

2013 EXECUTIVE COMMITTEE / BOARD OF DIRECTORS

1. President: Mr. Michael Ames
2. Vice President: Mr. Les Jackson
3. Treasurer: Mr. Frank Reid
4. Vice President of Communications: Mr. Larry Murphy
5. Vice President of Conservation: Mr. Paul Goodwin
6. Vice President of Development: Mr. Terry Beeson
7. Vice President of Education: Mr. Larry Wegmann
8. Vice President of Membership: OPEN
9. Past President: Ms. Sheryl Knight

BOARD OF DIRECTORS.....

1. Mr. Kurt Moomau
2. Ms. Diane Blair
3. Ms. Patti Hummert
4. Mr. Michael Schrader
5. Ms. Victoria Johnson
6. Mrs. Ann Schmuecker

Managing Directors: Chris & Carol Jackson

**FEDERATION OF FLY FISHERS
SOUTHERN COUNCIL**

**POLICY & PROCEDURES MANUAL
Revised as of August 1, 2012**

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FEDERATION OF FLY FISHERS SOUTHERN COUNCIL

POLICY & PROCEDURES MANUAL

I. Introduction

The information in this procedural guide for the Southern Council has been compiled to supplement the by-laws of the Southern Council, Inc. and the Federation of Fly Fishers, Inc. The purpose is to provide required approaches (*policy*) and greater detail (*procedures*) for carrying out the responsibilities and duties of each member of the board of directors, the officers, and supporting positions. The detail is in outline format and directs the directors, officers, and each of the supporting positions through the minimum responsibilities and procedures of their positions. The procedural guide contains samples of reports which are designed to ensure their usefulness and completeness. It contains examples of letters which you may use to compose your own. The sample southern council forms may be reproduced as needed.

One of the greatest benefits of the guide is to allow officers to understand the coordination which is required to effectively operate the council. Familiarity with the duties of the other officers and directors will help everyone work together, and assist all officers carrying out the work of the council and the Federation.

A procedure is established for keeping the guide current. With amendments to the by-laws, changes in responsibilities, and as various positions are redefined, the guide will require certain pages to be replaced. To coordinate the changes and to ensure the integration of responsibilities with other positions, send suggested changes to the Executive Vice President/Secretary. The Executive Vice President/Secretary will integrate the approved changes with other positions, and reproduce and distribute the new pages to all guide holders.

This policy and procedural guide is to be passed on to the successor of your position. Please safeguard this guide so that it will last through many terms.

III. Organization of the Federation of Fly Fishers, Inc.

The Federation of Fly Fishers is a unique non-profit organization concerned with sport fishing and fisheries.

First, FFF supports conservation of all fish in all waters. That is, FFF believes that:

- (1) Clean waters and healthy ecosystems are important for bluegills, smallmouth bass, walleye, northern pike, musky, largemouth bass, redfish, bonefish, perch, crappie - not only for trout and salmon,
- (2) Some of the world's most productive, largest and most used fisheries are in the greatest need of help,
- (3) One cannot focus on just on an isolated part of our water resources - healthy rivers, oceans, streams and lakes are inherently interconnected, living systems from trickling springs upstream to big rivers and warm lakes downstream, with wetlands and woodlands in between.

With this philosophy, we feel that a broad ecosystem view is the only biologically sound approach to fisheries conservation. We try to avoid a focus that is too narrow; highly focused special interest efforts often result in critical issues being ignored; at the present time we need to protect all species and all fishery habitats, not just a favored few.

Secondly, FFF has a long standing commitment to solving fisheries problems at the grass roots. By charter and inclination, we are organized from the bottom up; each of our 260+ clubs, all over North America and the world, is a unique and self-directed group.

Our grass roots focus reflects the reality that most fisheries solutions must come at that local level. Catch and kill fishing regulations, hatchery displacement of wild fish, riparian degradation, and pollution of ground water primarily require decisions and actions at the grass roots. Even federal water and pollution standards are enforced by local state, county or even township officials.

Clearly what appears to be the most serious problem facing fisheries in North America, polluted runoff from feedlots, ranches, fields, lawns, streets and golf courses - is almost exclusively a local responsibility. On National Forest Service or BLM land, the local regulations on catch and release, bag and size limits, whether to plant fish or not, etc. are usually local or state decisions. Even the widely publicized FERC (Federal Energy Regulatory Commission) re-licensing of hydroelectric dams is conducted as a series of negotiations and agreements within each state. Only a very small percentage of the dams in the U.S. are under FERC. (*Less than 2% in Wisconsin, New York and Montana*). In fact, the most destructive dams (with top discharge and low flows) are exclusively under local control.

For these reasons, almost all of the estimated \$400,000 raised by fly fishing clubs and at FFF regional auctions, conclaves and raffles is used locally; our national office - in Bozeman, Montana, exists to serve clubs and members, with a minimum of administrative expense.

Finally, our members believe that fly fishing is the most fun way to fish because of its diversity of waters, fish and geographical area. And for the protection of the waters and all which inhabit the waters. We have the continuing need to learn more about all those species and their habitat and the challenge to always improve our fly fishing skills.

Fly fishers also share the common experience that once an angler tries to imitate aquatic food in a lake or stream, a transformation takes place and that individual, like most fly fishers, becomes a more dedicated conservationist. For this reason, 80% of the 260+ FFF clubs with approximately 35,000 club members, have active programs aimed at teaching kids and other adults about fly casting, fly tying, insects, with club outings to get beginners on the water and into fish. Many believe that the best conservation efforts come through education in fly fishing.

Based upon these principles FFF has been quietly effective for over 35 years, including the very earliest promotions of catch and release, distribution of thousands of Whitlock-Vibert trout boxes, as the most effective tool for raising wild trout, participation in fishery management of the national parks as well as thousands of local projects and political battles. Because of our historical position on catch and release, regional councils of FFF as well as individual FFF clubs have also been instrumental in getting no-kill, fly fishing regulations implemented, from the New Haven river in Vermont to Robidoux Creek in Missouri to the Willamette river in Oregon, and many others. For all of these reasons, belonging to FFF and an FFF club is not only an enjoyable and growing experience it is good for fisheries too.

III. Geographical Organization of the Southern Council

The Southern Council represents fly fishing clubs located in sections of the States of Arkansas, Kansas, Missouri, and Oklahoma, also parts of Louisiana, Texas, Nebraska and Western Tennessee.

IV. Policies for Directors and Officers of the Southern Council

These statements of policy shall apply to all officers and directors except where specifically titled.

Guidelines for Candidates for Southern Council Officer Positions.

1. Candidates must be active members of the Federation of Fly Fishers.
2. Candidates must be willing to attend all Southern Council meetings.
3. Agree to provide written reports of the activities of their office to be read and distributed at the annual business and all executive meetings.
4. Agree to promptly return all telephone calls.
5. Agree to promptly reply to all correspondence including e-mail and FAX.
6. Be willing to assist other council officers and clubs.

VI. Council Officers

A. President

Description: President: The President will be the principal executive officer of the Council and shall have the general powers of supervision and management over the business and affairs of the Council as prescribed by this document and the by-laws of the Council.

1. Duties (*From Southern Council By-Laws*)

- a. Meetings: The President will preside at all meetings of the members, the Board of Directors and the Executive Board.

2. Responsibilities:

- a. The President shall see that all orders and resolutions of the Board are carried into effect.
- b. Provide oversight, direction and guidance to the Board and Executive Board for the ever-changing environmental requirements within the Council.
- c. Provide for enforcement of infractions of the by-laws and decisions of the Board and Executive Board in matters that affect the Council or its members.
- d. Provide appropriate delegation of responsibilities in running the business of the Council and suitable oversight to the completion of such delegated responsibilities.
- e. To provide an annual Council report to the National office of the Federation of Fly Fishers in a timely manner.
- f. To provide a Council report to the Fly Fisher Magazine bi-annually or as prescribed by the number of issued generated each year.
- g. To attend the national FFF Conference as a representative of the Council and take part in the business of the National organization if financially able.

The President may sign, with the Secretary or any other proper officer of the Council authorized by the Board, any deeds, mortgages, bonds, contracts or other instruments which the Board has authorized to be executed, except in cases where signing and execution thereof is expressly delegated by the Board or by the by-laws or by statute to some other officer or agent of the Council; and in general the President will perform all duties incident to the office of the President and such other duties as may be prescribed by the Board from time to time.

C. First Vice President/Secretary

The office of Secretary shall also be the office of the First Vice President.

Description: First Vice President: The office of Secretary as an elected member of the Board of Directors shall also be the First Vice President. The First Vice President will perform the duties of the President in the President's temporary absence and in the event of a vacancy in the office of the President the First Vice President shall assume that office.

Description: Secretary: The Secretary as an elected member of the Board of Directors is responsible: for recording all minutes of the meetings of the General Membership, the Board, and the Executive Committee; shall see that all notices are duly given in accordance with the provisions of these by-laws or as required by law; shall be custodian of the corporate records of the Council; shall keep a register of the post office address of each member which shall be furnished to the Secretary by such member of the Federation; and in general shall perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to the Secretary by the President or the Board.

I. Duties

a. Meetings: General Membership, Board of Directors, Executive Board, Special.

- (1) Record the minutes of all meetings. Provide draft copies of Board and Special minutes to each attending member within 30 days to coordinate recommended changes prior to submission for approval at the next meeting. No changes shall be made without approval of the Board. (Appendix C-2)
- (2) Present minutes of previous meetings for approval. (Appendix C-6) Make corrections as needed.
- (3) Present a summary report of the activities for the Secretary's Office to the Board or when requested by the President.
- (4) Perform other duties as may be assigned by Board of Directors, and/or President.

b. Long Casts

- (1) Provide notices of meetings to be electrically produced as per the By-Laws (Appendix C5).
- (2) Submit additional items as required, i.e. Notices of By-Laws Amendments; notice of election results; Summary Report of Actions Taken by Board of Directors, the general membership, and other meetings as appropriate.

c. Records:

- (1) Maintain the corporate records of the Council, except those of the Treasurer, for a period equal to but not less than the terms of the two preceding Secretaries.

NOTE: If archivist is approved this would be for one term.

- (2) Maintain the minutes of all meetings in one or more books provided for that purpose.
- (3) Maintain current and past rosters of Council committees and supporting activities.
- (4) Not less than annually, receive from the VP Membership and maintain a register of the post office addresses of each member.
- (5) Maintain the Councils' Policy and Procedure Guide.
- (6) Maintain Log of Motions Made, Recorded, and Carried.
- (7) Maintain records of historical interest until forwarded to Archivist as appropriate.
- (8) Store Ballots resulting from elections of Officers and Directors for three (3) months and then destroy according to Roberts Rules (p.237).

d. General Correspondence

- (1) Initiate and answer correspondence as required and see that notices are duly given as appropriate.
- (2) Forward copies of minutes to voting, non-voting, and Honorary Members of the Board of Directors as needed.
- (3) Provide Treasurer a copy of the minutes verifying the change in Officers as authority for change of bank signature cards.
- (4) Submit to Treasurer Form # TR-BS-01.97 proposed budget for the Secretary not later than fifteen (15) days prior to the Annual Board Meeting in October (See Appendix C-8).
- (5) Submit to the Treasurer Form #TR-BR-01.97 a report of actual expenditures for the Secretary Not later than fifteen (15) days prior to the annual Board meeting in October (See Appendix C-9) .
- (6) Submit to the Treasurer Form # TR-ER01.97, "Expense Voucher" with available receipts for reimbursement of expenses. Utilize tax exempt status on sales tax if allowed in your state .(Appendix C-7)

2. References:

- a. Secretary's time-line of recurring events, Appendix C-1
- b. Format for minutes, Appendix C-2
- c. Secretary's budget of recurring expenditures, Appendix C-3.

E. Treasurer

The Treasurer is an elected member of the Board of Directors and will have charge and custody of and be responsible for all funds and securities of the Council; shall prepare an annual budget for the Council; receive and give receipts for moneys due and payable to the Council from any source whatsoever, and deposit all such moneys in the name of the Council in such banks, trust companies, or other depositories as are selected by the Board; and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to the Treasurer by the President or by the Board.

1. Duties include the following:

- a. Have charge of and custody of and be responsible for all the funds and securities of the Southern Council.
- b. Prepare an annual budget and financial report for the Southern Council which shall include the proposed expenditures, budget requests and financial requirements for operation of the Council as shall be submitted by its Officers.
 - (1) Each Officer who submits a budget should do so prior to the December Business Meeting. Submission should be made to the Treasurer no later than November 1st preceding the meeting.
 - (2) Budgets shall be based on fund allocations made at the General Business Meeting on Sunday following the Annual Conclave in Mountain Home, AR.
- c. Using generally accepted principles of accounting, keep full and accurate records of all accounts, including receipts and disbursements of monies belonging to the Southern Council, in books and/or records belonging to the Southern Council. The records shall be maintained in such manner that the accounts are at all times ready for inspection by an independent auditor.
- d. At the beginning of each calendar year obtain from the VP of Communications and VP of Membership a correct count of member clubs of the Southern Council. After doing so submit a check to National in the amount of \$25.00 per club to pay National dues. VP of Membership will forward each check received from member clubs to Treasurer to reimburse Southern Council for dues. All amounts over \$25.00 from each club is Southern Council dues from member clubs.
- e. Deposit all monies and other valuable effects in the name of and to the credit of the Southern Council in such banks or other depositories as may be designated by the Council Board.

- f. Disburse the funds of the Southern Council having been approved and at the direction of the Council Board. All disbursements shall have verification as an approved expense, with transactions completed in a timely manner. All expense requests are to be submitted on Form No. TR-ER01.97. (Appendix C-7)
 - g. Render to the President and the Council Board at the regular meeting of the Council Board, or whenever they require it, a statement of all his or her transactions as Treasurer and an account of the financial condition of the Southern Council.
 - h. Perform all the duties incidental to the office of the Treasurer and such duties as may from time to time be assigned by the Council Board
 - i. The Council Board may require an independent audit of the Southern Council's accounts at any time.
- 2. The Treasurer shall hand over to his or her successor in office within ten (10) days after the election of his or her successor a complete and accurate financial statement together with all funds, books and records pertaining to his or her office. All documentation shall be maintained in such manner as to ensure they shall be passed on to the successive Treasurers without disruption in continuity and understanding.
 - 3. The Treasurer may sign, execute and deliver, in conjunction with the President, in the name of the Southern Council all deeds, mortgages, bonds or other instruments as authorized by the Council Board.
 - 4. Southern Council Treasurer Reports: Reports will be given at the General Board meeting on Sunday following the Expo/Fair in October, and at the Executive Committee meetings in December and May.
 - a. Beginning balances on reports should be ending balances of previous reports.
 - b. Heading on report shall read

20__ Southern Council Treasurer's Report,
Executive Committee (or General Board) Meeting - Date
Mountain Home, Arkansas

- c. Report shall include

Checking Account	
Balance Forward from Date of Previous Report	\$
Income:	
Interest to <u>Date</u>	\$
Dues	\$
Expo/Fair 20__	\$
Donations.....	\$
TOTAL INCOME.....	\$
Debits:	
Executive Committee Expenses.....	\$
Club Affiliation Dues	\$
Long Cast Expenses.....	\$
Expo/Fair 20__	\$
Membership	\$
Conservation	\$
Education	\$
Miscellaneous	\$
Balance, General Checking Account	\$

- d. An accounting of special funds shall also be given. Those funds are the Wayne E. and Catherine Moore Youth Fund, The Moore Award Fund and the Long Cast Contingency Fund. They shall be as follows
- e. All expenditures shall be listed by category showing each item with check number and a total.
- f. A listing of all checks written shall be provided showing date check written, check number, payee, purpose of check and amount of check.
- g. Last page of the report will be an accounting of budget submitted previous year.
Example:

	20__ Approved	20__ Expenditures
Executive Committee	\$	\$
V.P. Communications		
Long Casts		
V.P. Conservation		
V.P. Development		
20__ Expo/Fair		
V.P. Education		
V.P. Membership		
Miscellaneous		
TOTAL	\$	\$

- h. Included in October Report shall be a “Budget Worksheet”. It will include items shown above as well as the next years proposed budget. This will be a worksheet with blank lines to be filled in at the Business Meeting.
5. The fiscal year of the Federation is October 1st through September 30th. Each year as soon as possible after the 1st of October a report should be filed with National in Livingston, MT.

The report should follow this format:

6.

Annual Report

Name of Council: Southern Council

Date: October____, 20__

- a. Beginning balance of Council (October of previous year) \$
- | | |
|----------------------------------|----|
| General Checking Account | \$ |
| Special Accounts or designations | \$ |
| Total | \$ |
- b. Revenues raised from activities during the year beginning October 1st of previous year and ending September 30th of current year from the following:
- | | |
|--|----|
| Auctions | \$ |
| Raffles | \$ |
| Registration Fees | \$ |
| (Includes Conclave registration free, banquet, brunch, and conclave pins sold) | |
| Donations/Contributions | \$ |
| Hospitality Events (Conclave Social Hour) | \$ |
| Sale Items (Conclave hats and FFF items) | \$ |
| Miscellaneous | \$ |
| (List them separately) | |
| Exhibitor's Fees | |
| Advertisement | |
| Internet Web Site | \$ |
| Interest Earned | \$ |
| Total Revenues Raised | \$ |
- c. Expenditures for activities during the year beginning October 1, 20__ and ending September 30, 20__ , from the following:
- | | |
|---|----|
| Prizes for Auction/Raffle | \$ |
| (Includes expenses associated with conclave auction/raffle activities.) | |
| Facilities costs | \$ |
| (Includes conclave banquet costs, brunch costs, and Expo/Fair pins costs) | \$ |
| Hospitality costs (Conclave Social Hours) | \$ |
| Sales Tax on Auction Items | \$ |
| Credit Card Fees based on Amount of Receipts | \$ |
| Insurance Program | \$ |
| Program Cost | \$ |
| (List separately) | |
| Awards/Grants | \$ |
| (List separately) | |

Miscellaneous costs	\$
(List separately)	
Total Expenses	\$
d. Ending book balance of Council as of	
September 30, 20__	
General checking account	\$
CD's	\$
Special Accounts	\$
Total	\$

Was a donation given to a club?

Name and location of bank accounts:

First Federal Bank
P O Box 500
Mountain Home, AR 72654

Respectfully submitted,

Name, Treasurer
Southern Council, Federation of Fly Fishers

Your address

*Send report to Federation of Fly Fishers
5237 U.S. Highway 89 South,
Suite 11
Livingston, Montana 59047

Keep a copy for your records.

- e. Dues: Each club pays one dollar per member with a minimum of \$25.00 and a maximum of \$200.00. \$25 goes to National and the rest belongs to the Southern Council. The Vice President of Membership will provide you a list of those clubs who have paid their dues and will also send you their dues payment as it comes in.

At the beginning of each year the VP Membership will notify you as to how many clubs are currently members. You will then send a check to National in the amount of \$25 times the number of clubs. Along with this you will send a list of clubs. The VP Membership will send list of officers for each club to National.

7. Expo/Fair

a. Money

(1) \$800 cash advance for operation money

- (a) Quarters \$50.00
- (b) Ones \$250.00
- (c) Fives \$250.00
- (d) Tens \$150.00
- (e) Twenties \$100.00

(2) During Expo/Fair make pick-ups of money often.

(3) Keep all monies separate and labeled.

(4) Always recount to assure correct totals.

(5) Keep record of how much you advance and to whom so that deductions can be made from correct category.

(6) Keep list of credit card transactions. It is best to hold all credit card deposits until end of Expo/Fair. The amount charged for credit card use is on a sliding scale and is based on average number of cards and total amount. You are required by law to hold all credit card slips forever.

(7) Have short report ready for Business meeting on Sunday of Expo/Fair. A more thorough report will be submitted at the December meeting.

b. Auction

(1) Keep all bidder sheets for at least two months.

(2) Calculator will be needed at auction.

(3) Past Treasurers have reported that it is easier if you have a notebook divided into sections alphabetically. In this write down the name of each successful bidder. Under their name list the item number and the amount of the bid. Do this for each successful bidder. Once the amount is paid, mark it paid.

(4) It is suggested that five individuals be assigned to the auction table. One who is responsible for registration of bidders and assignment of bidder numbers; an individual to receive credit card payments (*if appropriate*); an individual to receive payments in cash or check; an individual to record successful bids and bidder numbers; and two individuals to verify successful bidders receive their correct items. The person who handles registration of bidders may fill one of the other positions as the evening progresses.

(5) In order to double check amounts Auction Sheets should be filled out.

All forms suggested are in Appendix C.

c. Pre-Registration

- (1) As registrations are received, log in attendee and items on registration form.
- (2) Send confirmation
- (3) Prepare envelopes with listing of items ordered to be included. Prepare name tags and place all necessary items in envelopes.
- (4) Make deposits identifying all monies to correct categories.

d. Registration

- (1) Have sufficient registration forms available as well as name tag materials.

8. Audit

- a. Keep all receipts and place on them date paid and check number.
- b. On check stub as well as in Quicken note what check was for.
- c. Document everything when possible.

9. Budget Submission - Each member of the Executive Council shall submit at the December Board meeting a budget of their planned expenses (Form No. TR-BS01.97 - Appendix C-8). At each subsequent meeting each member shall present a budget report outlining expenses and how they relate to the planned expenses (Form No. TR-BR01.97 - Appendix C-9).

II. **Archivist**

Description: A Board appointed member who is custodian of the Archives of the Southern Council.

1. Duties

- a. Collect and safeguard archival materials of the Southern Council.
- b. Collect photographs and memorabilia.
 - (1) Take photographs of activities and personnel at Council annual meetings, and at other meetings and activities as appropriate. Document all photos on the back with names, date, and location.
 - (2) Collect documented photographs and/or memorabilia from others.
- c. Organize and arrange documented photographs and memorabilia in loose-leaf photo albums and displays to include:
 - (1) Meeting dates, locations, themes.
 - (2) Council Officers and Directors
 - (3) Speakers and their topics.
 - (4) Tours offered.
 - (5) List of awards and recipients.
 - (6) Schedule of activities.
 - (7) Documented photographs, etc. arranged in sequence.
- d. Maintain and safeguard files of the Council records and documents including:
 - (1) Council History.
 - (2) Articles of Incorporation.
 - (3) By-Laws.
 - (4) Board of Directors roster including Honorary Directors.
 - (5) Council committees, advisory and support position rosters.
 - (6) Membership rosters.

- (7) Agenda and minutes of all annual membership meetings, Board of Director Meetings, Officer Meetings, and Special Meetings in chronological order.
 - (8) Older Printed and newer Electronic Copies of all *Long Casts*.
 - (9) Other records and documents as acquired i.e. obsolete Policy & Procedural Guides.
- e. Arrange displays of albums and memorabilia as directed by the Board or the President.
 - f. Provide records as requested by the Board of Directors or the President.
 - g. Attend Board of Directors meetings as requested by the President.
 - h. Submit to Treasurer Form #TR-BS01.97, a proposed budget for the Archivist Not later than fifteen (15) days prior to the Annual Board Meeting in October (See Appendix C-8).
 - i. Submit to the Treasurer Form # TR-BR01-97 report of actual expenditures for the Archivist Not later than fifteen (15) days prior to the Annual Board Meeting in October (See Appendix C-9).
 - j. Submit to the Treasurer Form #TR-ER01.07, "Expense Voucher" with available receipts for reimbursement of expenses. Utilize tax exempt status on sales tax if allowed in your state. (See Appendix C-7)

III. **Parliamentarian**

a.Description: An Executive Board appointed non-voting member of the Board of Directors proficient in parliamentary procedures.

2. Duties

- a. Serve as an authority on parliamentary procedures at any Southern Council meeting and assure the procedures are followed.
- b. Review proposed By-Laws changes/amendments (*editorial and organizational*) for compliance with current parliamentary procedures.
- c. Ensure that the current edition of Robert's Rules of Order, newly revised, will govern in situations not covered by law, the Southern Council's Articles of Incorporation, or the Southern Council's By-Laws.
- d. Submit to Treasurer Form # TR-BS01.97 a proposed budget for the Parliamentarian not later than fifteen (15) days prior to the Annual Board Meeting in October (See Appendix C-8).
- e. Submit to the Treasurer Form TR-BR01-97 report of actual expenditures for the Parliamentarian Not later than fifteen (15) days prior to the annual Board meeting in October (See Appendix C-9) .
- f. Submit to the Treasurer Form #TR-ER01.97 with available receipts for reimbursement of expenses. Utilize tax exempt status on sales tax if allowed in your state. (See Appendix C-7)

3. References: Robert's Rules of Order, Newly Revised.

J. **Vice President - Communication**

The Vice President of Communication's chief duty is to encourage and stimulate the use of all available channels of communications for all members and officers of the Southern Council to share information and knowledge to insure the continual development and improvement of the Southern Council.

The basic areas of responsibilities for the Vice President of Communication are as follows:

1. The *Long Casts* newsletter is the council's flagship for communications. This newsletter is electronically distributed to all known Federation and Southern Council members.

The Vice President of Communication will assist the Editor of the *Long Casts*. This assistance may take the form of:

- a. Encouraging the council officers to provide their regular articles for the *Long Casts* newsletter.
 - b. Keeping an eye open for interesting articles that may be re-posted in the newsletter.
 - c. Encouraging our clubs to share their club newsletters with the Editor for an excellent source of information and articles for the *Long Casts*.
2. The Vice President of Communication will serve as the first source of information on Federation and Southern Council matters.
 - a. To provide the council clubs with a complete list of the current Council officers including the addresses and other information to assist our clubs in establishing their communications with the council officers and directors. (see Appendix C-14)
 - b. It is also essential for our Club officers to be aware of the other clubs within the Council and a key contact person for each club. This information is provided by a complete listing in the manner of Appendix C-14 which is up-dated several times each year
 3. The Vice President of Communication will assist the other council officers by publicizing their programs and projects in this officer's regular correspondence with the council clubs.
 4. In the first letter of the year to the clubs, the Vice President of Communication will include specific comments to remind the clubs of the following areas to be addressed during the first few months of the year:
 - a. Payment of current year's dues
 - b. To provide the Vice President of Membership with an electronically produced mailing list for all current club members in good standing to insure delivery of the *Long Casts* newsletter to their club members.
 - c. To be aware of the Southern Council Scholarship award and evaluate the college age children of its members and friends for possible nominees for this scholarship. (Appendix C-15) ; and
 - d. To begin their search and evaluation of club members to be included in the nominate for the Southern Council annual awards. (Appendix C-16)
 5. The Vice President of Communication (*or any office of the Council*) may be called upon to assist a group of interested people in starting a new Federation Fly Fishing Club.

Usually the first contact is a telephone call which will give us an opportunity to obtain the initial information to assist the interested group.

The next step is for the Council officer to contact The Federation Office in Livingston, Colorado request the Federation to send the key contact person for the group the necessary information for the formation of a Charter or Affiliate Club.

Then the Council officer will alert the council Vice President of Membership and the Vice President of Communication of this potential new club for the council.

The Vice President of Communication will continue to support the group until the new club has been accepted by the F.F.F. and petitions the Southern Council for membership.

Once the new club is operational the Vice President of Communication will notify the other Council Clubs and Council officers of the new club and its officers.

The Vice President of Communication will handle and oversee the council's Annual Awards Program and will involve the following:

- a. Each year in January the Vice President of Communication will send out an electronically produced E-Mail to each club and Council Officer and Director soliciting nominations for each of the Council's ten (10) annual awards. (Appendix C-16)

This letter will include the "Guide Lines of Qualifications for Nominees" (see Appendix C-17) to assist in the identification and selection of appropriate candidates for each award.

- b. All nominations must be submitted electronically by e-Mail, which gives the person or club making the nomination the opportunity to expound on the merits of their candidate for the award in question.
- c. This solicitation procedure requires frequent follow-up correspondence to obtain the necessary nominations to make the council annual awards program a meaningful event.

This follow-up correspondence gives the Vice President of Communication an opportunity to support the Vice President of Education by requesting nominations for the council scholarship award.

- d. There will be a deadline for nominations of July 1.
- e. Once the nominations have been closed, the Vice President of Communication will prepare an Annual Award Ballot listing the name of all persons nominated for each award. This ballot along with a copy of each nomination letter electronically by e-Mail, will be sent to each club and Council Officer and Director with the request the ballots be returned to the Vice President of

Communication before a specified deadline which is usually during the first week of September. This deadline is necessary to provide ample time to have the award plaques prepared and engraved with the Recipient name.

- f. Once the ballot deadline has passed, the Vice President of Communication, along with another Council officer or appointee, will count the ballots to determine the winner of each award.
- g. Then the Vice President of Communication will inform the trophy maker designated by the Council of the names of the winner of each award. The trophy maker will be requested to prepare the award plaques and to bring or send them to the conclave site prior the Conclave Banquet.
- h. During the Annual Conclave Banquet the Vice President of Communication will present the award plaques to the winners.

The Southern Council has for many years been involved in many facets of the World Wide Web,

The Southern Council has an active presence on the World Wide Web, thanks to the work of Bill Brant who served as the Vice President of Communication. With his leadership and the work of his staff, the full awareness of the {media} was provided to the membership for all the Southern Council to enjoy.

A vote of thanks is publicly given to the outstanding effort and work of Larry Murphy who served as the Assistant to the Vice President of Communication, and then as Vice President of Communications. He took on many aspects of development and posses the talent and expertise to design and maintain our Council web site, as well as his brain child, The Forum. His special capabilities have been instrumental in not only the development of many aspects of our web services but this zest of the electronic media has been unsurpassed.

K. Assistant Vice President - Communication

The Assistant to the Vice President of Communication posses the talent and expertise to design and maintain our Council web site, capabilities not in the possession of the current Vice President of Communication.

In addition to designing and maintaining the council web site, this Assistant will be involved with the following:

6. Use current technology to automate the operations of the council and increase the council's internal and external communications.
7. The Assistant will provide assistance to council clubs interested in establishing an Internet Web Site for their club.

L. Vice President - Conservation

Description: The VP conservation shall be responsible for the recommendation, development, planning, and support for all conservation activities and programs of the Southern Council with the approval of the Executive Committee

Duties

1. Evaluate conservation issues in general, concentrating on those issues which involve the environment and fisheries within the geographic boundaries of the Southern Council. Identify ongoing and new conservation activities and programs which meet the goals of the Federation and recommend them in a prioritized list to the Executive Committee. These activities and programs shall be solicited from within the geographical area of the Southern Council by:
 - a. Writing a letter of request for suitable projects each year to each state's department of conservation.
 - b. Writing a letter of request for suitable projects each year to each club of the Southern Council.
 - c. Promptly advise the Council President and Executive Board members of any project or program which has merit in the judgment of the V.P. of Conservation.
 - d. If the project or program receives Board approval and support (*financial or otherwise*), the V.P. of Conservation will work with the person or party making the request to assist in the completion of the project or program.
2. Monitor the national and local news media for new items which may affect environment and fisheries.
3. When possible attend hearings, forums, planning meetings and training programs which involve issues of importance to our conservation principles and goals.
4. Shall develop a list of new projects within the Southern Council's geographical area not otherwise identified in item {2.} above.
5. Shall prepare an annual plan for support of the projects recommended to the Executive Committee. The plan shall include but not be limited to:
 - a. A prioritized list of projects recommended for funding.
 - b. The funding required for each recommended project shall be shown to allow incremental disbursement of funds where possible. This ensures the Council can earn a return on money until it is required by the project.

- c. How much money any given project has received in the past, and if future support will be required.
6. Assist the Vice President of Education to establish educational programs which involve the preservation and restoration of the environment and fisheries within the Southern Council boundaries.
7. Shall require each funded activity to provide at least an annual report on the accomplishments of the project. Such reports will be presented at the next Executive Committee meeting after receipt.
8. Shall provide three articles each year concerning the Council's conservation activities for publication in the *Long Casts*. Purpose is to inform and educate our officers and members on conservation matters. Such articles may involve:
 - a. Environment alerts to inform the membership on issues which may endanger our environment and fisheries.
 - b. Articles to encourage support for projects and programs for the betterment of our environment and fisheries.
 - c. Suggest methods and procedures to conserve our environment and fisheries.
 - d. To provide clarification of current conservation projects and programs.

M. Vice President - Development

Description: The VP Development shall be responsible for all activities concerning the growth of the Council, and the acquisition of funds for support and activities of the Council with the approval of the Executive Committee.

Duties:

1. Shall act as the Council's primary individual with responsibility for the annual Expo/Fair.
 - a. Shall use the - Expo/Fair Instructions prepared by the Council as a guide for actions concerning the - Expo/Fair. (See Section X. Expo/Fair - Standing Committee)
 - b. Shall update the Expo/Fair Instructions within 45 days of the conclusion of the Council's annual Expo/Fair, and submit it for review by the Executive Committee not less than 15 days prior to the first meeting of the Executive Committee after the Expo/Fair.
2. Shall actively pursue the support of business and corporate entities for financial contributions to the Council.

- a. Submit an annual plan for fund raising activities to the Executive Committee.
 - b. Implement fund raising projects upon receiving approval of the Executive Committee.
 - c. Maintain a five year historical record of all fund raising contacts and results. This record shall be an appendix to the annual plan.
3. Shall provide to the editor, *Long Casts*, information appropriate for publication in the issue just prior to the Expo/Fair. Such information shall be in a format ready for publication and include but not be limited to:
 - a. Expo/Fair date, place, time.
 - b. Expo/Fair schedule of events.
 - c. Expo/Fair guest speakers.

O. Vice President – Education

Description: The Council Vice President of Education will, in accordance with the direction of the President of the Southern Council, carry out the programs and policies of the Southern Council and the Federation.

Duties:

1. Will develop recommendations for education programs for the Southern Council, present them to the Executive Committee, and when approved will implement them. All recommendations will follow the format of:
 - a. Title
 - b. Objective
 - c. Goal
 - d. Time Period (Start and end date)
 - e. Resources required in manpower and materials
 - f. Budget
2. Will publicize the existing and new educational programs of the Council and Federation.
3. Will maintain the fly fishing and fly tying equipment of the Southern Council, and ensure the timely provision of the equipment to the activities and organizations of the Council which are eligible to borrow the equipment.
4. Will be responsive to the VP Education, and provide the Council President timely information on all such activities. All activities will be in the written activity reports provided to the Council.

5. Will actively promote high school fly fishing clubs within the Southern Council.
 - a. Will set-up a display at each Council Conclave displaying information on the high school fly fishing clubs. Three booklets were developed and provided to the Federation which will be available at the display: High School Fly Fishing Clubs, A Guide To Sponsorship; Instructor's Guide To Fly Fishing Basics; Student's Guide To Fly Fishing Basics.
 - b. Will maintain a record of club names and addresses for all high school fly fishing clubs in the Southern Council.
6. Wayne E. and Catherine Moore Fund, and Moore Award Fund: The VP Education shall have primary responsibility for activities which are eligible to receive monies from these funds. Active solicitation for clubs of the Council to engage in activities which qualify for funding shall be an ongoing part of the annual plan submitted to the Executive Board. Requests for money from these funds shall be prioritized and submitted to the Executive Board for approval before disbursement.
7. Shall administer the Council's Scholarship fund in accordance with guidance from the Council's Executive Committee. (See Appendix C-15 for Scholarship Application Form.)
8. Shall plan, organize, and run the youth activities at the Council's annual Expo/Fair.

Q. Vice President – Membership

1. Duties:
 - a. Ensure that database is updated in a timely fashion as information is received from clubs and from national office.
 - (1) Clubs will send their entire roster annually to VP Membership who forwards lists to Managing Director in a timely manner for updating of database.
 - (2) Direct clubs to send new members and address changes that occur during the year directly to Managing Director for inclusion in database.
 - (3) Direct Managing Director to annually purge names of individuals who are no longer club members or members in good standing.
 - b. Club membership in the FFF
 - (1) Annually request clubs to submit Federation dues, club roster and list of officers.

- (2) Receive club dues, photocopy the check for file and send check to Treasurer or Managing Director
 - (3) Receive list of club officers and send copy to Vice President of Communication.
 - (4) Update Club Dues Received Report (*Page 47*) as dues arrive and send a copy of report to Vice President of Communications {as well as} the Council Treasurer. Bring updated copies to all board meetings to distribute to board members.
 - (5) Coordinate requests for assistance in the formation of new clubs within the Council.
 - (6) Any of the above duties may be delegated to the Managing Director.
- c. Membership retention
- (1) Contact by mail those Southern Council members who are no longer in good standing and encourage them to continue their membership.
 - (2) Recruit individuals who are not members of the Federation of Fly Fishers™ to join by placing articles in Long Casts and setting up a registration area in a highly visible location at Expo/Fair or other events where Fly Fishers gather. If VP is unable to attend, a delegate will be appointed to attend in his stead.
 - (3) As the Vice President of Membership receives dues from individuals, they will forward the member's information to the Managing Director and send dues along with membership forms directly to the National Office.
- d. References
- (1) Mailing house information - Appendix C-11.
 - (2) Club Dues Received form - Appendix C-12.
 - (3) Time line of recurring events - Appendix C-13.

National Directors

Description: International Director:

- a. The International Directors will represent the Southern Council, FFF at national meetings of the Federation of Fly Fishers and will convey the results of those meetings to the other officers of the Southern Council.

- b. The International Directors will take part in Southern Council officer meetings as voting members.
- c. The International Directors will act as a liaison between the national office and individual members of the Southern Council FFF member clubs.

The International Director should assist, when requested, any officer in dealing with the national office or national officers. For example, if some member club has a project proposal in conservation or education, the International Director should help lobby for its approval, if requested by the appropriate Southern Council officer.

VIII. Directors

- a. A president of a member club is a member of the Board of Directors and has voting privileges.
- b. The President of the member club must also be a member in good standing of the Federation of Fly Fishers in order to cast a vote. If he/she is not an FFF member, a proxy may be given to another officer of the member club or to an officer of the Southern Council for casting such ballot.
- c. Directors are requested but not required to attend the annual Board of Directors meeting which takes place each year on the Sunday following Conclave. Attendance at Executive Committee meetings is not required as this meeting is not a Board meeting; however, all Directors are welcome to attend if they so choose.

IX. Editor, the Long Cast

All duties assigned with the position of Editor are directly associated with either the production of the *Long Casts* - a quarterly newsletter - or the support of Executive Council officers. As the Editor is now a voting member of the Executive Council, it is essential that the Editor attend all open meetings of the council, the Conclave and any other Council activity, if possible.

The basic duties of the Editor are as follows:

- A. Solicit, gather, and receive articles, artwork, notices, etc. to be printed in *Long Casts* by the following means:
 - 1. Setting deadlines for copy submission for each quarterly edition, the schedule is now set on a semi-permanent basis as follows:

Issue Article Deadline Electronically Produced Publication Deadline

Spring February 1st - February 15th - March 1st

Summer* May 1st - May 15th - June 1st

Fall** August 1st - August 15th - September 15th

Winter November 1st November 15th - December 1st

* Conclave plans/information distributed

*** Conclave update distributed*

2. Requesting article submissions from officers and general membership.
3. Gathering suitable articles from member club newsletters.
4. Securing and gaining permission to print previously published articles from all other fly fishing sources.
 5. Reading and using material from FFF *Club Wire* and other FFF publications.
- B. Adding original articles by the Editor, as necessary, re-writing, creating, etc. The Editor must then design, create, and layout the aforementioned articles and artwork by the following means:
 1. Collect articles from e-mail, internet, mail-in copy, phoned-in copy, newsletters from member clubs, trade magazines (*with appropriate permissions*), and FFF publications; then edit and/or create finished stories appropriate for the newsletter. This shall be done by each article deadline (see section VIII - A - 1).
 2. Using Microsoft Word, Adobe In-Design CS3, Illustrator CS3, Photoshop CS3 or similar software design, create and produce press-ready material for the printing and electronic distribution of the *Long Casts*. Provide Adobe Acrobat PDF (Portable Document Format) to the printer via electronic transmission by press deadline. A version should also be placed on the Council Web site for public consumption by the publication date.
3. Post the completed press-ready newsletter (PDFs) online and notify the managing director.
 - a. Post online the press-ready PDFs of the newsletter articles.
4. At the December Board Meeting each year, provide each Officer with a list of newsletter deadlines for the article submission, electronically prepared, complete and ready. Remind Officers that the purpose of the newsletter is to communicate and aid in coordinating all Council clubs as they interact and gather ideas from one another; to provide information on sensitive environmental issues involving conservation and preservation; and to promote the general awareness that leads to the edification of club members concerning all of the above.
5. Of special note is the involvement of the newsletter with the annual Expo/Fair Conclave. The Editor must coordinate with the Expo/Fair Conclave Chairman to promote a successful Expo/Fair Conclave. Currently, the Expo/Fair Conclave issue of the *Long Casts* is the Summer Issue. Communication between the Editor and Expo/Fair Conclave Chairman, and the **timely** submission of material needed for this issue by the Expo/Fair Conclave Chairman is vital to promotion of the Expo/Fair Conclave.

6. The Editor must provide an electronic copy (PDF) of the quarterly newsletter to VP of Communications (*if the position is held by another person*) so that it can be put on the Council Web page. The Editor of *Long Casts* must communicate with Council Officers and members, vendors in the Council region and the fly fishing industry so that information printed in the newsletter is correct, timely and important to Council members; and interesting to those outside the Council. The newsletter can then be used as a recruiting tool to interest prospective members. At various times throughout the year the Editor can be of help to Council Officers by creating articles that cause Council members to apply for the Council Scholarship, submit nominations for annual Council awards, apply for Wayne E and Catherine Moore Youth funds, etc.

Section Amended - 2009

X. Standing Committees

a. Policy & Procedures Committee

- i. Committee to be appointed by President to propose amendments to Policy and Procedures Manual on an “as needed” basis. Committee shall consist of a Chairman and two others.
- ii. Proposed amendments, additions and/or corrections to be presented to the next Board of Directors meeting to be voted on for inclusion in the Policy & Procedures Manual.

b. Scholarship Committee

The Southern Council, Federation of Fly Fishers, provides a stipend to selected students who are members in good standing of the Federation, reside within the Southern Council, and matriculated at the second year or higher level in a college degree program consistent with the purposes of the Federation. These purposes are defined as activities which conserve, restore and educate with the intention of maintenance and improvement of fisheries. Applicants must be seeking a degree in fields which support such activities. Application must be postmarked no later than 31 July for the year of consideration. Applications delivered by other than U.S. Mail must be received by 31 July of the year of application. Awards are announced in October at the annual Southern Council Conclave.

Expo/Fair Committee

c. INTRODUCTION (Compiled by Steve Jensen & David Baron)

“First let me say that I don't have all of the answers nor formulae to conduct a conclave successfully. There must be a customized approach to each and every such event that takes into account what is to be accomplished and those factors which will attract participants to the event. After all, what I consider to constitute success may not necessarily be true for someone else. What I do have is a degree of experience in conducting what I consider to have been successful conclaves: I chaired six of the eight Southern Council conclaves between 1984 and 1992.

How do I measure success (or lack of success)? I do this by setting specific goals and then evaluating the results relative to those goals. Some of the goals that I traditionally set (and these may or may not be appropriate for a different event) include:

- i. The conclave should be successful financially. Minimally the proceeds of the conclave must cover the expenses. Ideally, a profit is made and the amount of profit can be used as one of the measures of success. It helps to establish a profit goal: if x dollars are realized, we can support project y to z degree.
- ii. Perhaps the most important goal that should be set (and is too often overlooked because of emphasis on the financial aspects) is the assurance that those persons attending the conclave have an enjoyable and meaningful experience. If the participants are not satisfied, there is no reason for them to attend the following year. As attendance declines, so do all other aspects used to measure success. If your conclaves are poorly-attended, your goal should be to provide an attractive program coupled with strong publicity.
- iii. Another important goal is to assure that those who are involved in the conclave are adequately recognized for their efforts. A fly tier, for example, who ties publically (essentially giving free lessons) for two days deserves recognition. A word of thanks at the banquet will help assure his/her attendance in subsequent years. It is important to realize that most people like to be recognized for their efforts, no matter how large or small, and such recognition is necessary; without their combined help the conclave couldn't be possible.

Finally, although this is written to address conclaves at the council level, it can be used in an informational manner for club fund-raising activities or even at a national level.”

e. COMMITTEE ASSIGNMENTS

A Expo/Fair Chairperson is only as good as the committee who supports him/her. For that reason, much of the success of a conclave must rest on the shoulders of the various committee members. Make the choices carefully and with the understanding that every committee is important (*although some committees have more responsibilities than others*). A committee chairperson who fails to function adequately may spell doom to the entire Expo/Fair.

The number and types of committee assignments should be determined by what is expected to be accomplished with the Expo/Fair. Each committee chairperson must know what is expected of him/her and what they must do to accomplish the desired results. As follows is a list of committees and a brief description of their function that we have traditionally used:

- i. EXPO/FAIR CHAIRPERSON - This individual must be an organizer and must have the ability to work with and oversee the efforts of others. No other person has the responsibility of the entire conclave and the integration of the various events. If a committee is not functioning adequately, it is the Expo/Fair Chairperson's responsibility to determine why and, if necessary, to replace the committee.

Specific responsibilities include:

1. Appointment of the conclave committee. It is strongly recommended that the clubs within the council be polled to determine which clubs and/or individuals within the clubs are interested in participating. The appointment of the conclave committee should be done with input from the council's Executive Committee and the appointments should be made as early as possible.
2. Send letters of appointments outlining specific responsibilities of each committee. The specific responsibilities section for each committee listed herein serves as a format for the appointment letters.
3. Coordinate the activities of all of the committees in such a manner that the conclave is run with a high degree of harmony.
4. Serve as an arbitrator in issues of conflict and an advisor in areas of question.
5. Support the activities of each committee to the extent possible.
6. In cooperation with the Publicity Chairperson, prepare for distribution of the printed Expo/Fair program.

7. Collect the money from the income-generating activities periodically throughout the conclave (*see the section below on money management*) and coordinate the collection of receipts and the payment of debits with the Council's Treasurer.
 8. If the banquet is to be held in a large room, the Expo/Fair Chairperson is responsible for obtaining an adequate public address system.
 9. Select and obtain the services of an appropriate person to deliver the invocation at the banquet.
 10. Serve as master of ceremonies at the banquet.
 11. If Expo/Fair pins, hats or patches are to be sold, it is the Expo/Fair Chairperson's responsibility to make certain that they are designed and produced.
- g. AUCTION AND RAFFLE** - This is the most heavily-involved committee assignment. This individual is responsible for obtaining the items for the auctions and raffles that will assure the financial success of the conclave. Too few items, or items of insufficient quality, will not attract the bids and/or raffle ticket sales that are necessary. In theory, it should be everyone's responsibility to help in obtaining auction/raffle items; in reality, this committee does most of the work. In addition, the chairperson of this committee works with the Expo/Fair Chairperson to determine how the items will be handled (*i.e. what items go in the raffle, what go in the various auctions, etc.*).

Specific responsibilities include:

- i. The Auction and Raffle Chairperson should form a sub-committee consisting of a minimum of three individuals:
 1. An individual who is responsible for soliciting items for auction and raffle from manufacturers, distributors, and retail outlets other than those displaying at the Expo/Fair.
 2. An individual who is responsible for soliciting items for auction and raffle from clubs and/or individuals within the clubs.
 3. An individual willing to assist during the Expo/Fair by selling raffle tickets and managing the raffle/auction area while the Auction Chair conducts other business.
- ii. The Auction and Raffle Chairperson should support the soliciting of items by preparing appropriate letters stating the purpose of the conclave (*ie. why funds are being raised*) and requesting donations.

- iii. As items are received, each item should be inventoried including an accurate description of the item and its donor. A copy of the inventory should be submitted to the Expo/Fair Chairperson in advance of the conclave so that the donors may be acknowledged in the printed program. In addition, live auction items should be accurately described on sheets to be used for reference by the auctioneer during the auction (see **Appendix C-19** for an example).
- iv. Each item received should be assigned to an appropriate category: raffle, silent auction, or live auction. It is helpful to assign each item a letter and number designation: R-1, R-2, etc., for raffle items; SA-1, SA-2, etc., for silent auction items; and LA-1, LA-2, etc., for live auction items. Each event is held on both Friday and Saturday so it also helps if you divide the items by day so that both days merchandise are equally attractive to the guests. A colored sticker works well to designate days. For example all Friday raffle items could be labeled R-1 etc. on a small blue sticker where all Saturday items could be labeled R-1 etc. with a small yellow sticker.
- v. The committee should be prepared to receive a relatively large number of items at the beginning and during the Expo/Fair. Many folks prefer to bring items with them rather than ship them in advance.
- vi. Prepare in advance the appropriate sheets to be used for the silent auction (*see Appendix C-21 for an example*) and the bidder registration sheets for the live auction (*see Appendix C-20 for an example*). In addition, large numbered bidder cards should be prepared in advance for use by bidders. (*paper plates work well with numbers printed on the plates in different colored marker for each night.*) Have enough plates on hand for both Friday and Saturday's Auctions.
- vii. Conduct the raffle in an appropriate manner with the following stipulations:
 1. A table should be established in a prominent location for the sale of raffle tickets and the receipt of stubs. A minimum of two individuals must be assigned to that table throughout the "working hours" of the Expo/Fair.
 2. A suitable container (*or containers*) should be located at the auction and raffle table for the receipt of raffle ticket stubs and for the stubs to be drawn from.
 3. Ideally, two or more additional individuals should be assigned to circulate throughout the conclave participants for the purpose of selling raffle tickets.

4. The drawing of the raffle tickets should be announced in advance. If there are relatively few items to be raffled, the stubs may be drawn and the numbers read at a specified function (*such as immediately after the banquet*). If there are a large number of items, the stubs may be drawn throughout the conclave and posted in a conspicuous location.
5. Coordinate with the Council Treasurer for pick up of monies during the course of the day.

viii. Conduct the silent auction with the following stipulations:

1. Bid sheets (see **Appendix C-21**) should clearly identify the item to which the bids apply as well as the donor's name.
2. A closing time for the silent auction should be announced well in advance (ideally listed in the conclave program and on signs posted at the silent auction) and it should be closed promptly at that time with several volunteers designated to collecting the silent auction sheets at closing time to assure fairness.

ix. Oversee the conduct of the live auction with the following stipulations:

1. Items to be auctioned should be on display for a minimum of a full day in advance of the auction.
2. The actual auction should be conducted by a professional with assistance of a minimum of two assistants.
3. The auction should be scheduled in conjunction with an important activity (*such as the banquet*) to attract the maximum number of potential bidders possible.
4. A separate table should be established near the auction area with a suggested number of five individuals who are responsible for registration of bidders and assignment of bidder numbers; an individual to receive credit card payments (if appropriate); an individual to receive payments in cash or check; an individual to record successful bids and bidder numbers (see **Appendix C-22** for a suggested format); and two individuals to verify successful bidders receive their correct items.
5. Send letters of appreciation to each donor.

- i. **AWARDS** - This should be a major activity at any Expo/Fair; it is the most appropriate time to express appreciation for outstanding effort in a tangible way. The Awards Chairperson is responsible for petitioning the clubs, Council Executive Committee members, and Council Directors, for nominations for awards to be given in a variety of categories.

Once the nominations have been made, the Awards Chairperson coordinates with the Council President for approval of the awards. The Awards Chairperson normally presents the awards to the recipients at the Expo/Fair banquet.

Specific responsibilities include:

- i. Soliciting nominations from the clubs, officers, and council directors. Nominations should be accompanied by a justification based upon the individual's or club's accomplishments.
 - ii. Prepare and distribute a ballot consisting of the names of the individuals or clubs nominated and a synopsis of their accomplishments. A ballot should be submitted to each active club for vote.
 - iii. Receive the ballots, compile the results, and notify the Council President of the names of the award recipients.
 - iv. Arrange for production of the appropriate plaques and/or trophies for the council awards.
 - v. Coordination with the Casting Games Chairperson for the number and types of awards to be presented for the casting games and arrange for the production of those awards.
 - vi. Presentation of the council awards at the banquet.
- k. CASTING GAMES** - If this event is held, the chairperson is responsible for establishing the criteria to be used in judging, is directly involved in conducting and scoring the casting contests, and determines the winners of each category (*usually adult distance, adult accuracy, youth distance, and youth accuracy*). The chairperson of this committee normally presents the awards to the winners at the conclave banquet.

Specific responsibilities include:

- i. Making certain that the casting pools are assembled and filled with water in advance of the conclave.
- ii. Determine the categories to be judged and the criteria used for each category.

- iii. Conduct both the adult and youth casting games and determine a winner of each category based upon predetermined criteria.
 - iv. Cooperation with the Awards Chairperson to make certain that appropriate awards (without names) are prepared in advance of the conclave.
 - v. Presentation of the casting games awards at the banquet.
- m. COMMERCIAL DISPLAYS** - The commercial displayers are a vital part of the Expo/Fair .The chairperson of this committee is responsible for inviting the previous year's displayers, and to respond to inquiries by potentially new displayers. If rooms are reserved in the Expo/Fair facility for the commercial displayers, it is the chairperson's responsibility to reassign those rooms. It is also the responsibility of the chairperson of this committee to express the expectation to participating commercial displayers that their support of the conclave in the form of a donated item or items for the auction is expected.

Specific responsibilities include:

- i. Contact each of the previous year's commercial displayers (*provided they were cooperative in regards to attendance and/or suitable level of donation*) relative to their interest in participating.
- ii. Contact and/or respond to potentially new commercial displayers.
- iii. Assign rooms to the commercial displayers on a first come first served basis. Ideally a block of rooms is reserved in the commercial display area. One room must be reserved for the Auction/Raffle Chairperson while the remaining rooms may be assigned.

Monitor the activities of the commercial displayers relative to proper set-up and take-down times according to the printed schedule.
- iv. Assign a committee of at least three able bodies to be available to assist during set-up and take-down times. The extra assistance will keep your schedule on track.
- v. Collect from each commercial displayer an item or items suitable for auction and submit these to the Auction and Raffle Chairperson. (*NOTE: it should be made clear to the commercial displayers that this donation is in lieu of charging them for the space*).

- o. BANQUET** - Coordination with the host facility is an important requirement for a successful conclave. Coordination of the banquet including the anticipated number of meals to be served, banquet costs, and menu selection are also responsibilities of this committee. Although not a specific requirement of the committee, soliciting motels in the vicinity for reduced room rates, and providing this information to conclave participants is generally appreciated. The chairperson must coordinate closely with the Conclave Chairperson to assure that all activities of the conclave occur within the prescribed time frame.

Specific responsibilities include:

- i. Coordination with the banquet caterer relative to:
 - 1. Selection of the menu and the actual cost for each person served. This information should be provided in the form of a written contract.
 - 2. The amount of time required just prior to the banquet for table setup, etc., so if necessary, the banquet room can be cleared in ample time of other conclave activities.
 - ii. Provide the Conclave Chairperson with information concerning prices, menus, etc., for inclusion in the printed program.
 - iii. Coordination with the Publicity Chairperson for the printing of appropriate banquet tickets to be sold in conjunction with the registration activity.
 - iv. If coffee, donuts, etc., are to be provided for any of the meetings (*with the exception of those meetings discussed in this section*), these should be arranged for by this committee.
- q. FLY TYING** - This is a very significant committee because the fly tiers attract more participant attention than perhaps any other group. This committee is responsible for determining the number of tiers desired, and for inviting the tiers to participate.

Specific responsibilities include:

- i. Determine the fly tiers to be invited and send an appropriate invitation to each.
- ii. Collect from each tier a brief biographical sketch to be submitted to the Expo/Fair Chairperson for inclusion in the printed program.
- iii. Establish the physical location of the tying activity and make certain that adequate facilities (tables, electrical outlets, etc.) are made available.
- iv. Arrange for a suitable name card to be placed at each tier's position.

- v. Monitor the activities of the tiers to make certain that they set up and take down according to the printed schedule.
- s. **HOSPITALITY** - This committee serves the needs of the individuals attending and participating at conclave.

Specific responsibilities include:

- i. Collection of an adequate number of maps, brochures, leaflets, etc., appropriate to the area (obtainable from the local Chamber of Commerce or Tourist Bureau) and assembly of these items in packet form for distribution to attendees during registration.
- ii. Making certain that water is available at the speaker's platform during program presentations.
- iii. Making certain that coffee and water is available to the fly tiers.
- iv. Assure that the convention area is presentable. i.e. if conclave is held in a venue where smoking is permitted, make sure ashtrays are emptied.
- v. Provide information and assistance to guests when needed.
- vi. A message board should be placed near the host table to allow guests to leave and receive messages in this central location
- vii. Hosts will act as assistants to the Expo/Fair Chairs when needed.

WOMEN'S OUTREACH ACTIVITIES - This activity is now under the guidance of the Women's Outreach Committee. The Expo/Fair chair may elect to appoint someone to arrange the luncheon; however, all other activities are under the auspices of this committee. While making arrangements they should keep in mind that many of the women attending a Expo/Fair may not share the enthusiasm towards fly fishing of their mate. It is the responsibility of this committee to host activities during the conclave that will be of interest to the ladies in attendance. Of special note is the hosting of the morning coffee and Danish social, and the ladies' brunch or luncheon. It is also desirable if information pertaining to local tourist attractions, etc., is made available during registration.

Specific responsibilities (*as appropriate*) include:

- i. If a coffee and Danish social is to be held, this committee must:
 - 1. Arrange for a suitable location and make the appropriate reservations.
 - 2. Order necessary refreshments.
 - 3. Notify the Expo/Fair Chairperson with information concerning the event for inclusion in the printed program.

ii. If a brunch or luncheon is to be held:

1. Select a host facility and secure the necessary reservations.
2. Select an appropriate menu with a contract stating the actual cost per participant.
3. Coordinate with the Publicity Chairperson for the printing of appropriate tickets to be sold at the registration desk.
4. If a speaker is desired, the speaker must be selected, determination made of an appropriate fee or honorarium, and the Expo/Fair Chairperson notified for inclusion of information in the printed program.
5. If a special raffle is desired, items for raffle must be obtained, raffle tickets purchased and sold at, or in advance of, the luncheon, and the raffle conducted.
6. It may be desirable for this committee to provide information concerning community activities of interest that occur during the Expo/Fair.

v. **MEMBERSHIP** - The Membership Chairperson is normally the Vice President of Membership.

Specific responsibilities of this committee during the conclave include:

- i. Establishment of a membership booth or table in an area of high visibility.
- ii. Solicitation of memberships to the national, regional, and/or local organization.
- iii. Sale of items in support of membership including jackets, ties, lapel pins, decals, patches, etc. The proceeds from sale of these items should be distributed to the sponsoring organization with profits transmitted to the Treasurer of the organization hosting the conclave.
- iv. If desired, the Membership Chairperson should obtain an item or items to be awarded and a special raffle held among those individuals who secure new membership during the Expo/Fair.

- w. **PROGRAM** - This committee, in cooperation with the Expo/Fair Chairperson, is responsible for determining the speakers during the conclave. Normally, this will include one or two feature speakers who are paid an honorarium and expenses, as well as other speakers who participate on a voluntary basis. The feature speakers participate in the evening programs, at least one program during the day, and provide casting and/or fly tying demonstrations.

Specific responsibilities include:

Selection of the featured speaker or speakers.

This should be done in cooperation with the Executive Committee and Conclave Chairperson. In addition:

1. Negotiations should be held with the speaker(s) to determine the amount of honorarium and the level of participation.
 2. Arrangements for travel to and from the conclave, including meals, must be made.
- ii. Selection of additional speakers to present programs throughout the Expo/Fair. These speakers should be contacted well in advance of the Expo/Fair by letter to determine their interest in participating and availability.
 - iii. Room assignments for commercial displayers.
 - iv. Close coordination with the Expo/Fair Chairperson relative to the scheduling of the speakers throughout the conclave period. The Expo/Fair Chairperson is responsible for making certain that the schedule of programs is included in the printed program.
 - v. Reserve a suitable meeting room for the time periods required.
 - vi. Verification that required necessary support equipment is available including a public address system if necessary, slide projector, screen, extension cords, adequate number of chairs, etc. Extra projector bulbs, projectors etc. should also be available in the event of equipment failure.
 - vii. Arrange for an individual to introduce each speaker prior to their presentation.
 - viii. Monitor the speaker's programs so that they begin and conclude on time according to the printed schedule.
 - ix. Obtain a biography from each speaker for inclusion into the Expo/Fair program.
 - x. Create a committee that will be responsible for assuring the security of the equipment as well as assist each program presenter with special needs during their presentation.
- y. **PUBLICITY** - The Chairperson of Publicity works closely with the Expo/Fair Chairperson for the purpose of publicizing the conclave within appropriate media and in drawing together information for the printed conclave program.

Specific responsibilities include:

- i. Computer literate enough to create forms, the program and news releases.
- ii. Create and mail newsletters to all volunteers to keep them informed and interested.
- iii. Layout and printing of the Expo/Fair program.
- iv. Contact Chairperson of Programs to obtain biographical information and schedule of events.
- v. Contact the Chairperson of Fly Tying to obtain biographical information on each of the invited tiers.
- vi. Work in cooperation with the Expo/Fair Chairperson on preparing the printed program.
- vii. Obtain from the Expo/Fair Chairperson a schedule of events and predetermined fees to accompany pre-registration forms. Normally, the most satisfactory means of publicizing pre-registration is through a council newsletter well in advance of the event. The editor of the newsletter should be minimally provided with:
 - viii. A schedule of all planned events including the names of participants.
 - ix. The amounts to be charged for registration, the banquet, ladies activities, clinics, conclave pins, patches, hats, etc.
 - x. A clear indication of to whom the checks should be written.
 - xi. A deadline for the pre-registration activity.
 - xii. A neatly devised form for the pre-registrants to complete and submit with their check (see **Appendix C-23** for example). **NOTE:** traditionally, the program participants, commercial displayers, and fly tiers, including their immediate family, are exempt from the registration charge (they must, however, purchase event tickets, pins, patches, etc.) and this should be clearly indicated on the registration form.
- xiii. Prepare an appropriate registration form to include all necessary categories and the fees for each. A sample registration form is presented as **Appendix C-24**.
- xiv. Prepare and distribute press releases to the appropriate media outlets.
- xv. Arrange for the printing of appropriate tickets for admission to events (*banquet, brunch or luncheon, clinics, etc.*). All event tickets should be numbered so that an accurate accounting is possible.

xvi. Mailings of pre-registration form, schedule of activities and any new information to Council Club Presidents.

aa. REGISTRATION - The Chairpersons involved with Registration have a major responsibility in providing a means of pre-registration as well as on-site registration at the Expo/Fair. Participation in pre-registration is desirable since it alleviates long lines at the registration desk. As such, it is advisable to provide a financial incentive to those who pre-register by reducing the registration fee. It is suggested that the Expo/Fair Chairperson designate a chairperson for pre-registration and a chairperson for on-site registration.

i. Specific responsibilities for pre-registration include:

1. Receive pre-registration forms with accompanying checks and keep an accurate accounting of all registrants. The checks should be submitted periodically to the Council Treasurer for deposit. It is most convenient if the individual responsible for pre-registration is in the same club (*or immediate geographic locality*) as the Council Treasurer.
2. Prepare packets for each registrant to include:
 - a. A copy of their registration.
 - b. A copy of the printed program (*obtained from the Publicity Chairperson*).
 - c. Tickets to the various events that were purchased by the registrants.
 - d. An appropriate name tag for each person.
 - e. Any pins or patches that may have been purchased (*obtained from the Expo/Fair Chairperson*).
3. Prepare a list of students that register for clinics or Youth Expo/Fair to give to the instructor.

ii. Specific responsibilities for on-site registration includes:

1. Coordination with the Expo/Fair Chairperson to verify that an adequate site has been reserved for registration activities.
2. Coordination with the Council Treasurer to provide an adequate amount of money to make change.
3. Establish a physical setting that affords a minimum of three stations: 1) to complete the registration form and collect the required fees; 2) to assemble the registration packet with the appropriate items (program, event tickets, pins, patches, etc.); 3) for individuals who pre-registered to pick up their packets.

4. Establish a schedule for individuals to assist in the registration activities. Normally registration is continuous during the daytime hours from the beginning of the conclave to its conclusion.
5. Make certain that all necessary items needed for registration are physically present in the registration area (including registration forms, name badges, event tickets, pins, patches, etc.).
6. Coordinate with the Council Treasurer so that money in excess of that needed to make change is periodically deposited in a safe deposit box or other secure area.

cc. SOCIAL HOURS - It may be desirable to conduct social hours at various times during the Expo/Fair. Ideal times include those periods of time between the daytime activities and the evening programs, and during the live auctions. The sale of beverages should be discontinued during the banquet and during program presentations. Normally a club serves as host of the social hours.

Specific responsibilities include:

- i. Ideally the club hosting the social hours is in a financial position to purchase an adequate supply of beverages and associated items (cups, ice, straws, napkins, paper plates, etc.). In this instance, their expenses may be recovered from the sale of beverages and their profits submitted to the Expo/Fair Chairperson. If the club is unable to financially support the activity, funds for the activity should be obtained from the Treasurer by request through the Expo/Fair Chairperson.
- ii. If possible, the host club should also provide an adequate amount of money to serve as a source of change. Again, if this isn't possible, a supply of change should be requested from the Treasurer through the Expo/Fair Chairperson.
- iii. The social hours should be conducted in an orderly manner. The individuals involved in the serving of beverages must be instructed that at the appropriate times, the serving of beverages is to be suspended.
- iv. The social hour hosts should be prepared to decline service to any individual whose physical condition dictates that the additional consumption of alcohol would be detrimental.
- v. Submit to the council Treasurer all profits derived from the social hour activities.
- vi. An easy and effective way to operate the bar is to sell tickets of one color for beer and wine at one price and mixed drinks at another price on a different colored ticket.

ee. YOUTH ACTIVITIES - This activity is generally hosted by one or two clubs working in cooperation.

Specific responsibilities include:

- i. Coordinate with the Expo/Fair Chairperson to verify that a suitable site is available for the time period desired.
- ii. Plan a program of youth activities. Suggested activities may include (but are not limited to):
 1. Fly tying.
 2. Knot tying.
 3. Casting.
 4. Basic aquatic entomology.
 5. Video programs.
 6. Fishing on a nearby stream. (*All children to wear sunglasses and hats for protection*)
- iii. This committee is responsible for securing all necessary equipment and materials to support their program.
- iv. The committee should coordinate with the Casting Games Chairperson so that the youth can participate in that activity at some point within the youth program.

DATES, TIMES, AND FACILITIES

Whereas the previous section was devoted to specific responsibilities of the various committees necessary to conduct a successful Expo/Fair, this section explores some ideas planning and executing the conclave.

- i. **DATES** - The time of year that a Expo/Fair is held will have significant bearing on its success. Winter should be generally avoided because of the uncertainty of travel conditions and restriction of outdoor activities. Summer should also be generally avoided because many families are on vacation and unable to attend. Spring and fall are both desirable times, with fall perhaps a bit better because of the more stable weather conditions.

If a number of conclaves are to be held within a region, they should be distributed throughout the calendar year. Whereas many people will attend only a single conclave per year (*generally the closest*), a significant number of individuals are willing to travel to two or three conclaves provided they are not scheduled too close together.

- ii. **LOCATION** - This too is a critical factor that is not as easily satisfied. Most or all of the following criteria should be fulfilled:
 1. The host facility must be large enough to accommodate the expected attendance. Further, a sufficient area within the host facility must be available throughout the conclave. For example, for many years the Southern Council Expo/Fair has been held in the Ramada Inn in Mountain

Home, Arkansas. This facility has a large convention area (*capable of seating 400 at a banquet*), a pool side area, a fairly large number of sleeping rooms, two meeting rooms, an ample lawn for the construction of casting pools, and an adjacent restaurant.

2. There should be motels and restaurant in close proximity to the host facility to accommodate the expected attendance.
3. There should be a sufficient number of local attractions to satisfy those individuals in attendance who may not be interested in fishing.
4. It is desirable to have good fishing waters within a reasonable distance of the host facility to satisfy those who may wish to pursue that activity before, during, or after the conclave.

iii. **DURATION** - How long should the conclave last? There is a requirement here to provide a conclave of sufficient duration to maximize attendance. Too short a Expo/Fair will tend to attract only local patronage whereas too long a Expo/Fair results in increased costs without a corresponding increase in attendance. As a rule, the Expo/Fair should be just long enough to permit participation by a maximum number of individuals.

The Expo/Fair has been two full days (*Friday and Saturday*) with a business meeting held on Sunday morning.

iv. **AUCTIONS AND RAFFLES** - One of the more serious problems in conducting Expo/Fair is the duration of the auctions and raffles. In many cases these seem to extend well beyond human endurance. As follows are suggestions of not only when and where these events may be held, but how they may be more strictly regulated relative to time.

1. Raffles may be of four types:
 - a. A verbal "flash" raffle in which tickets are sold for a specific item for a short period of time and the raffle for that item is held immediately. This is an effective way of reducing the number items to be raffled later and seems to generate a reasonable amount of revenue.
 - b. A verbal periodic raffle occurs when tickets are drawn at various times throughout the conclave and the ticket number read (*preferably over a public address system*). While this effectively promotes the early purchase of raffle tickets and reduces the number of items to be raffled later, it doesn't seem to generate additional revenue.
 - c. A silent periodic raffle has all of the advantages of the verbal periodic raffle and none of the disadvantages. In this type of raffle, tickets are

drawn periodically but are posted in a conspicuous place. Individuals may claim their items at leisure and it isn't necessary for them to be present to win. Any unclaimed items may be raffled later in the conclave.

- d. A verbal regular raffle is held when a large number of participants are available, usually in conjunction with an evening program or banquet. This is effective provided that the number of items raffled, are kept to a maximum of about 50. Even with that low of a number of items, at least 30 minutes must be allotted.

Probably the best method, especially if a large number (100 or more) items are to be raffled, is the silent periodic raffle. This encourages early sale of tickets and eliminates an often too long verbal regular raffle. Another effective tactic in raffle is to select several items of higher value and establish a separate box to receive raffle tickets for each. Those items would then be raffled by drawing tickets only from that specific box.

- e. Silent Auctions are effective methods of generating revenue from moderate to higher valued items. There are two types of silent auctions:

1. The entire holding of silent auction items remains on display throughout the conclave accompanied by their appropriate bid sheets. At a predetermined time, which must be published in the printed program and on display at the silent auction, the auction closes with the highest bid on each item prevailing. Successful bidders may then pay for and collect their items at a convenient time.
2. The second method involves the close of bids on selected items at periodic intervals throughout the conclave. As items are removed, they may be replaced with other items. Using this method means that not all of the items are on display at once and new items, stimulating fresh interest, are periodically placed in the auction. The only danger here is that an item may not realize its maximum revenue before being removed. The advantage is that a smaller space is required, interest level in the auction remains higher, and payment for the items may be spread over a greater period of time.
 - a. The live auction or auctions will generate the largest amount of money in the shortest period of time. If the auction is conducted by a professional with adequate support personnel, it is often one of the most exciting aspects of the Expo/Fair. The number of items to be auctioned should determine if one, two, or even three different auctions should be held. As a rule, allow three to five minutes per item in planning the auction duration. Obviously, items of high value should be placed in this activity. However, a number of moderate value items should also be included to retain the interest of bidders who may be less affluent. Also, if the auction consists of a large

number of high value items, you may financially exhaust many of the bidders and items late in the auction may bring only a fraction of their worth.

3. A professional auctioneer is probably the best person to ascertain the mood of the bidders. {when one is available} If the bidders appear initially reluctant, that is not a good time to place a very high value item up for bid. Conversely, if the bidders are actively involved, better items should be introduced at that time. For that reason it is probably best to allow the auctioneer to select the sequence in which items are auctioned rather than by a predetermined schedule.
- v. AWARDS - As mentioned earlier, awards are one of the most important aspect of the Expo/Fair. The amount of time to allow for an awards ceremony, which is usually held in conjunction with the banquet, depends upon two factors: the number of awards presented, and the amount of time that the Awards Chairperson devotes to the presentation of each award. As a guideline, the Awards Chairperson should plan to spend no more than two or three minutes per award, and less if possible. A great many platitudes may be expressed in a very short period of time without dragging the entire process out.
- vi. BANQUET - The Expo/Fair Chairperson normally serves as master of ceremonies at the banquet and, as such, is responsible for keeping the activities moving at a desired pace. Although there are a number of different sequences that may be followed, the sequence proposed below has proven workable:
1. Approximately ten minutes prior to the start of the banquet, social hour activities should be curtailed and individuals encouraged to take their seats.
 2. At the appointed time for banquet, the attendees must be seated and brought under control. Depending upon the size of the gathering, this may require five or more minutes.
 3. Prior to the serving of the banquet, the master of ceremonies should devote approximately ten minutes to:
 - a. Introduce the head table party.
 - b. Recognize the conclave committee.
 - c. Recognize the program presenters.
 - d. Recognize the fly tiers.
 - e. Recognize the commercial displayers.
 - f. If appropriate, ask for a moment of silence in memory of departed members (the audience should stand).
 - g. Ask the audience to remain standing and introduce the individual presenting the invocation.
 4. The program may be resumed once most (*but not necessarily all*) of the people have finished eating.

5. One or two dignitaries seated at the head table may be invited to speak. They should be cautioned to limit their comments to no more than five minutes each.
6. The Casting Games Chairperson should be asked to present the casting game awards.
7. The Awards Chairman is asked to present the awards.
8. If additional awards are to be presented, they should be presented at this time.
9. The banquet speaker should be introduced, either by the master of ceremonies or by a designated individual.
10. Following the presentation by the banquet speaker, the scheduled conclave program resumes with activities such as the live auction, raffle, etc.
11. Selection of individuals sitting at the head table must be made in advance of the banquet so that the appropriate number of places may be set and place cards prepared. For each person selected to sit at the head table, provisions must be made for his or her mate as well. It is suggested that the following be seated at the head table with their respective mates:

Expo/Fair Chairperson (*if he/she serves as master of ceremonies*)

Featured speakers including the banquet speaker

Council President

Representatives from the national organization, if any. If more than two are present, the highest ranking should be seated.

Awards Chairperson (optional)

MONEY MANAGEMENT

One of the most difficult aspects of conducting a successful conclave is proper management of the money. If the conclave is well attended, the Chairperson is often confronted with large sums of money to be processed in a very short period of time. Further, at the Council or club business meeting which is usually held in conjunction with the conclave, the Expo/Fair Chairperson is normally expected to provide a report including the financial aspects. For that reason, an accurate accounting of income derived and funds expended is required. The Council Treasurer should also be instrumental in the management of funds.

There are two important criteria in proper money management during the Expo/Fair :First, the individuals responsible for handling the money in association with the various activities (*registration, raffle ticket sales, auctions, etc.*) must be accurate and trust-worthy. Errors in receiving and handling money obviously reduce conclave profits. Second, the money should be collected on a regular basis (*not at the end of an evening and certainly not at the end of the Expo/Fair*) and accounted for.

While there are a number of ways of adequately managing the money, the following has been used successfully:

- i. Establish in advance a tally sheet showing all categories of anticipated income and expenses associated with the conclave. A sample set of tally sheets is attached as **Appendix C-27**. Many of these expenses will be determined and paid in advance of the conclave; others will be determined as the conclave progresses and receipts are submitted for payment. All receipts should be submitted to the Expo/Fair Chairman for approval and recording and then submitted to the Council Treasurer for payment. Payment of expenses should be by Council or Club check; not in cash.
- ii. Approximately every two hours, the Council Treasurer will visit each of the income-generating activities and collect excess money (*above what is required to make change, etc.*). The money is counted and sealed in an envelope. Record on the outside of the envelope the amount and the activity from which the money was collected.
- iii. Record the amount from each envelope on the income tally sheet under the appropriate category. The money should then be deposited in a safe deposit box for safe keeping. If this is done on a regular basis, the amount of money circulating through the conclave is kept at a minimum and records of the income can be easily maintained.
- iv. Prior to departing the Expo/Fair site, all income and any receipts for expenditures should be submitted to the Council Treasurer.

XI. Advisory and Supplemental Positions

- a. **FUTURE EXPO/FAIR INOVENTIONS** - This activity is generally is an appointed position by the President and is one which is involved with the always developing needs of our Council. The array of programs, equipment environmental developments and other issues which concern our field of fly fishing and fly tying.

Specific responsibilities include:

- i. Coordinate with the Expo/Fair Chairperson to verify that a suitable outline and background is available for the time period desired as well as the articles investigated.
- ii. Plan a program of display, advertisement and development into the ongoing aspects of the Expo/Fair and other planned activities and education.
- iii. **Appendix**

Council Activities - Guidance and Time-lines, Expo/Fair , Awards, Scholarship

- i. Expo/Fair - First full weekend in October of each year.
- ii. Awards -
 1. Deadlines as established by Vice President - Communication

2. Awards given annually at Conclave
- iii. Scholarship - Deadline as established by Vice President - Education
 1. Scholarships, whether one or more, to be presented at annual Expo/Fair
- iv. General Membership Meeting - Annually on Sunday Morning following Conclave
- v. Board of Directors meetings (2)
 1. Annually on Sunday Morning following General Membership Meeting
 2. Meeting normally held in early December as agreed upon by Executive Committee
 3. Meeting normally held in May as agreed upon by Executive Committee

Forms (Non-Council)

- i. U.S. Postal Service Form #2602-N
- ii. Arkansas Sales Tax Remittance Form ST 370 (Arkansas Sales Tax Reporting Number is 195493-03-0001)

Samples (Letters and Forms)

- i. Secretary’s Calendar of Recurring Events58
- ii. Minutes For (name) of Meeting59
- iii. Secretary’s Budget Estimate of Recurring Expenses60
- iv. Proxy 61
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xix. Silent Auction Bid Sheet.....77

xx. Bidder Registration Sheet78

xxi. Successful Bidder 79

xxii. Pre-registration 80

xxiii. Registration Form 81

xxiv. Receipts 82

xxv. Debits 84

d. Surveys

All surveys will be authorized and approved for time and funding spent by the President with the concordance of the Board of Directors.

SECRETARY'S CALENDAR OF RECURRING EVENTS

MONTH	WEEK 1	WEEK 2	WEEK 3	WEEK 4
Oct	Business & Director's Meeting	Retire 6 th Year Records	Draft Minutes Oct - Mailed. Notice of Dec Meeting	
Nov		Suspense Draft Oct Minutes for Comments		
Dec	Prepare Dec Report to Board	Executive Board Meeting		
Jan		Draft Minutes Dec - Mailed		
Feb	Suspense Draft Dec Minutes for Comments			
Mar				
April				
May	Prepare May Report to Board	Executive Board Meeting		
June	Draft Minutes May - Mailed.	Meeting Notices for Oct. With Proxy to Editor - <i>Long Casts</i>		Suspense Draft May Minutes for Comments
July				
Aug				
Sept			Prepare Minutes, Report & Budget for Oct Board	

MINUTES FOR(NAME OF MEETING)

SOUTHERN COUNCIL, FEDERATION OF FLY FISHERS

(DATE)

(LOCATION)

(2 Spaces)

Agenda: Encl. 1.

(2 Spaces)

Draft 27 Sept 7

The (name of) meeting was called to order (date and time) by the President (name). Roll call was taken by (name), (position held). Board Members status at the meeting:

President	(name)	absent or present	Report at encl. 2
Sr VP/Secretary	(name)	absent or present	Report at encl. 3
Treasurer	(name)	absent or present	Report at encl. 4
VP Communication	(name)	absent or present	Report at encl. 5
VP Conservation	(name)	absent or present	Report at encl. 6
VP Development	(name)	absent or present	Report at encl. 7
VP Education	(name)	absent or present	Report at encl. 8
International Director	(name)	absent or present	Report at encl. 9
International Director	(name)	absent or present	Report at encl. 10

(2 Spaces)

Assistant VPs, Members of Committees, and Office Holders status at the meeting:

Asst. VP Communications	(name)	absent or present	Report at encl. 11
Editor, The Long Casts	(name)	absent or present	Report at encl. 12

(2 Spaces)

Affiliate clubs represented were:

(Club Name) (Representative Name) (If by proxy note here)

(Club Name) (Representative Name) (If by proxy note here)

(2 Spaces)

Agenda Items follow in order with the following as the last entry:

The (presiding officer of the meeting) asked if there was additional business to be brought before the Board. There being none the meeting was closed at (date -time).

SECRETARY'S BUDGET ESTIMATE OF RECURRING EXPENSES
13 OCT 20__

To be Submitted Each October, Or As Requested, In Format and with Appendix
(Treasurer's Form for Budget Submission)

MONTH	WEEK 1	WEEK 2	WEEK 3	WEEK 4	QUARTER TOTALS
OCT			Copies-Oct Draft Minutes -\$55.00 Postage -\$51.00	Telephone Calls: \$5.00 Monthly	\$127.00
NOV				Telephone Calls: \$5.00 Monthly	
DEC	Copies of Oct Final Minutes for Dec Board \$6.00			Telephone Calls: \$5.00 Monthly	
JAN		Copies Dec Draft Minutes -\$55.00 Postage-draft Dec Minutes -\$51.00		Telephone Calls: \$5.00 Monthly	\$127.00
FEB	Copies of Dec Final Minutes for May Board \$6.00			Telephone Calls: \$5.00 Monthly	
MAR				Telephone Calls: \$5.00 Monthly	
APR				Telephone Calls: \$5.00 Monthly	\$122.00
MAY				Telephone Calls: \$5.00 Monthly	
JUNE	Copies Draft May Minutes \$55.00 Postage May Minutes \$51.00	Postage-notices to Long Casts \$1.00		Telephone Calls: \$5.00 Monthly	
JULY				Telephone Calls: \$5.00 Monthly	\$21.00
AUG	Copies of Final May Min For Oct Board \$6.00			Telephone Calls: \$5.00 Monthly	
SEPT				Telephone Calls: \$5.00 Monthly	
SUPPLIES				Annually \$45.00	\$45.00
ESTIMATED ANNUAL TOTAL					\$442.00

Southern Council Federation of Fly Fishers
George K. Hobson, Senior Vice President and Secretary
202 Bobby Dale Drive
Waynesville, Missouri 65583
Phone: 573/774-2797

FAX: 573/ 774-2797

MEETING NOTICE & AGENDA

28 November 20__

Officers and National Directors
Southern Council, FFF

Dear Officers and National Directors,

There will be a meeting of the Executive Board of the Southern Council at the Ramada Inn, Mountain Home, AR on 13 December 20__ at 4:30 p.m. The purpose of the meeting is to conduct such business as may be brought before the Officers and National Directors.

The President has planned for the following agenda:

4:30 p.m.	Call to order	President
	Roll call	Secretary
	Oct 201... Minutes	Secretary (encl. 1)
	Financial report	Treasurer
	Reports (<i>Written submissions required</i>)	
	By the VP's	Communication
		Assistant VP Communication
		Conservation
		Development
		Education
		Membership
	National Directors	Jensen, Steve
	Report Long Casts	Editor
	Conclave Status	Expo/Fair Chairman

OLD BUSINESS

1. Nominating Committee.

a. Decision required:

Notification to the Nominating Committee for two new Director's positions for the Southern Council, OR appointment by the President. They are to be recruited using the draft position requirements (Archivist & Parliamentarian, as recommendation in Secretary's approved report for October 201...)

b. Approval of: Minimal Operational Procedures for the Nominating Committee.

- (1.) All potential nominees to be contacted in writing and provided information on their job requirements, with a request for written reply by each selected individual. The nominating process to be completed by 01 March 20__.
- (2.) All nominee names, with a copy of their written reply, to be submitted to the Executive Committee for review at the spring 1998 meeting.

NOTE. By Laws provide 3 ways to approve current officers and directors.

The list of nominees must be: (1) sent to each member eligible to vote; or (2) published in the Long Casts in ballot form; or (3) voted upon in the annual General Membership Meeting.

Minutes Page 2

2. **Approved Issue 2** (from October 20__ report.) The Wayne and Catherine Moore Funds.

Discussion. Special funds under the name of Wayne and Catherine Moore are available for the Council to disburse in support of specific activities. Discussion concerning the funds and the benefactors at the May 20__ Executive Committee meeting left me with the impression that very little information was available about the Moore's.

Action. A search of files provided the address of the Christ Nursing Home, Seattle, WA. for Catherine More. An attempt to contact Mrs. More by telephone was made on 29 September by calling the nursing home at 206/546-7400.

Status. Mrs. Moore was a resident of the Christ Nursing Home until her death in 20__ or 20__ Personnel at the home indicated that the Moore's may have a daughter whose address would be available upon written request.

Recommendation. That VP Education, as administrator of the funds, contact the nursing home by telephone and make arrangements for acquiring the daughter's address. A request would be made to the daughter for a biography of the Moore's. This would improve the Council's ability to appropriately recognize the Moore's for their gift to the Council.

7. That the amount of the grant requested by John Stark be increased by \$3,000.00 to meet the full amount of his request for \$5,000.00.

- | | |
|--------------------------------------|------------------|
| 4. Crooked Creek - AR. Atty. General | Mark Van Patten. |
| 5. Policy and Procedure Manual | George Hobson |
| 6. Call for other old Business | President |

NEW BUSINESS

- | | |
|---|-----------------------|
| 1. Paid staff position. | Proposal by Pat Smith |
| 2. Fair Grounds for Conclave Expansion | Pat Smith |
| 3. North Fork River Outfitters | Pat Smith |
| 4. International Fly Plate | Pat Smith |
| 5. SOC Tiers Plate 201... | Mark Van Patten |
| 6. Set date for next meeting..Decide if it will be a
Director's Meeting or Executive Board only. | President |
| 7. Call for additional New Business | President |
| 8. Close | President |

If you have additional item for the agenda please send them in writing to the President by the 11th of December. This will allow him time to best prepare to manage the meeting. Note that all Officer and Director reports are to be written and a copy provided to the Secretary at the meeting.

Please bring your copy of the draft minutes from the October 20__ meeting.

Remember to Take A Youngster Fly Fishing

George K. Hobson

encl. as

FEDERATION OF FLY FISHERS®
SOUTHERN COUNCIL
BUDGET SUBMISSION

TR-BS-01.20__

FOR: _____

DATE: _____

PERIOD COVERED: From _____ to _____

PREVIOUS BUDGET ALLOCATION: _____
CURRENT BUDGET REQUEST _____
AMOUNT APPROVED _____

MONTH	PROPOSED ACTIVITY	REQUEST AMOUNT	APPROVED AMOUNT
-------	-------------------	-------------------	--------------------

TOTAL _____ _____

NAME: _____

ADDRESS _____

APPROVED: _____, President
_____, Secretary
_____, Treasurer

FEDERATION OF FLY FISHERS®
SOUTHERN COUNCIL
BUDGET REPORT
TR-BR-01.20__

FOR: _____

DATE: _____

PERIOD COVERED: From _____ to _____

BUDGET ALLOCATION: _____

ACTUAL BUDGET EXPENSES: _____

MONTH	ACTIVITY	APPROVED COST	ACTUAL COST
-------	----------	------------------	----------------

TOTAL	_____	_____
--------------	-------	-------

NAME: _____

ADDRESS _____

APPROVED: _____, President

_____, Secretary

_____, Treasurer

State of Arkansas
 DF&A/Sales and Use Tax Section

Special Events Vendor
Sales Tax Report Schedule

Reporting Number: _____

Special Events Promoter: _____

COLLECTION DATE: _____

EVENT NAME

EVENT LOCATION:

BOOTH OPERATOR/VENDOR SECTION		
1. VENDOR NAME	2. ARKANSAS PERMIT NUMBER 9IF APPLICABLE)	3. BOOTH NUMBER
4. ADDRESS		
5. CITY, STATE, ZIP CODE		
6. SOCIAL SECURITY NUMBER or BUSINESS FEDERAL ID		

STATE TAX COMPUTATION SECTION	
1. TOTAL GROSS SALES	
2. LESS: Purchases of items that tax was previously paid	
3. TAXABLE SALES	
4. TAX (4.625 X amount on line 3)	

LOCAL TAX COMPUTATION SECTION						
1. CITY OR COUNTRY NAME	2. LOCAL CODE	3. GROSS SALES	4. LESS PURCHASES	5. TAXABLE SALES	6. LOCAL TAX RATE	7. TAX DUE
TOTAL LOCAL TAX ----->						

SUMMARY SECTION

TIME LINE OF RECURRING EVENTS
VP - Membership

Daily

C Update data base as information arrives

Monthly

C Update Club Dues Status Report

Quarterly

C Print *Long Casts* mailing labels

Annually

C Update data base with club roster information.

C Purge names of members no longer in good standing.

C Send letter to all clubs requesting them to submit dues, rosters
and list of officers.

APPLICATION FOR SOUTHERN COUNCIL SCHOLARSHIP

The Southern Council, Federation of Fly Fishers, provides a stipend to selected students who are members in good standing of the Federation, reside within the Southern Council, and matriculated at the second year or higher level in a college degree program consistent with the purposes of the Federation. These purposes are defined as activities which conserve, restore and educate with the intention of maintenance and improvement of fisheries. Applicants must be seeking a degree in fields which support such activities. Application must be postmarked no later than 31 July for the year of consideration. Applications delivered by other than U.S. Mail must be received by 31 July of the year of application. Awards are announced in October at the annual Southern Council Conclave.

Send original and three copies of application for the October (*year*) funding to: VP Education, Southern Council, FFF, (*insert street address, city state & zip code*)

Applicant Name: Last _____ First _____ Middle _____

SSN _____ - _____ - _____ FFF Member # _____ Telephone # () _____ - _____

Address: Street _____ City _____ State _____ Zip _____

**Education: List High School and College
Provide transcripts of all college work**

Name & Location of School	From: Mo/Yr	To: Mo/Yr	Course Pursued	Degree/Hrs

List grants and scholarships with amounts you are currently receiving. _____

Employment: List The Two Most Recent

Name, Location, Telephone	Supervisor	From: Mo/Yr	To: Mo/Yr	Monthly Income

On a separate sheet of paper provide a signed narrative explaining your professional goals and how this scholarship will assist you in achieving them. The narrative is to be in your own handwriting and limited to 300 words.

Applicants should include supporting letters from their academic advisor and other college officials. Letters must include the telephone number of the official.

Signed _____

Date _____

DATE RECEIVED _____

Southern Council Federation of Fly Fishers
Larry Murphy V.P. Communication
6666 Woodson Drive
Mission, Kansas 66202-4258
913-722-3684

March 27, 20__

Memo to All Southern Council Clubs

Subject: 20__ Annual Awards

It is time to start thinking about the nominations for the 2009 Annual Awards to be presented at the 2009 Conclave this October.

The Ozarks Fly Fishers of St. Louis lead by David Barron are in charge of this year's conclave and they are putting together all the pieces for another great event for the Southern Council Clubs.

The Annual Awards are a very important part of our conclave and give us an opportunity to recognize our members for their contributions to the Southern Council and their clubs.

The enclosed copy of the **GUIDE LINES AND QUALIFICATIONS FOR NOMINEES OF THE SOUTHERN COUNCIL ANNUAL AWARDS** are provided to assist you and your club members in the selection of award nominees.

All nominations must be submitted in writing. These written nomination letter should describe the nominee's qualifications and accomplishments to merit the award. The letters should be sent to me prior to the June 30, 20__ deadline.

The nomination and voting process will take the following course.

Shortly after June 30, I will send copies of each nomination letter to each Club President, Council Officer and the *Long Cast* Editor. Along with the copies of the nomination letters, there will be a voting ballot to indicate your candidate of choice for each award. Those ballots returned to me prior to September 1 will be used to determine the recipient of each award. The *Long Cast* Editor will assist me with counting the ballots returned.

The deadline of June 30 and September 1 are necessary to provide ample time to have the award plaques assembled and engraved.

While the Guide Lines may specify an individual, we would encourage you to consider recognizing those husband-wife teams which have made outstanding contributions to your Club, the Southern Council or the Federation..

I look forward to working with you to come up with deserving candidates for each award.

Many thanks for your assistance and support

Tight Lines



GUIDE LINES AND QUALIFICATIONS FOR NOMINEES OF THE SOUTHERN COUNCIL ANNUAL AWARDS

MAN OF THE YEAR — Presented annually to the man who has demonstrated unusual devotion to the Southern Council and, through this devotion, has benefitted the Southern Council, the FFF and/or his club.

WOMAN OF THE YEAR — Presented annually to that woman who has demonstrated unusual devotion to the Southern Council and, through this devotion, has benefitted the Southern Council, the FFF and/or her club.

FEDERATOR OF THE YEAR — Presented annually to that person who has supported the Southern Council and the FFF, and has actively recruited new members to each organization. Other reasons also are appropriate.

CLUB OF THE YEAR — Presented annually to a club affiliated with the FFF and Southern Council for outstanding projects and activities that have contributed most to the Council in some manner. Examples include, but are not limited to, conservation, education and membership projects and activities.

FLY TYER OF THE YEAR — Awarded annually to an individual who has made significant contributions to the art of fly tying.

JUNIOR FLY TYER OF THE YEAR — Awarded annually to an individual 18 years of age or younger who has made a significant contribution to the art of fly tying.

TEACHER OF THE YEAR — Awarded annually to that individual who has passed along the art of fly fishing to others, whether in the form of fly tying, casting or any of the other fly-fishing arts and sciences.

CONSERVATION AWARD OF THE YEAR - An award or awards made to individuals, group or organizations that have made extraordinary contributions to the conservation of our fisheries resources. Need not be given annually if no worth-while recipients are available.

FRIEND(S) OF THE SOUTHERN COUNCIL — Given to an individual, individuals group or groups who have befriended the Southern Council in some way. Need not be given if no worthwhile recipients are available.

TALL TALE-TELLER AWARD — Awarded annually to that individual who is the best, most vocal tall-tale teller in the Southern Council.

LIVE AUCTION DESCRIPTION SHEETS

ITEM	DESCRIPTION	DONOR
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

20__ SOUTHERN COUNCIL CONCLAVE

**BIDDER REGISTRATION SHEET
Friday Evening**

1		26	
2		27	
3		28	
4		29	
5		30	
6		31	
7		32	
8		33	
9		34	
10		35	
11		36	
12		37	
13		38	
14		39	
15		40	
16		41	
17		42	
18		43	
19		44	
20		45	
21		46	
22		47	
23		48	
24		49	
25		50	

SUCCESSFUL BIDDER NUMBER

AMOUNT OF SUCCESSFUL BID

 \$

ITEM NUMBER

SUCCESSFUL BIDDER NUMBER

AMOUNT OF SUCCESSFUL BID

 \$

ITEM NUMBER

SUCCESSFUL BIDDER NUMBER

AMOUNT OF SUCCESSFUL BID

 \$

ITEM NUMBER

APPENDIX C-1

Youth Conclave - Saturday Outing - Lunch Included <i>Each child needs to bring a hat and sunglasses</i>	\$5.00		
1996 Conclave Hat	\$15.00		
1997 Conclave Pin	\$5.00		
Women's Outreach - Activity/Class	\$5.00		
Women's Outreach - Fly Casting Clinic	No Charge		
FFF Membership - - \$29 - Individual / \$35 - Family	\$29 / \$35		
TOTAL AMOUNT REMITTED			

RECEIPTS

PRE-REGISTRATION: \$

REGISTRATION:

1. \$
2. \$
3. \$
4. \$
5. \$
6. \$

Total: \$

RAFFLE TICKET SALES:

1. \$
2. \$
3. \$
4. \$
5. \$
6. \$
7. \$
8. \$
9. \$
10. \$
11. \$
12. \$
13. \$
14. \$
15. \$

Total: \$

LIVE AUCTION I (FRIDAY): \$

LIVE AUCTION II (SATURDAY): \$

SILENT AUCTION: \$

SOCIAL HOURS: \$

MISCELLANEOUS COLLECTIONS (LIST):

From:
Amount: \$

From:
Amount: \$

From:
Amount: \$

From:
Amount: \$

From:
Amount: \$

From:
Amount: \$

Total: \$

DEBITS

CONCLAVE ADVANCE MONEY: \$ (check #)

(Advanced to Registration: \$)

(Advanced to Social Hours: \$)

SPEAKERS EXPENSES:

To:
 Honorarium: \$ (check #)
 Travel expenses: \$ (check #)

To:
 Honorarium: \$ (check #)
 Travel expenses: \$ (check #)

To:
 Honorarium: \$ (check #)
 Travel expenses: \$ (check #)

To:
 Honorarium: \$ (check #)
 Travel expenses: \$ (check #)

Total Speakers Expenses: \$

WOMEN'S OUTREACH LUNCHEON:

To:
 Amount: \$ (check #)

To:
 Amount: \$ (check #)

Total Women's Outreach Luncheon: \$

BANQUET:

To:
 Amount: \$ (check #)

To:
 Amount: \$ (check #)

To:
 Amount: \$ (check #)

Total Banquet Expenses: \$

ROOM CHARGES (Meals, etc.):

To:
For:
Amount: \$ (check #)

To:
For:
Amount: \$ (check #)

Total Room Charges: \$

SECURITY GUARD: \$ (check #)

CONCLAVE PINS:

To:
Amount: \$ (check #)

CONCLAVE REGISTRATION:

To:
For:
Amount: \$ (check #)

To:
For:
Amount: \$ (check #)

To:
For:
Amount: \$ (check #)

To:
For:
Amount: \$ (check #)

To:
For:
Amount: \$ (check #)

To:
For:
Amount: \$ (check #)

Total Registration Costs: \$

AUCTION/RAFFLE:

To:
For:
Amount: \$ (check #)

To:
For:
Amount: \$ (check #)

To:
For:
Amount: \$ (check #)

To:
For:
Amount: \$ (check #)

To:
For:
Amount: \$ (check #)

Total Auction/Raffle Costs: \$

AWARDS:

To:
For:
Amount: \$ (check #)

To:
For:
Amount: \$ (check #)

To:
For:
Amount: \$ (check #)

To:
For:
Amount: \$ (check #)

Total Awards Costs: \$

SOCIAL HOUR:

To:
For:
Amount: \$ (check #)

To:
For:
Amount: \$ (check #)

To:
For:
Amount: \$ (check #)

Total Social Hour Costs: \$

MISCELLANEOUS EXPENSES/CHARGES:

To:
For:
Amount: \$ (check #)

To:
For:
Amount: \$ (check #)

To:
For:
Amount: \$ (check #)

To:
For:
Amount: \$ (check #)

To:
For:
Amount: \$ (check #)

To:
For:
Amount: \$ (check #)

Total Miscellaneous Costs: \$

Revised: August 2012 {WHM}

XIII. References

**BY-LAWS
of the
SOUTHERN COUNCIL
FEDERATION OF FLY FISHERS**

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BY-LAWS
of the
SOUTHERN COUNCIL
FEDERATION OF FLY FISHERS

PREAMBLE

We, in conclave assembled, out of a firm and abiding conviction that fly fishing as a way of angling gives to its followers the finest form of outdoor recreation and natural understanding do hereby join in common effort in order to maintain and further fly fishing as a sport and, through it, to promote and conserve angling resources, inspire its angling literature, advance its fellowship and broaden the understanding of all anglers in the spirit of true sportsmanship.

ARTICLE I

This organization shall be called the "*Southern Council of the Federation of Fly Fishers, Inc.*" and is referred to in the and By - Laws as the Southern Council.

ARTICLE II - PURPOSES

1. Objectives of the Southern Council. The Southern Council is established a non-profit, membership organization established as a regional extension of the Federation of Fly Fishers, Inc. (*Afterwards referred to as the Federation*) to:
 - a. Cultivate and advance the art, science and sport of fly fishing as the most sporting and enjoyable method of angling and the way of fishing most consistent with the preservation and use of game fish resources.
 - b. Be the voice for organized fly fishing;
 - c. Promote conservation of recreational resources.
 - d. Facilitate and improve the knowledge of fly fishing.
 - e. Elevate the standard of integrity, honor and courtesy of anglers.
 - f. Cherish the spirit of fellowship among anglers everywhere.
 - g. Establish and maintain liaison with other organizations of anglers and conservationists and governmental agencies concerned with the sport of angling; and
 - h. Keep its members informed of developments of interest to the membership.

Section 2. Activities.

2. Activities.

- a. The Council will provide services to individuals, fishing clubs, associations, leagues or other organizations of anglers and organizations concerned with the conservation of recreational resources to help them carry out the purposes of the Federation in their respective locations.
- b. The Council is established as a non-profit domestic corporation to be organized exclusively for educational and conservation purposes within the meaning of Section 501(c)(3), including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- c. Fly Fishing. The Council will publicize improvements in the techniques of fly fishing, fly tying, fly casting and related angling subjects.
- d. Avoidance of Political Activity. No substantial part of the activities of the Council shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Council shall not participate in, or intervene in (*including the publishing or distribution of statements*) any political campaign on behalf of any candidate for public office.
- e. General Activities. Notwithstanding any other provisions of these articles, the Council shall not carry on any other activities not permitted to be carried on by: (a) a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code; or (b) a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future tax code.

ARTICLE III - MEMBERSHIP AND DUES

Section 1. Classes of Membership. There shall be two classes of membership in the Council: (1) member clubs and organizations of the Federation; and (2) individual members of the Federation. The Federation Board of Directors of the Federation (hereinafter referred to as the Federation Board), in its discretion, may designate various categories of membership within these classes.

Section 2. Adherence to Objectives. All members shall subscribe to the objectives of the Federation.

Section 3. Eligibility. Membership shall not be restricted, and any individual, club, association, league, or other entity for membership in the Federation.

- Section 4. Charter and Member Clubs. All Charter and Member clubs affiliated with and currently in good standing with the Federation, and located in specific parts of the States of Arkansas, Kansas, Missouri, Oklahoma and parts of Louisiana and Texas shall be considered Charter and Member Clubs of the Council, unless they officially declare otherwise to the business offices of the Federation and the Council at their principal addresses. Any club in any geographic location outside the above listed area, currently in good standing with the Federation, may become a member of the Council by stating its intention in writing to the business offices of the Federation and the Council at their principal addresses. Charter Clubs operate under the supervision and control of the Federation and the Council.
- Section 5. Individual Members. Any person affiliated with and currently in good standing with the Federation, located in the area described in Section 4 of this Article, shall be considered a member of the Council, unless they officially declare otherwise to the business offices of the Federation and the Council at their principal addresses. Any person in any other geographic location currently in good standing with the Federation may become an individual member by stating such intention in writing to the business offices of the Federation and the Council at their principal addresses.
- Section 6. Dues. The dues of the members of the Council shall be determined for each category of membership by the Federation Board, and shall be payable annually unless the Federation Board shall determine otherwise.
- Section 7. Suspension or Termination of Membership. The Board of Directors of the Council (hereinafter referred to as the Council Board), by unanimous affirmative vote of all of the members of the Board present and voting, at a meeting at which there is a quorum, may suspend or expel a member of the Council.

ARTICLE IV - AUTONOMY OF MEMBER CLUBS

The Southern Council shall not in any way infringe upon the charter or franchise of any member club, association, league or other entity nor shall it impose any form or forms of organization or by-laws or dictate any activity, policy or procedure to such members other than subscribing to the objectives of the Federation. The complete autonomy of member clubs, associations, leagues or entities shall be respected by the Federation.

ARTICLE V - MEETINGS OF THE SOUTHERN COUNCIL

- Section 1. General Membership. A meeting of the general membership of the Southern Council shall be held each year at the principal office of or at such other place within and without the Council as may be specified in the notice of said meeting.
- Section 2. Special Meetings. Special meetings of the general membership for any purpose or purposes, unless otherwise regulated by statute, may be called by resolution of the Council Board.

- Section 3. Notice of Meetings. Notice of each regular and special meeting shall state the place, date and hour of the meeting and, unless it is an annual meeting, indicate who the notice is being issued by. Notice of a special meeting shall also state the purpose or purposes for which the meeting is called. Notice may be given personally, written, by mail or by electronic transmission and shall be given not less than ten and no more than sixty days before the date of the meeting. Notice of the meetings may be included by being prominently displayed in a newspaper or other periodical regularly published at least semi-annually by or in behalf of the Federation or the Council
- Section 4. Eligibility to Vote. Only Southern Council Members shall have the right to vote.
- Section 5. Quorum. At any Membership meeting of the Southern Council, the quorum will consist of those members present.
- Section 6. Voting by Mail. Provision is hereby made for balloting by mail for election of membership-elected directors of the Federation or any other such decision making process as may be required, the procedure for which shall be as specified in Article VI, Section 1(a) and Section 3(a).

ARTICLE VI - BOARD OF DIRECTORS

- Section 1. General Powers. The Board of Directors (*Council Board*) shall control the business and affairs of the Council and may exercise all such authority and powers of the Council and do all such lawful acts and things as are not by law, the Articles of Incorporation or these bylaws, directed or required to be exercised or done by the members directly.
- Section 2. Board of Directors. There shall be a Board of Directors consisting of not less than fifteen (15) persons as determined by the Council Board. All Directors shall be members of the Federation in good standing.
- Section 3. Election of Directors. The election of Directors for the Council Board will be as follows: The Nominating Committee as provided for in Article VIII, Section 3, shall nominate the number of persons required to be elected as directors at the Council Annual General Membership Meeting. The Nominating Committee shall place the slate of nominees before the membership for election. The Council Board at its discretion may do this at the Annual General Membership Meeting or by mail-in or electronic (*or both*) ballot. If election is to be by mail-in and/or electronic ballot, the Secretary will mail or send electronically ballots to those entitled to vote as described in Article V, Section 4, of these Bylaws. In lieu of mailing the ballots, the Secretary may publish the ballots in a Council or National publication which is sent to those entitled to vote. The Secretary will receive the ballots and compile the results. The Secretary will provide the results to the President of the Council who will present them to the members at the Annual Membership meeting.

- Section 4. Term of office. All Directors shall hold office for three (3) years or until their successors are elected and seated at the annual general membership meeting of the Council.
- Section 5. Place of Meeting. The Council Board may hold its meetings at such place or places as the Board from time to time may determine or as shall be specified or fixed in the respective notices or waivers of notice.
- Section 6. Regular Meetings. Regular meetings of the Council Board shall be held at such times and places as the Council Board or Executive Board by resolution may determine.
- Section 7. Special Meetings. Special meetings of the Council Board may be called by the President or the Secretary, and shall be called by the President or the Secretary upon the written request of any three (3) Directors.
- Section 8. Quorum and Manner of Acting. Except as provided in Section 12 of this Article, a quorum of the Council Board and Executive Board will consist of a minimum of one third ($1/3$) of their members. The act of a majority of the Directors present at meetings at which a quorum is present will be the act of the Council Board or Executive Board unless the act of a greater number is required by law or by these bylaws. In the absence of a quorum, a majority of the directors present may adjourn any meeting from time to time until a quorum can be achieved. Notice of any adjourned meeting need not be given, other than by announcement at the meeting at which such adjournment shall be taken.
- Section 9. Notice of Meetings. Notice of each regular and special meeting of the Council Board, stating the time, place and purpose, shall be given personally, by mail or by electronic transmission. The notice shall be given not less than ten (10) nor more than sixty (60) days before the date of the meeting. Notice need not be given to any Director if such notice shall be waived by that Director and business may be transacted by the Board at a meeting at which every member of the Board shall be present, though held without notice
- Section 10. Informal Procedure. To the extent permitted by law, the Council Board, Executive Board and Committees may act by mail, telephone, or other methods to transact its business. Participation in a meeting pursuant to this Section constitutes presence in person at the meeting.
- Section 11. Executive Board. The Executive Board shall consist of the President, Vice-Presidents, Secretary, and Treasurer, and at least two (2) Directors, voted on by the Council Board as a whole. The Executive Board shall be empowered to act to the extent permitted by law on the behalf of the Council Board as a whole between meetings of the whole Board. Actions of the Executive Board are subject to the approval of the Council Board as a whole.
- Section 12. Removal of Directors. Any Director may be removed at any time by the affirmative vote of a majority of a quorum of the whole Council Board at a

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regular or at a special meeting of the Council Board called for that purpose. A quorum for action taken to remove a Director shall be two thirds ($2/3$'s) of the Council Board.

Section 13. Vacancies. Any vacancy in the Council Board caused by death, resignation, removal, increase of the number of Directors, or any other cause, shall be filled by appointment from the President with the advice and consent of the Council Board for the unexpired portion of the term.

ARTICLE VII – OFFICERS

Section 1. Officers. The officers of the Council will be a President, one or more Vice Presidents (*the number and title of the Vice Presidents shall as a minimum duplicate those positions or committee chairs established by the Federation reflecting and continuing a line of communications from the Federation structure*), a Secretary, a Treasurer and such other officers as may be elected in accordance with the provisions of this Article. Any two or more offices may be held by the same person, except the offices of President, Secretary and Treasurer. Upon election by the Council Board as a whole, or a quorum thereof, these officers shall then become directors of the Council Board, if not currently a director.

Section 2. Election and Term of Office. The officers of the Council will be elected bi-annually by the Council Board at the regular annual meeting of the Council Board. If the election of officers will not be held at such meeting, such election will be held as soon thereafter as is convenient. New offices may be created and filled at any meeting of the Council Board. All officers will hold office for three (3) years or until their successors is elected.

Section 3. Other Officers. The Council Board may elect or appoint such other officers as it deems desirable, such officers to have the authority and to perform the duties prescribed, from time to time by the Council Board.

Section 4. Removal. Any officer of the Council may be removed at any time, by resolution adopted by a majority of the whole Council Board at a regular meeting or a special meeting called for that purpose.

Section 5. Vacancies. A vacancy in any office other than the President, because of death, resignation, removal or any other cause, shall be filled by nomination of the President with the approval of the Council Board for the unexpired portion of the term. In the event of a vacancy in the office of the President, the First Vice President shall assume that office.

Section 6. President. The President will be the principal executive officer of the Council and shall have the general powers of supervision and management over the business and affairs of the Council. The President will preside at all meetings of the members, the Board of Directors and the Executive Board at which the President is present. The President shall see that all orders and resolutions of the Council Board are carried into effect. The President may sign, with the Secretary or any other proper officer of the Council authorized by the Council Board, any deeds,

mortgages, bonds, contracts, or other instruments which the Council Board has authorized to be executed, except in cases where the signing and execution thereof is expressly delegated by the Council Board or by these bylaws or by statute to some other officer or agent of the Council; and in general the President will perform all duties incident to the office of President and such other duties as may be prescribed by the Council Board from time to time.

- Section 7. Vice Presidents. There may be one or more Vice Presidents who shall have such duties as determined from time to time by the Council Board or the President. As a minimum the number of Vice Presidents will match the appropriate chair at the national level. These Vice Presidents will be a member of the National Chairs Committee and will also carry on those activities in the Council. The Council Board shall designate one of the Vice Presidents or Officers as First Vice President. The First Vice President will perform the duties of the President in the President's temporary absence and in the event of a vacancy in the office of the President, the First Vice President shall assume that office.
- Section 8. Treasurer. The Treasurer will have charge and custody of and be responsible for all funds and securities of the Council; shall prepare an annual budget for the Council; receive and give receipts for moneys due and payable to the Council from any source whatsoever, and deposit all such moneys in the name of the Council in such banks, trust companies, or other depositories as are selected by the Council Board; and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to the Treasurer by the President or by the Council Board.
- Section 9. Secretary. The Secretary shall keep the minutes of all meetings of the membership, the Board, and the Executive Board; see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; be custodian of the corporate records of the Council; keep a register of the post office address of each member which shall be furnished to the Secretary by such member or the Federation; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to the Secretary by the President or by the Council Board.

ARTICLE VIII – COMMITTEES

- Section 1. Committees of Directors. The Council Board may designate and appoint one or more committees, each of which shall consist of two or more Directors, which committees, to the extent defined by the Council Board and permitted by law, shall have and exercise the authority of the Board in the management of the Council. Actions of these committees shall be ratified by the Executive Board and are subject to the approval of the Council Board as a whole. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Council Board, or any individual Director, of any responsibility imposed upon the Council Board or a Director by Law.

- Section 2. Other Committees. Other committees not having and exercising the authority of the Council Board in the management of the Council may be appointed in such manner as may be designated by a resolution adopted by the Council Board or Executive Board. Except as otherwise provided in such resolution, members of each such committee shall be members of the Federation, and the President of the Council shall appoint the member thereof. Any members thereof may be removed by the person or persons authorized to appoint such member whenever in their judgment the best interests of the Council shall be served by such removal.
- Section 3. Nominating Committee. The Nominating Committee shall consist of at least three Council members in good standing selected by the Council Board. The members of the Nominating Committee shall select a chairperson and shall, sixth (60) days prior to the Council Annual Membership Meeting, nominate persons for Directors to the Council Board to be elected by the members of the Council. The Nominating Committee shall also present a list of nominees for officers as desired by the Council Board to be elected at the Annual Council Board Meeting by the newly seated Board of Directors. No member serving on the Nominating Committee shall be ineligible for nomination to office. Every member selected by the Committee shall be so informed, and shall consent prior to announcement of their names in nomination. Any member has the right to refuse nomination, and may withdraw from nomination at any time.

ARTICLE IX – RESIGNATION

Any member, Director or Officer may resign their office at any time by giving written notice of resignation to the President or the Secretary of the Council. Such resignation shall take effect at the time specified, or if no time is specified, at the time of receipt.

ARTICLE X - CONTRACTS, CHECKS, DEPOSITS AND FUNDS

- Section 1. Contracts. The Council Board may authorize any officer or officers, agent or agents of the Council, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Council, and such authority may be general or confined to specific instances.
- Section 2. Checks, Drafts, etc. All checks, drafts, or orders for the payment of money, notes or other evidences of indebtedness issues in the name of the Council, shall be signed by such officer or officers, agent or agents of the Council and in such manner as shall from time to time be determined by resolution of the Council Board. In the absence of such determination by the Council Board, such instruments shall be signed by the Treasurer and countersigned by the President or a Vice President of the Council.
- Section 3. Deposits. All funds of the Council shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Board of Directors may select.

Section 4. Gifts. The Council Board may accept on behalf of the Council any contribution, gift, bequest or devise for the general purpose or for any special purpose of the Council.

ARTICLE XI - OFFICES, BOOKS AND RECORDS

Section 1. Offices. The principal office of the Council shall be at such place as the Council Board may determine. The Council Board may from time to time and at any time establish other offices or branches of the Council at whatever place or places it deems to be expedient.

Section 2. Books and Records. The Council shall keep correct and complete books and records of account and shall also keep minutes of the meetings of its general membership, Board of Directors, Executive and committees having any of the authority of the Board of Directors, and shall keep at its principal office a record giving the names and addresses of the members entitled to vote. All books and records of the Council may be inspected by any member, or his or her agent or attorney, for any proper purpose at any reasonable time.

ARTICLE XII – FINANCE

Section 1. Fiscal Year. The fiscal year of the Council shall be the same as the fiscal year established by the Federation.

Section 2. Budget. The Council Board shall review and approve the annual budget of Council submitted by the Treasurer.

Section 3. Expenditures. No part of the net earnings of the Council shall inure to the benefit of, or be distributed to its members, directors, officers, or other private persons, except that the Council shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II.

Section 4. Financial statements shall be submitted to the Federation at such time and in such a manner as determined by the Federation to enable the Federation to file a Group 990 Tax Return.

ARTICLE XIII – NONDISCRIMINATION

It shall be the policy of the Federation and its Councils and a membership requirement for its Member Clubs to provide equal membership/employment/service opportunities to all eligible persons without regard to race, color, religion, sex, or national origin.

ARTICLE XIV – AMENDMENTS

These bylaws may be amended at any annual or special meeting of the Board of Directors. The affirmative vote of two thirds (2/3's) of the entire Board of Directors shall be required for the adoption of any amendment. Notice of the meeting and proposed amendment, together with the text of the proposed amendment, shall be delivered to the Directors as outlined in Article VI of these bylaws. The amendment will then be presented to the Federation Board for approval and will go into effect upon such approval.

ARTICLE XV - WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of any governing law or under the provisions of the Articles of Incorporation or the bylaws of the Council, a waiver thereof in writing signed by the persons or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. The attendance of any member or director at a meeting, in person or by proxy (*member only*), without protesting prior to the conclusion of the meeting the lack of notice of such meeting, shall constitute a waiver of notice by that person.

ARTICLE XVI - DISTRIBUTION OF ASSETS UPON DISSOLUTION

Upon the dissolution of the Council, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the U.S. Internal Revenue Code, or corresponding section of any tax code, subject only to any order of a court of competent jurisdiction.

ARTICLE XVII - RULES OF ORDER

Meetings of the Council will function under "Robert's Rules of Order, Revised" except as specified by the Articles of Incorporation and these bylaws.

ARTICLE XVIII - CONFLICT OF AUTHORITY

Any conflict between these bylaws and a Federation instrument which specifically controls activities within a Federation's Council shall be decided in favor of the Federation's instrument.

Approved (_____)
Date of approval

President: _____
Michael Ames

Secretary: _____
Les Jackson

Notary: _____