

SLTFC GUIDE

INTRODUCTION

The Saltwater Light Tackle Fishing Club is guided by its **By-Laws**. The **SLTFC Guide** contains the *Annual Calendar, Policies, Practices, Procedures, and Templates* used by the Board of Directors in running the day-to-day activities of the club.

The By-Laws can only be amended by a majority vote of the Board of Directors ***and*** a $\frac{2}{3}$ majority vote of the club membership present at a regularly scheduled membership meeting.

On occasion, the Board of Directors may find it necessary to clarify and/or resolve specific issues by adding to, deleting from, or changing the current **SLTFC Guide** by a majority vote of the Board of Directors without the approval/vote of the club membership.

Changes to the SLTFC Guide must be reviewed to determine that they do not conflict with the By-Laws.

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SLTFC ANNUAL CALENDAR

<p>Every Board Meeting</p>	<ul style="list-style-type: none"> ● Approve previous meeting minutes ● Review/Approve Treasurer's Report/Budget ● Secretary's Report ● Committee Chair Reports as follows: <ul style="list-style-type: none"> Catering/Logistics Programs/Speakers Membership Tournaments Special Events Newsletter Holiday Gala * Nominating Committee * Old Business New Business <p style="text-align: center;"><i>* Not necessarily reported on every month</i></p>
<p>December</p>	<ul style="list-style-type: none"> ● Treasurer's end-of-year wrap-up, and new Budget <ul style="list-style-type: none"> • Determine the Dues for coming year • Determine need for Sponsors - Chairperson, Fees, Contact List, Etc... ● Establish committee chairs for coming year ● Annual Membership Survey - Need, Responsibility, Schedule, Questions ● Membership Renewal Notice - Mailing, Timing and Responsibility (Renewal Notice & Survey mailed in January) ● Holiday Gala - Lessons Learned
<p>January</p>	<ul style="list-style-type: none"> ● Approve Survey and special "Survey Hand-in" raffle prize ● Mail Survey with the Membership Renewal Notice ● Make the Preliminary Survey Results available to Board members prior to the February Board meeting
<p>February</p>	<ul style="list-style-type: none"> ● Review Survey Results ● Committee Chairs should start developing plans based on the survey results and be prepared to present them at the March Board Meeting
<p>March</p>	<ul style="list-style-type: none"> ● Review Tournament details with the Board <ul style="list-style-type: none"> • Number of Tournaments, Dates, Rules, Awards, Entry Form, Weigh-Station, Entry Fees, Etc... • All tournament monies (\$\$\$) must be formally approved by the Board (Awards, Rounding Method, Weigh-in Refreshments, Etc...)
<p>April</p>	<p>"Every month" items</p>

May	<ul style="list-style-type: none"> ● Holiday Gala Chairperson assigned ● Holiday Gala Location & Date established ● Holiday Gala planning underway; to be completed by October Board Meeting (Menu, Cost/Price, Raffle Prizes, Program, Invitation/Agenda, Etc...)
June	<ul style="list-style-type: none"> ● Nominating Committee Chairperson assigned <ul style="list-style-type: none"> • Committee Chair solicits new Board Members • Board approves candidate list at October Board Meeting • Candidate list is published in the October newsletter • Membership votes on candidates at October Membership Meeting • New Board Members participate in November & December Board Meetings • New Board takes over in January
July	“Every month” items
August	“Every month” items
September	“Every month” items
October	<ul style="list-style-type: none"> ● Board finalizes/approves the candidate list of Officers and Board Members ● Publish list of candidates in the October newsletter ● Membership votes on candidates at October Membership Meeting ● All tournament annual award winners should be determined (Awards will be presented at the Holiday Gala)
November	<ul style="list-style-type: none"> ● Welcome new Board Members ● Final review of Holiday Gala plans

SLTFC BOARD OF DIRECTORS

The following positions should be filled at the December Board Meeting:

President

Vice President

Secretary

- Must establish the SLTFC Address (P.O. Box)
- Receives/Distributes all club correspondence (agenda, minutes, letters, survey, Gala invitation, renewal notice, etc...)
- Communicates with the Treasurer (money, membership, etc...)
- Responsible for maintaining the club membership roster
- Provides the Newsletter Editor with the current membership roster, highlighting recent updates (monthly)
- Generates/distributes the Club Directory
- Responsible for Board Meeting minutes (Minutes are not taken at SLTFC Membership Meetings)
- Responsible for maintaining the SLTFC Bylaws and Policy Book

Treasurer

- Establishes & Manages the club bank account
- Reports on monthly Income & Expenses (Treasurers Report)
- Takes the lead on generating the Annual Budget and reports on the Budget
- Provides information to the Secretary on new memberships

Meeting Logistics Director

- Responsible for meeting place and meals
- Responsible for club equipment (audio, video, etc...)

Programs/Speakers Director

- Responsible for meeting Content/Speakers

Tournament Director

- Responsible for club tournaments

Special Events Director

- Responsible for planning/scheduling events such as Fishing Charters, Surf Fishing Outings, Clamming Outings, Etc...)

Newsletter Editor

- Responsible for generating and distributing the monthly newsletter

Nominating Committee Chair - Can be delayed until later in the year (June)

Holiday Gala Chair - Can be delayed until later in the year (May)

NOTE: "Responsible for" does not necessarily mean that the task must be done directly by the person responsible, but that the person responsible must make sure the task gets done either by themselves or another person.

GENERAL

Coordinating Activities with other Clubs

- The area fishing clubs should make their Special Events/Outings schedule known to the other clubs and invite them to participate. This would be beneficial on events like an Offshore Bottom Fishing Trip on the Captain Stacy where 40+ people were needed to make the trip financially acceptable (one club would not generate enough interest within its membership to reach the 40+ participation goal). The Board accepted the idea and appointed a Club Liaison.
- The SLTFC Tournaments would not be included.

Charities

- The Board of Directors may from time-to-time approve donating to worthy non-political activities from club funds provided that the donation:
 - a. Does not impose a financial burden or risk to the club.
 - b. Is to a not-for-profit or government-sponsored activity whose goals are consistent with, and promote the Club's goals as outlined in our By-laws.
 - c. Will benefit recreational saltwater fishing primarily in our local region.

About the SLTFC Statement

The Saltwater Light Tackle Fishing Club meets the last Tuesday of each month except November and December and is open to anyone who enjoys the thrill of catching fish on light tackle. The club's focus is on inshore and offshore species with a special emphasis on conservation.

The SLTFC is designed to provide a social atmosphere for the exchange of fishing information. We have monthly speakers, club member presentations and club tournaments, all designed to increase your knowledge and enjoyment of the sport. Anyone interested in learning more about tackle, techniques and places to fish is invited to join the Club.

MEMBERSHIP

Membership Dues Schedule

- Mail the bills to the membership before the end of January.
- The dues are due on or before the March Membership Meeting date.
- New membership directories will be available at the April meeting.

New Member - 4Q

- New members will be accepted in the 4Q of the year (Oct/Nov/Dec) and their dues will be applied to the remainder of the current year as well as the following year, making them a club member through the end of the following year.

Annual Membership Survey

- The Secretary will send out a draft of the coming year's survey in November to the Board for comments/suggestions to be considered at the next Board meeting (December). A draft of the survey (incorporating Board member comments) will be reviewed at the December (or early January, as scheduled) Board's organizational meeting.
- The annual survey of member's interests and feed-back on Club activities will be sent out in the January Newsletter.
- Each club member (family members, sponsors, and sponsor family members) can turn in a completed survey form (one survey per member).
- A special raffle will be held at the February meeting for those members who have turned in their surveys. Survey forms will be available at the meeting prior to the raffle.

Sponsors

- Sponsors will be contacted in June and July regarding renewal of their sponsorships.

NEWSLETTER

Timing

- The timing of our monthly Newsletter was discussed. The consensus of the Board is that the Newsletter should be sent as soon as is reasonable following the monthly Board meeting, but not later than the 17th of each month.
- Members not having paid by the April Newsletter publication date will be removed from the mailing list.

MEMBERSHIP MEETINGS

Meals

- Non-members will not be charged extra for the meal unless it becomes a problem.

Meals

- The guest speaker at the monthly membership meeting will receive their meal and beverage free of charge.

Leftover Food

- A suggestion was made to take the leftover food to charitable organizations (Hope Mission). It was decided that because of the "involved logistics" (who will be in charge of transporting the food, containers, overnight refrigeration, packaging, liability concerns, etc...), that the leftovers will continue to be offered to the club members.

Sale of Used Fishing Gear

- Members can bring their used fishing gear to any meeting and announce that they are interested in selling it. Members can also advertise in the club newsletter free of charge.

Raffle Tickets

- A member can buy as many raffle tickets as they want, and therefore be eligible to win as many prizes as they can.

Raffle Prizes

- Raffle winners can pick the prize they want from those available at the time of their drawing, instead of the President pre-designating the prizes to be awarded ahead of time.

Speaker Presentation Time

- It was important to start presentations according to the agenda because some members arrive just in time to hear the speaker (not have a meal). The general opinion of the Board is to leave the stop time in the hands of the President, asking that the interest of the members be considered.

Holiday Gala

- The price of the Holiday Social meal has traditionally been subsidized to hold the price to members at \$15.
- Invitations are to be sent out in mid-October with Club-addressed stamped return envelopes.

TOURNAMENTS

Red Drum weigh-in exception (Weight vs. Length)

- Determine winners in the Red Drum species category by length instead of the common practice of using weight.
- Discussion:

Red Drum is the only species in the tournament that has both minimum and maximum length requirements. The tournament rules allow Red Drum above the legal maximum slot limit to be weighed-in. Because Red Drum over the maximum limit must be released, and because all scales do not weigh the same, it was decided to use length instead of weight for all Red Drum.

Tough Luck Trophy

- The Club will have a "Tough Luck Trophy". The engraving of plates currently on the plaque will be done at no cost to the club by Carolina Sports (Arendell Street), the original supplier of the plaque. Additional name plates may be added at a cost of approximately \$30 when the existing plates are all used.

Cash Prize Rule Change

- The Board agreed to delete rule 3 from the Tournament entry form which states:
“An angler may win only one cash prize per tournament”.

This means that a member can win a cash prize for every species in which he/she qualifies, but cannot win more than one cash prize for any one species.

Tournament Decisions

- The Tournament Director presents changes to the Tournament (number of tournaments and schedule, rule changes, species changes, etc...) for a majority vote of the board.

Tournament Awards

- Unless otherwise changed by a motion and vote of the Board, the following will be the annual awards for the SLTFC tournament season:
 - “Rookie Angler of the Year” \$50 and an engraved plaque
 - "Lady Angler of the Year" \$50 and an engraved plaque
 - “Angler of the Year” \$200 and an engraved plaque

The plaques will be engraved with the recipient’s name. The plaques will be held for one year and then passed along to the next year’s recipient.

The awards will be given to the club member(s) who through the course of one tournament season accumulates the most points among the “rookie”, "lady" and “angler” categories.

A “rookie” angler is defined as a club member that has never fished in a SLTFC tournament. The “rookie” angler must declare his/her status on a tournament entry form.

All ladies are automatically eligible for the "Lady Angler" award, and if they have never fished in a SLTFC tournament, they can also enter as a "rookie" angler.

A member can win more than one of these awards based on their "entry status" and point accumulation. In other words... a lady that has never fished in a SLTFC tournament and enters as a "rookie angler", and accumulates more points than any other member, will win "Lady Angler", “Rookie Angler” as well as the overall "Angler of the Year" award.