

**THE BASS FEDERATION  
OF  
NEW HAMPSHIRE, INC.  
CONSTITUTION AND BYLAWS  
2018**

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## ARTICLE 1. NAME AND PURPOSE

1. **Name** - The Bass Federation of New Hampshire (hereinafter referred to as TBFNH), composed of affiliate chapters of The Bass Federation (TBF) does hereby adopt the following Constitution and By-laws.
2. **Purpose** – TBFNH is established organization to:
  - 2.1. Preserve and promote the sport of bass fishing.
  - 2.2. Practice and promote sound environmental policies to conserve our natural resources.
  - 2.3. Promote youth and public interest in sport fishing and conservation.
  - 2.4. Work for an abundant, healthy, and self-sustaining bass fishery.
  - 2.5. Act as an effective voice for the advancement of bass fisheries.
  - 2.6. Communicate effectively with organizations that impact on the sport of bass fishing.
  - 2.7. Support local, state, and national agencies and organizations whose objectives are to conserve and manage our national resources.

## ARTICLE 2. OFFICERS, ELECTIONS, TERMS OF OFFICE, AND REMOVAL

1. **Board of Directors** - The TBFNH shall be governed by a Board of Directors (hereinafter referred to as the Board), one of whom will be elected as president of the TBFNH and chairman of the Board in secret balloting by the general membership and the Board members of the TBFNH. The Board shall consist of the president, vice president, secretary, treasurer, conservation director, tournament director, assistant tournament director, promotional director, youth director, and assistant youth director.
  - 1.1. All members of the Board must be current members of the TBFNH in good standing.
  - 1.2. Each member of the Board shall be entitled to one vote on all matters before the Board.
  - 1.3. The Board shall be responsible for the orderly conduct of all business of the TBFNH, including but not limited to the appointment of standing committees, established procedures for the affiliation with the TBFNH; procedures for severance of chapters from the TBFNH; and adherence to such goals as may be established by the TBFNH.
2. **Compensation** – The Board shall not receive any salary for their services. The Board may however be reimbursed for travel and reasonable out of pocket

expenses incurred in connection with their service on the Board. Additionally, at the presidents discretion and budget permitting may grant the Board of Directors annual due waivers paid for by the TBFNH.

3. **Qualification for Board of Directors** – any candidate for office to the Board must be an active member of the Board, or the Representative for a local chapter, or must have at least one year of TBFNH membership.
4. **Elections for Board of Directors** - The TBFNH will conduct elections for the offices of (unless position is appointed):
  - 4.1. President
  - 4.2. Vice President
  - 4.3. Secretary
  - 4.4. Treasurer (Appointed by President)
  - 4.5. Conservation Director
  - 4.6. Tournament Director
  - 4.7. Assistant Tournament Director
  - 4.8. Promotional Director
  - 4.9. Youth Director
  - 4.10. Assistant Youth Director
5. **Term of Board of Directors** - terms of office shall be for two (2) years. Board of Directors may serve additional terms if elected.
6. **Nominations**– Nominations for offices will be made at the October representatives meeting by each TBFNH affiliated Chapter. Nominations are to be submitted to current TBFNH Secretary to fill the expired term of the current officers or vacant positions.
  - 6.1. Nominees need not be from the respective nominating Chapter.
7. **Elections** - The TBFNH Secretary will compile the list of nominees along with a declaration as to which office each nominee is seeking. Said list is to be returned to the Chapters prior to November 30th. In December each Chapter will cast a vote for each expired office. These votes will be presented to the current Board via email marked “Election Results”, sent by the club’s President. The current Board at the TBFNH meeting held in December each year will tabulate these election results. The newly elected officers will be in their duties following the conclusion of the Annual Meeting to continue until the term expires or reelected.

- 7.1. **Ties** - The Board shall determine, in advance, a commonly accepted method of breaking ties, and shall have the sole responsibility for doing so. Results of the elections will be made public via the monthly minutes.
8. **Removal** - The Board has explicit authority to remove and relieve of duty any officer or director of the Board where, in the opinion of the Board, such action is deemed necessary for the good of the TBFNH. A majority vote of the entire Board must be reached for such removal.
9. **Vacancy** – Should a vacancy occur within the Board, due to removal or resignation, nominations will be called for from each Chapter. If more than one candidate is obtained an election will be held. If no nominations are received the remaining Board members shall appoint a replacement to fill the unexpired term of office.

### ARTICLE 3. DUTIES OF THE OFFICERS AND DIRECTORS

1. **President** - The president shall be executive of the TBFNH and subject to the control of the Board, he/she shall have general supervision, direction and control of the affairs of the TBFNH; be the official representative of the TBFNH; delegate such duties as may be appropriate to better serve the TBFNH; and maintain liaison with the National Federation. The president shall preside over all meetings of the Board and all quarterly meetings of the TBFNH. He/ She shall make a report of the general business of the corporation during the year. The president shall nominate all standing committees (if activated) in accordance with the by-laws of the TBFNH, subject to the approval of the Board. She/he shall sign all contracts, deeds, leases and other instruments approved by the Board; and may call special meetings of the Board and the members in the manner as provided in the by-laws of the TBFNH when considered necessary.
2. **Vice President** - The vice president shall assist the president upon request, preside in the absence of the president, and should it become vacated, assume the responsibilities of the office of president, serving until the Board appoints a replacement to fill the unexpired term.
3. **Secretary** - The secretary shall record all minutes of all meetings of the TBFNH and the Board. The secretary shall countersign all deeds, leases, contracts and conveyances executed by the TBFNH, when approved by the Board; and to safely keep all books, papers, records and documents pertaining to the TBFNH or the business thereof; and conduct the official correspondence of the corporation and perform such duties as may be designated by the Board. The secretary shall preside in the absence of the president and vice president.
4. **Treasurer** – *Appointed by the President.* The treasurer shall keep account of all moneys, credits and property of any kind and nature of the TBFNH; maintain

accurate financial records as prescribed by the Board; and submit a report to the Board and the membership at each quarterly meeting. Further he/she shall present to the president or Board, statements of the financial condition of the TBFNH on request to include Annual Financial Report and forecasts. He/She shall also maintain a membership book for the TBFNH showing the name and address of each club and its individual members. The treasurer shall be bonded.

5. **Tournament and Assistant Tournament Directors** - The tournament director, who shall serve as chairman of the Tournament Committee (if activated), shall keep the Board informed of all tournament activities of the TBFNH. The tournament director shall be responsible for planning, organizing and operating state-level tournaments. It will be his/her responsibility to rule, with final authority, on the proper conduct, procedures and other matters relating to the orderly conduct of all TBFNH tournaments. While given this authority, the tournament director is, nonetheless, accountable to the Board for his/her decisions.
6. **Conservation Director** - The conservation/ natural resources director shall maintain liaison with the National Conservation director; coordinate all state-level conservation activities; and keep all chapters apprised of pertinent conservation issues.
7. **Youth and Assistant Youth Directors** - The youth director shall coordinate all state-level youth activities; be responsible for verifying that chapters satisfy youth activity requirements; and keep all chapters apprised of pertinent youth programs.
8. **Promotional Director** - The promotional director shall plan, direct, or coordinate advertising policies and programs or produce collateral materials, such as posters, social media, photos, contests, coupons, or giveaways, to create extra interest in the TBFNH. Promotional director is responsible for all sponsorship reporting, soliciting, and execution of all marketing agreements.
9. **Special Appointments** - The Board or President may appoint several positions to serve as Coordinators on an individual basis. These appointments will come from volunteers with certain expertise, or in some cases, may be contracted from persons outside the TBFNH to perform such duties as approved by the Board. The term of appointment shall be for one (1) year, but not limited to one term. Term of appointment will rest with the Board.

#### ARTICLE 4. STANDING COMMITTEES

1. The Board, by simple majority vote, may appoint the following standing committees, and such other special committees as may become necessary. Terms of appointment to standing committees shall be two years or less. To be

eligible for appointment a committee candidate must be a member in good standing of the Federation.

- 1.1. **Conservation Committee** - The number of members to serve on this committee shall be determined by the Board. The conservation director shall act as chairman of this committee. The purpose of this committee shall be to protect our natural environment from harmful change; to document and report to proper authorities violations of local, state and federal anti-pollution laws, statutes, regulations, ordinances and other regulatory devices; to take political action to improve our environment; to take legal action where appropriate; to undertake informational and educational programs; to bring to the public a greater awareness of threats to our environment; and above all, to take a leadership role in repairing the harm that has already been done to the life-giving waters of America.
- 1.2. **Tournament Committee** - The number of members to serve on this committee shall be determined by the Board. The tournament director shall act as chairman of this committee. The purpose of this committee shall be to plan, organize and operate all state-level tournaments, provided that all such state tournaments will be conducted in the spirit and the letter of the current national rules and the tournament rules of the TBFNH. It will be the primary duty of the tournament committee to conduct its affairs so that only honor, integrity, sportsmanship and the highest ideals of fair play will accrue to it, and thus to each and every member of the TBFNH.
- 1.3. **Youth Committee** - The number of members to serve on this committee shall be determined by the Board. The youth director shall act as chairman of this committee. The purpose of this committee shall be to plan, organize and implement any youth activities of the TBFNH; and to introduce young people of the goals of the TBFNH, to give the youth a basis for the respect of our national heritage, and appreciation of the basic rules of honesty, integrity, fair play and good sportsmanship; to teach boating and fishing safety ethics, and to give them an introduction to the sheer joy of fishing.
- 1.4. **Financial Review Committee** - The number of members to serve on this committee shall be determined by the Board. The purpose of this committee shall be to review financial records and reports for accuracy, and to report any financial concerns to the Reps body. Additionally, the committee will forecast next calendar year budget. The treasurer shall make all records and receipts available to this committee upon request.
- 1.5. **Special Committees** - Special committees may be formed by the Board, but only for closely defined purposes, with the number of members to be determined by the Board. Special committees may not supersede or otherwise infringe on the duties and responsibilities of a standing committee.

## ARTICLE 5. AFFILIATION, MEMBERSHIP AND DUES

### **1. Club Requirements**

- 1.1. Have a minimum of six (6) members paid, age 16 minimum.
- 1.2. All clubs must maintain current membership in good standing with The Bass Federation Inc. (TBF), and FLW Outdoors.
- 1.3. Submit club's roster to TBF National via Online Roster Management System.
- 1.4. Submit to the TBFNH secretary updated copies of the club's roster with officers, club schedule, bylaws, and tournament rules by Annual Meeting.
- 1.5. Submit to the TBFNH treasurer updated copies of the club's roster with officers and dues by Annual Meeting. See Article 5 section 3.2 for payment requirement.
- 1.6. Submit to the Secretary an annual report of club participation in a qualifying youth or conservation project, as determined by the Board.
- 1.7. Maintain accurate club roster with TBF National Online Roster Management System.
- 1.8. Participate in meetings as defined in Article 7.
  - 1.8.1. Appoint representative to attend scheduled and special meetings.
  - 1.8.2. The chapter must not be absent more than two (2) regularly TBFNH Chapter Representative Meetings during the calendar year. The annual meeting requires a representative with delegated voting power to be present.
    - 1.8.2.1. The TBFNH Secretary will send a letter notifying both President of the chapter of possible future membership violations and asking for a replacement of participating club representative.
- 1.9. Conduct a conservation project each calendar year.
- 1.10. Youth event participation as identified by the Board on annual basis.
- 1.11. Annual Raffle or fundraising efforts as identified by the Board on annual basis.

### **2. Removal of a Chapter**

- 2.1. A Chapter may be considered for removal from the TBFNH for any violation of Article 5 Affiliation, Membership and Dues or any action by an affiliated chapter or its member(s) which would disgrace or discredit the TBFNH.
- 2.2. The Board and Chapter Representatives shall vote on removing the chapter by secret written ballot and the decision will be based on a majority vote with the vote of the chapter being considered for removal non-eligible to vote. In no cases shall dues be refunded to the removed chapter, unless there is a vote to refund the dues and it is passed by a majority vote of the Board.



2.3. A chapter that has been removed from TBFNH due to attendance shall be removed for the balance of the year in question and will not be allowed to join the following year. Members of clubs removed for attendance shall not be allowed to fish that year unless they were previously in another club.

### 3. **Dues**

3.1. **Establishment** - The Board shall establish the dues amount on an annual basis.

3.1.1. Dues for the following year shall be set by the October meeting.

3.1.1.1. Dues to be distributed to club presidents by email and posted to TBFNH website.

3.2. **Payment** – Each club shall submit **one** check to the Treasure for club dues and copy of roster.

3.3. **Deadline** - All club dues and TBF roster shall be submitted no later than the Annual Meeting.

3.3.1. Rosters must be 100% of current membership of the club. Club membership and dues must be paid for each member of the club regardless of whether or not the member fishes the TBFNH Opens.

3.3.1.1. Individuals may join a club at any point in an active season however eligibility for select events may be limited.

3.4. **TBFNH Eligibility** - To be eligible for the SFQT, Semi-Finals, and National Championship, a member must have his FLW/TBF/TBFNH dues paid for that club, by morning of Spring Open. In the event of a Spring Open cancellation dues must be received by April 30<sup>th</sup>.

3.5. **TBFNH VIP Discounts** - To be eligible a member must have his FLW/TBF/TBFNH dues paid for that club, by the Annual Meeting.

3.5.1. TBFNH VIP Discount format shall be released by the Board at November meeting.

## ARTICLE 6. FINANCIAL MANAGEMENT

1. **Management**- The financial management of the TBFNH will rest with the Treasurer, and if need be a Budget Committee and the Board.

1.1. A Bank account(s) shall be established for the TBFNH.

1.2. Tax and Financial Records shall be handled by the Treasurer.

1.3. The Board or Budget Committee (if activated), will examine all expenditures made by the TBFNH and ensure that all will not exceed the TBFNH's budget.

- 1.3.1. All requests for non-budgeted expenditures will be reviewed by the Board or Budget Committee, if established, via telephone or by meeting, and then be judged according.
- 1.4. Any changes to the yearly budget significant enough to exceed revenues must be reported to the Board at the next quarterly meeting, accompanied with an explanation.
- 1.5. Financial reports will be issued by the TBFNH's Treasurer on a quarterly basis for review and will be compiled for the Board's quarterly meeting as a Treasurer's Report.
- 1.6. Monies in excess of expenses in the yearly operation of TBFNH will revert back to the general fund and be reported as such at the yearly meeting
- 1.7. Should TBFNH disband, all monies will be dispersed to the member chapters after all indebtedness has been satisfied.
2. **Outside Contributions** - Under no circumstances may TBFNH accept monetary assistance from individuals, businesses, corporations, or government agencies, if there is prima facie evidence that the goals of these entities are contrary to the goals of TBFNH.
3. **General Account** - Funds for the support and maintenance of the TBFNH will be derived from membership dues, fundraisers, assessments, special projects and donations.
4. **Capital Improvement Account** – Board identified short-range (1 to 10 years) plan, which plans large (>\$2,000) capital projects and equipment purchases, provides a planning schedule and identifies options for financing the plan. This account will serve as the financing means. Funding will be provided by TBFNH annual dues as determined by the Board.
5. **State Team Account** - State tournament revenue shall be used to fund state tournament function solely. The net profit or loss from the spring, summer and fall opens, depicted in the tournament report for each open is the amount to be allocated to the State Team Account. The intent is to cover the true cost for the individuals that are participating in these events. If participants have the ability to reduce the costs of participating in these events because of personal circumstances, etc, they should return those excess.
6. **Youth Funding** - Funds for the support of youth tournament operations and regional or national qualifier expenses. Funding will be provided by youth fundraising efforts and TBFNH annual dues as determined by the Board.

## ARTICLE 7. MEETINGS

1. **Board of Director Meetings** - will hold scheduled Board meetings monthly, on the 3<sup>rd</sup> Tuesday of the month.
2. **Chapter Representative Meetings** – will be held monthly or at a minimum quarterly. The TBFNH President has full discretion of meeting frequency. Meetings to be held on the 4<sup>th</sup> Tuesday of the month.
3. **Annual Meeting** – Board of Directors and Chapter Representatives meeting will held in January. All TBFNH members and potential members are encouraged to attend. The Board and Chapter Representatives (or designated representative) attendance is not optional.
4. **Special meetings** - may be called by the president when considered necessary.
5. **Notice of Meetings** – Meeting notices will be sent by the Secretary no later than 14 days prior to meeting. Transmission via anymeeting.com and TBFNH Web-Site of the date, time and place of the Meeting.
  - 5.1. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the notice of the meeting.
6. **Voting** - At all Board or Chapter Representative Meetings, each Board officer and affiliated Club via their Representative (or designated representative) shall have one vote. Proxy votes during meetings are hereby prohibited, and therefore the Representative from each Club must be present to place his/her vote.
7. **Quorum** - A Quorum of the Board shall exist if two-thirds one of Clubs in Good Standing per the membership records, which are represented by properly appointed Representatives, attend any Board meeting. If no Quorum exists then no business may be transacted at the meeting other than general discussion.
  - 7.1. No minutes shall be required if no Quorum exists.
8. **Dissemination of Information** – The secretary will issue minutes and post to TBFNH website. In addition, each chapter representative is responsible for reporting to their membership.
9. **Absence** - excused absence from a meeting will be given on emergency basis only. The President must be notified within 24 hours of the nature of the emergency. If the President cannot be reached, the Vice-President or Secretary may then be contacted.
  - 9.1. Absence should be the last course of action. Chapter Representatives should appoint an alternate. The alternate shall have voting power delegated by the Chapter Representative for the club being represented. Alternate must be member of club being represented.

## ARTICLE 8. TOURNAMENTS AND TOURNAMENT RULES

### 1. **Tournament Schedule**

- 1.1. Each year, the tournament Schedule (pending permit approval) must be announced at the October Representatives Meeting.
- 1.2. Every effort should be made when possible to avoid conflicting schedule dates for TBFNH tournaments with other FLW tournaments in the New Hampshire area or with New Hampshire B.A.S.S. Federation Nation tournaments.
- 1.3. Date and potential locations for Opens, SFQT, and Semi- Final (if host year) tournaments are to be selected by the tournament director, tournament committee, and TBFNH members by the October Representatives meeting.
  - 1.3.1. All TBFNH tournament dates and locations will have final approval of the majority of the Board. Final date and locations must be approved by a majority of the Board.
  - 1.3.2. Any changes made after the October Representative Meeting must be approved by a majority of the Board.

### 2. **Opens** – TBFNH will conduct a spring, summer, and fall opens. All active members and non-members are eligible to participate.

### 3. **Club Tournaments**

- 3.1. Clubs shall not have any club tournaments or club sponsored open tournaments on the dates designated TBFNH Opens or SFQT.
- 3.2. Clubs may hold events on the dates of regional or national tournaments, provided no member of the club has the opportunity to compete in that tournament.
- 3.3. Each club is responsible for submitting a schedule of club tournaments to the Federation secretary annually.

### 4. **Youth Tournaments** – TBFNH will conduct a youth tournaments each year, as determined by the youth director with assistance of the tournament committee. All active youth members in good standing at the time of the tournament will be eligible to participate.

### 5. **Team of the Year (TOY)** – cumulative points total based on all TBFNH Open results. TOY is open to all anglers regardless of membership status with TBFNH.

### 6. **Semi-Final Qualifying Tournament (SFQT)** - All active TBFNH members and clubs who meet the requirements of Article 5 are eligible to participate in the SFQT.

- 6.1. **Rosters** –Clubs shall submit SFQT rosters no later than 30 days prior to SFQT.

- 6.1.1. Clubs must submit even number of angler and co-anglers.
  - 6.1.1.1. In the event a club has an odd number the club shall designate unpaired participants as an alternate and the Tournament Director will randomly draw as angler or co-angler.
    - 6.1.1.1.1. Alternates should identify preference of angler or a co-angler. There will be no guarantee that an alternate will be paired.
- 6.2. **Insurance Binders** - copies of insurance binders for all Anglers and any alternates who's preference is angler must be submitted no later than 15 days prior to SFQT.
  - 6.2.1. Boaters will not be paired until insurance binder is received.
- 6.3. **Pairings** –will be drawn at random by the Board or Tournament Director. Pairings will be posted no later than 7 days prior to SFQT.
- 6.4. **Fees** –facility fees and split luncheon will be collected at registration.
- 6.5. **Absent participant** – In the event a participant does not show the Tournament Director will make reasonable effort using alternate list to fill the void. If unable to fill void the participants club who no showed will forfeit a “balancing” spot. i.e. Angler from Club A does not show, Co-angler from Club A will forfeit participation in SFQT even if registered and present.
- 6.6. **Benefits** – Top (6) anglers and co-anglers (number subject to change based on participation) will qualify for District 17 Semi-Final Championship with paid entry by TBFNH.
- 7. **Semi-Finals** – All active TBFNH members and clubs who meet the requirements of Article 5 are eligible to participate in the Semi-Finals if qualified via SFQT or club.
  - 7.1. **Rosters** - Clubs shall submit (1) angler and (1) co-angler rosters no later than 10 days after SFQT.
    - 7.1.1. SFQT qualifiers will be automatically submitted by the Tournament Director.
  - 7.2. **Insurance Binders** - Copies of Insurance Binders for all Anglers and any alternates who's preference is angler must be submitted no later 15 days prior to SFQT.
  - 7.3. **Pairings, Fees, and Rule** – TBF shall issue all official tournament operation logistics and control.

8. **Nationals** - The top finishing boater and co-angler from the Semi-Finals will qualify to participate in TBF Nationals.
  - 8.1. A stipend of \$1,500 for the boater and \$500 for the co-angler will be provided by TBFNH.
    - 8.1.1. Boater to receive \$1,000 initial payment with documented receipts up to \$1,500.
  - 8.2. Receipts are required for all monies provided by TBFNH.
  - 8.3. Any remaining stipend balances shall be returned to TBFNH treasurer.
9. **Tournament Rules** - The Tournament Rules and Regulations are an official part of the Constitution and By-Laws. Each TBFNH sanctioned tournament will have individualized rules and regulations for the particular tournament.
  - 9.1. The Tournament Director shall make the rules available for the tournament no later than 7 days or 14 days prior if there will be an "Off Limits Period" prior to tournament start.
    - 9.1.1. The Tournament Director has the authority to modify the rules and regulations until the first boat is released for tournament start.

## ARTICLE 9. INTERPRETATION AND AMENDMENTS

1. **Interpretation** - Final authority for the interpretation of these by-laws and standing rules shall rest with the Board.
  - 1.1. Any business or questions arising and not covered within the above Constitution and By Laws shall be determined by the Board. Resolution shall be incorporated into the next revision of bylaws.
2. **Amendments** - These bylaws may be amended by resolution setting forth such amendment or amendments adopted at any meeting duly called for that purpose or at any regularly scheduled Board or Chapter Representative Meeting.
  - 2.1. A statement of the nature of the proposed amendment should be included in the notice of the meeting when possible, but is not necessary.
3. **Amendment Adoption** - An amendment shall be adopted upon receiving majority vote entitled to be cast by Club Representatives present at meeting.
4. **Annual Review** - These bylaws shall be reviewed by the Board on an annual basis and updated for current calendar year for enforcement at the conclusion of Annual Meeting.