



FEDERATION OF FLY FISHERS SOUTHERN COUNCIL



POLICY & PROCEDURES MANUAL

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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 secretary. The 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.

II. 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, muskie, 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 habitat, 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, 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 (it works very well for all fish in all waters), 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 32 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.

From a statement originally from Jim Abbs, former FFF Vice President and editor of the FFF Quill.

III. Geographical Organization of the Southern Council

The Southern Council represents fly fishing clubs located in Arkansas, Kansas, Louisiana excluding New Orleans, Missouri, southeastern Nebraska, Oklahoma, western Tennessee, and Texas.

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.

V. 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.

B. 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.

1. 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 printed 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.

C. 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 1 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 as 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 Conclave 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

"Year" 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	\$
Conclave '9_	\$
Donations	\$
TOTAL INCOME	\$
Debits:	
Executive Committee Expenses	\$
Club Affiliation Dues	\$

Long Cast Expenses	\$
Conclave '9_	\$
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

Balance forward from of previous report (Date)	\$
Interest to Date	\$
Debits (Identify)	\$
Balance as of current date (show)	\$

- 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:

	199_ Approved	199_ Expenditures
Executive Committee	\$	\$
V.P. Communications		
Long Casts		
V.P. Conservation		
V.P. Development		
199_ Conclave		
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 1 through September 30. Each year as soon as possible after the 1st of October a report should be filed with National in Bozeman. The report should follow this format:

Annual Report

Name of Council: Southern Council

Date: October ____, 199_

- | | | |
|----|--|----|
| 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 1 of previous year and ending September 30 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 | \$ |
| | Interest Earned | \$ |
| | Total Revenues Raised | \$ |
| c. | Expenditures for activities during the year beginning October 1, 199_ and ending September 30, 199_, from the following: | |
| | Printing/Postage (Council Newsletter) | \$ |
| | Prizes for Auction/Raffle | \$ |
| | (Includes expenses associated with conclave auction/raffle activities.) | |
| | Facilities costs | \$ |
| | (Includes conclave banquet costs, brunch costs, and conclave 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, 199_

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
215 Lewis
Livingston, MT 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 .

6. Conclave

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 Conclave 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 Conclave. 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 Conclave. 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.

7. 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.

8. 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).

D. 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) 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)

E. Parliamentarian

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

1. 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)

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

F. 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 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 reprinted in the newsletter.
 - c. Encouraging our clubs to share their club newsletters with the *Long Casts* 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 officers 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 a 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 children of their members and friends for possible nominees for this scholarship. (Appendix C-15)
 - d. To start their search for club members to 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 Bozeman, MT to request the Federation to send the key contact person for the group the necessary information for the formation of a Federation 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 Club has been accepted by the Federation 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 it's officers.

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

- a. Each year in January the Vice President of Communication will send out a letter to each club and Council Officer and Director soliciting nominations for each of the councils 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 in writing 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 which usually falls around 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 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 winners 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.

G. Assistant Vice President - Communication

The Southern Council has an active presence on the World Wide Web, thanks to the work of Bill Brant who serves as the Assistant to the Vice President of Communication.

The Assistant to the Vice President of Communication possesses 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:

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

H. 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 out 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 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.

I. 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 Conclave.
 - a. Shall use the Conclave Instructions prepared by the Council as a guide for actions concerning the Conclave. (See Section X. Conclave - Standing Committee)
 - b. Shall update the Conclave Instructions within 45 days of the conclusion of the Council's annual Conclave, 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 Conclave.
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 Conclave. Such information shall be in a format ready for publication and include but not be limited to:
 - a. Conclave date, place, time.
 - b. Conclave schedule of events.
 - c. Conclave guest speakers.

J. 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 EVP 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 Conclave.

K. 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 and 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 Conclaves or other events where flyfishers 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 members 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.

VI. 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.

VII. 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.
- 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.

VIII. Editor, *the Long Cast*

All duties associated with the position of *Long Casts* Editor are directly associated with either the production of the newsletter, or the support of Council Executive 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 general 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. That schedule is now set on a semi-permanent basis as follows:

Issue	Article Deadline	Press Deadline	Publication Date
Spring	February 1	February 15	March 1
Summer*	May 1	May 15	June 1
Fall**	August 1	August 15	September 1
Winter	November 1	November 15	December 1

* *Conclave plans/information distributed*

** *Conclave update distributed*

2. Requesting such submissions from Officers and general membership.

3. Gathering articles that are fit from member club newsletters.

4. Sourcing and gaining permission to print outside articles.

5. Reading and using material from FFF *Clubwire* and other FFF publications.

B. Adding original articles by the Editor as necessary (rewriting, creating, etc.), the Editor must then create, layout and paste-up the aforementioned articles and artwork by the following means:

1. Pull from e-mail, internet, mailed-in copy, phoned-in copy, newsletters from member clubs, trade magazines, and FFF publications; then edit, rewrite and create finished stories appropriate for the newsletter using a computer with word processor capability. This shall be done by each article deadline posted above.

2. Using Microsoft Word, Adobe InDesign CS2, Illustrator CS2, Photoshop CS2 software design, create and produce camera-ready material for the printing of the *Long Casts*. Provide Adobe Acrobat PDF (Portable Document Format) to printer via electronic transmission by press deadline.

3. Transmit the completed, press-ready newsletter, then notify Officers responsible for labels and payment of the printer as follows:

- a. Transmit the final copy as PDFs for the printing of the newsletter to:
(This is the address of the current printer) Ed Reed
Arab Tribune
619 South Brindlee Mtn. Prky.
Arab, AL 35016
 - b. Contact the Managing Director, advise of the mailing date of the newsletter, so that mailing labels can be sent to the printer and along with a check made out to the USPS I the proper amount. Check with the printer to ensure receipt of the newsletter and labels.
4. At the December Board Meeting each year, give each Officer present a list of newsletter deadlines for the submission of columns and other copy. Remind Officers that the purpose of the newsletter is to communicate and aide 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 club member education concerning all of the above.
 5. f special note is the involvement of the newsletter with the yearly Conclave. The Editor must coordinate with the Conclave Chairman to promote a successful Conclave. Currently, the Special Conclave Issue of the *Long Casts* is the June Summer issue. Communication between the Editor and Conclave Chairman, and the timely submission of material needed for this issue by the Conclave Chairman is vital to promotion of the conclave.
 6. The Editor must provide an electronic copy of the newsletter ~~onto disk~~ and submit it to Assistant VP of Communications so that it can be put on the Council web page.

The Editor of *Long Casts* must communicate with Council Officers and others in the Council and in the fly fishing industry so that information printed in the newsletter is correct, timely, important to Council members and interesting to those outside the Council so that the newsletter can 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 yearly council awards, apply for Wayne E and Catherine Moore Youth Funds, etc.

Section Amended - 2007

IX. Standing Committees

A. Policy & Procedures Committee

1. 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.
2. 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

X. Conclave Committee

A. 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:

1. 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.
2. 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.
3. 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.

B. COMMITTEE ASSIGNMENTS

A Conclave 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 conclave.

The number and types of committee assignments should be determined by what is expected to be accomplished with the conclave. 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:

1. **CONCLAVE 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 Conclave Chairperson's responsibility to determine why and, if necessary, to replace the committee.

Specific responsibilities include:

- a. 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.
- b. 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.
- c. Coordinate the activities of all of the committees in such a manner that the conclave is run with a high degree of harmony.
- d. Serve as an arbitrator in issues of conflict and an advisor in areas of question.
- e. Support the activities of each committee to the extent possible.
- f. In cooperation with the Publicity Chairperson, prepare for distribution of the printed conclave program.
- g. 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.

- h. If the banquet is to be held in a large room, the Conclave Chairperson is responsible for obtaining an adequate public address system.
- i. Select and obtain the services of an appropriate person to deliver the invocation at the banquet.
- j. Serve as master of ceremonies at the banquet.
- k. If conclave pins, hats or patches are to be sold, it is the Conclave Chairperson's responsibility to make certain that they are designed and produced.

C. 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 Conclave 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:

1. The Auction and Raffle Chairperson should form a sub-committee consisting of a minimum of three individuals:
 - a. An individual who is responsible for soliciting items for auction and raffle from manufacturers, distributors, and retail outlets **other than those displaying at the conclave.**
 - b. An individual who is responsible for soliciting items for auction and raffle from clubs and/or individuals within the clubs.
 - c. An individual willing to assist during the Conclave by selling raffle tickets and managing the raffle/auction area while the Auction Chair conducts other business.
2. 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.
3. 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 Conclave 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).

4. 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.
5. The committee should be prepared to receive a relatively large number of items at the beginning and during the conclave. Many folks prefer to bring items with them rather than ship them in advance.
6. 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.
7. Conduct the raffle in an appropriate manner with the following stipulations:
 - a. 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 conclave.
 - b. 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.
 - c. Ideally, two or more additional individuals should be assigned to circulate throughout the conclave participants for the purpose of selling raffle tickets.
 - d. 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 is a large number of items, the stubs may be drawn throughout the conclave and posted in a conspicuous location.
 - e. Coordinate with the Council Treasurer for pick up of monies during the course of the day.

8. Conduct the silent auction with the following stipulations:
 - a. Bid sheets (see **Appendix C-21**) should clearly identify the item to which the bids apply as well as the donor's name.
 - b. 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.

9. Oversee the conduct of the live auction with the following stipulations:
 - a. Items to be auctioned should be on display for a minimum of a full day in advance of the auction.
 - b. The actual auction should be conducted by a professional with assistance of a **minimum** of two assistants.
 - c. The auction should be scheduled in conjunction with an important activity (such as the banquet) to attract the maximum number of potential bidders possible.
 - d. 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.
 - e. Send letters of appreciation to each donor.

D. AWARDS - This should be a major activity at any conclave; 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 conclave banquet.

Specific responsibilities include:

1. 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.

2. 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.
3. Receive the ballots, compile the results, and notify the Council President of the names of the award recipients.
4. Arrange for production of the appropriate plaques and/or trophies for the council awards.
5. 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.
6. Presentation of the council awards at the banquet.

E. 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:

1. Making certain that the casting pools are assembled and filled with water in advance of the conclave.
2. Determine the categories to be judged and the criteria used for each category.
3. Conduct both the adult and youth casting games and determine a winner of each category based upon predetermined criteria.
4. Cooperation with the Awards Chairperson to make certain that appropriate awards (without names) are prepared in advance of the conclave.
5. Presentation of the casting games awards at the banquet.

F. COMMERCIAL EXHIBITORS - The commercial exhibitors are a vital part of the conclave. The chairperson of this committee is responsible for inviting the previous year's exhibitors, and to respond to inquiries by potentially new exhibitors. If rooms are reserved in the conclave facility for the commercial exhibitors, it is the chairperson's responsibility to reassign those room. It is also the responsibility of the chairperson of this committee to express the expectation to participating commercial

exhibitors that their support of the conclave in the form of a donated item or items for the auction is expected.

Specific responsibilities include:

1. Contact each of the previous year's commercial exhibitors (provided they were cooperative in regards to attendance and/or suitable level of donation) relative to their interest in participating.
2. Contact and/or respond to potentially new commercial exhibitors.
3. Assign rooms to the commercial exhibitors 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 exhibitors relative to proper set-up and take-down times according to the printed schedule.

4. 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.
5. 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 exhibitors that this donation is in lieu of charging them for the space).

G. 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:

1. Coordination with the banquet caterer relative to:
 - a. Selection of the menu and the actual cost for each person served. This information should be provided in the form of a written contract.
 - b. 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.

2. Provide the Conclave Chairperson with information concerning prices, menus, etc., for inclusion in the printed program.
3. Coordination with the Publicity Chairperson for the printing of appropriate banquet tickets to be sold in conjunction with the registration activity.
4. 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.

H. 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:

1. Determine the fly tiers to be invited and send an appropriate invitation to each.
2. Collect from each tier a brief biographical sketch to be submitted to the Conclave Chairperson for inclusion in the printed program.
3. Establish the physical location of the tying activity and make certain that adequate facilities (tables, electrical outlets, etc.) are made available.
4. Arrange for a suitable name card to be placed at each tier's position.
5. Monitor the activities of the tiers to make certain that they set up and take down according to the printed schedule.

I. HOSPITALITY - This committee serves the needs of the individuals attending and participating at conclave.

Specific responsibilities include:

1. 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.
2. Making certain that water is available at the speaker's platform during program presentations.
3. Making certain that coffee and water is available to the fly tiers.
4. 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.
5. Provide information and assistance to guests when needed.

6. A message board should be placed near the host table to allow guests to leave and receive messages in this central location
7. Hosts will act as assistants to the Conclave Chairs when needed.

J. WOMEN'S OUTREACH ACTIVITIES - This activity is now under the guidance of the Women's Outreach Committee. The conclave 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 conclave 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:

1. If a coffee and danish social is to be held, this committee must:
 - a. Arrange for a suitable location and make the appropriate reservations.
 - b. Order necessary refreshments.
 - c. Notify the Conclave Chairperson with information concerning the event for inclusion in the printed program.
2. If a brunch or luncheon is to be held:
 - a. Select a host facility and secure the necessary reservations.
 - b. Select an appropriate menu with a contract stating the actual cost per participant.
 - c. Coordinate with the Publicity Chairperson for the printing of appropriate tickets to be sold at the registration desk.
 - d. If a speaker is desired, the speaker must be selected, determination made of an appropriate fee or honorarium, and the Conclave Chairperson notified for inclusion of information in the printed program.
 - e. 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.

- f. It may be desirable for this committee to provide information concerning community activities of interest that occur during the conclave.

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

Specific responsibilities of this committee during the conclave include:

1. Establishment of a membership booth or table in an area of high visibility.
2. Solicitation of memberships to the national, regional, and/or local organization.
3. 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.
4. 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 conclave.

L. PROGRAM - This committee, in cooperation with the Conclave 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:

1. Selection of the featured speaker or speakers. This should be done in cooperation with the Executive Committee and Conclave Chairperson. In addition:
 - a. Negotiations should be held with the speaker(s) to determine the amount of honorarium and the level of participation.
 - b. Arrangements for travel to and from the conclave, including meals, must be made.
2. Selection of additional speakers to present programs throughout the conclave. These speakers should be contacted well in advance of the conclave by letter to determine their interest in participating and availability.
3. Room assignments for commercial exhibitors.

4. Close coordination with the Conclave Chairperson relative to the scheduling of the speakers throughout the conclave period. The Conclave Chairperson is responsible for making certain that the schedule of programs is included in the printed program.
5. Reserve a suitable meeting room for the time periods required.
6. 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.
7. Arrange for an individual to introduce each speaker prior to their presentation.
8. Monitor the speaker's programs so that they begin and conclude on time according to the printed schedule.
9. Obtain a biography from each speaker for inclusion into the Conclave program.
10. Create a committee that will be responsible for assuring the security of the equipment as well as assist each program presenter will special needs during their presentation.

M. PUBLICITY - The Chairperson of Publicity works closely with the Conclave Chairperson for the purpose of publicizing the conclave within appropriate media and in drawing together information for the printed conclave program.

Specific responsibilities include:

1. Computer literate enough to create forms, the program and news releases.
2. Create and mail newsletters to all volunteers to keep them informed and interested.
3. Layout and printing of the Conclave program
4. Contact Chairperson of Programs to obtain biographical information and schedule of events.
5. Contact the Chairperson of Fly Tying to obtain biographical information on each of the invited tiers.
6. Work in cooperation with the Conclave Chairperson on preparing the printed program.

7. Obtain from the Conclave 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:
 8. A schedule of all planned events including the names of participants.
 9. The amounts to be charged for registration, the banquet, ladies activities, clinics, conclave pins, patches, hats, etc.
 10. A clear indication of to whom the checks should be written.
 11. A deadline for the pre-registration activity.
 12. 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 exhibitors, 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.
 13. 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**.
 14. Prepare and distribute press releases to the appropriate media outlets.
 15. 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.
 16. Mailings of pre-registration form, schedule of activities and any new information to Council Club Presidents.

N. 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 conclave. 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 Conclave Chairperson designate a chairperson for pre-registration and a chairperson for on-site registration.

1. Specific responsibilities for pre-registration include:
 - a. 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.

- b. Prepare packets for each registrant to include:
 - (1) A copy of their registration.
 - (2) A copy of the printed program (obtained from the Publicity Chairperson).
 - (3) Tickets to the various events that were purchased by the registrants.
 - (4) An appropriate name tag for each person.
 - (5) Any pins or patches that may have been purchased (obtained from the Conclave Chairperson).
 - c. Prepare a list of students that register for clinics or Youth Conclave to give to the instructor.
2. Specific responsibilities for on-site registration includes:
- a. Coordination with the Conclave Chairperson to verify that an adequate site has been reserved for registration activities.
 - b. Coordination with the Council Treasurer to provide an adequate amount of money to make change.
 - c. 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.
 - d. 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.
 - e. 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.).
 - f. 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.

- O. SOCIAL HOURS** - It may be desirable to conduct social hours at various times during the conclave. 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:

1. 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 Conclave 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 Conclave Chairperson.
2. 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 Conclave Chairperson.
3. 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.
4. The social hour hosts should be prepared to decline service to any individual who's physical condition dictates that the additional consumption of alcohol would be detrimental.
5. Submit to the council Treasurer all profits derived from the social hour activities.
6. 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.

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

Specific responsibilities include:

1. Coordinate with the Conclave Chairperson to verify that a suitable site is available for the time period desired.

2. Plan a program of youth activities. Suggested activities may include (but are not limited to):
 - a. Fly tying.
 - b. Knot tying.
 - c. Casting.
 - d. Basic aquatic entomology.
 - e. Video programs.
 - f. Fishing on a nearby stream. (Require children to wear sunglasses and hats for protection)
3. This committee is responsible for securing all necessary equipment and materials to support their program.
4. 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.

Q. DATES, TIMES, AND FACILITIES

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

1. **DATES** - The time of year that a conclave 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.

2. **LOCATION** - This too is a critical factor that is not as easily satisfied. Most or all of the following criteria should be fulfilled:
 - a. 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, during the past fourteen years the Southern Council Conclave 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. For the past nine years (1989-97), the entire facility has been reserved a year in advance for the conclave. (In 1999 the conclave's day time activities were officially moved to the Baxter County Fair Grounds.)

- b. There should be motels and restaurant in close proximity to the host facility to accommodate the expected attendance.
 - c. There should be a sufficient number of local attractions to satisfy those individuals in attendance who may not be interested in fishing.
 - d. 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.
3. 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 conclave will tend to attract only local patronage whereas too long a conclave results in increased costs without a corresponding increase in attendance. As a rule, the conclave should be just long enough to permit participation by a maximum number of individuals.

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

4. AUCTIONS AND RAFFLES - One of the more serious problems in conducting conclaves 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.
- a. Raffles may be of four types:
 - (1) 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.
 - (2) 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.
 - (3) 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.

- (4) 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 to be 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.

- (5) Silent Auctions are effective methods of generating revenue from moderate to higher valued items. There are two types of silent auctions:
 - (a) The entire holdings 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.
 - (b) 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.

- (6) 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 conclave. 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.

A professional auctioneer is probably the best person to ascertain the mood of the bidders. 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.

5. AWARDS - As mentioned earlier, awards are one of the most important aspect of the conclave. 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.
6. BANQUET - The Conclave 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:
 - a. Approximately ten minutes prior to the start of the banquet, social hour activities should be curtailed and individuals encouraged to take their seats.
 - b. 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.

- c. Prior to the serving of the banquet, the master of ceremonies should devote approximately ten minutes to:
 - (1) Introduce the head table party.
 - (2) Recognize the conclave committee.
 - (3) Recognize the program presenters.
 - (4) Recognize the fly tiers.
 - (5) Recognize the commercial exhibitors.
 - (6) If appropriate, ask for a moment of silence in memory of departed members (the audience should stand).
 - (7) Ask the audience to remain standing and introduce the individual presenting the invocation.

- d. The program may be resumed once most (but not necessarily all) of the people have finished eating.

- e. 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.

- f. The Casting Games Chairperson should be asked to present the casting game awards. (In 2004, this was moved to Friday evening.)

- g. The Awards Chairman is asked to present the awards.

- h. If additional awards are to be presented, they should be presented at this time.

- i. The banquet speaker should be introduced, either by the master of ceremonies or by a designated individual.

- j. Following the presentation by the banquet speaker, the scheduled conclave program resumes with activities such as the live auction, raffle, etc.

- k. 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:

Conclave 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)

R. 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 Conclave 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 conclave: First, the individuals responsible for handling the money in association with the various activities (registration, raffle ticket sales, auctions, etc.) must be accurate and trustworthy. 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 conclave) and accounted for.

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

1. 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 Conclave 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.
2. 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.
3. 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.
4. Prior to departing the conclave site, all income and any receipts for expenditures should be submitted to the Council Treasurer.

XI. Advisory and Supplemental Positions

XII. Appendix

A. Council Activities - Guidance and Time-lines, Conclave, Awards, Scholarship

1. Conclave - First full weekend in October of each year.
2. Awards -
 - a. Deadlines as established by Vice President - Communication
 - b. Awards given annually at Conclave
3. Scholarship - Deadline as established by Vice President - Education
 - a. Scholarships, whether one or more, to be presented at annual Conclave
4. General Membership Meeting - Annually on Sunday Morning following Conclave
5. Board of Directors meetings (2)
 - a. Annually on Sunday Morning following General Membership Meeting
 - b. Meeting normally held in early December as agreed upon by Executive Committee
 - c. Meeting normally held in May as agreed upon by Executive Committee

B. Forms (Non-Council)

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

C. Samples (Letters and Forms)

1. Secretary's Calendar of Recurring Events 58
2. Minutes For (name) of Meeting 59
3. Secretary's Budget Estimate of Recurring Expenses 60
4. Proxy 61
5. Notice of Meeting 62
6. Meeting Notice & Agenda 63
7. Expense Report 65
8. Budget Submission 66
9. Budget Report 67
10. Sales Tax Report Schedule 68
11. Mailing House Information 69
12. Southern Council FFF Dues Received 70
13. Time Line of Recurring Events VP - Membership 71
14. Southern Council Clubs & Officers 72
15. Southern Council Scholarship 73
16. Annual Awards 74
17. Guide Lines And Qualifications For Nominees
of The Southern Council Annual Awards 75
18. Live Auction Description Sheets 76

19.	Silent Auction Bid Sheet	77
20.	Bidder Registration Sheet	78
21.	Successful Bidder	79
22.	Pre-registration	80
23.	Registration Form	81
24.	Receipts	82
25.	Debits	84

D. Surveys

SECRETARY'S CALENDAR OF RECURRING EVENTS

MONTH	WEEK 1	WEEK 2	WEEK 3	WEEK 4
Oct	Business & Director's Meeting	Retire 6th 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 97

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 1997

To be Submitted Each October, Or As Requested, In Format At 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 PROXY

OPTION A

I, the undersigned Club President serving as Director or Council Officer, hereby consign my vote on all matters of business to be conducted during the 1997 Annual Directors Meeting, Southern Council, Federation of Fly Fishers, 5 October 1997, to the Executive Committee of the Southern Council.

President's Printed Name: _____

Club (Must be in good standing) _____

President's Signature _____

OPTION B

I, the undersigned Club President or Council Officer, hereby consign my vote on all matters of business to be conducted during the 1997 Annual Directors Meeting, Southern Council, Federation of Fly Fishers, 5 October 1997, to (Print Name) _____

Club (Must be in good standing) _____

President's Printed Name: _____

President's Signature _____

This proxy must be received no later than 31 September 1998.

Mail to: Pat Smith

2603 Buford Spur Road

Mountain Home, AR 72653

NOTICE OF MEETING

There will be a meeting of the general membership of the Southern Council at the Ramada Inn, Mountain Home, AR on _____ at _____. The purpose of the meeting is to conduct such business as the general membership may bring before the Board of Directors.



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 1997

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 1997 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 1997 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	Conclave 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 1997)

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. Nominating process to be completed by 01 March 1998.

(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 1997 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 1997 Executive Committee meeting left me with the impression that very little information was available about the Moores.

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 1995 or 1996. Personnel at the home indicated that the Moores 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 Moores. This would improve the Council's ability to appropriately recognize the Moores 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 1997 | 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 1997 meeting .

Remember to Take A Youngster Fly Fishing

George K. Hobson

encl. as

FEDERATION OF FLY FISHERS®
SOUTHERN COUNCIL
BUDGET REPORT
TR-BR-01.97

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			
STATE TAX	+	LOCAL TAX	= TOTAL TAX

Special Event/Booth Vendor Signature _____

Date _____

Mailing House Information

Send printed labels sorted by zip code to:

Ed Reed
Arab Tribune
P.O. Box 605
619 South Brindlee Mountain Parkway
Arab, Alabama 35016

Phone (205) 586-3188

TIME LINE OF RECURRING EVENTS

VP - Membership

Daily

- Update data base as information arrives

Monthly

- Update Club Dues Status Report

Quarterly

- Print *Long Casts* mailing labels

Annually

- Update data base with club roster information.
- Purge names of members no longer in good standing.
- Send letter to all clubs requesting them to submit dues, rosters and list of officers.

SOUTHERN COUNCIL CLUBS & OFFICERS

Current Date

ID	Club Name	Meeting/Time	Office	Prefix	Last Name	First Name	Address	City	State	Zip code	Telephone
1	ACADIANA FLY RODDERS	1 st Tuesday 7:00 p.m.	President	Mr.	Dauphin	Barry Paul	224 Wyman Road	Scott	LA	70583	(318) 873-8912
2		Board meeting 3 rd Tuesday 6:00 p.m.	Vice President	Mr	Deshotels	Jack H.	112 St. Nicholas	Lafayette	LA	70506	(318) 988-3517
3	January 1 - 1 yr	Grace Presbyterian Church	2 nd Vice President	Mr.	Dunbar	Bill	509 Dafney Drive	Lafayette	LA	70503	(318) 984-8661
4		518 Roselawn Blvd	Treasurer	Mr.	Steinhorst	Richard	225 Woodvale Ave.	Lafayette	LA	70503	(318) 981-4303
5		Lafayette LA 70501	Secretary	Mr.	Langlinais	Mabry	119 W Clement St	Lafayette	LA	70506	(318) 234-6486
6			Sgt/Arms	Mr.	Archibald	Daniel	505 Idlewood Blvd	Lafayette	LA	70506	(318) 981-1209
7			Newsletter Editor	Mr.	Langlinais	Mabry	119 W Clement St	Lafayette	LA	72506	(318) 234-6486
8											
9	ALAMO FLY FISHERS	3 rd Tuesday 7:00 PM	President	Mr.	Moses	J.R. (Jimmy)	222 Ridgehaven	San Antonio	TX	78209	(210) 826-6562
10		Alamo Heights Presbyterian Church	Vice President	Mr.	Flanagan	Steve	15019 Northern Dancer	San Antonio	TX	78248	(210) 493-5546
11	July 1 - 1 Yr	6201 Broadway	Treasurer	Dr.	Priddy	Bud	8305 N Verde	San Antonio	TX	78240	(210) 684-3426
12			Secretary	Ms.	Gilliam	Debbie	1518 Oakeast	San Antonio	TX	728253	(210) 679-8000
13			Membership	Mr.	Flanagan	Steve	15019 Northern Dancer	San Antonio	TX	78248	(210) 493-5546
14			Newsletter Editor	Ms.	Gilliam	Debbie	1518 Oakcast	San Antonio	TX	78253	(210) 579-8000
15											
16	ARKANSAS FLY FISHERS	3 rd Monday 6:30 PM	President	Mr.	Hutchinson	Alan	42 Mine Hill	N. Little Rock	AR	72118	(501) 758-4242
17			Treasurer	Mr.	Kiddy	Randall	8910 Fairhaven Rd	Little Rock	AR	72205	(501) 225-6517
18	January 1 - 1 yr		Secretary	Mr.	Austin	Tony	19 Cobble Hill	Little Rock	AR	72211	(501) 225-8347
19			Newsletter Editor	Ms.	Hutchinson	Joyce	42 Mine Hill	N. Little Rock	AR	72118	(501) 758-4242
20											
21											
22											
23											
24											

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 & zipcode*)

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
R. H. McIntosh, V.P. Communication
6666 Woodson Drive
Mission, Kansas 66202-4258
913-722-3684

March 27, 1997

Memo to All Southern Council Clubs

Subject: 1997 Annual Awards

It is time to start thinking about the nominations for the 1997 Annual Awards to be presented at the 1997 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, 1997 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

R. H. McIntosh

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. Recipient must not be a member of the Southern Council.

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		

1997 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

ITEM NUMBER

SUCCESSFUL BIDDER NUMBER

AMOUNT OF SUCCESSFUL BID

ITEM NUMBER

SUCCESSFUL BIDDER NUMBER

AMOUNT OF SUCCESSFUL BID

ITEM NUMBER

1997 SOUTHERN COUNCIL CONCLAVE REGISTRATION FORM

Please type or neatly print. Make check payable to: *Southern Council, FFF*

Name: _____

Other family members (as you wish them to appear on their name tags):

Address: _____

Are you an FFF Member? Yes No Club Affiliation (Optional): _____

	COST	NUMBER	AMOUNT
Registration Fee: Single Family Senior Single (65 or over) Senior Family (65 or over)	\$ 10.00		
	\$ 14.00		
	\$ 8.00		
	\$ 10.00		
Saturday Evening Banquet (must be registered to attend)	\$ 13.00		
Saturday Ladies' Brunch (includes tip and gratuity)	\$ 10.50		
Intermediate and Advanced Fly Tying (pre-registration required) circle first choice: Fri. 9 am - noon or Sat. 1 - 4 pm	\$ 25.00		
Conclave Speaker: Fly Casting Clinic (pre-registration required) Sat. 1 pm - 4 pm	\$25.00		
Beginning Fly Tying (pre-registration required) Fri. 1 - 4 pm	No Charge		
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: \$

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: \$

BY-LAWS
of the
SOUTHERN COUNCIL
FEDERATION OF FLY FISHERS



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BY-LAWS
of the
SOUTHERN COUNCIL
FEDERATION OF FLY FISHERS

Updated 10/4/04

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 these Constitution and By - Laws as the Southern Council of the 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. Promote conservation of recreational resources.
 - c. Facilitate and improve the knowledge of fly fishing.
 - d. Elevate the standard of integrity, honor and courtesy of anglers.
 - e. Cherish the spirit of fellowship among anglers everywhere.
 - f. Maintain liaison with other sportsmen and conservation organizations and governmental agencies concerned with the spirit o angling .
 - g. Inform the general membership of Council developments of interest.
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 Southern Council is established as a non-profit, domestic organization organized exclusively for educational and conservation purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code including for such purposes the making of distributions to organizations that qualify as exempt organizations under the same section. The council shall not carry on any other activities not permitted of
 - (1) an organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code or
 - (2) an organization to which contributions are deductible under Section 170 (c) (2) of the Internal Revenue Code or corresponding section of any future tax code.
 - c. The Council will publicize improvements in the techniques of fly fishing, fly tying, fly casting and related angling subjects.
3. Avoidance of Political Activity.

No substantial part of the activities of the Southern Council shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Southern 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.

ARTICLE III - MEMBERSHIP AND DUES

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.
2. Adherence to Objectives. All members shall subscribe to the objectives of the Federation.
3. Eligibility. Membership shall not be restricted, and any individual, club, association, league, or other entity of the Federation shall be eligible for membership in the Federation.
4. Membership.
 - a. Current Federation members (clubs and individuals) located in the area of the States of Arkansas, Kansas, Louisiana (West of Mississippi River), Missouri, Oklahoma and Texas shall be considered to be members of the Southern

Council unless they officially declare otherwise to the business office of the Federation and to the Southern Council at its principal address.

- b. Any individual or club Federation member outside the above listed area, may become a member of the Southern Council by stating that intention in writing to the business office of the Federation and to the Southern Council at its principal address.
5. Dues. The dues of the members of the Federation shall be determined for each class and category of membership by the Federation Board, and shall be payable annually unless the Federation Board shall determine otherwise.
- a. The Council shall be self sustaining through donations and fund-raising activities.
 - b. The Council shall not assess dues separately from the Federation.
6. Suspension/ Expulsion of Members.
- a. The Council may not suspend Federation membership nor may it expel members of the Federation in good standing.
 - b. The Council may recommend, for good cause, suspension or expulsion of a member to the Federation Board.

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 Council.

ARTICLE V - MEETINGS OF THE SOUTHERN COUNCIL

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.
2. Special Meetings. Special meeting of the General Membership for any purpose or purposes may be called by resolution of a majority of the Council Board unless otherwise regulated by statute.
3. Notice of Meetings. Notice of the time, place and objective of a meeting of the Membership shall be given personally or by first class mail addressed to each member entitled to vote at the meeting or may be included by being prominently displayed in a newspaper or other periodical regularly published at least semi-annually by or on

- behalf of the Southern Council, or Federation, which is addressed to a member entitled to vote at the meeting and mailed at postage rates complying with the regulations of the United States Postal Service. In each instance, the notice shall be given not less than ten (10) nor more than sixty (60) days before the date of the meeting.
4. Eligibility to Vote. Only Southern Council Members shall have the right to vote.
 5. Quorum. At any Membership meeting of the Southern Council, the quorum will consist of those members present.
 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

1. Structure of the Board.
 - a. There shall be a Board of Directors (referred to as the Council Board) consisting of:
 - (1) the presidents of the Southern Council member clubs
 - (2) two (2) Directors elected at large from and by the membership of the Southern Council
 - (3) the President, Senior Vice President/Secretary, Treasurer and Vice Presidents of the Council, who shall be elected by the Board of the Directors.
 - b. The President of the Southern Council and the two (2) Directors elected at large by the membership of the Council shall serve as the Council's members of the Federation's Board of Directors.
2. General Powers. The Council Board shall control the business and affairs of the Southern Council and may exercise all such authority and powers of the Southern Council and do all such lawful acts and things as are not, by law or by these Constitution and By-Laws directed or required to be exercise or done by the members directly.
3. Election of Directors.
 - a. Election of the Directors at Large shall be by mail-in ballot of the Membership of the Southern Council.

- (1) The Nominating Committee, as provided for in Article IX, Section 2, shall nominate the Directors at Large from the membership of the Council at least ninety (90) days prior to the Federation's Annual General Membership Meeting.
 - (2) The list of nominees shall be provided to the Federation office for preparation of a mail in ballot.
 - (3) The Federation office will prepare, mail, and receive the ballots, compile the results and provide the information to the Southern Council.
- b. The Presidents of the Southern Council member clubs, selected in accord with the directing instrument of their organization, shall serve as Directors, Ex officio, of the Southern Council.
 - c. The Nominating Committee shall
 - (1) Provide a list of nominees for the Council positions of: President, Sr. Vice President/Secretary, Treasurer, and Vice Presidents of the Council.
 - (2) Submit the list to the seated Board for election.
 - d. As the Council club membership increases or decreases, the size of the Board of Directors shall be adjusted automatically and immediately.
4. Term of Office and Qualifications.
 - a. The President, Sr. Vice President/Secretary, Treasurer, and Vice Presidents of the Southern Council shall serve a term of two (2) years or until their successors are elected.
 - b. Directors at Large shall serve a term of one (1) year or until their successors are elected.
 - c. Directors Ex officio shall serve in accord with their term of office as specified by their respective club's charter or directing instrument.
 5. Place of Meeting. The Council Board may hold its meetings at such place or places as the Council Board, from time to time, may determine or as shall be specified or fixed in the respective notices or waivers of notice.
 6. Regular Meetings. Regular meeting of the Council Board shall be held at such times and places as the Council Board, by resolution, may determine except that the Council Board must assemble at least once a year at the Council's annual meeting.
 7. Special Meetings. Special Meetings of the Council Board shall be held whenever called by the Senior Vice President/Secretary acting with the consent of a majority of the Council Board or by the President.

8. Quorum and Manner of Acting.
 - a. Except as provided in Section 12 of this Article, a quorum shall consist of those Directors present and voting at a regular or special meeting.
 - b. Any act of a majority of the Directors present at any meeting at which a quorum shall be present shall be deemed an act of the Council Board.
9. Proxies. Votes in action of the Southern Council may be cast in person or by proxy. Proxy form shall be designated by the Council Board and accepted by the Secretary of the Council before the meeting in which it shall be voted.
10. Notice of Meeting.
 - a. Notice of the time, place, and objective of a meeting of the Council board shall be:
 - (1) Given personally or by first class mail addressed to each Council Directors: or,
 - (2) It 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 Southern Council or Federation and mailed at postage rates complying with the regulations of the United States Postal Service addressed to a Council Directors.
 - b. In each instance, the notice shall be given not less than fifteen (15) days nor more than sixty (60) days before the date of the meeting.
 - c. Notice need not be given to any Director if such notice shall be waived by him.
 - d. Business may be transacted by the Council Board at a meeting at which every member of the Council Board shall be present though held without notice.
11. Alternative Action by Council Board.
 - a. To the extent permitted by law, the Council Board may act by mail, telephone, or other methods as requested by President, or Senior Vice President/ Secretary acting in place of the President to transact its business.
 - b. Participation in a meeting pursuant to this section constitutes presence in person at the meeting.

12. Removal of Directors.

- a. Any Directors may be removed at any time by the affirmative vote of at least two-thirds (2/3) of a quorum of the whole Council Board at a regular meeting or at a special meeting of the Council Board called for that purpose.
- b. Action to remove Directors at Large must be confirmed by special ballot of the membership of the Council within forty-five (45) days of the action of the Council Board.
- c. On removal of a Council Director who is a club president,
 - (1) Notice of the removal of a Director is left to the club as being not within the purview of the Council.

13. Vacancies.

- a. Any vacancy in the Council Board caused by death, resignation, removal, or any other cause of a Director elected by the membership of the Council, of the council, of the Senior Vice President/Secretary or of the Treasurer shall be filled by appointment of the President with the advise and consent of the Council Board.
- b. Other vacancies shall be filled in accordance with Operative instrument of the club of that particular board member for the succession to the president of that club.
- c. In the event of the vacancy of the President of the Council, the Senior Vice President/Secretary of the Council shall succeed to the Presidency of the Council in accordance with Article VII, Section 9.

ARTICLE VII - OFFICERS

1. Southern Council Officers.

- a. The Council Board shall elect the officers of the Southern Council.
- b. The officers of the Southern Council shall be:
 - (1) The President
 - (2) The Sr. Vice President/ Secretary
 - (3) The Treasurer
 - (4) The Vice President - Conservation

- (5) The Vice President - Education
 - (6) The Vice President - Membership
 - (7) The Vice President - Development
 - (8) The Vice President -Communications
- c. The officers of the Southern Council shall be individual members of the Federation and may be members of an affiliated club.
2. Terms of Office. All officers shall serve for (2) two years or until their successors are elected.
3. Executive Committee. The operational implementation of the Council Board's goals, directions and policies as funded by the Council Board shall be conducted by an Executive Committee which shall be comprised of the President, Sr. Vice President/Secretary, Treasurer, Vice Presidents of the Council, and the two Directors At Large. The Executive Committee shall be empowered to act on behalf of the Council Board as a whole between meetings of the whole Council Board. Actions of the Executive Committee are subject to ramification by the Council Board as a whole.
4. Removal. Any officer of the Southern Council may be removed at any time by resolution adopted by a majority of the whole Council Board at a regular meeting or at a special meeting called for that purpose.
5. Vacancies. A vacancy in any office, other than the President, because of death, resignation, removal, or other cause shall be filled for the unexpired portion of the term by nomination of the President with the advise and consent of the Council Board.
6. President.
- a. The President shall:
 - (1) be the Chief Executive Officer of the Southern Council
 - (2) have general supervision over the activities of the Southern Council, subject to the Council Board.
 - (3) see that all orders and resolution of the Council Board are carried out.
 - b. The President must sign, execute and deliver, in conjunction with either the Sr. Vice President/Secretary or the Treasurer, all deeds, mortgages, bonds, contracts or other instruments authorized by the Council Board in the name of the Southern Council except in the cases where the signing, execution or delivery thereof shall be expressly directed by the Council Board or by these Constitution and By-Laws to some other officer or agent of the Southern Council or where thereof shall be required by law to be signed, executed and delivered.

- c. In general the President shall perform all duties incidental to the office of President and such other duties as may from time to time be assigned to him or her by these Constitution and By-Laws or by the Council Board.

7. Senior Vice President/Secretary.

a. The Sr. Vice President/Secretary shall:

- (1) Act with full authority of the President when and if the President's position becomes vacant during the term of office.
- (2) At the request of the President, or in the case of his absence or inability to act, the Sr. Vice President:
 - (a) shall perform the duties of the President and
 - (b) when so acting, shall have all the powers of the President.
- (3) Act as secretary of and keep the minutes of all meetings of the General Membership, the Council Board, and the Executive Committee,
- (4) cause to be given notice of all meetings of the Members and Director,
- (5) have charge of :
 - (a) the register of members and
 - (b) the other books, records and papers of the Southern Council relating to its organization as a non-profit organization
- (6) see that the reports, statements and other documents required by law are properly kept or filed
- (7) perform,, in general, all the duties incidental to the office of Secretary
- (8) may sign, execute and deliver, in conjunction with the President and in the name of the Southern Council, all deeds, mortgagees, contracts, bonds, or other instruments authorized by the council Board
- (9) shall also have other powers and perform such duties not inconsistent with these Constitution and By-Laws as the Council Board shall from time to time prescribe.

b. The Sr. Vice President/Secretary shall hand over to his or her successor in office within (10) ten days after the election of his or her successor all books and records pertaining to his or her office.

- c. The Sr. Vice President/Secretary may appoint a recording Secretary who shall act solely in support of the secretarial functions, i.e., recording of the minutes of the meetings of the General Membership, Council Board or Executive Committee.
8. Treasurer,
- a. The Treasurer shall
 - (1) Have charge and custody of and be responsible for all the funds and securities of the Southern Council.
 - (2) Prepare an annual budget for the Southern Council.
 - (3) Keep full and accurate accounts of receipts and disbursements in books belonging to the Southern Council.
 - (4) Deposit all moneys 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.
 - (5) Disburse the funds of the Southern Council as may be ordered by the Council Board, taking proper vouchers for such disbursements.
 - (6) 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.
 - (7) Perform all the duties incidental to the office of the Treasurer and such duties as may from time to time be assigned to him or her by the Council Board.
 - b. The Council Board may require an independent audit of the Southern Council's accounts at any time.
 - c. The Treasurer shall hand over to his or her successor in office within (10) ten 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.
 - d. the Treasurer may sign, execute and deliver, in conjunction with the President, in the name of the Southern Council all deeds, mortgages, contracts, bonds or other instruments as authorized by the Council Board.
9. Vice Presidents.

- a. Vice President - Conservation. The Vice President for Conservation shall:
 - (1) Be responsible for ongoing fisheries programs and development of such new programs at the Council level.
 - (2) Coordinate requests for conservation assistance from individuals or groups.
 - (3) Have control of implementation of directives and policy as outlined by the Council Board.

- b. Vice President - Education. The Vice President for Education shall:
 - (1) Be responsible for development of educational programs at the Council level.
 - (2) Coordinate requests for assistance in development of educational programs from individuals or groups.
 - (3) Have control of implementation of directives and policy as outlined by the Council Board.

- c. Vice President - Membership. The Vice President for Membership shall:
 - (1) Be responsible for development of Federation membership, individuals and clubs, within the Council.
 - (2) Coordinate requests for assistance in the formation of new clubs within the Council.
 - (3) Have control of implementation of directives and policy as outlined by the Council Board.

- d. Vice President - Development. The Vice President for Development shall:
 - (1) Be responsible for fund raising to support the activities of the Council.
 - (2) Have control of implementation of directives and policy as outlined by the Council Board.

- e. Vice President - Communications. The Vice President for Communications shall:
 - (1) Be responsible for development and distribution of the Council newsletter and other such Communications media as may be desirable and authorized by the Council Board.
 - (2) Have control of implementation of directives and policy as outlined by the Council Board.

f. General.

- (1) Each of the Vice Presidents may select from the membership such aides as he deems necessary for the accomplishment of the objectives of the position of Vice President. Such appointments must have the prior approval of the President.
- (2) All projects must meet the qualifications and guidelines set out within Article II of these Constitution and By-Laws.

ARTICLE VII - RESIGNATION OF OFFICERS, DIRECTORS

Any Director or Officer may resign his or her office at any time by giving written notice of that resignation to the President or the Secretary of the Southern Council. Such resignation shall take effect at the time specified within the notice or, if no time specified, upon receipt. Acceptance of the notice shall not be necessary to make it effective.

ARTICLE IX - COMMITTEES

1. Special Committees
 - a. Special Committees may be appointed by the President at a business meeting or whenever deemed necessary.
 - b. No committee shall have fewer than three (3) members.
2. Nominating Committee.
 - a. shall consist of a chairman appointed by the President and three (3) additional members selected by the chairman.
 - b. shall be comprised of members who have not served on the committee in the previous three (3) years.
 - c. shall
 - (1) search out qualified nominees for each open position, i.e. two (2) Directors at Large and the officers of the Council, and
 - (2) solicit additional nominations from the membership of the Council via notice in the Council Newsletter or other means permitted by these Constitution and By-Laws.
 - d. Shall submit the list of all nominees for the Directors At Large positions to the Federation's office no later than ninety (90) days prior to the Federation Annual

General membership Meeting for placement on a mail-in ballot to be sent to the Southern Council Membership.

- e. Shall submit the list of nominees for the officers of the Council to the Council Secretary for inclusion in the Notice of Meeting to the Board of Directors.
- f. Every member considered for nomination by the Committee, or submitted by the membership in nomination, shall be informed of the nomination and shall consent to the nomination before their name is placed on a ballot for election.
- g. The recommendations of the Nominating Committee shall be identified as such.
- h. No member serving on the Nominating Committee shall be ineligible for nomination to an office.

ARTICLE X - FINANCE

- 1. Fiscal Year. The fiscal year of the Southern Council shall coincide with the fiscal year established for the Federation.
- 2. Budget. The Council Board shall review and approve the annual budget of the Southern council submitted by the Council Treasurer.
- 3. Expenditures.
 - a. No member, officer or representative of the Southern Council shall have authority to contract any obligation for the Southern Council unless the contract has been authorized by specific resolution at a regular or special meeting of the Council or Board.
 - b. Every expense and financial liability of the Southern Council shall be accounted for by acceptable methods of accounting and in enough detail to show how all activities are financed.
 - c. No part of the net earnings shall inure to the benefit of , or be distributed to its members, trustees, officers or other private persons except that the Southern Council shall be authorized and empowered to pay reasonable compensation for out of pocket expenditures approved by the President and/or Treasurer.
 - d. No borrowing shall be contracted on behalf of the Council; and, no note or other evidence of indebtedness shall be issued in its name.
 - e. Funds of the Council shall be considered as entrusted to it by its members for use in accordance with these By-Laws. These funds shall not be considered as funds or property of the Federation.

- f. The Council shall have no financial interest in the property , assets or liabilities of the Federation or of any other organization in which it may hold membership or with which it be affiliated, unless specifically agreed in writing by both parties and approved b the Council Board.

ARTICLE XI - OFFICES AND BOOKS

1. Offices. The principal office of the Southern Council shall be the address of the President of the Council unless the Council Board shall otherwise determine. The Council Board may from time to time establish other offices or branches of the Southern Council in places it deems to be expedient.
2. Books.
 - a. Correct books of all the business and transactions of the Southern Council, a copy of these Constitution and By-Laws shall be kept at the office of the Southern Council.
 - b. The register of membership of the Southern Council, which shall contain the names, alphabetically arranged, of all persons who are members of the Southern Council showing their respective places of residence and the time when they, respectively, become member thereof shall be kept at the offices of the Federation who shall keep the Council, Sr. Vice President/Secretary and Vice President - Membership apprized and informed.

ARTICLE XII - WAIVER OF NOTICE

Whenever, under the provisions of any governing law of these Constitution and By-Laws, or any resolution of the Council Board, the Southern Council or the Council Board is authorized to take any action after notice to members or Directors or after the lapse of a prescribed period of time, such action may be taken without notice and without the lapse of any period of time, if, at any time before or after such action shall be completed, such notice or lapse of time shall be waived in writing by the person or persons entitled to said notice or entitled to participate in the action to be taken.

Any meeting at which all members or, in the case of a meeting of the Council Board, all Directors are present, or with respect to which notice is waived by any absent member or Director, may be held at any time, for any purpose and at any place, and shall be deemed to have been validly called and held: and all acts done and business conducted at any such meeting shall be deemed valid in all respects.

ARTICLE XIII - AMENDMENTS

1. These Constitution and By-Laws may be altered, amended or repealed or new By-Laws made at any meeting of the Council Board of the Southern Council by an affirmative vote of two-thirds (2/3) of a quorum of the Council Board.

2. Notice of the proposed amendment, together with the text of the proposed amendment shall be delivered to the Council Directors as outlined in Article VI of these Constitution and By-Laws.
3. The amendment will be presented to the Federation's Board for approval and will go into effect upon such approval.

ARTICLE XIV - DISTRIBUTION OF ASSETS UPON DISSOLUTION

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

ARTICLE XV - RULES OF ORDER

The Southern Council will function under “Robert's Rules of Order - Revised” except as specified by these Constitution and By-Laws.

ARTICLE XVI - APPROVAL OF CONSTITUTION AND BY-LAWS.

These Constitution and By-Laws shall become binding and effective when they are duly accepted at a meeting of the Council Board, notice of which was given as provided by Article VI, Section 3; approved by the Board of the Federation of Fly Fishers, Inc. and signed by the President, Vice President/Secretary, and Treasurer of the Southern Council.

ARTICLE XVII - CONFLICT OF AUTHORITY

Any conflict in intent between this Constitution and By-Laws and a Federation Instrument which specifically controls activities, as specified in Article II of these Constitution and By-Laws, shall be decided in favor of the Federation's Instrument.

10/4/2004