WFFC OPERATING PROCEDURE

Number 102

Revision Number: F

Date: Feb. 24, 2013

SUBJECT: **Organization and Conduct of General Club and Board Meetings**

Ron Dion
ORIGINATOR

RESPONSIBLE OFFICE: President

APPROVAL (Resp. Officer)

AFFECTED OFFICES: All Officers
Trustees
Committee Chairs

APPROVAL (President)

REFERENCE: [1]A. WFFC Bylaws, Article III, Sections 1 & 4
B. WFFC Bylaws, Article IV, Sections 1, 2, & 4
C. WFFC Bylaws, Article V, Section 6
D. WFFC Bylaws, Article VI, Sections 3.
E. WFFC Bylaws, Article VII
F. WFFC Bylaws, Article VIII, Section l.E
G. WFFC Bylaws, Articles X & XI

I. PURPOSE:

This procedure provides guidance for the proper preparation, organization and conduct of both general Club meetings and Board meetings.

II. SCOPE:

This procedure applies to the Board meetings and general Club meetings held each month for the purpose of conducting WFFC business and - the general camaraderie of the -members.

III. REQUIREMENTS:

A. Background: Both Board meetings and general Club meetings have been held each month for many years. The purpose for the Board meetings is to conduct the general business of the Club. The general business of the Club consists of such things as matters of policy, management, and administration of Club activities. The purposes of the general Club meetings are to provide an opportunity for the members to socialize and to get to know each other, to reminisce and discuss fishing matters, hear about activities from the Board, the FFF, committee chairs, and to participate in those business matters as directed by the Bylaws of the WFFC.

B. Organization and Conduct: Robert's Rules of Order shall govern all the business and parliamentary proceedings of both Board meetings and general Club meetings. This section contains two parts; the first section pertains to the Board Meetings and the second section pertains to the general Club Meetings.

1. Board Meetings.

a. When: The Board meetings are usually held on the first Tuesday or designated day of the month convenient for the majority of those Board members in attendance, with two exceptions: 1) when the first Tuesday is a holiday, and 2) during the months of July and August, when these two meetings are combined into one meeting.

b. Where: The Board meetings are held at an assigned location by the Board. If this primary location becomes unavailable, the Board shall make other suitable arrangements.

c. Who: The Board meetings are to be attended by all Board Members (Officers and Trustees) with a minimum of seven (7) Board members constituting a quorum. Committee chairs should attend and the meeting is open to any member wishing to address the Board.

d. Agenda: The agenda should be made available to each Board member and committee chairmen at least one day prior to the Board meeting. Specific items to be addressed by month are listed below:

January - Annual Budget; Christmas party results, distribution of Operating Procedures and Bi-laws.

February - Election of WFFC Foundation Trustees Outings for the year, Budget approval, Membership Committee approval.

March -

April – Financial Review (actual vs. budget)

May -

June -

July - Financial Review (actual vs. budget)

August -

September – Awards, Christmas Party.

October - Financial Review (actual vs. budget)

November - Heritage Meeting Night

December - Establish dues, initiation reinstatement fee and Club fine structure. Publish this in the Creel Notes.[2]

2. General Club Meetings.

a. When: The general Club meetings shall be held on the third Tuesday of each month. The monthly meeting in November each year shall be the Annual meeting of the Club. The meetings are precluded with a "wet fly" hour starting at 5:30 P.M.

b. Where: Currently the Club meetings are held at the Seattle Tennis Club. If this location becomes unavailable, the Board shall make other suitable arrangements.

c. Who: Attendance at Club meetings is open to all members and any guest. A quorum shall consist of twenty-five percent (25%) of the active members.

d. Agenda: The President shall maintain an agenda that assures adequate time for dinner and coordinate with Program Chairman that sufficient time is allowed for the program. The following should always be on the agenda, but not necessarily in this sequence:

1. Introduction of guests.
2. Opportunity for fishing reports.
3. Opportunity for committee chairmen reports.
4. Membership (except for the months of December and January).
5. Specific Moment of silence for recently deceased (when appropriate).
6. Program.
7. Raffle.

Specific items to be addressed by month are listed below:

January - Past President opens meeting and then turns meeting over to the new President: Awards presentation.

February -

March -

April -

May -

June -

July -

August -

September -Election of a nominating committee

October -

November - Election of officers & Trustees

December - Very limited agenda (open meeting, request motion to dispense with business, if approved introduce Second Vice President, who introduces master of ceremonies), Holiday Party.

e. Dinner: Dinner shall be available for all those attending. At the January meeting, there is to be wine at each table, along with wine glasses, for a toast to be declared to the recipient of the "Empty Creel" award. Dinner is to be served at 7:00 P.M. with the meeting opened at 7:30 P.M..

f. Accoutrements. The Club logo is to be displayed at or behind the podium. During the "wet fly" hour displays or demonstrations having to do with fly-fishing are encouraged. The bar shall be well stocked and open during the "wet fly" hour and at other times as designated by the President.

IV. RESPONSIBILITIES:

A. President: The President:
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1) shall be responsible for the preparation of agendas for both the Board meetings and the general Club meetings;
2) shall ensure the Board members and committee chairmen receive a copy of the Board meeting agenda at least one day prior to the meeting;
3) shall open, preside at, and close all Board and Club meetings, unless unable to attend, in which event the First Vice President, or other officer as provided elsewhere in these Operating Procedures, shall preside over that meeting or meetings;
4) shall familiarize himself with Robert's Rules of Order and see that the meetings are conducted accordingly;
5) shall establish personal contacts with Seattle Tennis Club management (or at wherever or at whatever venue the meetings are held), as necessary, to maintain our good standing and maintain good relations;
6) should write a letter at the beginning of his administration, identifying the name and phone number of the Coordinator and any other contact(s) as may be necessary;
7) shall see to it that the Ghillie collects the appropriate fine for any active member who either 1) omits stating his name prior to addressing the assembly, or 2) is not wearing a tie or proper dress as established by club president, name tag, and a Club lapel pin or a Gold Button, 3) refuses to divulge the name and location of waters he reports to have successfully fished, or 4) any other activity requiring a fine as identified in WFFC

Operating Procedures Number 601, pertaining to the Ghillie's responsibilities;

8) shall ensure that for any proposal for amending the WFFC Bylaws, the President shall make sure that 1) the proposal has been presented in accordance with the Bylaws, and 2) that there is a concurring vote of two-thirds (2/3) of the active members present; and,

9) shall ensure any activity requiring a vote shall have received the proper notice and be conducted in accordance with the Operating Procedures, Bylaws, and Roberts Rules of Order.

B. First Vice President: In the event that the President is not available, the First Vice President shall open, preside at, and close the meeting(s), and conduct the meetings in accordance with the guidelines noted herein. At the general Club meetings he/she shall handle all matters pertaining to membership and/or any other activities required in the Operating Procedure respective to this office.

C. Second Vice President: In the event that both the President and First Vice President are not available, the Second Vice President shall open, preside at, and close the meeting(s), and conduct the meetings in accordance with the guidelines noted herein. At the general Club meetings he/she shall handle all matters pertaining to the program for the evening and/or any other activities as required in the Operating Procedure respective to this office.

D. Treasurer: The Treasurer is responsible for obtaining and accounting for the dinner tariffs and the general fund. The Treasurer pays the caterer for the night's dinner at all Club meetings. The Treasurer is responsible for any presentation or notification to the Board or general membership as required in the Operating Procedure respective to this office.

E. Ghillie: At general Club meetings the Ghillie:

1) shall see to it that the orders of the President at the meetings are carried out, and shall collect authorized fines;

2) shall be responsible at Club meetings for the safekeeping and availability of the fly-box, Club pins and patches, Kings Skunk and Dunker's Club regalia and a spare gavel;

3) shall also provide the First Vice President with the necessary items for the initiation of new members;

4) shall also be responsible for making arrangements to collect dinner money/dinner tariffs at the door, and to provide a dinner ticket to those persons paying for dinner;

5) shall keep records of attendance at Club meetings. These records are to be used in estimating attendance at future meetings so that an accurate estimate can be given to the Seattle Tennis Club for dinner count;

6) shall coordinate the availability of the Seattle Tennis Club, or other venue if the Seattle Tennis Club is not available, for meetings and to let them know when and if we will be meeting elsewhere;

7) shall ensure the wooden Club logo is properly displayed at Club meetings; and,

8) is responsible for the selection of a worthy candidate for King Skunk and for the Dunker's Award as appropriate.

F. All Officers and Trustees. All Officers and Trustees shall attend all Board meetings. If a Board member wants to add an item to the agenda, the Board member should notify the President or Secretary at least one (1) week prior to the meetings.

G. Bar Tender(s): The Bartender is to make sure that the bar is adequately stocked at each general Club meeting and is to have the bar open by 6:00 P.M. for the "wet fly" hour and at any time designated by the President. Only the Bartender is to pour the drinks. For the January Club Meeting, he/she shall ensure wine at each table is available, in accordance with the Operating Procedure Number 503 pertaining to this activity, along with wine glasses for a toast to be declared by the recipients of the "Empty Creel" awards.

H. Raffle Chairman: The Raffle Chairman is to obtain suitable prizes for the raffle at each general Club meeting. The Raffle Chairman is to sell tickets for the raffle (obtain necessary assistance) and settle money matters with the Treasurer at the meeting.

I. Committee Chairmen: The committee chairs are to notify the President if they desire to add something to the agenda for either a Board meeting or a general Club meeting. This notice should be made at least one week prior to the meeting. Also, the President may request the chairs report status of their committee activities at both the Board meetings and to the general membership at general Club meetings.

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[1] Reformatted References
[2] Added for Reference A
[3] Updated to reflect Bylaws change which removed male membership restriction. R. Rohrbeck 2/24/2013