

CONSTITUTION AND BY-LAWS OF THE

SPOKANE WALLEYE CLUB

As Amended 12/2/18, 3/27/19, 9/25/19 and 3/30/22

Article One (1): Name

This club shall be known as the Spokane Walleye Club.

Article Two (2): Objectives

This club is organized to educate and stimulate interest in angling for Walleye and other spiny ray species, seek cooperation with all other organizations or agencies with similar objectives, encourage observance and enforcement of game laws, and encourage the conservation of all fisheries and fight pollution in all waters.

Family participation in all activities is encouraged and club sponsored activities will be directed toward that goal.

Article Three (3): Membership

The membership of this club shall be available to all individuals interested in fishing, and/or the conservation of our waters and fisheries.

New members shall be ineligible to hold an elected office until they have been a member for at least one year. The board may waive this requirement for cause. A new member shall be defined to include past members who are reinstating their membership. A timely membership renewal within the framework of the Constitution and By-Laws shall not be deemed a new membership.

Upon recommendation by any club member, Honorary Membership in this club may be granted by the Board of Directors. Club privileges except election to office may be extended to the Honorary Member, with the approval of the Board of Directors.

Article Four (4): Fees and Dues

Section 1

The dues for membership shall be: Yearly Single and Family dues, set by the board of directors annually and approved by the general membership by majority vote, at the November meeting for the following calendar year.

The dues, when paid, shall entitle the holder thereof to all rights, benefits and privileges of the club including the right to participate in all of the club activities.

Section 2

The spouse of a family member of this club and all children under the age of 18, living at home, shall be entitled to all rights and privileges of club membership. Exception: Children under eighteen, who are members by virtue of a family membership, shall have no voting privileges.

Section 3

Dues are payable on the first day of January and are renewable each calendar year. Exceptions:

Section 4

A member whose dues are not paid by March 31st shall be automatically suspended and shall not be eligible to any rights or privileges of the club until they have been paid. Any member paying dues after March 31st shall be deemed a “New Member” as defined in Article Three (3): Membership.

Section 5

Persons paying dues after October 1st at or after the “Fall End of Season Campout” will be considered paid for the remainder of that year and for the entire following year and will immediately assume membership rights and privileges.

Article Five (5): Officers and Elections

Section 1

Officers of this club shall consist of a President, Vice President, Secretary, Treasurer (hereinafter known as Executives) and four Directors¹. (See Appendix 1 — “Chart of Responsibilities.”)

Section 2

At the October membership meeting, the President will form a Nominating Committee. The membership and the Nominating Committee shall nominate a minimum of one candidate for each office of the club with terms expiring at the end of the term of office, on December 31, for the respective one-year Executive or two-year Director positions. Nominations will be accepted from October on through to the actual election of officers at the December meeting.

Election of Officers shall be at the December meeting,² and a majority vote of the members present shall elect. All Executive Officers so elected shall hold office for one year. The election of the Director positions will coincide with the election of Executive Officers. All terms of office shall begin on January 1st and shall terminate on December 31st.² Any member will be permitted to serve only two terms as President consecutively.

The Directors shall consist of: two members to be elected for two-year terms elected in odd numbered years and two members to be elected for two-year terms elected in even numbered years.¹ No member shall remain as an elected member of the Board of Directors in excess of fifteen consecutive years.

Section 3

No Executive Officer shall hold any additional elected or appointed position within the club, but may serve on committees or work groups at the President’s discretion.

¹ Amended 12/2/18, reducing the number of directors to four, effective January 2019.

² Amended 3/27/19, changing elections from the January meeting to the December meeting.

Section 4

The President shall preside at all meetings of the club and shall perform other duties of office of the President.

The President shall be Chairman of the Board of Directors and shall not vote with the Board of Directors except in case of a tie.

Section 5

In the absence of the President, the Vice President shall perform his/her duties. In the event of death or disability of the President, the Vice President shall act as President until the Board of Directors fills the office. In the event both President and Vice President are unavailable, the President shall appoint a President Pro Tem from the Board of Directors for that meeting or function. If the President is incapacitated or otherwise unable to, a majority vote of the Board of Directors will select a President Pro Tem.

The Vice President shall work with the President for the betterment of the club and assume other duties as assigned by the President.

Section 6

The Secretary shall keep the official minutes and other official reports of the club. At the direction of the President and the Board of Directors conducts official correspondence for the club. Keeps all records, books, documents and papers relating to the club in such places as designated by the club.

Section 7

The Treasurer shall handle all funds of the club and deposit all monies in such bank as may be selected by the Board of Directors. The Treasurer shall pay bills of the club as approved by the Board of Directors. He/She shall perform all duties of the office of Treasurer. A detailed monthly report of deposits and expenditures will be submitted to the Board for approval. Audits shall be conducted annually and will be conducted by the Audit Committee.

(See Article Nine (9) — Committees; The Finance Committee.)

Section 8

Liaison Officers may be appointed by the President. Any member making public statements on behalf of the club shall have them approved by the President before being made public, either orally or in writing.

Section 9

When the club is not in session, all powers of the club shall be vested in the Directors. Matters pertaining to policy, management and administration of the affairs of the club shall be referred to the Directors before being acted upon by the club. The Board of Directors shall be composed of the President, Vice President, Secretary, Treasurer, and the four Directors. A minimum of four voting Officers of the Board of Directors will constitute a quorum. Any officer having three unexcused absences from the Board of Directors meetings shall be dismissed from their position.

Section 10

Any vacancy occurring on the Board of Directors shall be filled by appointment by the President, with the approval of the Board of Directors. Said appointee shall serve until the next election for that Executive or Director position.

Article Six (6): Meetings

Section 1

Regular meetings of the general membership and to conduct the club's business shall be held monthly, January – November, normally on the last Wednesday of the month, or as agreed upon by the Board of Directors. The December holiday banquet, awards, and elections meeting will be scheduled and announced to the membership well in advance. The off-schedule meetings will accommodate normal circumstances that would dictate a more convenient date. Normally the Board of Directors meet at any agreed upon time and date by the Board of Directors. Changes of any meeting date shall be made at least 72 hours prior to the changed meeting date unless waived by the Board of Directors. The President may order special Board of Directors meetings as needed.

Section 2

No less than twenty members in attendance at the start of a regular meeting shall constitute a quorum for the purpose of transacting club business.

Section 3

Where not otherwise provided, Robert's Rules of Order shall govern all business proceedings of the club, which are not inconsistent with state and federal laws.

Article Seven (7): Club Publication

The Publication Committee (See Article Nine: Committees: Section 5; Publication Committee.) Articles for publication may be submitted to the any member of the Publication Committee and such articles are encouraged. All Members, Executives and Directors are encouraged to submit articles of general information regularly. Publications can be via print, e-mail, or social media.

Article Eight (8): Amendments

This Constitution and By-Laws may be amended provided that the proposed amendment(s) has been presented in writing to the Board of Directors and read at the general membership meeting. The amendment(s) must be approved by a two-thirds majority vote of the members present at the next general membership meeting, where it / they will also be read prior to the vote. The Board of Directors shall review annually and, if necessary, make recommendations for changes to the Constitution and By-Laws of the club.

Article Nine (9): Committees

The Board of Directors shall establish "Standing Committees" to oversee the function of the club's business and activities. Each "Standing Committee" shall have a specific function and be required to report to the Board of Directors. The Standing Committees are: The Grievance Committee, The Finance Committee, The Events and Projects Committee, The Membership Committee, and The Publication Committee.

The Board of Directors may establish specific “Functional Committees” to oversee short-term projects or programs. [See Article 5, Section 3, above.]

Section 1: The Grievance Committee

The Board of Directors shall be the Grievance Committee. This committee shall investigate all complaints, which have been presented in writing, over the complainant’s signature. The Committee shall be empowered to take such action as deemed necessary for the resolution of the grievance and the good of the club, to include the power to drop any member from the club.

Should any member of the Board of Directors be specifically named in the grievance, they shall be recused from the committee for the purpose of the investigation and resolution of the grievance.

The Grievance Committee shall involve any appropriate local, state or federal agency should their investigation prove the necessity for such involvement.

Section 2: The Finance Committee

The Finance Committee shall oversee the financial health of the club and shall be constituted as follows: **Chair:** Vice President, **Members:** Treasurer, and one or more member-at-large appointed by the President.

The Finance Committee shall meet no less than once annually to audit the financial status of the club. This meeting shall occur prior to the election of officers. The finding of these audits shall be presented in writing to the Board of Directors and the general membership.

Section 3: The Events and Projects Committee

The Events and Projects Committee shall oversee all events and projects of the club and shall be constituted as follows: **Chair:** Director, **Vice Chair:** Director, **Members:** Members-at-Large appointed by the President. Chairs of each sub-committee designated as being overseen. (See “Appendix 3 — Event and Projects Sub-Committees” for list of sub-committees assigned.)

The Events and Projects Committee shall actively seek volunteers from the general membership as members of each sub-committee.

The Chair of this committee shall have ultimate responsibility for securing all venues for the club's events and activities but may delegate such responsibility to the chair of the appropriate sub-committee. The Chair shall submit verbal or written reports to the President or Board of Directors for each event or project in a timely manner.

Section 4: The Membership Committee:

The Membership Committee shall develop and enact strategies to enhance membership of the club and shall be constituted as follows: **Chair:** Treasurer, **Vice Chair:** Director, **Members:** Members-at-Large appointed by the President.

The Membership Committee shall administer all membership awards per criteria as established for such awards (See "Appendix 2 — Awards.").

This committee is responsible for adhering to Articles Three and Four of the Constitution and By-Laws. The Chair shall ensure proper training for all persons accepting new memberships and renewals.

All persons paying for memberships, whether they are new or renewal, will complete and submit a membership application. A log of new members and renewal dates shall be kept by the committee. All funds collected shall be turned over to the treasurer.

Section 5: The Publication Committee:

The Publication Committee shall solicit, develop, maintain and distribute written and electronic information for the club and shall be constituted as follows: **Chair:** Secretary; **Vice Chair:** Director; **Members:** Members at large (See "Appendix 5 — The Publication Editor and Webmaster")

The committee shall investigate and develop alternatives to manual distribution of the newsletter.

Section 6: Legislative and Political Awareness Committee:

The Legislative and Political Awareness Committee shall provide an avenue for planned, informed, purposeful involvement in political activities at the Local, State, and Federal levels on issues relating to Warm Water Fisheries, their propagation, conservation, and fishing regulations of Washington State. It shall be constituted at the discretion of the President and Board of Directors. Candidates will be considered on their desire and types of services to be performed on behalf

of the club. (See “Appendix 5 — The Legislative and Political Awareness Committee.”)

Article Ten (10): Dissolution Statement:

In the event of dissolution or final liquidation of this corporation / club, no assets will be distributed to the members, but the membership or liquidating trustee shall assign such assets, if any, to any nonprofit organization, preferably similar to this corporation / club, but not necessarily so.

Appendix 1 — Chart of Responsibilities

President:

Appoints: Nominating Committee & Members-at-Large for other committees
Runs monthly board and general membership meetings

Vice President:

Chair, Finance Committee

Treasurer

Chair, Membership Committee

Secretary

Chair, Publication Committee

Committees — (Article 9)

Finance Committee (Article 9, Section 2)

Vice President – Chair
Treasurer – Member
Member (s) -at-Large

Membership Committee (Article 9, Section 4)

Treasurer – Chair
Director
Member (s) -at-Large

Publication Committee (Article 9, Section 5)

Secretary – Chair
Director
Member (s) -at-Large

Events & Projects Committee (Article 9, Section 3)

Director, Chair
Director
Chairs of Sub-committees
Member (s) -at-Large

Legislative & Political Awareness (Article 9, Section 6)

Three (3) Members-at-Large

Nomination Committee (Article 5, Section 2)

Three (3) Members-at-Large

Officers and Elections (Article 5, Section 2)

	Odd Year Election	EVEN Year Election	Name
Director 1	xx		
Director 2	xx		
Director 3		xx	
Director 4		xx	

Appendix 2 — Event and Projects Committee and Sub-Committees

The Events and Projects Committee shall oversee all events and projects of the club. The committee shall coordinate all events, programs and projects for the club and develop and monitor budgets for the same.

The committee shall be constituted as follows: **Chair:** Director; **Vice Chair:** Director; **Members:** Chairs of each sub-committee designated as being overseen. They are:

- Fish Day, Fishing Reports, and Programs Chair
- Picnics and Special Projects Chair
- Booth Chair
- Raffle Chair
- Tournament Director

The committee will track membership involvement and report to the Membership Committee of each member's activities in support of the event, program and project. This report will assist the Membership Committee in the selection of candidates for the "Member of the Year" award. (See Appendix 4 — Awards.)

FISH DAY, FISHING REPORTS, AND PROGRAMS CHAIR

Job Description

1. Plan monthly fish days to take advantage of the best fishing for that time of the year. Projected activities should be tentatively planned on a quarterly basis
2. Maintain an awareness of the membership fishing activities.
3. Seek current fishing reports from the membership, marinas, guides etc. Ascertain the location, species, general sizes, lures and techniques being used.
4. Relay fishing reports to the general membership at the monthly meetings.
5. Although it is not necessary to pinpoint the exact positions of the reported fishing spots, schedule speaker(s) to teach the type of structure and patterns the fish are in at the productive periods.

6. Secure speakers for all scheduled monthly general membership meetings. Scheduling shall be appropriate for the time of year and coordinated with the monthly fish days when feasible.
7. Provide an article for publication.

PICNIC AND SPECIAL PROJECTS CHAIR
Example, Clear Lake kids and challenged persons fish days

Job Description

1. Appoint the co-chairman and the other key personnel as soon as possible. They can help develop the project plan. Whenever possible, seek out and appoint a new member as an assistant. Plan the project showing all equipment, personnel, schedules, transportation, training, food, merchandise, and funding necessary to successfully accomplish the objective. Work closely with the chair of other organization(s) involved and advertising committee.
2. Regularly review the plan as it is being developed with the President or Vice President to ensure they are fully aware of all aspects and requirements of the plan.
3. Provide the board of directors with a complete budget. If contract services or supplies are required, an itemized estimate showing total cost must be obtained from the supplier(s).
5. Prepare job descriptions and schedules for all personnel. Ensure all personnel are adequately trained.
6. Maintain an ongoing record of the project. Pay particular attention to problems and make recommendations as how to avoid future recurrence. At the conclusion of the project report to the Board an overall summary of the project as compared to the original objective.
7. Maintain a personnel roster (this could be incorporated into the schedule) showing the hours each person worked.
8. Provide briefing statements at the general membership meetings on the progress of your project and a summary following the conclusion of your project.

BOOTH CHAIR

Job Description

1. Maintain the booth in show condition at all times. Inspect the booth after each show and advise the Board of Directors of any repairs or upgrading necessary. Prepare an estimate showing total expenses to affect the repairs or upgrades.
2. Supervise the transportation, set up and tear down of the booth. (Note: each project chair is responsible for providing the transportation and personnel to perform the set up and tear-down operations.)
3. Identify and train two persons to handle all funds and tickets. Ensure there is proper control and accounting procedures. Ensure there are person(s) in the booth conversant with club policies, activities, membership and goals to intelligently answer questions from the general public.

RAFFLE CHAIR

Generally, there are two raffle events: The “Tackle Raffle,” which concludes at the “Big Horn Show” and the “Tournament Raffle,” which concludes at the Tournament Awards Ceremony. The Raffle Chair will appoint a Vice Chair, with the approval of the Board of Directors, who will take primary responsibility for the “Tournament Raffle”.

Job Description

1. As early as possible (summer months) schedule dates on the calendar to begin on-site raffle events with sponsoring companies and organizations.
2. Submit a budget to Board of Directors for approval.
3. Order raffle tickets. (5,000 maximum per state law for each raffle)
4. Obtain raffle items by contacting sporting goods stores and marinas for donations and discount purchasing.
5. Schedule ticket sellers (try to involve as many members as possible.)
6. Ensure all money and receipts are submitted to the Treasurer.
7. Set up and take down raffle items at all venues, including “Big Horn Show.”
8. Officiate at the drawing of winners.

9. Schedule with the winners and interested sponsors for the presentation of raffle items.

Appendix 3 — Awards ³

The Membership Committee shall administer all membership awards per criteria as established for such awards, which are:

- Member of the Year (up to two annually)
- Special Appreciation (up to two annually)

The Membership Committee shall make these determinations and have the awards made for presentation at the Annual Awards Banquet in December.

If a member of the committee becomes a candidate for an award, he/she will be recused for purposes of these decisions by the other members of the committee and the President will name a temporary replacement.

AWARD REQUIREMENTS

Member of the Year

Any member in good standing who has served the club with distinction may be eligible for consideration of this award.

The award shall be a plaque inscribed as follows:

**Spokane Walleye Club
Member of the Year
Year
Name**

Special Appreciation

The club may approve two awards annually.

The award shall be a plaque inscribed as follows:

**Spokane Walleye Club
Special Appreciation
Year
Name**

³ Amended 3/30/22, removing restrictions on award recipient eligibility

Appendix 4: Events

This page is to be updated annually and presented to the General Membership at the January meeting. The information is to be published on the club Webpage.

Events not necessarily published on this page will include monthly fishing days or other events submitted to and approved by the Board of Directors after the January Board of Directors meeting.

Current Events: (examples)

March	INWC Big Horn Show
May	Kids Fishing Programs Gordon Steinmetz Walleye Classic Banks Lake Tournament
June	Annual Club Spring Picnic and Campout Locust Grove, Kettle Falls
September	Annual Club Fall Campout
December	Annual Awards Banquet
Monthly Fish Days	