



Island Waters Fly Fishers Nanaimo, BC

ISLAND WATERS FLYFISHERS OPERATIONS MANUAL

January 9, 2024 Update

A. OBJECTIVE:

The purpose of the Operations Manual is to record club operational topics and/or procedures not covered by the Constitution and/or By-Laws. It is a guide to be used at the discretion of the executive to assist in the handling of the club affairs. It is not meant to be static; many items will naturally change and need updating; topics covered will stay generally the same. Duties of board members may change or be combined from time to time as needed. This manual may be amended by agreement of the Board of Directors.

B. MEMBERSHIP:

1. ORDINARY – Annual dues are \$80.00 Full membership privileges apply.
2. FAMILY – Annual dues are \$112 + \$30 for each additional family member – spouse and/or children ages 16 – 18, living at home. Full privileges but only one newsletter per family.
3. YOUTH – Age 12 – 18. Dues are \$10.00. Full privileges. (Motion Nov. 15, 2022 AGM)
4. Annual dues are payable prior to December 31 for activity period January 1st to December 31st.

C. MEETINGS:

1. The Order of Business for regular meetings and executive meetings shall be:
 - a) Meeting called to order and agenda (if applicable) adopted
 - b) Introduce new members and guests: **historical note: Before the 2014/15 process of society act changes prospective members were invited to attend 3 meetings and then allowed to join. This policy was changed and the general public was invited to attend to listen to the speakers. In 2016 IWFF was transferred to a 'member funded society & now relies totally on its members for financial security to maintain its programs. It is abusive and unfair to 'paid members' for any individual to continue to attend IWFF events/meetings etc. without becoming a supporting member. As of January 9, 2024 the general public is invited to attend three (3) meetings to listen to presenters & observe (or other events, fly tying etc) in accordance with insurance considerations for rented spaces etc) after which they must either pay membership dues or not return/attend etc.*
 - c) Any meeting or event designated as 'members only' is closed to the public/guests
 - d) Introduction of speaker
 - e) Coffee break
 - f) Minutes of the last meeting 'Motion 'TO ACCEPT AS PREVIOUSLY CIRCULATED'
 - g) Business arising from the minutes
 - h) Treasurer's report
 - i) Director/Committee reports
 - j) Health & Wellness report from floor
 - k) Correspondence
 - l) Old business
 - m) New business / Correspondence



Island Waters Fly Fishers Nanaimo, BC

- n) Fishing reports
- o) Fly/Ghillie draw
- p) Adjournment

NOTE: Follow in the above format is at the discretion of the current executive and/or the membership

2. Matters of procedure shall follow Robert's Rules of Order.
3. Regular meetings shall be held on the 3rd Tuesday of each month (see exceptions for July, August, December, and April).
4. The Annual General Meeting will be on the regular club meeting in November. Installation of the new executive will take place at the Annual Banquet which shall follow as soon as possible following the Annual General Meeting
5. Executive meetings shall be held on the second Tuesday preceding the regular meeting.
6. Due to timing of the meetings, ie. the third Tuesday of the month, no regular meeting shall be held in December. That is, no regular business will be conducted. However, a meeting may still be held if the members wish. Similarly, the meetings for July and August. Executive meetings should continue to facilitate the smooth operation of the club.
7. Club Constitution, **By-Laws** and Club Operations Manual shall be available at all meetings. A club copy of 'Robert's Rules of Order' which is parliamentary procedure adopted by organizations with boards of directors etc., is copyrighted and we could only direct a member to the 'most recent issue' on-line or we could purchase one.
8. Club meetings will be held via Zoom **to protect the health and welfare of members during a pandemic or in case of emergencies. Otherwise the meetings shall be held at a location organized by the Board of Directors.**

The Club mailing address is address of the current president

D. SECRET BALLOTS:

If a secret ballot is called, the Chairman shall direct ballots to be passed around. If a motion is being voted on, the ballots shall be marked with a 'yes' or 'no' only. If the matter is a selection of a member for duties or activities, only one person's name per ballot shall be entered. The ballots shall be collected and counted by an appointed officer and scrutineer. The results will be passed to the Chairman and announced. The Chairman shall ask for a motion to destroy the ballots before adjournment.

E. MOTIONS:

Refer to Robert's Rules of Order for proper types of motions. It is suggested that the name of the 'mover' be entered in the minutes, but not necessarily the name of the seconder. However, the mover and seconder must be recognized as members of the club by the Chairman. The carried motion must be noted in the minutes as Moved/Secunder/Carried

F. EXECUTIVE:

The executive consists of the President, Vice-president, Treasurer, Secretary, and the determined number of Directors, with one being the Past President. If the Past-President is unable to serve, the position and duties shall be filled by another Director or previous Past-President for that year.



Island Waters Fly Fishers

Nanaimo, BC

Combining offices/duties during a designated time and/or term of office will be allowed if voted appropriate by the board. If either the VP, Secretary or Treasurer is unable to attend, they are required to appoint an assistant to assume their duties at the meeting and is responsible to assure that person can do it. Chairmen of all committees, whether directors or not, the Gilly and other appointees are invited to attend the executive meetings.

G. DUTIES:

1. President

- a) The President presides at meetings of the Club, Executive Committee & Board; appoints all committees and has general supervision of the operation of the Club. The President shall be an ex officio member of all committees except the nominating committee. They shall be the Club **primary** representative at the **BCWF** Annual General Meeting and with other affiliations.
- b) They must be sure that each club officer understands fully the duties of their office and that they are motivated to perform them well. As well the president should utilize the Board of Directors to handle most of the club business.
- c) Prepares an agenda for each Executive and regular general meeting after checking with the:
 - Secretary for unfinished business and correspondence
 - Program Chairman about program variations and details
 - Other chairman for status of their programs

2. Vice-President

- a) The Vice-president presides in the absence of the President.
 - b) The Vice-president shall be Chairman of the Publicity/Programming and if appropriate Membership Committee.
 - c) As such they and /or their assistants' duties shall include but are not limited to:
 - act as media contact, place notices and ads in newspapers and announcements on radio or TV and the Club bulletin board/Web site etc. Arrange for speakers/presenters for general meetings.
 - d) Other duties/committees as agreed upon by the board
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- 3) if assigned the duties for membership**
- produce and maintain introduction handouts for guests and prospective members
- Discusses membership goals and plans to achieve this goal with IWFF members
 - upon notification that a member has paid their annual dues, issues their membership card
 - informs the secretary and/or newsletter editor to update the membership list
 - issues new members their membership package, consisting of 1 club crest, a name tag, refers them to the website for a copy of the Constitution and By-Laws. A copy of the Operations Manual may be requested.
 - in partnership with other members researches sponsors for money-raising functions.



Island Waters Fly Fishers

Nanaimo, BC

3. Treasurer

- a) Receives all membership fees, either new or renewal. The membership chairman is then advised of the payment
- b) Prepares annual budget. Annual expenses shall be noted, such as hall rental, affiliation (**BCWF**) dues, etc....
- c) Maintains bank account: Credit Union Account
- d) Assures that cheques are properly signed
- e) The treasurer and/or the president prepares annual report for the Societies Act
- f) Treasurer may assume the duties of membership chairperson - may be combined

The signing authority is held by the President, Vice-president, and the Treasurer or designated board member.

Two signatures are required on each cheque.

4. Secretary

- a) Records the minutes of the executive and general meetings
- b) Is responsible for letters written by the executive but is not responsible for writing all letters. Refer to letter writing policy below
- c) Maintains a file of the correspondence received and sent
- d) Maintains a register of members
- e) Assists the President in establishing the meeting agenda's
- f) Maintains the Society's History Book
- g) Maintains a record of the club properties & is official recorder required by the BC Registrar

5. Past-President

- a) Is automatically a Director. If unable to fulfill this position, another Director / or past president shall be selected (i.e....up to 6 directors)
- b) Acts as consultant to the President and the Executive
- c) Shall be the awards Chairman (for photo contest, best newsletter article contest, member of the year award, etc....)
- d) Maintains and arranges for trophies
- e) Acquires and presents certificates or other presentations to guest speakers
- f) Arranges for hats, crests, etc....
- g) Is in charge of the nominations committee

6. Directors

The determined number of Directors is in accordance with the present By-Laws

It is suggested that they act as Chairmen of the Standing Committees.

7. Chairman of Program and Education Committee

Should be one of the directors

- a) Queries the membership for input on the kinds of programs they prefer



Island Waters Fly Fishers

Nanaimo, BC

- b) Is responsible for arranging the various educational and entertaining programs and inviting the respective speakers
- c) Pass information to the publicity chairman and newsletter editor
- d) Arranges for pictures of club functions and that a picture of guest speakers is taken for our album
- e) Is responsible for acquiring and having a video collection available for the membership

8. Conservation and Environment Chairman

Should be one of the directors who...

- a) Directs the club's resources to the protection and enhancement of the local fishery, resources being manpower, expertise, funds, and membership interest.
- b) Is familiar with local water quality and fisheries problems
- c) Has knowledge of local and provincial legislature and administrative process
- d) Is able to document the strategies and results.

Duties:

- Investigate and assess projects, either original or in conjunction with another club or organization
- Ascertain feasibility and resource requirements, including support from others

9. Gilly

- a) Acts as the Sergeant-at-Arms
- b) Arranges seating and facilities before meetings
- c) Introduces new members and guests
- d) Conducts the Gilly as agreed by the membership (*'Jan & Dec 2023 split is 50/50'*)

10. Outings and Phoning Committee

Can be covered under the Program and Education Chairman or chaired by a director or an appointee or volunteer from the club

Duties:

- a) Determine the type of outing to be arranged, when and where, taking into consideration the time of year and insurance requirements to protect the club/DO & members ie. rental agreements etc.
- b) Membership input should be requested and possible participation confirmed
- c) Verify access and alternate routing
- d) Arrange to contact the membership with a reminder of the upcoming event and/or activity and if required, confirm attendance

11. Entertainment Committee

Can be covered under the Program and Education Chairman or chaired by a director or an appointee and/or volunteer

Duties: Reference 'Annual Events'

- a) Is responsible for arranging the function date and location, contract /rental requirements
- b) Deciding on the format of the function, i.e., catered, potluck or restaurant



Island Waters Fly Fishers

Nanaimo, BC

- c) Membership input should be considered
- d) Ensure that bookings are made well in advance (up to one year) especially for the Annual Banquet (Christmas Party) and Auction
- e) Confirm that there is sufficient space available for the tables required to hold food, auction items, etc. and make sure that the necessary furniture, utensils, and ancillary material is available or arranged for
- f) If decorations are required and/or permitted, obtain same and arrange for their installation
- g) Solicit assistance to tend to the related activities

12. Fly Tying Committee

Can be covered under the Program and Education Chairman or chaired by a director or an appointee

Duties:

- a) Maintain the club's fly-tying kits, with basic tools and materials and having them available at fly tying sessions. **NOTE:** they are useful for members new to fly tying to gain hands on experience prior to obtaining their own kits
- b) Is responsible for arranging fly tying sessions either a course series type and/or individual fly type
- c) Arrangements include having a location, with adequate facilities and instructors or demonstrators to meet the member attendance and rental facility contract requirements ie. Insurance- if required
- d) Inform membership of the details, i.e., where, when and materials and tools required.

13. Nominating Committee

This appointed position is headed by **'the Past President'** or a member in good standing, who will not be running for one of the 4 Executive positions. This appointee will approach members to ascertain their willingness to continue in their existing position and/or to stand for one of the executive and director positions and to supervise the election portion of the Annual General Meeting.

14. Library Committee

This can be a director/volunteer or volunteer committee

Responsibilities include maintain a list of books and a check out system

Occasionally review library for doubles & deal with as decided by the board

H. STANDING COMMITTEES:

| | |
|------------------------------|-----------------------|
| Executive | Chairman - President |
| Publicity, Programming | Vice President |
| Conservation and Environment | Director |
| Outings and Phoning | Director or appointed |



Island Waters Fly Fishers

Nanaimo, BC

| | |
|----------------------|-----------------------|
| Fly Tying | Director or appointed |
| Entertainment | Director or appointed |
| Awards/nominations | Past President |
| Newsletter | Appointed\ |
| Library books/videos | Director or Appointed |
| Web Master | Director or Appointed |
| Membership | Director |
| Gilly | Appointed |
| Properties | Secretary |
| Coffee | Appointed |

I. CLUB PROPERTIES:

| <u>PROPERTY</u> | <u>WHO HAS IT</u> |
|--------------------------------|---|
| 4 briefcases | 4 top executives |
| Video library | President is missing briefcase 2021 |
| Fly-tying kits (2) | Program & Education Chairman |
| Shadow box | Fly-tying Committee Chairman |
| Club plaque | at the hall (keys w/Pres) |
| Bulletin board | at the hall |
| Photo album and camera | at the hall |
| Return address stamp | Photographer/Program & Education Chair |
| Binders: newsletters/magazines | Newsletter editor |
| Gavel | Secretary |
| Club history book | President |
| Binder financial history | Secretary |
| Master Constitution | Treasurer |
| Signs and display stands | President |
| IWFF Seal | Storage unit |
| Hall keys | Secretary |
| Coffee maker and supplies | President & Coffee person |
| Nanaimo Lakes Gat2 Keys (2) | Coffee person |
| | President (returned to Mosaic 2015?) |

J. NEWSLETTER:

The newsletter is sent to the following:

- All regular members
- All honorary members
- All associate members (if there are any)
- To interested clubs on a **reciprocal basis**



Island Waters Fly Fishers

Nanaimo, BC

K. CLUB AWARDS Past President:

goes to outgoing President
unspecified – awards decision

Photo Contest:

picture related to fly fishing club outing or function
judged by panel – framed print of winning picture on
plaque

Best Newsletter Article:

Bill Brown Award
Plaque

Member of the Year:

member who did most for club
Vote from membership

Presidents Award:

Plaque

Long Standing Member:

5, 10 & 15 years
Framed certificate

Conservation:

devoted most time to projects
Unspecified – awards decision

Honorariums:

Guest speakers, instructors, etc. (other than regular members) will be offered, for each engagement, a gratuity of \$50 or a fee in an amount mutually agreed upon and/or a material gift (certificate of appreciation, IWFF cap, pen etc.)

Honorary members and their spouse or escort will receive a free dinner-excluding alcoholic beverages- at the annual dinner meeting and the Christmas party and auction

L. ANNUAL EVENTS:

- | | |
|------------------------------|---|
| 1) Picnic | June to September |
| 2) Annual General Meeting | November regular meeting |
| 3) Banquet (Christmas Party) | Saturday following annual general meeting |
| 4) Supper Meeting | April |

NOTE: Plan activities (i.e., BBQ) so that they are not held the same time as other community activities (i.e., Bathtub Race)



Island Waters Fly Fishers

Nanaimo, BC

M. CLUB LETTER WRITING POLICY

- 1) The Secretary will be responsible for letters written by the Executive
- 2) Members of committees shall be responsible for writing letters related to their function, for example:
Thank you letters – Chairman of Entertainment

Letters to Editors or Political Appeals for specific causes, and requests to Ministers in any level of government shall be written by committees chaired by the advocate of the cause– Conservation and Environment Committee

- 3) The letter shall be sent under Club letterhead, ***only*** if accepted (by a motion) at a regular meeting.
- 4) A copy of all letters written is to be provided to the Secretary.

N. THE SOCIETY ACT AND REPORT TO THE REGISTRAR OF COMPANIES

The ISLAND WATERS FLYFISHERS ASSOCIATION was originally incorporated on May 28, 1986, certificate number S-21367.

Under the new Societies Act of 2018, IWFF is registered as a ‘Member Funded Society’ Number #S0031972 Business Number 80165 5119 BC0001

Our obligations is to submit an Annual Report to the Registrar of Companies (section 68) using Form 11 of Schedule A.

This must be done within 30 days of the Annual General Meeting.

All registrations are done through [www2.gov.bc.ca/ Societies Online](http://www2.gov.bc.ca/Societies Online)