

# BY-LAWS AND STANDING RULES MINNESOTA STATE B.A.S.S. CHAPTER FEDERATION

(Hereafter MSBCF)

## ARTICLE I

### NAME AND PURPOSE

#### Section 1

##### Name

This organization shall be called the "Minnesota State B.A.S.S. Chapter Federation".  
(Hereafter "MSBCF")

#### Section 2

##### Purpose

The purpose of this organization is to:

1. **Stimulate public awareness of bass fishing** as a major sport.
2. **Offer the Minnesota Department of Natural Resources our organized moral and political support**, promote full adherence to and enforcement of, conservation regulations and provide input regarding policy changes that may affect bass fishing.
3. **Improve our skill as bass anglers** through a friendly exchange of ideas and techniques used in tournament fishing.
4. **Promote and encourage youth fishing** and teach youth the importance of "Catch and Release".
5. Function as a **link between the Minnesota Chapters and National B.A.S.S. Headquarters**.
6. **Sponsor a State Tournament of Champions** to determine the top fishermen in the State who will represent the MSBCF at the "B.A.S.S. Divisional Tournament - Northern Division" Championships.

## ARTICLE II

### MEMBERSHIP

#### Section 1

##### Membership

1. The **Membership Year** for the MSCBF is a 12 month period beginning on December 1<sup>st</sup> and ending on November 30<sup>th</sup> of the following year.

## Section 2

### New Chapters

The minimum requirements for a new chapter to establish affiliation with the MSBCF are:

1. Affiliation with National B.A.S.S.
2. Turn in a club roster, using the official roster form, containing at least six (6) members and dues payment for the members on the roster to the MSCBF Secretary.
3. Approval by two-thirds vote of the Board of Directors.
4. Newly affiliated Chapters may be given a first year's grace period from the meeting requirement in Article II, Section 5, Chapter Representative by approval of a two-thirds vote of the Board of Directors.

## Section 3

### Existing Chapters

A club shall be considered an existing chapter after their first year of affiliation with the MSBCF.

For an existing Chapter to maintain affiliation with the MSBCF, it must:

1. Maintain affiliation with the national organization of B.A.S.S.
2. Turn in a club roster, using the official roster form, containing at least six (6) members and dues payment for the members on the roster to the MSCBF Secretary for the current **Membership Year**.
3. Any Chapter or Chapter member that is not on an official roster form or who has not paid their membership dues for the current **Membership Year** shall be considered **inactive** until a roster is filed and dues are paid to the MSCBF Secretary.

## Section 4

### Dues and Assessments

1. Individual Chapters are responsible for maintaining affiliation with the MSBCF by paying the annual dues of their Chapter, as calculated on a per member basis.
2. If a special assessment is needed, the MSBCF must notify the Chapters six (6) weeks prior to the start of the State Tournament. Each Chapter shall pay to the MSBCF Treasurer all assessment(s) due at least three (3) weeks prior to the State Tournament.

## Section 5

### Chapter Representative

1. Chapters must have a Chapter Representative at 3 of the 5 MSBCF meetings beginning with the first meeting after the previous year's State TOC to participate in that year's MSBCF State Tournament.
2. The Chapter Representative shall sign in on the official attendance form furnished by the MSBCF Secretary at the beginning of each meeting.
3. Chapter Representatives shall represent their Chapter in the meeting and vote on any issues requiring a vote at the meeting.
4. Each Chapter shall have only one Chapter Representative and one vote.

## **ARTICLE III**

### **OFFICERS**

#### **Section 1**

##### **Board of Directors**

The officers of the MSBCF shall be President, First Vice President, Second Vice President/Tournament Director, Secretary, Treasurer, Youth Director, Conservation Director and a Director from each of the four (4) Regions. These officers shall perform the duties prescribed by these By-laws, and according to the parliamentary authority adopted by the MSBCF.

#### **Section 2**

##### **Officer Election**

Officers will be elected at the last meeting of the calendar year. Any Chapter in good standing may nominate officers. Voting shall occur at the December MSBCF meeting. Officers assume duties as of January 1 of the following calendar year.

#### **Section 3**

##### **Term of Service**

All officers will serve a term of two years, starting January 1st and ending December 31st of the calendar year. President, First Vice President, Treasurer, Conservation Director, North Regional Director, and South Regional Director will be elected in the odd numbered years. Second Vice President/Tournament Director, Secretary, Youth Director, East Regional Director, and West Regional Director will be elected in even numbered years.

#### **Section 4**

##### **Regional Officer Requirement**

MSBCF officers can come from any region, with the exception of Regional Directors, who must come from their respective regions.

#### **Section 5**

##### **Officer Requirements**

Officer candidates must have attended a minimum of 75% of MSCBF meetings during the last year, and demonstrate a willingness to hold office and perform its duties.

#### **Section 6**

##### **President Requirement**

Candidates for President must have held an MSCBF office or committee position for a minimum of two years.

## Section 7

### Duties Of Officers

#### **PRESIDENT**

1. To preside over meetings of the Chapter Representatives and Board of Directors.
2. To be the voice of the MSBCF at all National B.A.S.S. Chapter functions.
  - The MSBCF will pay for the President's reasonable travel, meal and hotel costs associated with the annual President's Meeting.
3. To appoint ad hoc committees to handle special problems of the MSBCF.
4. To serve as a member on all Standing Committees and any Special Committees he/she appoints.

#### **FIRST VICE PRESIDENT**

1. To preside over all MSBCF meetings in the absence of the President.
2. To work closely with the President on all matters concerning the operation of the MSBCF.
3. To coordinate and direct the activities of the following committees:
  - Public Relations
  - Membership
  - Newsletter
4. To be the voice of the MSBCF at all National B.A.S.S. Chapter Functions in the absence of the President.

#### **SECOND VICE PRESIDENT/TOURNAMENT DIRECTOR**

1. To preside over all MSBCF meetings in the absence of the President and First Vice President.
2. To work closely with the President and First Vice President on all matters concerning the operation of the MSBCF.
3. To collect a list of all prize money tournaments, and publish them for the Chapters by October.
4. To coordinate the scheduling of Chapter tournaments.
5. Make all final decisions interpreting State Tournament Rules and Regulations.
6. Appoint an alternate(s) supervisor who will report to the Tournament Director.

#### **SECRETARY**

1. To take accurate minutes at all MSBCF meetings.
2. To supply Chapter Representatives with minutes of each MSBCF meeting, along with a proposed agenda and meeting site for the next meeting.
3. To preside over MSBCF meetings in the absence of the President and Vice Presidents.

#### **TREASURER**

1. To keep accurate financial records for the MSBCF.
2. To supply Chapter Representatives with a yearly financial statement and proposed budget for the next year.
3. Maintain MSBCF bank accounts as needed.
4. To preside over MSBCF meetings in the absence of the President, Vice Presidents, and Secretary.

## **YOUTH DIRECTOR**

1. To promote the growth of the Federation Chapters involvement in youth activities in the community, including but not limited to the Casting Kids program, Junior Tournaments and the Junior B.A.S.S. Chapter program, as well as work with outside organizations.
2. To coordinate the scheduling and staffing of Federation sponsored events.

## **CONSERVATION DIRECTOR**

1. To promote the growth of MSBCF involvement in conservation activities in the community.
2. To be the voice of the Federation on environmental and conservation matters at all appropriate forums.

## **REGIONAL DIRECTORS**

1. The State shall be divided into North, East, West, and South Regions.
2. The Chapter Federation Representatives from each region shall elect a MSBCF Regional Director to represent them on the Board of Directors.
3. Assistant Directors may also be elected.

### **Section 9**

#### **Voting Requirement**

No MSBCF officer may cast a vote in the full House of Chapter Representatives, unless he/she is acting as the agent of his/her Chapter.

### **Section 10**

#### **Removal from Office**

Any MSBCF officer or Special Committee member may be removed from office for cause by a majority vote of Chapter Representatives present, at a meeting of the House of Chapter Representatives, with 30 days written notice of such vote.

## **ARTICLE IV**

### **MEETINGS**

#### **Section 1**

##### **Meeting Dates**

MSBCF meetings of Chapter Representatives will be on the **3rd Saturday of October, January, and April** and on the **first Saturday of December and March**. The MSBCF President and/or Board of Directors may call additional meetings as needed.

Meetings may be rescheduled no later than thirty (30) days prior to the new date by majority vote of the Chapter Representatives. The Federation Secretary shall provide, written, telephone or email notice of any rescheduled meeting to all Chapter Presidents and Federation Representative within three (3) days of its rescheduling.

## Section 2

### **Meeting Quorum**

Fifty percent (50%) of established active Chapters are needed to establish a quorum. Inactive or non-existent chapters as determined by the MSBCF Board of Directors shall not be counted when figuring the number for quorum. The President shall announce the number of Chapters required to form a quorum at the October meeting of each year.

## **ARTICLE V**

### **BOARD OF DIRECTORS**

## Section 1

### **Composition**

The MSBCF Board of Directors shall be comprised of the President, First Vice President, Second Vice President/Tournament Director, Secretary, Treasurer, Youth Director, Conservation Director, and the four Regional Directors.)

## Section 2

### **Meetings**

The MSBCF President shall have the authority to call meetings of the Board of Directors, as he/she deems necessary.

## Section 3

### **Authority**

The MSBCF Board of Directors shall function as the executive body of the organization. The board is empowered to determine the MSBCF's course of action on all business and other issues that do not require a vote of the general membership, as determined by these by-laws.

The MSBCF Board of Directors shall prepare and present an annual budget to the Full House of Chapter Representatives no later than the December meeting of each year. This budget should be voted on by the Full House of Chapter Representatives at the December meeting of each year, by the end of the last quarter of the year.

Decisions of the MSBCF Board of Directors shall be presented to the membership and are final, unless challenged. Challenges to the decisions of the Board must be in written form and presented to the membership at a regularly scheduled MSBCF meeting. Each Chapter has the thirty (30) days or until the next MSBCF meeting to vote on the challenge and report its results to the Secretary. A majority vote of the entire MSBCF membership is required to overrule a decision of the Board.

## Section 4

### **Vacancy**

A vacancy on the MSBCF Executive Board shall be filled by special election, with 30 days notice

to Chapter representatives.

## Section 5

### **Quorum**

Two-thirds of the MSBCF Board of Directors must be present at any meeting to establish a quorum.

## Section 6

### **Chapter Alignment**

The MSBCF Board of Directors will annually review the alignment of the Chapters within the regions. If realignment of the Chapters within regions is deemed necessary, the MSBCF Board of Directors will determine such realignment.

## Section 7

### **Responsibilities**

The MSBCF Board of Directors shall be responsible for meeting the following timetable:

1. Dues Assessment: Last quarter, approval by the end of the last quarter
2. Tournament Site Selection: First quarter
3. Election of Officers: Last quarter of the year
4. Regional Alignment: First quarter
5. Budget: Last quarter with vote by the full MSBCF by end of the last quarter.

## Section 8

### **B.A.S.S. Requirements**

It is the responsibility of the MSBCF Board of Directors to establish a Divisional Team based on National B.A.S.S. team size requirements.

## **ARTICLE VI**

### **SPECIAL COMMITTEES**

The MSBCF President shall have authority to appoint committees to help the Director(s) of Special Committee(s) in the performance of their duties. Any such committee(s) shall terminate upon election of a new President. The committees may include, but are not limited to:

- Newsletter Editor / Public Relations Director
- Fund Raiser Director
- Convention Director
- Parliamentary Secretary
- Media Director

## **ARTICLE VII**

### **PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* will govern all meetings of the MSBCF.

## **ARTICLE VIII**

### **AMENDMENT OF BY-LAWS AND STANDING RULES**

These By-Laws and Standing Rules may be amended by a two-thirds affirmative vote of Chapter Representatives cast on any Proposal. Votes from 50% of all active chapters are required to establish a quorum.

Any MSBCF member may submit proposals to amend these By-Laws and Standing rules.

Proposals shall be written up in an orderly fashion, copied in sufficient quantity for each club and submitted to the Secretary. The Secretary shall distribute copies of the Proposal to each Chapter at the Chapter meeting. Proposals shall be voted on at the next regularly scheduled meeting of the MSBCF. The Secretary shall make ballots available for Chapter Representatives to vote on each proposal.

Any amendment of the rules governing the State TOC shall follow the requirements in Article VIII of these bylaws.

## **ARTICLE IX**

### **STANDING RULES**

#### **Section 1**

#### **Expenditures**

Any single expenditure of \$2000.00 or more that is not otherwise authorized by these Bylaws must be approved by majority vote MSBCF Chapter Representatives. In exigent circumstances, a vote of six (6) members of the MSBCF Board of Directors is required to authorize the expenditure. Any expenditure so authorized by the Board shall be reported to the membership at the next regularly scheduled meeting.

#### **Section 2**

#### **Memorial Fund**

A \$100.00 Memorial will be sent to the surviving spouse or nearest relative of a MSBCF Chapter member who dies.

## Section 3

### Chapter Tournaments

The Second Vice-President / Tournament Director shall regulate Chapter Tournaments on lakes of 5000 acres or less according to these guidelines:

- Limit of five (5) tournaments annually on any one lake.
- One tournament per weekend.
- Chapters shall submit their proposed tournament schedule no earlier than December 1 of the preceding year. The Second Vice President shall establish priorities and coordinate scheduling on a "first come, first served" basis.

## Section 4

### Formula For State TOC

1. The following formula determines the number of MSBCF Chapter Members that a Chapter may send to the MSBCF Tournament of Champions:

All Active Chapters are entitled to send a percentage of their club membership equal to 220 divided by the total Minnesota State B.A.S.S. Federation membership [plus 1 alternate]. Standard rounding-off techniques will be employed when whole numbers are not obtained. Each chapter may designate up to 4 club members to represent the Chapter in the Team Competition.

All figures will be based upon the finalized MSBCF Chapter rosters received by the MSBCF Secretary no later than May 1<sup>st</sup> of that year.

2. Qualifications to fish the MSBCF State Tournament of Champions are as follows:
  - Membership in good standing of the Chapter three (3) weeks prior to the first day of the State Tournament.
  - Membership in good standing with National B.A.S.S. three (3) weeks prior to the State Tournament.
  - Qualification through an individual Chapter.
  - Written proof of boat liability insurance if furnishing a boat. Each person supplying a boat for use during the State Tournament and/or at official practice period must provide written proof of liability insurance with a minimum of \$300,000 coverage. This documented proof must show an effective date and expiration date and must be received by Tournament Director on or before the deadline date. All MSBCF State Tournament entry and boat insurance forms must be in the hands of the Tournament Director no later than the beginning of the 14-day "Off Limits" period on state waters. A current copy of an insurance policy declarations page shall be conclusive evidence of coverage.
  - Fifty percent (50%) of contestants from each Chapter in the MSBCF State Tournament of Champions shall be designated boaters.
  - Chapters not sending an alternate fishing person can provide an alternate worker for the MSBCF State Tournament. Any adult (minimum age 16) who is capable of performing the duties required may represent a Chapter as a worker.

3. Official TOC entry forms must be submitted no later than the beginning of the fourteen (14) day "Off Limits" period on state waters. The entry form will designate:
  - A Team Captain.
  - Members (up to 4) of the chapter's team that will compete for the MSBCF State TOC team honors.
  - An alternate to compete in the Alternate's Tournament as an individual and qualify for a berth into the State Tournament of Champions. (Or provide a non-fishing working alternate.)
4. Each designated Chapter "Team Captain" shall:
  - Contact the Tournament Director with his/her; name, address, city, state, zip, home & work phone numbers.
  - Provide the Tournament Director with the Chapter Fed Rep's name, address, city, state, zip, home and work phone numbers.
  - Submit all Official entry forms.
  - Collect and submit proof of boat liability insurance from Chapter member no later than the beginning of the fourteen (14) day "Off Limits" period on state waters.
5. At a minimum, the **top 15%** (rounded up to next whole number) **of alternates from the MSBCF Alternates' State Tournament** conducted the day before the MSBCF State Tournament of Champions itself will earn eligibility to compete in the MSBCF State Tournament of Champions as individuals. Unused club slots in the Tournament of Champions, may be filled by additional alternates, provided that a sufficient number of alternates/workers are available to efficiently conduct the tournament. The number of additional Tournament of Champions slots, if any, will be determined by the Tournament Director and will be announced at the alternates' pre-tournament meeting.
6. The MSBCF State Tournament of Champions shall occur on the Thursday and Friday after Labor Day each year with Alternate Tournament on the previous Wednesday.
7. The MSBCF State Tournament of Champions shall be a two-day tournament; the Alternates' Tournament shall be an eight-hour tournament.
8. The MSBCF State Divisional Team shall consist of the top 12 individuals with the highest cumulative net weight caught during the MSBCF State Tournament of Champions.
9. The top six of the top 12 will be responsible for boats.
10. Any money won from the Divisional Tournament will be split among the team members (including alternate) equally.
11. A per diem (as defined by the approved annual budget) will be provided to each member of the Divisional Team including the alternate. Basic lodging expense will be provided for contestant and spouse or significant other. Each individual contestant will room with another individual contestant to help defray costs.
12. The Federation will cover up to \$500 (per diem as defined by the approved annual budget) in travel and lodging expense for each National Tournament Qualifier.

## Section 5

### **Selection of State Tournament of Champions Waters**

Proposals for State Tournament sites shall be nominated by a sponsoring Chapter at a regular meeting of the MSBCF. These tournament waters nominations will be taken back to Chapter Members for review and are voted on at a MSBCF meeting. Each Chapter shall have one vote.

Requirements for selection. See Criteria for Submitting a Proposed Minnesota State B.A.S.S. Chapter Federation State Tournament of Champions Site Form. See form attached to By-Laws.

The State Tournament Committee will provide a package containing the following:

1. Location of State Tournament waters
2. Headquarters' address and phone number
3. "Off Limits" - days and waters
4. Updated Rules
5. Trophies for top 20 individuals, top 3 teams (including alternate), big bass and top 3 alternates.

## Section 6

### **State Tournament**

Rosters, registrations, B.A.S.S. numbers and insurance information shall be turned in to the Tournament Director three (3) weeks prior to the tournament to allow the MSBCF Board of Directors to draw tournament partner pairings. Pairings will be posted at the registration site. If a competitor elects to go "no boat" at the MSBCF Tournament of Champions, that competitor would be allowed to use his/her own boat only if his/her partner's boat developed mechanical problems and that partner was unable to come up with another boat. Any person who elected to go "no-boat" after his/her Team roster is sent in would not be entitled to "flip" for whose boat to use.

If a Chapter does not come forward to host the State Tournament, a Tournament Committee will be formed to organize the Tournament. The committee will be made up of the Second Vice President/Tournament Director, President, one person from each of the four regions and additional volunteers. That Committee will run the MSBCF State Tournament.

## Section 7

### **Dues**

MSBCF dues are \$50.00 per Chapter Member. National B.A.S.S. dues are determined by National B.A.S.S. and are the responsibility of each Chapter for payment directly to National B.A.S.S.

## **ARTICLE X**

### **Federation Termination**

The MSBCF may terminate its existence by paying all its debts, distributing all remaining assets pro rata to the affiliated Chapters, and surrendering its Charter to National B.A.S.S. This action may be voluntary based on a vote of the affiliated Chapters, or involuntary by action of the court or State. Voluntary dissolution shall require the vote of the members of 80% of the Chapters in good standing with the MSBCF.