

WASHINGTON HUNTER
EDUCATION INSTRUCTORS'
ASSOCIATION

(WHEIA)

POLICIES AND PROCEDURES
MANUAL

CONTENTS:

Chapter I – Board Membership

Chapter II – Board Member Duties

Chapter III – General Membership

Chapter IV – WHEIA Meetings

Chapter V – Newsletter

Chapter VI – Finances

Chapter VII – Committees

I. BOARD MEMBERSHIP

1. WHEIA Board members must be an active, certified Washington Hunter Education Instructor or Retired Life Member.
2. The Past President of WHEIA shall be a Board member with the same responsibilities and voting privileges as other Board of Director members.
3. A minimum of two (2), up to a maximum of four (4) Board members shall be elected from each region by the membership at the annual meeting. Elected Board members serve two-year terms. Term of office for Positions 1 & 3 expire on even numbered years and Positions 2 & 4 expire on odd numbered years. Members may represent their region during consecutive terms if nominated and elected. If there are insufficient nominees from the regions, the president may appoint members at large to fill the open positions. When qualified regional representatives become available, they will replace the member(s) at large appointed to their position(s).
4. The officers; President, Vice-President, Secretary, and Treasurer are elected by the membership at the annual meeting. Officers serve two-year terms. Officers may be elected to serve consecutive two-year terms.
 - a) President – Elected on the odd calendar year
 - b) Vice President - Elected on the even calendar year
 - c) Secretary - Elected on the odd calendar year
 - d) Treasurer – Elected on the even calendar year
5. The President, in accordance with of this document, may appoint additional Board members for indefinite terms to fulfill specific duties. The positions appointees may include, but are not limited to:
 - a) News Letter Editor
 - b) East Side Membership Coordinator
 - c) West Side Membership Coordinator
 - d) Other positions as needed at specific times

II. BOARD MEMBER DUTIES

1. Board members must attend at least three of the four quarterly Board meetings held each year. In addition, members are expected to attend the annual meeting. Lack of attendance may be cause for removal from the Board.
2. Should a Board member be unable to attend a quarterly meeting, he must submit to the President: comments, committee reports, completed action items, or assignments at least 10 working days before the meeting.
3. Board members must evaluate their ability to participate in WHEIA's activities. The required support includes: the promotion of WHEIA, and the coordination and promotion of hunting and outdoor activities.
4. Board members must actively support at least one WHEIA committee or participate as an association officer. Active support includes: chair, co-chair, and provide meaningful participation.

III. GENERAL MEMBERSHIP

There shall be 6 classes of members. A) Annual, B) Life, C) Associate, D) Honorary Life, E) Retired Life, and F) Organizational.

The Board, at its discretion, may provide for other classes of membership as needed. Retired Life members are those members with Life member status at the time they retire from active instruction with at least 10 years of certification. Those members can request to continue to receive the newsletter and can still actively participate in all WHEIA activities.

1. Annual

- a) Annual dues are payable June 1, each year shall be \$15.00.

Sustaining memberships are available for worthy non-certified individuals at the same fee as a certified member. The Board shall annually review membership fees and adjust as appropriate. Upon initial membership, a member is entitled to an Association patch. Additional patches may be purchased by the member at a cost of \$5.00 each.

- b) Upon renewal, a member will be furnished a current membership card.
- c) Annual Membership entitles the member to quarterly publications and the opportunity to participate in drawings, raffles and other WHEIA benefits. Membership imposes a responsibility of participation upon the member.

2. Life

- a) A Life Membership shall be available to all active Washington State Hunter Education Instructors for a cost of \$150.00.
- b) This amount may be paid as a single payment or in three quarterly installments of \$50.00.
- c) Those requesting the time payment plan will have one year to complete the contract.
- d) If, at the end of one year after initial application, life membership dues have not been paid in full, the amount paid will be applied as annual dues at the current rate and annual membership will be extended for the number of years that the payments made will cover.
- e) If the member wishes to re-apply as a life member, at a later date, the remaining annual dues will be applied to the new application. The balance will be calculated at a full-year rate and dues for the year of application will not be included or prorated.
- f) The Treasurer will keep appropriate records and will notify participants in the program when payment is overdue. Each Life member shall receive a belt buckle reserved solely for Life Members.
- g) The Life membership fee may be changed with a 2/3 vote of the Board of Directors. Members participating in the deferred payment plan will not be affected by the change.
- h) Life Member fees shall be separated from the Association checking account into an interest-bearing account. Interest generated from the Life account shall be transferred to the general checking account to help defray the cost of operating the Association.

3. Associate

- a) Any person who is not a certified Instructor but wishes to assist or participated in any WHEIA event. This includes landowners who wish to allow Students and or Instructors access to their property in the mentoring program.
- b) Associate members shall not be a voting member.

4. Honorary Life

- a) Any person who has distinguished themselves for outstanding contributions for the benefit of WHEIA.
- b) Honorary Life members shall not be a voting member.

5. Retired Life

- a) Retired Life members are those members with Life member status at the time they retire from active instruction with at least 10 years of certification.
- b) Those members can request to continue to receive the newsletter and can still actively participate in all WHEIA activities.
- c) At the time of their retirement, the member must have been held in good standings with the WDFW Hunter Education Division and was not asked to resign or was dismissed for cause by the WDFW.

Organizational

1. WHEIA may join other organizations, with a reciprocal agreement, that have the same ideals and goals as WHEIA. WHEIA may only join one organization per year; not to exceed five organizations in total at any given time.
2. Membership of other organizations entitles said organization to a maximum of two of their Board members to attend WHEIA Board meetings. Those scheduled to attend shall not have voting privileges, except on issues pertaining to that organization.

3. Nothing in this manual will preclude any Certified Instructor from belonging to other organizations.

IV. WHEIA MEETINGS

1. Board meetings should be held during each quarter of the year to best conduct the business WHEIA. It is recommended that the meetings fall in the months of January, April, July and November. The dates may be changed at the discretion of the President, with the advice and consent of the Board.
2. The Pledge of Allegiance will be recited immediately after the meeting is called to order and before any business or discussion is conducted.
3. Meeting Attendance.
 - a. From time to time, due to special circumstances, it may become unavoidable for a Board member to attend a Board meeting in person. In such an event it is permissible, with prior approval from the President for that member to attend the meeting via an electronic remote communication (such as conference call, Skype or other web-based programs). This method of attendance must allow the member to actively participate in the meeting and interact with those members present. Such participation will constitute presence at the meeting.
 - b. Under special circumstances, the President may also determine if any meeting of the Board of Directors shall be held solely by means of remote communication.
 - c. Any meeting among Board Members may be conducted solely by one or more means of remote communication through which all the Members may participate in the meeting, if the same notice is given of the meeting, and if the number of Board Members participating in the meeting is sufficient to constitute a quorum at a meeting. Participation in a remote electronic meeting constitutes presence at that meeting.
 - d. The annual WHEIA meeting shall be held in June or July. A

committee will be appointed each year to find a meeting place, plan, and coordinate that year's jamboree.

- e. The annual meeting will provide a format to conduct pertinent business, hold general elections and provide a venue for discussions.
- f. At each annual meeting the Treasurer and two members appointed by the president shall audit the Associations financial records for the past business year. If the audit is accepted, each member performing the audit will make the following entry in the check register:

“Accepted”, signature of auditor and the date of the audit.

If the audit is not accepted, each member performing the audit will make the following entry in the check register: “Not Accepted” signature of auditor and the date of the audit.

1. In the event an audit is not accepted the financial records will be reviewed by an impartial third party.

V. NEWSLETTER

1. Board members will personally submit, or coordinate the submission of, a minimum of one article for editing and publication in the WHEIA newsletter in a timely manner. Regional representatives should solicit articles from instructors within their respective regions. Articles should be informative and may be from other publications with proper permission and sources cited in accordance with copyright laws.
2. The WHEIA Newsletter, “The Instructors Safety Zone”, shall be published quarterly, in February, May, August and December.

VI. FINANCES

1. The Treasurer shall:
 - a) Provide a quarterly statement to Board members at the quarterly meetings.
 - b) Provide an annual financial statement for presentation at the annual general membership meeting.
 - c) Provide a proposed budget to the Board, for discussion and approval at the April quarterly meeting.

2. WHEIA financial records shall be audited annually by a (third party) without interest in the Association.
3. WHEIA records such as meeting minutes shall be maintained for at least three years for examination.
4. The President, Secretary and Treasurer are not bonded individuals.

RAFFLES AND DRAWINGS

1. Special incentive raffles may be held at the discretion of the Board. These special raffles are meant to serve as means of incentive to encourage more participation by the membership. Such raffles, or other incentives, are limited to members who actively participated in WHEIA events. The drawing for such raffle shall be at the annual meeting unless the awarded prize is time sensitive

VII. COMMITTEES

Standing Committees include:

1. Membership, Newsletter, Terry Hoffer, Legislative, Jamboree, Sue Dunn Memorial Instructor of the Year Award, Policy and By-Laws, Shooting Trailers, Fund Raising, and Nomination.
2. A minimum of one Board member will be a member of each committee.
3. Committees will be comprised of at least three members; at a minimum one committee member will be from the general membership, and at least one Board member. The President shall select the committee chairman. Each chairman shall in turn select committee members, subject to the approval of the Board of Directors.
4. Committees will develop an action plan for approval by the Board and report to the Board the status of the plan at each quarterly meeting.
5. Membership. The committee shall maintain a roster of all current members.

6. There shall be an Eastside and a Westside Membership chairman.

1. Newsletter.

- a) The newsletter committee is responsible for publishing the quarterly newsletter. Articles are arranged for or, are submitted by Board members, submitted from the general membership, or are written by committee members.
- b) Newsletter content must be consistent with the Associations purpose as stated in the bylaws. Meaningful to the membership, and timely.
- c) The issue of advertising within the newsletter remains to be addressed by the Board and members.
- d) Newsletter articles must be provided to the committee two weeks prior to the first of the month in which the newsletter is due.

2. Terry Hoffer Memorial Award

- a) The committee shall work with the department of Fish and Wildlife in honoring the selected recipient of the Instructor of the Year Award.

3. Legislative

- a) The Legislative Committee will be chosen by the President and shall keep abreast of all governmental legislative actions, proposed actions, and other governmental administrative policies that are in the interest of WHEIA.
- b) The Committee shall report their findings in a timely manner to the Board. The Committee shall take no action without Board approval and will only work on agenda issues authorized by the President and/or the Board.
- c) The Committee may be asked to give testimony on pending legislation to state government, or other officials as needed, by the Board of Directors.

4. Jamboree

- a) This committee shall organize the Annual Membership Meeting and outing. They shall secure a suitable location. Prepare the menu and arrange activities, gifts and raffles.
- b) The committee may recruit as much help as needed to adequately plan and execute the Jamboree.
- c) The Jamboree may last in duration from between one and three days depending on location and attendance.
- d) The Annual Meeting of the Membership to include yearly Elections shall be held during the Annual Jamboree.

5. Sue Dunn Memorial Instructor of the Year Award

- a) A committee shall be formed to award One member an award as the Outstanding Instructor of the Year if an appropriate one is found. If no one is found, no award will be given.
- b) The committee shall be comprised of the Vice-President, 1 past recipient and 1 other Board Member appointed by the Vice President.
- c) This is a once in a lifetime award. The winner will be announced at the Annual Meeting (Jamboree).
- d) Qualifications to be nominated:
 - I. Must be a certified instructor for the previous two (2) years, minimum.
 - II. Must be a WHEIA member for the previous two (2) years, minimum.
 - III. Must have shown exemplary dedication to Hunter Education during the past year.
- e) The winner will be given a plaque showing his/her achievement as Instructor of the Year.

- f) If the winner is not a WHEIA Life member, then he/she will be given Life Member status. If winner is already a Life member, he/she will be given \$150 gift certificate to the sporting goods store or manufacturer of their choice.

6. Policies Procedures (P&P) and By-Laws.

- a) The committee shall review the Procedure & Policies as well as the By-Laws annually.
- b) Any changes proposed by a member, Director, Officer or committee member will be considered for review.
- c) The Committee shall then submit all proposed amendments under review to the general membership prior to thirty days before the annual meeting or a special meeting of the members called for such purpose.

7. Shooting Trailers

- a) The Committee shall be in charge of running and maintaining the Shooting Trailers and related equipment owned by WHEIA.
- b) The committee will be responsible for ordering supplies, scheduling events, recruiting help, advertising and operating the trailers.
- c) The committee shall insure that the trailers are being scheduled and used for events that will assist WHEIA in promoting its' core values and purposes of safe hunting and shooting in Washington State.

8. Fund Raising

- a) The Committee shall be responsible for arranging and conducting fund raising events to benefit the organization.
- b) All funds or merchandise obtained shall become the property of WHEIA. The committee shall have the authority to recruit help, sign contracts and make decisions that benefit WHEIA.
- c) Any fund-raising activities must be approved by the Board of Directors.

- d) All fund-raising activities shall not violate any condition of the organization's "Not for Profit Status" in accordance with 26 U.S.C. §501(c)(3).

9. Nomination.

- a) The Committee shall organize elections, solicit candidates for office and hold elections of officers for the organization.

Membership Dismissal

1. Any WHEIA member or board member that, for any reason, has been suspended from the Department of Fish and Wildlife as a Hunter Education Instructor will automatically be under suspension from WHEIA. The Board of Trustees for WHEIA will review such individual to determine whether suspension or dismissal from WHEIA is warranted. In either case such individual will face immediate suspension until further review.
2. Any WHEIA member or board member that commits a misdemeanor game violation, will face immediate suspension. The WHEIA board will meet to determine whether that person will be dismissed from WHEIA
3. Any WHEIA member or board member accused of committing a felony game violation shall face immediate suspension pending the outcome of said charges. Conviction of a felony game violation will result in the immediate and permanent termination of membership. An acquittal will not result in membership reinstatement without a thorough review and approval by the Board.
4. Length of suspension will be determined by the WHEIA board.
5. All dismissals will be determined by the WHEIA board. At any time, a member and or board member is dismissed from WHEIA and that member is and annual or life member, there will be no reimbursement of dues in any form.
6. Any person suspended by the Washington Department of Fish and Wildlife, shall also be suspended by WHEIA and conversely, if a member is reinstated by Department membership shall be reinstated.

7. If a member is dismissed by the Department of Fish and Wildlife, upon review of the facts. The Board may change or terminate the status of their membership as they deem appropriate.

Revised, July 2014

Revised, July 2016