

## Standard Operating Procedures (SOP) - Women Fly Fishers of Idaho

### I. Definition of Operating Procedures

Standard Operating Procedures (SOP) are dated documents that can be simply amended as needed by the organization. They indicate the day-to-day operations of the organization. Operating procedures allow for additional detail on the way the group will patrol or monitor its activities and identify how to provide for contingency or emergency issues that may arise.

### II. Membership

#### A. Dues

1. Annual dues of \$21 are payable on the WFFI.club website.
2. Unpaid dues are considered delinquent 30 days after the member anniversary renewal date. Delinquent members will be removed from the membership roster, newsletter list, and other participation such as social media forums, outings, and events.

#### B. Upon joining or renewing on the wffi.club website, members will complete:

1. Membership application
2. Emergency-medical contact
3. Waiver of Risk Liability Release
4. Agreement to publish photo and/or text information of member's participation in club event(s) on WFFI Website, social media, member directory and/or member newsletter.

#### C. Special Memberships. The Board may create special membership categories (WFFI Bylaws Article IV-E). The Board will establish by a majority vote the requirements or conditions for these memberships and confer the special membership on one or more designees as they choose.

1. Lifetime Membership is extended to a founding member(s) or to a member(s) who has/have accomplished an exemplary singular or collective action for the benefit of the club. These members will enjoy all benefits without paying dues.
2. Honorary Membership is extended to a person(s) who has donated a singular or collective significant special service which has promoted or enhanced the club. This membership follows the guidelines of The Standard Code of Parliamentary Procedures, 4<sup>th</sup> Edition.

#### D. Absentee votes can be submitted via email and will be accepted if received within two (2) working days prior to the vote.

### III. Board Meetings

- A. Board meetings shall be the first Wednesday of the month. Times and location will be emailed to board members prior to the meeting.
- B. A joint meeting of outgoing, incoming and continuing Board members shall occur at the first Board meeting following the election. This is the opportunity for outgoing board members to pass to incoming board members all paperwork and best practices.
- C. All continuing and incoming Board members must have all paperwork on file and dues for the year to be served paid in full, as detailed for Membership in Article II of this document.
- D. Special Board meetings may be called by the President. All Board members shall be notified of a special meeting, will be given no fewer than two (2) days notice and the call or notice shall state the items of business that will be considered and voted on.  
  
A copy of the call for the special meeting shall be inserted in the minutes of the meeting.

### IV. General Membership Meetings

- A. General membership monthly meeting
  - 1. Date: Third Wednesday of the month
  - 2. Time: 7 PM with social hour starting at 6:30 unless otherwise notified.
  - 3. Exceptions:
    - i. The November meeting date may be moved in certain years to accommodate Thanksgiving. The slate of officers will be presented at this meeting.
    - ii. The December meeting may be scheduled at a different place, time and date than regular monthly meetings. While its primary purpose is a social event for club members, it will also include a short business meeting to vote on the new slate of Board Officers and Directors.
- B. Agenda for meetings will be determined by the President. Any Board or general member may request that an item be placed on the agenda by submitting a written request to the President at least 2 working days before the meeting.

### V. Minutes

- A. Board meetings
  - 1. The Secretary shall prepare minutes of each Board meeting. Copies of the minutes shall be made available to each Board member before the next regular Board meeting.

2. If the secretary is unable to attend a board meeting, it is her responsibility to appoint an alternate for that meeting. If circumstances prevent her from doing so, the President shall appoint a secretary *pro temp* to take minutes.

- B. General meetings: Any transaction of business that requires a vote of the members present shall be recorded in writing. Other than that, minutes of a regular general meeting are not required.

## VI. Guidelines for Committee Directors and Sub-committee Chairs and Coordinators

As a general guideline, Board Directors shall appoint and oversee any and all subcommittee leaders, called "Chairs," in the accomplishment of their specific club-related functions as defined in the bylaws. If necessary, chairs may appoint a task-specific committee for said event or task. Chairs are encouraged, but not required, to attend Board meetings.

As listed under each Director, some of these Chairs and their functions may include, but are not limited to, the following:

- A. Communications Director shall oversee and coordinate the various communication functions and their respective chairs:
  1. Webmaster/Blog Writer shall establish and maintain the WFFI domain name and its website hosting account and service; shall monitor any and all website contact emails on the club's behalf, and forward emails to the appropriate club Officer or Director; shall provide to the Communications Director in writing the User Name(s), passwords, account URLs or other contact for all web-based accounts and publications owned by and operated for WFFI; shall publish such content as directed or authorized by the Communications Director. If said Director is incapacitated or absent for time sensitive matters, the Webmaster will be directed by the President.
  2. Newsletter Editor shall compose, compile, edit and publish the WFFI newsletter once each month of January through June and September through December; shall monitor any and all newsletter contact emails, managing those directly related to the newsletter and forwarding emails to the appropriate club Officer or Director beyond newsletter-specific subjects as they may arise; shall edit the email and mailing lists for newsletter distribution to club members according to the current list provided by the Communications Chair; shall provide to the Communications Director and President, in writing, the User Name(s), passwords, account URLs or other contact for all web-based accounts and publications owned by and operated for WFFI; shall publish such content as directed or authorized by the Communications Director. If said Director is incapacitated or absent for time sensitive matters, the Newsletter Editor will be directed by the President. It is highly recommended, though not required, to attend Board meetings, as much of the

pertinent news and details of interest to members is discussed and developed at the Board meetings.

3. Administrator(s) for social media channels shall monitor posts for appropriate messages, communicate with Communication and Membership Directors to remove members who do not renew membership and adding new members as they join the club, and perform an annual archive download of discussion history.
  4. Public Relations Chair shall pursue publication of the happenings or notices for WFFI via the newspaper and other media sources; flyers in local sport retailer stores; community bulletins, etc. Shall distribute flyers and brochures.
  5. Other publications or spokesperson position(s) as may be added.
- B. Events Director may coordinate and organize all club events and trips or may appoint and oversee single-event Chair(s) on an event-by-event basis.
1. Trip Chairs will lead, or assist the Director, by setting dates and destinations for club sanctioned fishing trips; will determine lodging resources and communicate these to club members through the Communications Director; will post trips on social media channel(s) and/or wffi.club website; will verify that each participant, whether a club member or guest, has completed an online liability release and emergency contact information.
  2. Chairs for non-fishing event(s) will obtain, and inform club members, all details and arrangements for the event and provide adequate advance notice; may request the Events Director appoint a committee, or appoint her own committee by request, to work with her on larger events; will make requests for any anticipated expenditures to the Director to present for Board approval before incurring those expenses; will provide follow-up reports or recommendations to the Events Director after the event.
  3. Trip Chair(s) will maintain a calendar of reservation actions as they occur throughout the year so that the organization's events can be scheduled as well as trip-by-trip detailed set of instructions.
- C. Program Director shall provide programs/speakers for the general meetings; shall provide the President and Communications Director notification of these programs no later than the Board meeting preceding the general meeting; shall contact the speaker to confirm the presentation commitment and make arrangements for presentation equipment needs. When possible, Program Director shall coordinate the meeting's program topic and speaker with an upcoming club trip or event.
1. Refreshments Chair shall organize the provision of refreshments provided for general meetings; shall oversee volunteer sign-up and scheduling; shall supply copies of a list of the dates and volunteers names to the Program and Communications Directors.

## VII. Organizational Finances

### A. Acceptance of contributions

1. Any contributions, bequests and/or gifts made to the organization shall be accepted or collected as authorized by resolution of the Board. Guidelines for accepting contributions will be established by the Board.

### B. Donations

1. Donations made by WFFI to other non-profit organizations shall have prior Board approval.

## VIII. WFFI Contact Addresses

- A. WFFI President will provide mailing address (or assign another Board member to provide mailing address) for organizations that require a mailing address (such as Secretary of State for annual renewal of entity).

- B. WFFI will establish and use uniform email addresses for each Office, Directorship and general administrative contact at a common domain name associated with WFFI. Upon installation of a new member in any Board position/s, the password for each transitioned position will be changed. These changes will be recorded in the password access archives held by the President and Communications Director.

## IX. Code of Ethics

- A. Contact information of WFFI members, such as names, phone numbers, or addresses (whether physical or email) may not be sold, released to nonmembers, publicly displayed or used for any commercial, non-fishing or nonclub purpose without the express written permission of said members. Club members may not use roster contact information or online discussion group access to advertise personal or commercial events or products to other WFFI members.

### B. Member Code of Ethics

1. We will exhibit a spirit of good fellowship towards all members of WFFI.
2. We will at all times deport ourselves and conduct the club's functions in such a manner as to reflect credit upon the club and its membership.
3. We will respect all private property postings, obtaining permission from private property owners if possible, with written permission being the preferred instrument.

4. We will obey all licensing and special area restrictions and have a valid license for each area where we fish.
5. We will comply with all local, state and federal fishing regulations, e.g. need for a whistle or PFD, seasons and slot limits, hook restrictions, etc.
6. We will use appropriate stream and lake etiquette and be educated of same.
7. We will use appropriate campground etiquette as required by individual campgrounds.
8. We will respect our fishing environment and follow posted rules for equipment hygiene.
9. We will respect other members and their safety at all times, including staying in communication at all times with our fishing buddies while on outings.
10. We will treat all fish with respect and care, using proper methods of netting and releasing fish.
11. There will be no public use or distribution of illicit substances while on an official WFFI trip or while wearing WFFI identifying logos.
12. There will be responsible use of alcohol.

C. Violation of Code of Ethics

D.

Any WFFI member who violates this Code of Ethics is subject to Board action.

X. Amending the Standard Operating Procedures

Amendments, edits, additions, or deletions to this document may be proposed by any member. Such proposed amendments must be submitted in writing to the Board President and Secretary. If the proposal pertains to a particular topic overseen by a Director, that Director shall also receive a written copy of the proposed change(s).

Written proposals will then be presented to the Board for reading, discussion and subsequent vote by the Board. Any amendments or other changes may be approved by a Board quorum vote, providing each Board member has received written notice of such vote at least ten (10) business days prior to the meeting.

- A. Approved amendments or other changes shall be effective immediately upon approval by the Board.
- B. All printed and electronic copies shall include the date of approval on each page.

- C. A written copy of the newly amended Standard Operating Procedures shall be made available to all club members. Electronic notification is acceptable.
- D. Note that deleting or amending SOPs that are referenced in the bylaws may require a bylaws amendment.