges must be submitted in writing and the officer in question shall have the opportunity to defend any and all accusations.

## **Article VII: Committees**

### **Section 1: Committee Directors**

The Federation President with the approval of the Federation Executive Committee, shall appoint the following committee directors:

- a. Auditing
- b. Budget
- c. Environmental
- d. Membership
- e. Promotional
- f. Public Relations
- g. Tournament
- h. Youth

## **Section 2: Mandatory Committees**

The Environmental, Membership, Tournament and Youth Committee Directors are mandatory Federation appointments. Other committees are appointed as necessary for the business of the Federation.

## **Section 3: Committee Purposes**

### **a. Auditing Committee**

There shall be an Auditing Committee consisting of not less than three(3) members, of which the Treasurer of the Federation shall be one(1) of the members. The committee will have the responsibility of auditing the books of the Federation and reporting its findings in writing, to the Federation President and Federation Executive Committee. This report will be done on an annual basis.

### **b. Budget Committee**

There shall be an Budget Committee consisting of not less than three(3) members, of which the Treasurer of the Federation shall be one(1) of the members. The committee will have the responsibility to submit a budget to the Federation President and Federation Executive Committee for approval. Such report shall entertain all of the Federation expenses and shall provide for the Federation fiduciary responsibilities.

### **c. Environmental Committee Director**

This committee director shall act in the best interests of the Federation on any conservation and/or environmental project as the need arises. It will also be the responsibility of this committee director to assist member Chapters on issues in their areas in any way possible. This committee director shall bring any issues or requests to the attention of the Federation Executive Committee for approval or action.

### **d. Membership Secretary**

The Federation Membership Secretary shall keep a full and accurate record of all the members of the Federation. The Membership Secretary shall submit a list of members in good standing to the Executive Board for the purpose of voting. The Membership Secretary shall notify each Chapter of their responsibilities to the Federation.

### **e. Promotional Committee Director**

This committee director shall act as a liaison between the Federation and the manufacturers. This committee director shall be responsible for securing promotional products to be utilized by the Federation as part of the prize schedule at Federation tournaments and any other Federation activities, if possible.

### **f. Public Relations Committee Director**

This committee director shall act as a liaison between the Federation and the media and/or public. This committee director shall be responsible for securing media coverage for the Federation tournaments and/or any other activities, if possible. This committee director shall also be responsible for obtaining or submitting fund raising ideas to the Federation President and the Federation Executive Committee.

**g. Tournament Committee Director**

1. This committee director shall be responsible to set up and secure tournament sites for the Federation tournaments. This committee director shall be responsible for any tournament set up in the name of the Federation, such as a partners invitational or any special tournament that may be set up for the calendar year.
2. This committee director will have the on-site responsibility to run the tournaments. The Tournament Director shall be the on-site director, and responsible to the Federation President.
3. This committee director shall submit any changes in rules and regulations to the Federation Executive Committee for approval.
4. This committee director shall announce all tournament dates and sites, if possible, at the January or February meeting of each year. These dates may change if a problem arises. The Tournament Director shall have the responsibility of keeping all records of said tournaments.

**h. Youth Committee Director**

This committee director shall be appointed by the Federation President to organize efforts and/or lend assistance to member Chapters in the endeavor to implement a Youth Bass Fishing Program to introduce youngsters to the goals of the New York State Federation and the Bass Anglers Sportsman Society, to give youth of the state a basis for respect for our natural heritage, an appreciation of the basic rules of honesty, integrity, fair play and of good sportsmanship, to teach them sound conservation practices and to give them an introduction to the sport of bass fishing. The Youth Director will oversee the New York State Junior B.A.S.S. Federation.

**Section 3: Other Committees**

The Federation President, with the approval of the Executive Committee, shall appoint any other committee(s) as deemed necessary to run the Federation.

**Article VIII: Meetings**

**Section 1:**

General membership meetings of the Federation shall be held at least three(3) times annually with one(1) of these meetings to be held in November or December and one(1) to be held in January or February. A notice of meeting date and location will be sent to each Club President or Representative one month prior to the meeting date. The notice will include a "RSVP" allowing the Executive Committee to determine approximate attendance. The scheduled meeting will be held at the discretion of the Executive Committee based on anticipated attendance. It is the responsibility of the Club President or Representative to return the "RSVP" by the appointed deadline.

**Section 2: Meeting Process**

Meetings shall be conducted in accordance with Parliamentary procedures insofar as it does not conflict with the constitution of the Federation.

## **Article IX: Interpretation and Change of These Bylaws and the Constitution**

### **Section 1: Guidance and Precedence**

By-laws are promulgated as a matter of guidance and precedence to efficiently administer the affairs of the Federation. By-laws must not be inconsistent with the general provisions of the constitution but may contain articles which, due to geographical, political or membership makeup, present problems particular to themselves.

### **Section 2: Bylaw Interpretation**

Interpretation of the meaning of this constitution shall be made by the presiding officer who shall render a decision subject to appeal to the members present, and such decision shall be recorded as a precedent for future guidance.

### **Section 3: Modification of Constitution and Bylaws**

Any changes in the by-laws shall be made by a 2/3rds majority of the Federation Executive Board present at any open meeting of the Federation. Proposed by-law changes must be submitted in writing to the Executive Committee a minimum of seven(7) days prior to the open meeting. The member proposing a by-law change must be in attendance to propose said revisions. The by-laws should consist of items which will not conflict with the constitution of the Federation.

### **Section 5: Dissolving the Federation**

In the event the Federation is dissolved, all books, funds, papers and property of such Federation shall forthwith be delivered to the Federation President in escrow for a period of one(1) year for the purpose of re-organizing the Federation or designating a successor organization. If such Federation is not re-organized within one(1) year or if the Federation Executive Board does not designate a successor organization for such members, such books and papers shall become the property of the Federation. Any material properties of the Federation shall be liquidated and these funds along with the funds of the Treasury shall be refunded to the Chapters, based on membership, who were members of such Federation in good standing at the time of its' dissolution.

## **Article X: Federation Elections**

### **Section 1: Election Committee**

There shall be a Federation Election Committee appointed by the Federation President to come from the general membership, and shall consist of three(3) members, none of which shall be a candidate for a contested office, nor an immediate family member of a candidate, nor a current member of the Executive Committee. It shall be the responsibility of this committee to record any and all nominations presented for Federation Office and to insure a fair and impartial appraisal of the candidates. Following the election, this committee will oversee the proper transition of the Federation's assets and duties to the new officers of the Federation. This committee shall be appointed and approved no later than the spring meeting of the Federation in an election year.

### **Section 2: Nominations**

The nomination of candidates for Federation Offices shall come from the Federation membership at large and shall be recorded with the Federation Election Committee no later than the November or December

meeting of the Federation prior to an election year. The Federation Election Committee shall have the responsibility to contact each nominee prior to placing their name on the ballot.

### **Section 3: Nomination to Ballot by Petition**

Any member in good standing of the Federation, seeking an office, but not nominated to the ballot, may get on the ballot by petition. This petition must contain the names and addresses of at least one hundred(100) members. Said petition must be sent to the Election Committee no later than ten(10) days after the announcement of the candidates nominated at the November or December meeting in an election year.

### **Section 4: Voting Methodology**

The Federation Election Committee shall prepare and send a ballot to each member in good standing of the Federation within fourteen(14) days following the close of the nominating deadline. The ballots must be returned to a post office box number and/or address established by the Federation Election Committee no later than five(5) days prior to a January meeting of the Election Committee and Nominee Candidates. The returned ballots will remain sealed until said January meeting at which time they will be opened and counted by the Federation Election Committee. Results of the election will be determined by a simple majority.

### **Section 5: Notification of Results**

The candidates will be notified within twenty-four(24) hours of the counting, if not present at said meeting. The results shall be published in the Federation newsletter.

### **Section 6: Transition**

Following the counting of votes, the Chairperson of the Election Committee will run a meeting to determine the means for transition of the Federation's duties and assets to the newly elected Executive Board. Methods of transfer, including obtainable and agreed to completion dates will be documented in the minutes of this transition meeting.

### **Section 7: Ballot Review**

The Federation Election Committee shall be responsible for the counting of the ballots and shall maintain custody of said ballots for a period of not less than ninety(90) days during which time they will be available for review or inspection by the Federation Executive Board members.

## **Article XI: Miscellaneous**

### **Section 1: Federation Treasury Procedures**

#### **a. Federation Fiscal Year**

The fiscal year shall be from January 1<sup>st</sup> until December 31<sup>st</sup>.

#### **b. Fund Withdrawals by Check**

No withdrawal or expenditure of Federation funds may be made without the signature of one(1) officer of the Federation. All payment for Federation expenses shall be made by check and such document should be filed under the Federation's permanent records.

**c. Treasurer Voucher**

No Federation fund will be extended to any member of the Federation without an authorized voucher. Vouchers may be obtained from the Federation Treasurer or Secretary. Said voucher will be become permanent record of the Federation Treasurer and shall be used as part of the annual report.

**d. Additional Dues**

Nothing herein shall be construed to prohibit the Federation from charging additional dues except that a failure to pay such dues will result in removal of said member(s) from the Federation.

**Section 2: Avoidance of Personal Profit**

No officer shall invest, or cause to invest, Federation funds in any manner which results in personal profit or advantage for any officer or Federation representative.

**Article XII: Amendments**

Note: On 03/13/2001, previously listed amendments to the Federation were merged into the Articles of these Bylaws per recommendations by the Bylaw Committee and approved by the Executive Board.