

***The Adams Chapter of Trout Unlimited - # 676***

**Box 2129 . Traverse City, MI . 49685-2129**

March 27, 2002

TO: Chapter Officers & Directors

FROM: Bill Fernandez

RE: Adams Chapter Manual

After six years in existence the Chapter has learned a few things. Not necessarily great discoveries, but worthwhile things nonetheless. We've discovered some natural procedures and created others that have kept us on an increasingly successful track. None of these procedures are without flaw and all can be changed through the orderly process we have started.

Six years in various offices and I have collected altogether too much paper. I've gone through all my notes and tried to pare them down to a portable size. I hope that this manual helps you answer questions like "How do we do that?", "When do we do that?" and "Why do we do it that way?".

Please feel free to comment and suggest additions to this manual. We are laying the foundation for the Chapter and if we leave future members a simple, equitable and inclusive way of conducting business then we will have accomplished much.

# **MEETINGS**

## **CONTENTS**

- The Chapter calendar of meetings & activities
  - Chapter meetings explained
  - A sample meeting agenda
- A suggested list of monthly administrative duties

# Adams Chapter Calendar of Meetings & Activities

MONTH	MEETING & ACTIVITY	NEWSLETTER & TOPIC	AGENDA
JAN	<u>General Membership Meeting</u>	-----	Install new officers – discuss goals for the year Discuss grants – Major Program
FEB	Executive Comm. Meeting	yes new officer story/ banquet announcement	exec discussion of grants & banquet
MAR	<u>General Membership Meeting</u>	none <i>banquet reminder postcard</i>	Stream Committee goals for the year – banquet disc. Grants dispensed, Major Program
APR	no meeting / <u>BANQUET</u>	none	-----
MAY	Executive Comm. Meeting	yes early season issue <i>banquet story - summer calendar</i>	review of banquet financials/activity mid-year review of chapter progress
JUN	<u>Outdoor General Membership Meeting</u>	none	Report on Banquet – Program: fishing skills Recruit-Invite new and potential members
JUL	none	none	-----
AUG	<u>Outdoor General Membership Meeting</u>	yes late season issue <i>distributed prior to the Aug meeting</i>	Membership Com. Report - secretary report Program: fishing skills / new & potential members
SEP	Executive Comm. Meeting	none	-----
OCT	WaWaSum Committee Caucuses	none	informal committee discussions
NOV	<u>General Membership Meeting</u>	yes christmas issue early november mailing general topics	newsletter/pr reports – Short Program Pres & Treas Yearly Reports
DEC	Elections to be held		

Combined November and December Meetings - Hold Holiday meeting in first week of December

- 5 general membership meetings with 2 of them outdoors w/ fishing programs
- 4 quarterly newsletters which will include a continually revised 6 month chapter calendar
- 1 Chapter Outing at WaWaSum Lodge for committee meetings and informal discussions
- 3 scheduled executive committee meetings / officers and directors considering chapter administration
  - 1 Annual Banquet

# MEETINGS

## **MEETINGS DEFINED:**

**Article VII of the by-laws describes Membership Meetings.**

**The annual meeting is the election meeting** and we have been holding that meeting in a combined November/December session, either at the end of Nov or beginning of Dec.

- The president should present an annual report at this meeting.
- Elections should be held at this meeting.
- Notice of this meeting, and elections, must be sent to each member at least 30 days in advance.
- Only dues current members may vote.
- There is a quorum requirement for election voting.
- This is the time to make significant amendments to either policy or by-laws.. and to deal with major Chapter decisions.

**Regular meetings are our general membership meetings** and are held on a schedule set by the Board of Directors (the Executive Committee).

- See the calendar for the current schedule of meetings
- General meetings are open to all.. members and non-members

**Special regular meetings** may be called by the president or Board and **MUST** be called upon written request of 10% of the membership.

- If a special regular meeting is called, then all members must receive at least 7 day advance notice of that meeting.

**Board of Directors meetings are our Executive Committee meetings** and we have been holding them as our calendar indicates.

- 7 members of the Board constitute a quorum at these meetings.
- Special executive meetings may be called by the president or at the request of at least 5 board members.
- Board members must be given 7 day advance notice of special meetings.

**Outdoor meetings are held outdoors, weather permitting.**

# *The Adams Chapter of Trout Unlimited - # 676*

Box 2129 . Traverse City, MI . 49685-2129

## AGENDA

### Review & Approval of Previous Meeting Minutes

Additions to the Agenda, if any

### Introductions of any new members / guests

### Reports from Committees

Treasurers Report	additions/expenditures/balance
Membership	changes in number of members
Newsletter	input/update
Conservation / Stream	update/planned activities/schedule of mtgs
Fund / Banquet	input/update
President's Report	can also be deferred to new business

### Old Business

Get the old stuff out of the way first  
Remember to revisit homework/duties given at the last meeting  
Sometimes a good place to review recent correspondence

### New Business

Dispense with one item at a time  
Deliberation does not necessarily mean slow  
Refer new & big things to committees for their review and return  
Defer extended conversations until after adjournment

### Program

Proper introduction – with stated length of program

### Adjournment

Informal, or continued, discussions after adjournment  
Remind those present of next meeting dates,  
Recapping homework assignments

## MEETINGS

### *A suggested progression of yearly chapter activities and duties.*

#### *January*      *“start up”*

- There must be a general membership meeting
  - The meeting should have a program
  - Recently elected officers are installed
  - Get new officer list to MI Council of TU
- Begin a general discussion of the coming year's goals
- Identify likely suspects for banquet committees
- Get the banquet donation sheets from last year's gift committee
- Get the stream committee to solicit, review, and solidify their recommendations for grants and stipends
- Prepare for the February newsletter
- Think kids and summer camp

#### *February*      *“fire up”*

- The executive committee should meet to discuss the status of banquet plans and stream committee grants
  - The stream committee grants should be reviewed, amended, voted on and prepared for a final presentation to the general membership in March by the executive committee.
- A newsletter should be mailed early in the month announcing banquet plans and new officers
- How is the banquet going
- Get the 1-day liquor license
- Get the raffle ticket license and number
- Tickets should already be at the printer and ready for distribution by March 1<sup>st</sup>.

## March

- There should be a general membership meeting
  - Stream committee, and other, grants should be approved, distributed and announced
- Banquet plans should be final and 90% done
- Banquet reminder mailings may be necessary
- Kids and kzoo camp details should be completed

## April

- **The banquet**
  - This is the main yearly event that gives us the funds for our good works and with the work of the stream committee forms the foundation of the chapter.
- Prepare for the May newsletter

## May                      “ease up”

- The executive committee should meet to review banquet details and a final banquet accounting should be available
- An early season newsletter with banquet success story and fishing related stories should be mailed, including a very good summer calendar of events / meetings / stream activities
- Prepare for the June and August outdoor meetings..
  - Who will do the programs
  - Find 2 good locations
  - Arrange either for some food or near a local eatery
  - Get membership involved

## June

- An outdoor general membership meeting should be held
  - The meeting should have a program related to fishing skills
  - This is a fine opportunity to engage new and prospective members
- Get the October WaWaSum meeting arranged

## July

- Relax, there should be at least one month with nothing on the schedule or
- Catch up on files, calendars, newsletters, and admin details
- Prepare for the August newsletter

## August

- An outdoor general membership meeting should be held
- The late season issue of the newsletter should be out before the meeting
- A good time for the membership committee (person) to discuss membership issues

## September                    “regroup”

- The executive committee should meet
- Some discussion about officer/director vacancies
- The treasurer should have the annual financial report done by month (fiscal year) end and we will then know what is available for giving next year.
- The nominating committee should be formed.
- Examine the exact date of the Nov/Dec election meeting and
- Assess the publication date of the November newsletter.



- A notification of the annual meeting/election meeting must be sent to members at least 30 days PRIOR to that meeting.
- If there is going to be a late publication date then you may have to send a postcard announcing elections and that meeting.

### October

- The WaWaSum outing and caucuses
  - New member activities
  - Election discussion
  - Committee discussions
  - Prepare for the Nov/Dec newsletter
  - Have the hall and set the date for the next year's banquet
  - Get the stream committee thinking about their share of chapter funds and how they want to distribute it

### November/December

- A general membership meeting must be held
  - This is the "annual meeting"
  - Elections must be conducted, with offices to change in January
  - Chapter finances must be reviewed with the general membership with amounts available for grants established
- In early November the newsletter should be mailed announcing the election meeting and with holiday wishes

# **CHAPTER ADMINISTRATION**

## **CONTENTS**

- Information on meetings, quorums & voting
  - The Chapter standing committees
- A process for consistent and fair review
  - Suggestions for handling problems
- Expectations for attendance and duties

# GENERAL ADMINISTRATION

## MEETINGS

Regular meetings [ General Membership Meetings ] are scheduled and held at the discretion of the executive committee.

- There is an approved calendar of meetings, activities & events

The Annual Meeting [ the election meeting ] must be formally announced at least 30 days in advance. *Article VII, section 2*

- This meeting has been traditionally held in the first week of December
- We must have an “annual” meeting and this is a good time to review the year end financials as well as hold the elections.

Special meetings **may** be called by either the President or the Executive Committee and **must** be called on written request of at least 10% of the membership. *Article VII, sections 4, 5*

## QUORUM & VOTING

Regular meetings, other than the annual meeting, have no requirement for a quorum. That is why consideration of important, costly or devisive matters should be discussed at a well publicized meeting with good attendance. This is an attempt to keep major matters from being decided by a very few members.

- The biggest items should be handled at either the annual meeting or the March meeting, which approves stream committee distributions.

The Annual Meeting, our election meeting, must have 10% of the membership present to constitute a quorum. With a quorum established, majority voting prevails at this meeting. *Article VII, section 6*

Executive Committee meetings must have at least seven (7) members present for a quorum. With a quorum established, majority voting prevails.

# GENERAL ADMINISTRATION

## STANDING COMMITTEES

Article VI, or the bylaws, establish the following committees:

- |                                  |                            |
|----------------------------------|----------------------------|
| 1. Public Relations & Newsletter | the “newsletter committee” |
| 2. Conservation & Stream         | the “stream committee”     |
| 3. Membership                    |                            |
| 4. Fund Raising                  | the “banquet committee”    |

- The newsletter committee attempts to produce a quarterly newsletter.
- The banquet committee takes the lead with the annual fund raiser.
- The membership committee maintains the membership list and contacts lapsed members.
- The stream committee should meet more frequently and take the lead in setting the outdoor meeting agenda

## THE EXECUTIVE COMMITTEE

also known as the executive board

Article V, section 1 describes the board as consisting of no less than 9 elected Chapter directors, AND the 4 elected officers, AND the immediate past president (article III, section 7)

# GENERAL ADMINISTRATION

## **THE ADMINISTRATIVE REVIEW PROCESS**

1. A member in good standing, a committee or the executive board raises an issue, or brings forth a matter, to be considered.
2. The Chapter president, or designee, directs this matter
  - a. To a committee if brought by a member
  - b. To the executive board if brought by a committee
  - c. To the general membership if brought by the executive board
3. A committee having considered a referred matter brings their recommendation to the executive board.
4. The executive board considers all recommendations and may bring them to the next scheduled general membership meeting.
5. The general membership votes on the recommendation of the board.

### **Important:**

- A committee that has a recommendation thwarted by the executive board may bring it to the next scheduled general membership meeting if that committee desires an appeal to the membership.
- The appeal of an action by a committee would certainly constitute a “special” meeting, requiring proper prior membership notification.
- A member whose issue has been dismissed by a committee may bring their appeal to the executive board.

# GENERAL ADMINISTRATION

## **REGARDING REIMBURSEMENT**

Some precedent has been set for the partial, and minimal, reimbursement of expenses directly related to Chapter activities. Following are the only two current examples:

The Chapter reimbursed president Mike Slater \$300 when he attended a national TU conference. No other reimbursements were made to him.

The Chapter reimbursed president Bill Fernandez \$200 for attending a national TU training session. No other reimbursements were made to him.

- Generally, we should expect officers and directors to pay their own way to state meetings and other events. Consideration may be given to paying for conference fees.
- The executive board should have advance notice of any expectation for reimbursement.

## **Reimbursement for items purchased**

Pursuant to procedures about the handling of funds, members may be reimbursed for items purchased for the Chapter when there has been prior proper approval for those purchases.

# GENERAL ADMINISTRATION

## **When problems happen.....**

*Especially for Chapter Officers and Board members*

1. Seek the counsel of other officers and board members before you act independently, if at all possible.
2. Keep the good of the Chapter and of the entire membership as your number one priority.
3. Try not to take sides while you are gathering information.
4. Fairly weigh both sides (or more sides) of the issue.
5. Remember that sometimes the best action is not to take any action, allowing the matter to diminish or solidify on its own merits.
6. When you make a decision, make a clear decision.
7. Document the issue, your decision making rationale and your recommendations in a memo to the board for their closed session review.
8. Do the best that you can do and let that be enough.

# GENERAL ADMINISTRATION

## **DUTIES, ATTENDANCE & EXPECTATIONS:**

From the start, the Adams Chapter experienced what all other volunteer groups experience

- It is difficult to get a majority of the membership to a meeting
- Frequently, the same, small number, of individuals come through to get the needed jobs done.

The need to accomplish tasks and the reliance on a small number of members leads to burnout.. There have been attempts to spread some of the chores around and, especially, between the officers and directors. We are members who have stepped up to take a title and made a commitment to help the Chapter.

Early on the Chapter set a policy on attendance for officers and directors. It's still on the Chapter books, but no one wants the job of confronting a regularly absent office holder.

- If you hold office, you are expected to make the vast majority of meetings, both general and executive.
- If you hold office, you are expected to step up and take the lead on a chapter function.

Following are a couple of pages of suggested duties.

1. recommended duties for chapter officers
2. recommended duties for chapter directors

We've never formalized these requirements, but you are your own best judge.. of time available and of time spent on Chapter business.



# GENERAL ADMINISTRATION

## Recommended duties for Chapter Officers

### President:

- Attend all general, executive and most stream committee meetings
- Maintain/assist with the mailing list and chapter roster
- Interact with National and State TU
- Receive and respond to most correspondence
- Produce a quarterly column for the newsletter
- Be an active member of all committees of the Chapter

### Vice-president:

- Attend all general & executive meetings
- Co-chair of the Banquet Committee
- Participant on Stream Committee
- Active with foundation/fund raising activities
- Fill in for the president when necessary

### Secretary:

- Attend all general & executive committee meetings
- Produce minutes for all meetings
- Assist with banquet printing and newsletter/publication needs

### Treasurer:

- Maintain the Chapter account
- Keep track of all general and special accounts
- Attend general and executive committee meetings
- File all required financial reports
- Participate with banquet and foundation activities

Each officer and director should have a commitment to Chapter activities which is demonstrated by providing assistance with meetings, committee work and other activities. To that end, I am proposing the following:

1. that the Chapter increase the number of directors from six (6) to nine (9), and
2. that each director be expected to select one item from each of the following lists
  - a. a meeting where they will commit to attending and assisting
  - b. a committee where they will attend meetings and either chair or assist the chair
  - c. an activity/committee where they will be an active participant

<b>Director</b>	<b>Meetings</b>	<b>Committees</b>	<b>Assist With</b>
Dir 1	January/general	Banquet	Youth
Dir 2	March/general	Banquet	WaWaSum
Dir 3	June/outdoor	Foundation	Foundation
Dir 4	August/outdoor	Youth	Membership
Dir 5	Nov-Dec/election	Stream	Stream
Dir 6	October/WaWaSum	Newsletter/PR	Newsletter
Dir 7	June/outdoor	Newsletter/PR	Banquet
Dir 8	August/outdoor	Membership	Foundation
Dir 9	Nov-Dec/election	Banquet	Youth

# GENERAL ADMINISTRATION

## CHAPTER POSITION REGARDING ATTENDANCE

### Purpose:

To establish standards regarding meeting attendance by officers and directors and a fair, and uniform, process for taking corrective action.

It is the desire of the Adams Chapter of Trout Unlimited that all Officers and Directors of the chapter make every effort to attend all regular and special meetings. All absences of Officers and Directors shall be noted as either excused or unexcused.

### Procedures:

Notice of meetings shall be delivered in accord with the by-laws of the chapter.

Upon taking the role, the secretary shall note either the presence or absence of officers and directors; listing absences as either excused or unexcused.

An excused absence is one which has been conveyed to the any officer at least two (2) days in advance of the scheduled meeting. An unexcused absence is an otherwise unexpected absence.

Three (3) unexcused absences in any calendar year shall cause the President, or Vice-President, to contact the delinquent officer or director and obtain their intentions regarding chapter participation. Should the individual indicate that regular participation is difficult, or impossible, the President, or Vice-President, shall request that that officer or director resign their office.

All vacancies for either an officer or director shall be filled according to chapter by-laws.

approved 6/26/96

# *The Adams Chapter of Trout Unlimited - # 676*

Box 2129 . Traverse City, MI . 49685-2129

December 1997

Regarding Elections:

In October 1995, interim officers and directors were selected by random draw.

In March 1996, the Chapter held its first election meeting, expiration dates for office holders were set for March of various years.

In January 1997, the Chapter held another election meeting, a bit early with regard to March expirations; but a step towards calendar year terms.

In December 1997, the Chapter held its "November Meeting". An explanation follows:

In September 1997, a calendar of activities was presented to the Chapter and approved. This calendar set a year containing 9 meetings, five with programs. The November meeting was scheduled to be the Election Meeting, and no meeting was scheduled for the month of December.

The process envisioned for elections was that at the August meeting the Secretary would provide an annual report and the President would select a nominating committee to prepare for elections.

Nominations and election particulars would then be published in the scheduled "Christmas Issue" of the newsletter, which was intended to be distributed prior to the November meeting.

The elections would be held at the November Meeting with those elected taking office at the January Meeting.

Therefore, terms of officers and directors should expire in December of the appropriate year. Terms of office then being for calendar years.

# COMMITTEES

## CONTENTS

- **Conservation & Stream Committee**
  - The committee described
  - The annual grant procedure
- **The Fund Raising (Banquet) Committee**
  - General banquet details
  - What we've learned so far
  - Sample forms and letters
- **The Public Relations & Newsletter Committee**
  - General information
- **The Membership Committee**
  - The rebate program explained

# **CONSERVATION & STREAM COMMITTEE**

## THE STREAM COMMITTEE

- This committee should be the heart of the Chapter and the entity around which all other activities revolve.
- Our mission is the preservation and enhancement of coldwater resources and the Stream Committee acts on our behalf to further those goals.

By-Law:

Article VI (committees) establishes a  
Conservation and Stream Committee

We have had co-chairs of this committee, and to the extent that we can, we should keep Steve Largent in one of those positions. There is no set membership for this committee and we should continually encourage every member to attend their meetings.

All meetings should be set well in advance and publicized in both the newsletter and at the general meetings.

Special attention must be given to those meetings in December, January, February and March. Committee activities in these four months determine how we allocate our chapter funds. We need to have good attendance and participation at these meetings.

- Refer all grant requests for stream work to this committee
- To the extent possible, have most of the arguments about what money goes to what stream, and issues about what environmental action is funded or not take place in these committee meetings.
- Attempt to present an agreed upon Stream Committee position at the general meetings.
- The Stream Committee recommends... and its actions must be approved at a General Membership meeting.

# STREAM COMMITTEE

## The annual grant award procedure

The process should begin before December

- The committee meets to review the last year's distributions
- They arrange for the notification of appropriate groups

Before/At the general meeting in January

- They should have begun notification
- They should be awaiting some response
- They should be fine-tuning the list of yearly recipients, increasing/decreasing amounts and adding/dropping names

In the month of February

- The stream committee should meet to have a vote regarding all distributions so that they may present a 99% complete recommendation to the Executive Committee
- At the next executive committee meeting, (get one scheduled) they present their recommendations and
- The executive committee approves either the presented, or amended, plan for their presentation at

The general membership meeting in March

- The stream committee presents motions for general membership approval of all recommended distributions
- The membership acts
- Recipients are contacted and informed of their grant
- Money is not sent out until chapter approval at this meeting

At the annual banquet in April

- Announcements are made
- Distributions can be made if appropriate



**THE FUND RAISING ( *BANQUET* ) COMMITTEE**

# BANQUET

## General Banquet Details

**The annual banquet is the big event of the year. Basically, it is our only money raiser and there a lot of items that demand your attention.**

- Set the date and arrange for the hall well in advance.
- Establish the gift gathering and fund raising committees well in advance.
- Arrange for the printing: tickets, posters, banquet program
- Get the raffle license from the state charitable gaming office
  - And get it before the tickets are printed
- Get the liquor license from the state liquor control commission
  - You'll need an insurance bond, a diagram of the hall, and the signature of the sheriff
- Arrange for a speaker.. or some kind of program
- Keep pumping the banquet in the newsletter and at meetings
- Get publicity in the local papers
- You must keep EXACT track of
  - Who donates what.. so we can send a thank you
  - Who sells what... so we can account for all of the money coming in
  - Who spends what.. so we can account for all of the money spent in having the banquet
  - The raffle and banquet tickets. Don't mess up on this
    - Log them when you give them out
    - Insist on getting the exact combination of money, stubs and/or unsold tickets returned
    - Get the unsold tickets returned in time to have them at the door and for sale during the banquet
  
- It's relatively easy to find members to set up and clear the hall, but very tough to get members to gather, solicit and develop underwriting beforehand.
- Someone must be in charge of watching over all of the details and individual functions.

## What we have learned after six banquets

- Catering / providing our own food enhances our profit
- Get the hall, liquor license and raffle license early
- When we operate our own bar we greatly enhance profit
- Have the tickets ready to sell at least one month prior to the event

Put someone in charge of:

- Ticket sales and accounting
- Ticket sales at the banquet
- Arranging for the speaker/program
- Coordinating the prize collection crew
- Storing the collected prizes
- Keeping the receipts and arranging for the thank you notes
- Heading up the set up and clean up crews

During the Banquet you will need

- Someone at the door selling/checking tickets
- Someone inside selling raffle tickets / merchandise at a table
- Bartenders
- Members working the floor selling raffle tickets
- Members working the smaller item tables
- Someone monitoring the silent auction sheets
- Someone to hold the cash and immediately account for it

Experience has taught us

- To treat each fly shop equally; that is, buying and requesting in a similar manner with each.
- To try very hard not to give out any complimentary tickets for gifts received... unless it's a huge gift and the ticket request is minimal.. and then we should write a chapter check for the tickets to keep the accounting straight.
- To hold each ticket seller responsible for tickets in their possession
- That it is very difficult to take notes, accounting for what goes where, during the banquet.

**The Adams Chapter, # 676, of Trout Unlimited**  
**Box 2129 Traverse City, Michigan 49685-2129**

**RECEIPT FOR GIFT OR DONATION**

The Adams Chapter of Trout Unlimited thanks you for your generous contribution. Your gift, or other donation, will help us in raise funds at our April 13, 2002 banquet. The proceeds from our raffle and auction allow us to continue our efforts to preserve and protect our local coldwater resources.  
Thank You Very Much

ITEM: \_\_\_\_\_

\_\_\_\_\_ Value: \_\_\_\_\_

Contributor Name: \_\_\_\_\_

Date: \_\_\_/\_\_\_/ 2002 Received by: \_\_\_\_\_

Trout Unlimited is a non-profit 501(c)3 organization and your contribution may be a deductible item.

**Detach top and give to contributor. Complete this section and keep it with the donation.**

ITEM: \_\_\_\_\_

Contributor: \_\_\_\_\_ Value: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Received by Member: \_\_\_\_\_ Date: \_\_\_/\_\_\_/2002

Thank You needed: y \_\_\_ n \_\_\_ Receipt given: y \_\_\_ n \_\_\_

**DISPOSITION**

raffle: \_\_\_ auction: \_\_\_ table: \_\_\_ other: \_\_\_

WON / PURCHASED

BY: \_\_\_\_\_

AMOUNT: \_\_\_\_\_ paid by: check \_\_\_ cash \_\_\_ charge \_\_\_

FUNDS RECEIVED BY: \_\_\_\_\_

giftacct

Closed \_\_\_\_\_ Pending \_\_\_\_\_

# *The Adams Chapter of Trout Unlimited - # 676*

Box 2129 . Traverse City, MI . 49685-2129

February 2002

TO: Kelly Galloup, The Troutsman  
Bryan Bilinski, Fieldsport  
Dave Leonhard, Streamside Orvis

FROM: Bill Fernandez, 941-7102

RE: The Adams Chapter of TU 6<sup>th</sup> Annual Banquet

Saturday, April 13, 2002, will be the date of the Adams Chapter's 6<sup>th</sup> annual fund raising banquet. With the help of local merchants and volunteers, we were able to raise over \$15,000 last year. As is our mission, we redirect all of our proceeds in support of education, conservation and restoration efforts. With your help this year we intend to raise even more money for the protection and enhancement of our coldwater resources.

Like last year, we're asking for your help in building our cache of prizes for our 6<sup>th</sup> annual Trout Unlimited banquet. What we propose is:

1. Purchasing a \$500 gift certificate from you for \$300. The gift certificates from each store would be on a \$10 raffle ticket with information about your store on the back of the ticket.. just like last year.
2. Purchasing a couple of rods, a rod/reel combo, or other merchandise from your store. As always, we appreciate the deepest discount possible since our aim is to raise money for conservation and resource enhancement.
3. Accepting your gracious gift of sporting goods, artwork, or clothing, providing you with proof of your charitable contribution and listing your name among our contributors.

Can we count on your support again this year? This 3-way ticket has been very popular and your participation has been a major component of our successful fund raising efforts.

Thank you for supporting Adams Chapter fundraising efforts.

## *The Adams Chapter of Trout Unlimited - # 676*

Box 2129 Traverse City, MI 49685-2129

### Welcome to our 5<sup>th</sup> Annual Banquet

For over forty years, Trout Unlimited has taken a leading role in protecting one of America's great national treasures: our nation's trout and salmon populations. Combining stream restoration efforts with research and lobbying on behalf of coldwater fisheries, TU works to protect existing resources and continues to challenge new threats to trout and salmon habitat.

The Adams Chapter began with the meeting of 26 concerned sportsmen in March of 1996. We now have over 250 members and the proceeds from this banquet allow us to continue supporting stream improvement and educational projects. We have done some good things with last year's money:

*We continue to work on several erosion sites along the Boardman River and*

*We have underwritten the cost of cleaning out sand traps on the Boardman and Manistee rivers, sand is a major threat to trout habitat and the health of a river.*

*We have partnered with the GT Conservation District and are improving a severely eroded site on Mitchell Creek and the TART trail. When completed this spring it will be a beautiful place to stop and enjoy nature.*

*A grant to the Conservation Resource Alliance will help clean up the Crystal River.*

*We sent a kid to Trout Camp and are beginning to form our own kids camp committee.*

*We spent more than \$12,000 on conservation related activities last year.*

This year we received another Embrace-a-Stream grant for work on the upper Boardman from TU national and are awaiting the final approval of an expansive Clean Michigan Initiative grant which will keep our Chapter busy with stream improvement projects for the next 3 years. With your help tonight we intend to do even more.

The Adams Chapter needs the support of people like you for success. The resources that we attempt to protect benefit our entire community. Whether you are a fisherman, skier, hunter, hiker, or just out for a pleasant walk or drive, our natural rivers and wild areas enrich our lives. If you are not a member, please consider joining and helping to maintain the quality resources that make NW Michigan a special place to live and work. Membership applications are available tonight. If you are a member, consider volunteering just a few hours this year on a stream project or other Chapter task.

**Have a fun evening, eat well, drink responsibly, examine the prizes and spend freely, knowing that all of your contributions are going to worthy projects and organizations.**

Find out more at [www.adamstrout.net](http://www.adamstrout.net)

**The Adams Chapter of Trout Unlimited - # 676**  
**Box 2129 Traverse City, MI 49685-2129**

Dear Contributor;

For over forty years, Trout Unlimited has been a national organization taking a leading role in protecting one of America's great national treasures: our nation's trout and salmon populations. Combining stream restoration efforts with research and effective lobbying on behalf of coldwater fisheries, TU works to protect our existing resources and continues to challenge new threats to trout and salmon habitat.

The Adams Chapter of Trout Unlimited, based in Traverse City, Michigan began with a meeting of 26 concerned sportsmen in 1996. We now number over 250 members and look forward to our fifth annual fund raising banquet, an event which allows us to support local stream improvement and educational projects, and to provide assistance to other groups concerned about the quality of our environment. Just this past year,

*We worked hard at restoring several badly eroded sites along the Boardman River and are proud that we have provided more than \$6000 to the Boardman River Restoration and Protection Project.*

*We continue our funding of river sand removal, a major threat to trout habitat and the health of a river. The placement of woody debris in the river enhanced trout habitat and stream flow.*

*We continued to provide financial support to local environmental groups.*

*An Adams Chapter grant enabled continuing restoration efforts on the Upper Manistee River.*

*We committed to teaching young people about trout fishing and responsible environmental stewardship.*

Our increasingly vulnerable wild areas demand that we continue our efforts to protect, enhance and educate. We intend to do just that with the funds raised this year.

*Continuing our tradition of providing financial support to quality local groups.*

*Completing our restoration and enhancement of the severely eroded Mitchell Creek / TART Trail crossing, strengthening its inherent educational and recreational qualities.*

*Increasing our involvement in educating youth about healthy outdoor activities.*

*Assuring the protection of our local coldwater and outdoor resources, because we enjoy them and want to preserve them for the enjoyment of future generations.*

The Adams Chapter needs the support of individuals and local business in order to reach our goals. The resources that we strive to protect benefit our entire community. Whether you are a fisherman, skier, hunter, hiker, or just out for a pleasant walk or drive, our natural rivers and wild areas enrich our lives. Join with us to help maintain the environmental quality that makes Northwest Michigan a special place to live and work. Thank you for your generosity.

**Officers:**

Bill Fernandez, President 941-7102  
Greg Butzow, Vice President  
Jim Zachow, Secretary  
Jim Kartsimas, Treasurer

**Directors:**

Jess Reed  
Dave Leonhard  
Dennis K. Taylor  
Dr. Ken Gum  
Mike Connors  
Steve Largent

# **PUBLIC RELATIONS & NEWSLETTER**



# NEWSLETTER

## The Newsletter

1. is scheduled for distribution 4 times per year
2. is our primary link to our membership
3. is our single best device for informing or soliciting
4. has always been tough to get out on time

Newsletter Goal #1 should be “getting the majority of one issue prepared in advance of publication” *or even better*, “always being one issue ahead of deadline”. *Good luck !!*

- the Print Shop at 803 W. Front St. has been doing the newsletter for a number of years. 935-0241
- Andrea Rae Johns, at the shop, knows what to do.
- You will need to have stamps, labels and mailing seals.
- Fernandez has been keeping the membership list/labels up to date.

## Each newsletter should contain

- A calendar of coming events
- A list of officers/directors with a few contact numbers
- Reminders about the banquet and contributing to the community foundation
- Encouragements to attend the meetings
- Reminders to renew memberships through chapter meetings

# NEWSLETTER & PUBLIC RELATIONS

## THE CHAPTER WEB SITE

- We used to have a web site
  - Member Bob Sturtz developed it
  - No one maintained it
- We desperately need
  - Someone to develop / redevelop the site
  - Someone to maintain the site
- We are missing an opportunity to have on line
  - Our newsletter
  - Our calendar
  - Our by-laws

## Newspaper and print material

- We are lucky to have Don Ingle as a member
- He is an outdoor writer and has been doing a great job of keeping our name in the news.
- We could use more

**THE MEMBERSHIP COMMITTEE**

# MEMBERSHIP

## Rebate Programs for Chapters and Councils

**New Member Rebate** – To be a recipient of this rebate the chapter needs their 3 digit chapter number on all applications in the code box located in the lower right hand corner. This will ensure the \$10 rebate goes to our chapter. If you want the member to be assigned to our chapter as well, you need to write the chapter 3 digit number on the Chapter line which appears on the left hand side of the application. For each new member we will receive \$10. Rebates happen twice a year, for the periods of 10/1-3/30 & 4/1-9/30 each year.

**Chapter Renewal Program (RNBR)** - This program was started through the banquet/special events program; TU has since made a change in policy to accept renewals from our members through the chapter meetings as well as special events. **The idea behind this program is to increase the number of members who attend the chapter meetings and fund raisers.** The chapter should ask members to bring their renewals to the meetings, fundraisers or banquets where the chapter would send it directly to TU. If the member does not have his renewal notice the chapter should use a membership application with the words RENEWAL & the 8 digit member ID# written clearly on the upper left hand side. Also include the member's full name and address and the payment. Be sure to identify the chapter who is sending it on a post it note, TU will then code the piece for the \$5 rebate. The chapter should send the renewals to the TU national office (1500 Wilson Boulevard Ste 310, Arlington, VA 22209-2404) not the PO Box on the forms. Note that if the chapter or member sends them directly to the PO Box they will not be able to code them for the rebate. This rebate is given out the same time as the above rebate.

**Chapter Archived Renewal Program (CARP)** - This promotion is for archived members who want to renew through the chapter. When we receive a renewal for an archived member, send their 8 digit member ID#, name and address along with their check or credit card information, TU will code them for rebate. We must send them to Trout Unlimited, 1500 Wilson Boulevard Ste 310, Arlington, VA 22209. Please send a note along identifying our Chapter. For each member who responds through this program, we will receive a \$10 rebate. The rebate is given out the same time as the above rebate.

**Sport Shows** - All chapters or councils can pay for a booth at a sports show and receive \$13 for each new member they sign up. This is not for renewals.

## MEMBERSHIP

When we are in the planning stages of the sports show call Nancy Nelson at 703-284-9418 or email her at [nnelson@tu.org](mailto:nnelson@tu.org) and she will give you a special code for the show. This code should be written in the code box in the lower right hand corner on all the applications that you give out. The chapter or council who was given the code will receive the rebate of \$13. The member will be assigned to any chapter as people who attend sport shows can be from another area or state for that matter.

**Standard Council Rebate** – This is a yearly rebate that is tied to the financial statements for both the council and the chapters within the council. This is how it works. TU takes the number of members at the end of September 30th, subtracts the members we have already received rebates for through other rebate programs, then subtracts all discounted members such as seniors, students and magazine only. That's the number to work with on a chapter basis. For each chapter that sends in a financial form due by November 15th, the council receives \$2.50 of which \$1.50 is the council portion and \$1.00 is the chapters. It is important to remember that the chapters vote within each council on whether the chapter portion goes back to the chapter or stays with the council. The council needs to send in their financial form before the rebate is given. The council receives the check with a copy of the spreadsheet to either keep or allocate to the chapters accordingly. This rebate is given around the end of November each year.  
**NOTE: We DO NOT receive any rebate from the MCTU**

### **National Renewal Program**

Trout Unlimited National Renewal Program sends out 8 renewals to each member.

The first Renewal notice – Mailed three months before expire date

We do not mail the second month before expire date

The second renewal notice – Mailed one month before expire date

The third renewal notice – Mailed the month of expire date

The fourth renewal notice – Mailed the month after the expire date

The fifth renewal notice – Mailed the second month after expire date

The sixth renewal notice – Mailed the third month after expire date

The seventh renewal notice – Mailed the fourth month after expire date

The eighth renewal notice – Mailed the fifth month after expire date

For more information on these programs please call or e-mail me directly at 703-284-9421 or [wreed@tu.org](mailto:wreed@tu.org).

# FINANCE

## CONTENTS

- The duties of the treasurer
- The Chapter 501(c)(3) exemption number
  - Employer ID number
  - State Lottery organization ID number
  - Liquor Control organization ID number
    - How we allocate our funds
    - Procedure for handling Chapter funds
    - Copy of the 501(c)(3) exemption letter
- Section to maintain yearly financial papers

**The Treasurer:**

Article III, Section 4, describes the duties of the treasurer which include:

1. having custody of the chapter funds
  2. with the president, having the power to execute agreements
  3. all collections, deposits and balance accounting
  4. rendering statements/reports to the board and at meetings
  5. making an annual accounting report to national TU
- Checks shall be signed according to chapter policies and procedures regarding fund disbursement
  - See procedure for handling of funds

**Chapter Financial Information:**

- 501(c)(3) information is on file with national TU. We have a copy of a letter dated February 27, 1996 referencing the IRS group exemption letter of March 1972.
- OUR GROUP EXEMPTION NUMBER IS 2266
- Our employer ID number is: 38-1612715
- Our Bureau of State Lottery organization ID is: 126083
- Our Liquor Control Commission organization ID is: 138032

When you get a liquor license you must file a sales tax return within 3 days of event closing,  
Post the license at the event bar  
When you get a raffle license you must file a report with the charitable gaming office after the event  
Put the raffle number on all raffle tickets

## FINANCE

*This policy was recommended by the Executive Committee on January 18, 2000 and approved at the general membership meeting of January 26, 2000.*

- It is the way in which we divide and allocate Chapter funds at the end of each fiscal year.

### **POLICY REGARDING THE ALLOCATION OF CHAPTER FUNDS:**

It shall be the policy of the Adams Chapter of Trout Unlimited that at the end of each Chapter fiscal year the treasurer shall establish the exact amount of funds in the Chapter account and

1. Identify and hold separate those funds given to the Chapter for a specific purpose and
2. Establish a remaining balance to be used as follows:
  3. \$10,000 to be held in the account for the banquet and Chapter administration
  4. With the remaining money divided equally to be used for
  5. Adams Chapter Local Projects (through the actions of the Executive Committee and/or general membership) and
  6. Grants, contributions, and memberships to like-minded environmental, sporting, conservation, or educational groups or individuals (through the deliberative process of the Stream/Conservation Committee.

The granting of funds to individuals or groups shall be subject to the Chapter procedure regarding requests for contributions; that being review by the appropriate committee and president of the chapter, review and approval by the executive committee, and review and final approval by chapter membership.



## PROCEDURE REGARDING HANDLING OF FUNDS

### **Purpose:**

To establish a fair, and consistent, procedure for the disbursement and accounting of Adams Chapter funds.

It is the position of the Adams Chapter of Trout Unlimited that all funds received and disbursed must be recorded and accounted for by the treasurer, and that a report of all such activities be made at regular chapter meetings and that an annual financial statement be made by the treasurer. Funds shall be handled consistent with the following Chapter procedures.

### **Procedures:**

#### Receipt of Funds:

All funds received by the chapter shall be deposited in the Chapter account, with disbursement made only by a properly approved check.

#### Disbursement of Funds:

All requests for disbursement shall be presented to the treasurer, or other officer, of the chapter. Requests for reimbursement shall be considered only if those requests have had the prior approval of the Chapter Executive Committee.

#### Methods of Approval and Limitations:

Officers of the chapter shall have the authority to spend, and expect reimbursement for, amounts less than \$100, when those expenditures are for Chapter operation. Receipts will be required and these amounts will be itemized and reported in the treasurer's report.

Requests for expenditures, and reimbursement, of amounts in excess of \$100 must have the prior approval of the Chapter Executive Committee. Amounts between \$100 and \$1000 may be reported and approved at any regular chapter meeting. Amounts in excess of \$1000 must be approved at a regular chapter meeting after the membership has been notified of such a vote for approval by either Chapter newsletter or other membership mailing.

#### Signatures Required:

The Executive Committee shall empower two members as authorized signers of Chapter checks.

This procedure was reviewed and approved by the Executive Committee and subsequently reviewed and approved at a General Membership meeting.

Use the following section  
to keep track of Chapter  
expenditures each year.

File executive and treasurer  
information in this section.

**Current Fiscal Year Account Balances**

# *The Adams Chapter of Trout Unlimited - # 676*

Box 2129 . Traverse City, MI . 49685-2129

October 9, 2001

## End of fiscal year Chapter Financial Summary:

### Amount in Chapter account:

Statement period ending: 9/29/00	\$ 35,403.35
Statement period ending 9/30/01	39,800.00

### Amounts committed & remaining in specific project accounts:

• Embrace-a-stream balance	1,345.00
• Pilot Project Grant	2,055.00
• Kid specific	300.00
• GTCD/exec-stream Sand Trap	2,600.00

Remainder available for Chapter use: (estimated & suggested)	<u>\$ 33,500.00</u>
---	---------------------

Amount to be set aside for operations -	10,000.00
Amount for Stream/conservation committee -	11,750.00
Amount for Local Project/executive committee -	11,750.00

0

### **summary:**

The Chapter has no outstanding bills.

Each account has about 2,000 more this year.

The Stream account spent about 10,000 last year.

The Local/Exec account spent about 8,500 last year.

The general fund amount is more than sufficient for operating needs.

The EAS and Pilot Project remainders may be overstated.

We have made a commitment to the GTRCF to fund an account and this may be the time to seed it with \$5,000 [ 2000/general, 2000/local, 1000/stream ] . This would put us in good standing with the GTRCF.

Chapter account review / efficiency

# *The Adams Chapter of Trout Unlimited - # 676*

Box 2129 Traverse City, MI 49685-2129

The stream committee recommends the following distributions from the stream committee fund: [2001 amount plus \$50]

1. Boardman River Guardians	\$550	for the endowment fund
2. Conservation Resource Alliance	\$550	for the Rivercare Fund
3. Betsie River Restoration Com	\$300	unrestricted contribution
4. Anglers of the AuSable	\$550	unrestricted contribution
5. Upper Manistee River Rest.Com	\$300	unrestricted contribution
6. Michigan Land Use Institute	\$300	for River Protection
7. GT Regional Land Conserv	\$300	unrestricted contribution
Subtotal .....	<u>\$2,850</u>	

## Specific Requests Approved

1. <i>The Upper Manistee River Restoration Committee</i>	
a. <u>Unrestricted grant for restoration work</u>	<u>\$2,500</u>
2. <i>Anglers of the AuSable</i>	
a. <u>Matching funds for S.Branch restoration work</u>	<u>\$1,500</u>
3. <i>GT Conservation District</i>	
a. <u>½ amount need for summer intern</u>	<u>\$1,500</u>
4. <i>Betsie River Watershed Restoration c/o CRA</i>	
a. <u>Instream habitat improvement</u>	<u>\$1,200</u>
Subtotal.....	<u>\$6,700</u>

**Total amount to be distributed at this time:       \$ 9,550**

**Amount remaining in the stream fund:   \$ 1,200**

The stream committee also recommends the following distributions from the executive/local fund:

1. Matching ½ of the stream committee grant for an intern in the amount of: \$1,500

March 27, 2002 General Meeting

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Approval: \_\_\_\_\_

# **CHAPTER POLICY**

## **CONTENTS**

- An explanation of by-law, policy & procedure
  - The Chapter By-Laws
  - Approved Chapter Policies

# POLICY

## Chapter policy & how it is established

- A **by-law** is one of our Chapter laws. It is our basic organizing document. We must follow our by-laws and amend them in the proper manner. Proper manner means giving adequate notice, having deliberations, making motions and receiving votes at a meeting with a quorum.
  - By-laws are our serious rules.
  - Article X, section 1 describes the method of amending them
  - Sometimes it's easier to make a new policy than to amend a by-law.
  
- A **policy** is a Chapter position brought forward through proper channels and approved by the general membership after notice, deliberation and motion. A policy addition or amendment does not generally require the same exacting process as dealing with a by-law. However, we should be both cautious and reasonable as some policies will have more impact than others. Those with greater impact should be given more attention and deliberation.
  - Once passed, a policy becomes a serious chapter rule as well.
  - A policy can be changed or removed in the same manner.
  
- A **procedure** is a somewhat formalized way of doing Chapter business or implementing a by-law or policy. The Executive Committee can approve a procedure, but it must be grounded in policy or by-law.. and not be in conflict with either.
  - Procedures can be the quickest way to establish a pattern of action.
  - A procedure does not have the same standing as either a by-law or policy.

# THE CHAPTER BY-LAWS

**The Adams Chapter, # 676**  
**Trout Unlimited**  
**Box 2129**  
**Traverse City, Michigan 49685-2129**

**ADAMS CHAPTER OF TROUT UNLIMITED - #676**  
**CHAPTER BY-LAWS**

**ARTICLE I Organization and Purpose**

**Section 1:**

The name of this organization shall be The Adams Chapter, Trout Unlimited, hereinafter referred to as the Chapter.

**Section 2:**

The purpose of this Chapter shall be the preservation, protection and enhancement of the coldwater resource. The Chapter shall operate as a non-profit, non-political and non-sectarian organization. The Chapter shall function exclusively for charitable, educational and scientific purposes.

**Section 3:**

The Chapter shall be a subsidiary organization under the authority of Trout Unlimited, a Michigan non-profit corporation, hereinafter referred to as "Trout Unlimited". The Chapter shall carry out the aims and purposes of Trout Unlimited and adopts by reference hereof, the Articles of Incorporation and By Laws of Trout Unlimited. The Chapter acknowledges that all policies and objectives to be pursued by the Chapter, or by any member or members thereof, will be in accordance with the policies, purposes and objectives of Trout Unlimited.

**Section 4:**

The Chapter shall not promote or oppose the candidacy of any person seeking election to public office and the Chapter shall not participate or intervene in any campaign on behalf of any candidate for public office. No substantial part of the activities of the Chapter shall be carrying on propaganda or otherwise attempting to influence legislation.

**Section 5:**

The Chapter will do whatever is within its ability to foster sound management of salmonid species and habitat. By way of illustration and not by limitation, the Chapter will



