

***THE BASS FEDERATION OF MICHIGAN***  
***( TBF OF MI )***  
***Effective 4/11/2010***  
***BY-LAWS DOCUMENT***

**ARTICLE 1 – Name and Purpose**

**Section 1 – Name**

This organization shall be called “The Bass Federation of Michigan”, located in the State of Michigan.

**Section 2 – Purpose**

The primary purpose of the TBF of MI, Inc., shall be to promote conservation of our natural resources, be involved with youth incentives, and preserve and promote the sport of recreational and competitive bass fishing.

**ARTICLE 2 – Membership**

**Section 1 – Requirements of Membership**

- a) Membership in the TBF of MI., Inc. shall be open to members of TBF, Inc. and meet one (1) of the following requirements
  - 1) Join an existing affiliated Chapter located in the State of Michigan.
  - 2) Form a new Chapter, which in turn, meets the requirements of TBF, Inc. and The TBF of MI.

**Section 2 – Denial of Membership**

- a) No person shall be denied membership in the TBF of Mi, Inc., because of race, color, religion, national origin, ancestry, handicap, age, or sex.

**Section 3 – Membership Dues**

- a) Each member in the Federation shall pay annual dues to TBF, Inc., TBF of MI, and any other affiliated organization as required.

**ARTICLE 3 –Directors, Elections, Terms of Office, Vacancies, and Eligibility**

**Section 1 – Directors**

- a) The TBF of MI. Inc. will be governed by a Board of Directors composed of nine (9) members.
- b) The Board of Directors is empowered to run the business of the Federation..

**Section 2 – Elections**

- a) Three (3) Directors will be elected to office at the first meeting of each new operating year.
- b) The Board of Directors shall annually elect by secret ballot a Federation President, Vice President, Secretary, and Treasurer.

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**Section 3 – Terms of Office**

- a) Directors shall be elected for a three (3) year term of office.

**Section 4 – Vacancies**

- a) Vacancies shall be filled for the rest of its term by a majority vote of the Chapters present at the next regular or specially called meeting of the Federation.

**Section 5 – Eligibility**

- a) Be a member in good standing of an active Chapter of the TBF of MI, Inc., for at least one (1) year prior to nomination.  
b) No Chapter shall have more than two (2) members serving on the Board of Directors at any one time.

**ARTICLE 4 – Committees**

**Section 1 – Standing Committees**

- a) The President shall appoint annually from the Federation membership the following
- 1) Chairman of the Youth Activities Committee.
  - 2) Chairman of the Environmental / Conservation Committee.
  - 3) Chairman of the Tournament Committee.
  - 4) Chairman of the Membership Committee.
    - a) Must be a current Director.
  - 5) Chairman of the By-Laws Committee.
  - 6) Any other special committees as needed.

**ARTICLE 5 – Removal of Membership/Disciplinary Action**

**Section 1 – Removal of Membership**

- a) Those clubs and/or individuals who have not fulfilled their obligations to TBF, Inc. or TBF of MI, Inc, can be disciplined or eliminated from the membership of the TBF of MI, Inc. and will forfeit their dues paid. Obligations are as listed.
- 1) Voluntarily express a genuine membership interest and have or be on an initial roster of no less than six (6) members.
  - 2) Submit a complete and accurate roster of all members as well as a listing of club offices.
  - 3) Pay annual dues to the TBF of MI, and any other affiliate organization including the TBF National as required.
    - 4) Follow high standards of sportsmanship, courtesy and conservation.
    - 5) Conduct themselves in a manner that will be a credit to themselves, to TBF National, TBF of Michigan, all affiliated sponsors, the sport of fishing, and all efforts to promote the sport of fishing.
  - 6) Violation of or failure to comply with any of the bylaws or standing rules for the TBF of Michigan.

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- 7) Consumption and/or possession of any illegal or non-prescribed drug during a TBF sponsored event.
- 8) Suspension/disqualification from any fishing tournament or other fishing organization for convicted illegal activities.
- 9) Any other words, conduct or actions reflecting unfavorably upon efforts to promote the TBF of Michigan, youth, conservation, safety, sportsmanship, fair competition and compliance with tournament rules.

**Section 2 - Disciplinary Action**

- a) In case of any conduct not complying with the standards outlined in Article 5 Section 1, the Board will notify an existing member or Chapter that all TBF of Michigan rights and privileges are suspended until they are placed before the TBF of MI. at the next membership meeting for review to determine appropriate disciplinary action, consisting of but not limited to the following.
  - 1) Refusal of an application for membership.
  - 2) Refusal of an application to compete.
  - 3) Deny a confirmed application to compete by returning the entry fee (minus deposits).
  - 4) Disqualify a contestant.
  - 5) Place a member on probation for a set period of time.
  - 6) A lifetime ban from the organization.

**ARTICLE 6 – Motions and Voting**

**Section 1 – Motions**

- a) Any affiliated Chapter having voting rights may place motions before the membership by way of their representative.

**Section 2 – Voting**

- a) All eligible Chapter Presidents or their designees, and all Directors (with the exception of the Federation President) shall vote on all matters before the membership.
  - a) The Federation President will vote only in case of a tie.

**ARTICLE 7 – Definitions**

**Section 1 – Policies**

- a) Policies are principles, rules, and guidelines formulated or adopted by an organization to reach its long-term goals. They are designed to influence and determine all major decisions and actions, and all activities take place within the boundaries set by them. (Reference – [BusinessDictionary.com/definition/policies-and-procedures.html](http://BusinessDictionary.com/definition/policies-and-procedures.html))

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**Section 2 - Procedures**

- a) Procedures are the specific methods employed to express policies in action in day-to-day operations of the organization. Together, policies and procedures ensure that a point of view held by the governing body of an organization is translated into steps that result in an outcome compatible with that view. (Reference – [BusinessDictionary.com/definition/policies-and-procedures.html](http://BusinessDictionary.com/definition/policies-and-procedures.html))

**Section 3 – Standing Rules**

- a) A standing rule is a rule that relates to the details of the administration of a society and which can be adopted or changed the same way as any other act of the deliberative assembly. Standing rules can be suspended by a majority vote for the duration of the session, but not for longer. (Reference – Robert, Henry M. (2000). Robert's Rules of Order Newly Revised, 10<sup>th</sup> ed., p.18)

**ARTICLE 8 - Will Codicil**

**Section 1 –**

- a) In the event that the TBF of MI, Inc. ceases to exist as an organization, ALL monies in the general fund after all debts have been paid, will be distributed to a non-profit organization to be determined at such time by the board.

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1. Robert's Rules of Order will be followed (unless it is different from a TBF of MI. Bylaw, Policies / Standing Rule or Procedure).
2. The Board of Directors shall annually hold at least three (3) general Federation membership meetings each year to conduct the business of the Federation.
3. Additional meetings may be called at the discretion of the President or by a majority vote of the Chapters representative at any regular meeting.
4. The Bass Federation of Michigan's operating year shall be from November 1st to October 31.
5. All Board of Directors are required to participate in all of Federation regular scheduled meetings. "Emergency" situations are excluded.
6. The incumbent Board shall receive written nomination for the Director's election from any active Chapter. Each Chapter eligible to vote may submit one (1) vote per vacancy ( example: if five (5) vacancies exist the Chapter may submit up to five (5) votes, with no more than one (1) vote per candidate.) The election shall be held, by secret ballot, at the first Federation meeting of each new operating year. Only Chapter Presidents or delegates present may vote. All votes shall be opened, read aloud, tallied and reported to the Chapter President and delegates immediately.
7. Any Director may be removed from office, for just cause by a two-thirds (2/3) vote of the board.
8. The amount of the dues will be determined by the Board of Directors at the first board meeting of the year.
9. Chapters not paying dues will lose all voting rights in Federation business, eligibility for the State Championship that year, and eligibility for all other Federation activities.
10. The Board shall retain powers necessary for the efficient conductance of the Federations business when no General Meeting is in progress.
11. All Directors present will be entitled to vote on all matters requiring vote before the Board, the President votes only to break a tie.

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12. A quorum must be present to vote on all matters requiring a vote. A quorum shall consist of a majority of the Chapters representatives.
13. All bylaw change motions must be submitted in writing by a Chapter to the Federation Secretary at a general Federation meeting under new business and must be seconded to proceed. If seconded, discussion will then take place. Bylaw changes will then be voted on at the next scheduled membership meeting.
14. The Secretary will send out notice of any Bylaw motions to all chapter representatives a minimum of 30 days prior to the meeting.
15. Each Chapter at a meeting for any Bylaw or Policies / Standing Rules motions will get one (1) vote, each Director will get one (1) vote.
16. A 2/3 majority of votes will be required for any Bylaw motion to be passed.
17. The vote for a Bylaw or Policies / Standing Rules motion shall be a roll call vote.
18. All Policies / Standing Rules motions must be submitted in writing to the Federation Secretary at a general Federation meeting under new business and must be seconded to proceed. If seconded, discussion will then take place. A vote then may be taken.
19. A simple majority of votes will be required for any Policies / Standing Rules motion to be passed.
20. Each Bylaw or Policies / Standing Rules motion can only be submitted once per calendar year by said chapter.
21. Procedures shall be a guideline for the Board of Directors, and shall be governed by such.
22. Reference Article 5, Section 2 a) Only a TBF member or Chapter may submit in writing to the board any and all charges of violations committed by a member or chapter at any time. Charges must be detailed, dated, and signed.
23. Reference Article 5, Section 2 a) The Board will determine the disciplinary action to be taken against each charge brought forth.

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24. Reference Article 5, Section 2 a) The member or Chapter in violation shall be notified by the board of such violation within 7 calendar days, in writing, by certified mail.
25. Reference Article 5, Section 2 a) A 2/3 majority of votes will be required for any disciplinary action motion to be passed.
26. The Board of Directors shall select annually, the Federation event sites and dates.
27. A Chapter forfeits its rights to vote and participate in the next State Championship if the Chapter does not attend a minimum of one (1) of the three (3) general membership meetings.
28. A Chapter must appear on the Federation Roster the current year to be eligible for the State Championship.

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***Procedures***

1. Meetings will be November, February, and April. The November meeting will be a general membership meeting, where elections will be conducted.
2. All newly elected Directors shall assume office at the conclusion of the November general meeting.
3. The President shall preside over all meetings of the Board and general meetings of the Federation, direct all official business, supervise all Federation activities, appoint and be ex-officio member of all standing and special committees, be official representative of the Federation in relationship to other organizations, delegate such duties as may be appropriate to better serve the Federation, and maintain liaison with the TBF, Inc.
4. The Vice-President shall assist the President upon request, preside in the absence of the President, and assume the office of the President if it should be vacated. They shall attend National meetings if money is available as well as when requested by the National TBF.
5. The Secretary shall record accurate minutes of all meetings. They will be responsible for distribution of the minutes to all Chapters, as well as call meetings of the Federation and /or Board of Directors as directed by the President.
6. The Treasurer shall receive and disburse all monies upon approval of the Board. Maintain accurate financial records and present a current financial statement including but not limited to an income statement and balance sheet at each scheduled membership meeting. The Treasurer shall prepare and submit an annual budget to the membership for the beginning of each operating year, at the first general membership meeting of that year.
7. The President shall appoint another director to assume the duties of a vacant office until a successor is elected.
8. Annual dues from members shall be sent to the Chairman of the Membership Committee, made payable to the TBF of MI., Inc.
9. The Board of Directors shall present event sites and dates to the membership when available.
10. Directors will be reimbursed for the following expenses: phone, mileage (at current IRS rate), lodging, postage, and any other documented federation related expenses that are approved by the board.