

**The Bass Federation of  
Kansas Inc.  
By-laws**

**Amended and effective  
January 16, 2020**

**ARTICLE I. PURPOSE AND AFFILIATION**

**Section 1.**

**Name:** This organization shall be called: The Bass Federation of Kansas, Inc., herein referred to as the "TBFKS".

**Section 2.**

**Purpose:** To stimulate awareness of bass fishing as a major sport. To offer our State Conservation Department our organized moral and political support and encouragement. To promote full adherence to all conservation codes, to demand adequate water quality standards and legal enforcement of existing regulatory standards. To detect and report any polluter and to call public and political attention to this crime. To improve our skills as bass anglers through a fellowship of friendly exchange of bass catching techniques and ideas, to promote and encourage youth fishing and a love for this great recreation. To promote sportsmanship, courtesy and boating safety at all levels.

**Section 3.**

**Affiliation:** TBFKS shall be composed of affiliated single entity clubs and TBFKS regional clubs in good standing with The Bass Federation, herein referred to as the "TBF".

**ARTICLE II. MEMBERSHIP AND DUES**

**Section 1.**

**Membership:** Membership in TBFKS is open to any organized single entity club whose membership in TBF is one hundred percent (100%) and whose membership in TBFKS is one hundred percent (100%). Membership is also open to any individual who joins TBFKS and is placed into one of the four TBFKS regional clubs (Northeast, Southeast, Northwest, and Southwest) based on the members home address. All clubs shall maintain a minimum roster of six (6) members.

**Section 2.**

**Dues:** Funds for the support and maintenance of TBFKS will be derived from annual membership dues and from special projects sponsored by TBFKS. TBFKS membership's dues shall be paid to the TBFKS treasurer no later than January 1<sup>st</sup>, of each calendar year. Failure to pay dues in a timely manner may result in the complete club losing their eligibility to participate in TBFKS and TBF sponsored events for that year. Members joining TBFKS after January 1<sup>st</sup> will be required to pay the annual membership dues immediately. TBFKS executive committee will establish the amount of the annual dues.

## **ARTICLE III. REPRESENTATIVES AND OFFICERS**

### **Section 1.**

**Representatives:** Each single entity club will elect/appoint a member in good standing to serve as their TBFKS representative. The single entity club representative must be a member in good standing with TBFKS. Each single entity club representative can represent one club.

**Representative Duties:** The single entity club representative will represent his/her club at all TBFKS meetings.

**Officer's Duties:** Officers of TBFKS will have general powers of administration of the offices of TBFKS as identified under Article III. Section 6. Officers Duties. Officers shall be elected as specified in Article III. Section 7. Election of Officers.

### **Section 2.**

**Attendance:** The single entity club representatives shall attend TBFKS meetings. In the event that a representative cannot attend a scheduled meeting, the club shall appoint an alternate representative to attend the TBFKS meeting.

### **Section 3.**

**Voting Rights:** The single entity club representative or his/her alternate is the sole representative of his/her Club and thus is the only person eligible to cast his/her vote at a regular, special, or emergency meeting of TBFKS. Each Club is entitled to one vote. Representatives must cast their vote in person. No proxy votes are permitted.

### **Section 4.**

**Quorum:** Twenty percent of the single entity club representatives shall constitute a quorum for the transaction of TBFKS business.

### **Section 5.**

**Officers:** The officers of TBFKS will consist of no more than the president, vice president, secretary, treasurer, tournament director, conservation and natural resources director, youth director, public relations/communications director, two members-at-large, and president emeritus (honorary). The TBFKS executive committee will be composed of the elected officers.

### **Section 6.**

#### **Officer Duties:**

**President:** The president will preside over the affairs of TBFKS. He will: prepare an agenda and preside over all scheduled, special, and emergency meetings; direct all official business; supervise all TBFKS activities; be an ex officio member of all standing and special committees; be the official representative of TBFKS with TBF; delegate such duties as may be appropriate to better serve TBFKS.

**Vice President:** In the absence or disability of the president, the vice president shall: have all the powers and be subject to all of the duties of the president so long as such absence or disability of the president continues; assist the president upon request, assume the office of president if vacated,

until a successor can be elected as per Article III. Section 9. The vice president shall appoint and preside over the by-laws committee. The vice president will oversee fundraising events and solicitations pertaining to TBFKS.

**Secretary:** The secretary will: record accurate minutes of all meetings, maintain a roster of TBFKS members, place TBFKS members into TBFKS regional clubs based on the member's home address, and transmit those rosters to the TBF office via the TBF website membership portal.

**Treasurer:** The treasurer will: receive and distribute all monies upon approval of the executive committee, receive updated rosters with dues from single entity clubs, receive individual members' dues, send TBF member dues to TBF office upon receipt, maintain accurate financial records and be prepared to present current treasurer's report at any executive committee meeting or upon request of a club representative. This financial report will list all monies received and dispersed in a specific category. A proposed budget will be submitted each year to the executive committee for approval.

**Tournament Director:** The tournament director will: organize and operate, determine eligibility, collect entry fees, set awards, and solicit prizes, rule with final authority on the proper conduct, procedures, qualifications, and other matters relating to the conduct of all adult member tournaments scheduled with TBFKS. The tournament director shall determine the dates and sites of all adult member tournaments. It will be the primary duty of the tournament director to conduct his/her affairs with the highest standards of honor, integrity, sportsmanship and fair play.

**Youth Director:** The youth director will: chair the youth activities committee, promote, encourage and help single entity clubs organize and implement youth related activities as requested. In addition, the youth director will organize and implement a Kansas High School and Kansas Youth tournament annually. The youth director will help implement programs/activities to introduce young fishermen to the goals of TBFKS and promote a basic respect of our natural heritage, and appreciation of the basic rules of honesty, integrity, fair play, and good sportsmanship.

**Conservation and Natural Resources Director:** The conservation and natural resources director will: chair the environmental committee, keep the committee and single entity club representatives informed, and lead efforts to protect our natural environment from harmful change, to document and report to the proper authorities violations of local, state, and federal antipollution laws, statutes, regulations, ordinances or other regulation devices; to promote informational and educational activities. In addition, the conservation and natural resources director shall work closely with TBF to help fulfill his/her duties.

**Public Relations/Communications Director:** The public relations/communications director shall: be in charge of all forms of communications concerning the TBFKS including the website and Facebook page, organizing newsletters, helping with sponsorship proposals, contacting and coordinating with television stations, newspapers, etc.

**Members-at-Large:** Serve and help TBFKS officers as needed.

**President Emeritus (Honorary):** Aid in the effective transfer of officer's duties from president emeritus to president elect. This is not a voting member of the TBFKS executive committee.

**Officer/Representative responsibilities:** In order to maintain integrity and to enhance continuity among officers and activities of TBFKS, all officers will notify the president in advance of any activities which would involve or be representative of TBFKS. The TBFKS president is the approval authority all activities representing TBFKS.

## **Section 7.**

**Election of Officers:** TBFKS officers will be elected annually by the TBFKS membership. The term of office will be one year, with officers serving from January to December.

**Nomination of Officers:** Nomination for TBFKS officers shall be received by the TBFKS president in writing, including their name, address, and phone number, no later than August 1<sup>st</sup>. Nominees will be contacted to verify that they will accept the nomination.

**Officer Eligibility:** Candidates must meet all membership requirements of TBFKS.

## **Section 8.**

**Removal from Office:** By majority vote of the TBFKS members, any officer may be removed from office for any action that would reflect dishonor and/or disgrace to TBFKS.

## **Section 9.**

**Vacancy of Office:** In case of any vacancy of an office through death, resignation, disqualification or other cause, the remaining officers, by majority vote, may elect an eligible successor to hold office for the unexpired portion of the term of that officer.

# **ARTICLE IV. MEETINGS**

## **Section 1.**

**Scheduled Meetings:** The TBFKS executive committee may hold a scheduled meeting as required. A meeting agenda will be planned in advance of all scheduled meetings by the officer presiding over the meeting. The single entity club representatives will attend TBFKS scheduled meetings.

## **Section 2.**

**Special Meetings:** TBFKS officers may call special meetings for TBFKS purposes, or for committee meetings. All required attendees will be notified in a timely manner.

## **Section 3.**

**Annual Meeting:** An annual TBFKS meeting maybe held in the fall of each year. The TBFKS executive committee will determine the date, time, location, and provide adequate notification to TBFKS members.

## **Section 4.**

**Emergency Meetings:** An emergency meeting must constitute a true emergency. Every effort will be made to notify required officers and members of the date, time, and location. As much notice, as possible will be given. The only TBFKS business that may be transacted at an emergency meeting will relate to the specific reason of the meeting.

## **Section 5.**

**Rules of Order:** All meetings shall be conducted under Robert's Rules of Order as parliamentary procedure

**Section 6.**

**Conduct:** Due to the visibility and scrutiny of any organization, it is imperative that each member conduct themselves in a disciplined, orderly and respectable manner at all TBFKS events, failure to comply is grounds for immediate removal of the person in violation from the event. In addition, such activity may be grounds to prohibit the person from future TBFKS events.

**ARTICLE V. EXECUTIVE COMMITTEE**

**Section 1.**

**Composition:** The Executive Committee will be composed of no more than the president, vice president, secretary, treasurer, tournament director, conservation and natural resource director, youth director, public relations/communications director, and two members-at-large.

**Section 2.**

**Duties:** The executive committee shall, except as otherwise provided in the by-laws, have all of the authority and powers to manage the business and affairs of TBFKS.

**Section 3.**

**Actions of the Committee:** Meetings of the executive committee will be called and chaired by the president of TBFKS or by the vice president in the president's absence or inability to act. Four members of the executive committee present in person will constitute a quorum for the transaction of TBFKS business. All actions of the executive committee will be reported to the TBFKS membership.

**ARTICLE VI. COMMITTEES OF TBFKS**

**Section 1.**

**Standing Committees:** The following will be considered permanent standing committees unless changed by amendment: by-laws committee, environmental committee, executive committee, tournament committee, and youth activities committee.

**Section 2.**

**Special Committees:** Special committees may be formed by TBFKS officers, but only for closely defined purposes, and in no case may the tenure of a special committee exceed two years from the date of appointment. Special committees may not supersede or otherwise infringe upon the duties and responsibilities of standing committees.

**Section 3.**

**By-laws Committee:** The by-laws committee will consist of TBFKS vice president and TBFKS members in good standing as selected by the vice president per Article VI. Section 1. Standing Committees. The committee will conduct an annual review of TBFKS by-laws and, as deemed necessary, recommend appropriate changes. These changes along with those received from

TBFKS members shall be presented to executive committee for consideration.

#### **Section 4.**

**Tournament Committee:** The tournament committee will consist of TBFKS tournament director and TBFKS members in good standing as selected by the tournament director per Article VI. Section 1. Standing Committees. The committee will make an annual, and more often if necessary, review of all tournaments scheduled with TBFKS. Changes will be made as deemed necessary, subject to Article VII.

### **ARTICLE VII. TOURNAMENTS**

#### **Section 1.**

**TBF National Semi-final Qualifying Tournament:** The executive committee shall decide by majority vote the format of the tournament, or tournaments, used to determine the qualification of participants to represent Kansas at the TBF national semi-final. The format approved will be placed in effect for the next calendar year, and once approved may only be changed by two-thirds vote of the executive committee and only for the following reasons.

- a. An insufficient number of tournament staff to conduct the tournament(s).
- b. Safety issues.
- c. Instances where conducting the tournament(s) would place the TBFKS in violation of local, state, or federal law.

#### **Section 2.**

**Other Tournaments:** TBFKS may schedule other tournaments. The tournament director will decide the format of these other tournaments. If deemed necessary, changes to the format of these other tournaments may be made by majority vote of the tournament committee.

#### **Section 3.**

**Tournament Format:** The following items refer to the format in Article VII. Section 1: number of qualifying positions and alternates, date, location, number of tournaments, entry fees and side pots, and any other item as deemed necessary by the tournament director.

### **ARTICLE VIII. GENERAL RULES OF OPERATION**

- a. At a meeting, the by-laws may be changed or amended by two-thirds vote of the executive committee present, provided that the proposed changes have been presented to the by-laws committee for review and recommendation prior to that meeting. In addition, any proposed by-laws changes received by an officer must be submitted to the vice president for review and recommendation by the by-laws committee. The executive committee may call either a special or emergency meeting to consider by-law amendments. By-law amendments will be sent to TBF for their review and approval.
- b. Under no circumstances shall TBFKS accept monetary assistance from individuals, businesses, corporations, or governmental agencies if there is prima facie evidence that the goals of these entities are contrary to the primary goals of TBFKS.
- c. The president of TBFKS shall be a member of TBF advisory board, which will meet upon the call of TBF director for the purpose of furthering the goals of the various TBF activities.
- d. Final authority for the interpretation of the TBFKS by-laws will rest with the TBFKS executive committee.

- e. Any intentional undertaking to discredit, overthrow, or defame TBFKS Inc., by any member(s) will be grounds for disaffiliation, which also may include civil litigation and prosecution.
- f. Any expense submitted for payment or reimbursement must be supported by a receipt or invoice. General accepted accounting principles will apply.
- g. Capital purchases in excess of \$1,000.00 are to be approved by majority vote executive committee.

## **ARTICLE IX. CLUB REQUIREMENTS**

### **Section 1.**

#### **Good Standing Interpretation:**

- a. Membership with single entity club as required.
- b. Membership with TBFKS.
- c. Adherence to TBFKS and TBF By-laws.
- d. Exhibit good sportsmanship at all times.

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