

# Sebago Chapter of Trout Unlimited

## POLICIES

### Force and Application of Chapter Policies (adopted 12-04-2012)

- A. Appropriate board members will execute provisions of the policies unless they involve new outlays of funds. Such items will be submitted as board meeting agenda items.
- B. Actions that do NOT conform to chapter policies may not be taken by board members except by the passage of specific motions to that effect.
- C. Board members will review policies and reconfirm them at the October board meeting. The president will be responsible for making this an October BOD meeting agenda item.

### Board of Directors Responsibilities

Will normally include:

- A. Supervising the Chapter's affairs and finances.
- B. Establishing liaison among members of the Chapter, providing leadership to the members in solving problems ranging from membership recruitment to fundraising.
- C. Interpreting and providing guidance to members in carrying out the policies and objectives of Trout Unlimited.
- D. Providing a vehicle for communication between members and the Maine Council of Trout Unlimited via representatives elected from the Chapter.
- E. Serving as a line of communication with the Council, and speaking as a unified voice for Trout Unlimited on area and regional fisheries management matters.
- F. Raising funds by solicitation and conducting fund raising activities provided, however, that all funds so raised shall be used exclusively for the purposes of the Chapter as set forth in these Bylaws.
- G. Arbitrating any conflict of policy within the Chapter.
- H. Developing education programs.

## Meeting Schedule

The Monthly Chapter meetings shall be held on the third Tuesday of each month from October through March at a location and time designated by the President.

The Annual Chapter meeting shall be held on the third Tuesday in the month of December at a location and time designated by the President. Chapter members present shall elect officers and board members for the subsequent year at this meeting.

## Directors

Chapter membership varies between about 500 and 550 members. Until this changes, there will be ten director positions open to serve in addition to the four officer positions.

## Succession

The Vice President shall normally replace the president if he/she is no longer able to serve.

## Board Development Process

Board members should be constantly alert for Chapter members who are willing to serve on the board. Board Recruitment shall follow the process outlined below as closely as possible:

**Step 1 – Identify Prospects.** The board nominating committee meets to consider potential prospects. The committee identifies and targets specific individuals who match current needs of the board (using the board candidate profile priorities as a resource). A sponsor is appointed by the board to make the initial contact with the prospect. The sponsor prints out an informational packet about Sebago TU to give (or alternately email) to the prospect, or directs them to the Sebago TU website. This packet includes a fact sheet about Sebago TU, copy of the newsletter, Board Member responsibilities and any other current, pertinent information.

**Step 2 – Contact Prospect.** The sponsor meets in person with the potential board member. Items to discuss during these meetings may include the Sebago TU mission and commitment required from board members, e.g., meeting attendance, term of appointment and in what capacities a prospective board member would be willing to serve. These would include officer positions and committee chairs as specified in the by-laws: Communications, Membership, Education, Conservation, Financial Development, Nominating, and Audit; and additionally: publicity, webmaster, newsletter editor, and fundraising event coordinator. The potential board members should be supplied with the initial packet of information if needed. If the prospect is interested and seems to be a good fit, the sponsor invites them to attend a board meeting. The sponsor requests a resume' from the prospect and circulates to fellow board members.

**Step 3. Prospect Attends Board Meeting.** The prospect attends a meeting (or part of a meeting). Before the next board meeting, the prospect states their intent and board members vote whether to accept the prospect's membership on the board or not. If affirmative, the new

member serves on the board for one year, by the end of which s/he begins to serve on a board committee, not simply as an at large member, if they have not already begun to do so. At the end of the year the new member and board review the decision and mutually agree to complete the two years of the first team. Board members may serve two consecutive three-year terms before being required to sit out at least one year.

Step 4 – New Board Member Orientation/Buddy System. The sponsor or other board member partners with the new member for as long as necessary to familiarize him/her with the Sebago TU.

### **Board Giving**

Members of the Sebago TU Board of Directors shall make an annual, discretionary monetary donation to Sebago TU.

### **Fiscal Year**

The Trout Unlimited Fiscal year is October 1 to September 30.

### **Limit on Checks Signed Only by the Treasurer**

All checks for the disbursement of funds of the Chapter above \$500 shall be signed by the President and counter-signed by the Treasurer, unless previously approved by the Board of Directors

### **Budgeting**

The Treasurer shall submit a complete written Quarterly Financial Report and an Annual Financial Report to the Board of Directors. The annual report shall be submitted to the Board for review before being submitted to TU National. Based on the Treasurer's Report, the Board of Directors shall keep and update a true and accurate detailed annual Chapter Budget as well as a 5-year Chapter Budget. The Chapter Board of Directors shall approve the budget.

### **Audit Committee**

The audit committee consisting of no fewer than two board members shall perform an audit of the Chapter's accounts annually in September before the TU Annual Report.

### **Relationship with Maine Council**

Sebago TU shall be represented at Maine Council by the president, the vice president, and other delegates elected by the Board of Directors. Representatives shall not commit the Chapter financially or otherwise without the concurrence of the board. In the absence of Maine Council meeting minutes, attendees shall brief the board on the proceedings at the next board meeting.

### **Attendance at Sebago Functions**

Sebago TU events are open to the public. Attendees at Sebago Chapter events shall periodically be encouraged to become Trout Unlimited members.

### **Newsletter / Publicity**

The Chapter will publish at least two mailed newsletters each year and four mailed postcards. These will announce chapter activities and recognize Chapter efforts.

### **Banquet Committee**

The Chapter board will normally function as a committee of the whole in preparation for the banquet or other major event. Volunteers from the membership will normally augment the board members.

### **Geographic Area**

TU National defines the Chapter's membership areas in terms of zip code. In general terms, Sebago TU's should be defined as southwestern Maine west of Yarmouth to New Hampshire, south and west of Merrymeeting Bay and Mollycokett Chapters. Specific towns include: Berwick, Cape Neddick, Eliot, Kittery, North Berwick, Ogunquit, South Berwick, York, York Harbor, Acton, Alfred, Lyman, Bar Mills, Biddeford, Dayton, Biddeford Pool, Cape Porpoise, Casco, Cornish, Cumberland, Cumberland Center, Lebanon, Sebago, East Waterboro, Freeport, Gorham, Gray, Harrison, Hollis Center, Kennebunk, Kennebunkport, Arundel, Limerick, Limington, Newfield, North Waterboro, Windham, Ocean Park, Old Orchard Beach, Pownal, Scarborough, Raymond, Saco, Sanford, Shapleigh, South Casco, South Freeport, Springvale, Standish, Steep Falls, Waterboro, Wells, Westbrook, Buxton, West Newfield, Yarmouth, North Yarmouth, Cumberland Foreside, Portland, Falmouth, and South Portland.

These Chapter Policies amended as of January 6, 2016

  
1/6/16  
Joe Croteau, Secretary, Sebago Chapter, Trout Unlimited