

# **WFFC OPERATING PROCEDURE**

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**Number 201**

Revision Number: E

Date: Feb 21, 2013

**SUBJECT: Membership Committee**

Barth/Thompson  
**ORIGINATOR**

**RESPONSIBLE OFFICE:** First Vice President

**AFFECTED OFFICES:** First Vice President  
Ghillie  
Treasurer

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*APPROVAL (Resp. Officer)*

\_\_\_\_\_  
*APPROVAL (President)*

**REFERENCE:** <sup>1</sup>WFFC Bylaws, Articles II & III

## **I. PURPOSE:**

This procedure provides guidance for the WFFC Membership Committee. This procedure is intended to supplement and/or clarify the reference Bylaws.

## **II. SCOPE**

This procedure applies to activities carried out by the WFFC First Vice President for membership and those members of the Committee that he may appoint.

## **III. REQUIREMENTS:**

**A. Background:** The WFFC owes its heritage and its existence to its members. Except for the original eight founding members, all members of the WFFC have been recruited, selected, reviewed, interviewed, argued over, approved, and otherwise put through the painstaking process established for the Membership Committee.

**B. Committee Membership:** The First Vice President shall chair the Membership Committee. The Chair will select four (4) committee members from the active membership, to be approved by the Board of Trustees at the February Board meeting.

### **C. Procedures:**

**1. Membership Committee Meetings:** The Membership Committee shall be convened (on an as-needed basis) before monthly dinner meetings (except for December and January) for the purpose of interviewing membership applicants. The Membership Committee shall also be responsible for evaluating the membership structure of the Club, including but not limited to consideration of the optimum size of the Club, recruitment strategy, and limitation on membership. Recommendation regarding these matters will be made to the Board Of Trustees through the First Vice President.

**2. Membership Application Review:** The Membership Committee shall consider applications for membership in order of receipt. Before the applicant is invited for an interview, the submitted application will be reviewed for completeness per ARTICLE II Section 3 of the reference Bylaws. Any deficiencies will be referred to the sponsor for rectification. Once the application is accepted as being complete (including designation of qualified sponsors), the First Vice President shall use an online screen to enter the application into the server database, thereby facilitating its subsequent review by other members of the Membership Committee.

**3. Membership Interview:** Prospective members shall be invited for an interview, either by email or telephone. At least two committee members shall interview each applicant. The interview will be conducted in a cordial atmosphere, not so much as to "grill" the applicant as to his/her acceptability to the Club, but to acquaint him/her to the Clubs aims and purposes and to determine whether his/her interests are compatible with those of the Club. Interview discussion items shall include:

#### **a) Fly-Fishing (to assure us he/she is a fly fisher)**

1. How long have you fly fished and why do you think you became a fly fisher?
2. If you became a member, what do you expect from the WFFC, i.e., why do you want to become a member?

#### **b) Acceptance of Certain WFFC Policies:**

1. Attend 3 or more meetings and/or outings.
2. The WFFC roster cannot be used for commercial purposes or for a member's personal financial gain.
3. All members are expected to actively participate in WFFC functions.

#### **c) Club Participation:**

1. How do you think you can contribute to the WFFC?
2. What are your areas of interest?

**4. Check for 1<sup>st</sup> Year Dues:** At time of interview, the applicant must provide a check to the First Vice President, which is made out to the WFFC. The check shall be for a full year's dues during the first half of the year, or for half a year's dues during the second half of the year. The First Vice President shall retain this check until the applicant has been voted on by club members, which will usually happen the same meeting as the interview. If the applicant should be turned down for membership by club vote, the check shall be returned to the applicant.

**5. Presentation of Applicant to Club Members:** The Membership Committee shall present no more than two (2) applicants for Club voting per club meeting, subject to Club size limitations specified in the reference bylaws. The applicant may attend the meeting, but will be asked to step outside during the discussion and voting activities. Once the applicant has been ushered out of hearing range, the First Vice President shall ask for comments from the applicant's sponsors, and other members familiar with the applicant, and then present the Membership Committee's recommendation. Following that, paper ballots shall be distributed, filled out, collected, and counted, after which the applicant will be summoned back to the meeting, and advised of the result of the vote.

**6. Induction of New Members:** Upon being voted into membership, the new club member shall be inducted at the next monthly meeting (except for December and January). A senior member of the Club will be asked to welcome the new members, after which the Ghillie will present each with a "care package" containing:

- a) WFFC patch and decal.
- b) A copy of Back Casts.
- c) An assortment of flies from the swap-box.
- d) A copy of the current WFFC Roster including WFFC Bylaws.

**7. Taking of Roster Photo:** The Club Photographer shall take a photo of the new member (for inclusion in the online and printed rosters) at the meeting the new member is inducted.

**8. Dues Structure Recommendation:** The First Vice President shall make a recommendation regarding the dues structure for the coming year at the December Board meeting. It needs to include Active and Associate dues, as well as the membership reinstatement fee, as they are required, both for publication in the December Creel Notes, and for inclusion in the online dues payment screens, which are implemented on January 1, when dues become payable per WFFC Bylaws.

**9. Delinquent Dues:** If dues owing are not paid before March 1, Active and Associate member dues become delinquent. This results in their being assessed an additional membership reinstatement fee, in their not appearing in the online or printed roster, and in their losing access to the member area of the website. Payment of both dues and reinstatement fee owing, as long as it is made by December 31 of the current dues year, will reinstate a delinquent

member. However, if a member's dues and reinstatement fee still remain delinquent (from the previous dues year) on January 1 of the next dues year, the membership is terminated.

#### **IV. RESPONSIBILITIES:**

**A. First Vice President:** The WFFC First Vice President shall be directly responsible to implement the requirements of this procedure, and to this end, shall be responsible for recording significant transactions of the Membership Committee and in maintaining this procedure for periodic review and approval by the board of trustees.

**B. Ghillie:** The WFFC Ghillie shall ensure that sufficient care packages are prepared for membership initiations.

**C. Treasurer:** The WFFC Treasurer shall assist the Membership Committee in determining changes in budgets due to membership fluctuations.

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<sup>1</sup> Added Article II

<sup>2</sup> Updated to reflect 2008 implemented practices reducing flow time for adding members. R. Rohrbeck 2/21/2013

<sup>3</sup> Updated to reflect Bylaws change which removed male membership restriction. R. Rohrbeck 2/21/2013