

Caddo Mills Bass Fishing Team By Laws



Article I

Name and Purpose

Section 1.01. Name. The name of this organization shall be Caddo Mills High School Bass Fishing Team

Section 1.02. Purpose. This is a NON-profit group providing the opportunity to high school students to participate in competitive Tournament Bass fishing through the sanctioning association of the THSBA (Texas high school Bass association) for the opportunity to earn scholarships for their college or further education after high school.

Article II

Membership

Section 2.01. Qualification. Anglers that are in good standing and have paid team membership fees and dues. Voting Committee members (adult and Student) that have been elected and appointed to serve on the committee and in positions for operations of the Caddo Mills Bass Fishing Team.

Section 2.02. Rights and Responsibilities. The members shall have the right and responsibility to attend meetings and events sponsored by the organization, serve on committees and be nominated and elected to office. Voting members shall have the right to vote for the officers, review and approve the annual budget and approve amendments to these bylaws.

Section 2.03. Quorum. The members present at any committee meeting of the organization, provided at least ten

(5) members are present, shall constitute a quorum for the transaction of business. In the absence of a quorum the membership may not take action. In that event, any matter brought before the membership at a meeting at which a quorum is not present, shall be discussed and decided by the adult committee Board.

Section 2.04. Meetings/Eligibility. There shall be at least one general annual meeting of the membership in September at which the Student officers are elected. Such additional business or special meetings, may be held alone or in conjunction with an event sponsored by the organization as is determined by the adult committee Board or at the request of members in writing to the adult committee (Executive Board).

- 1.) Students to be eligible for membership MUST maintain at least a 70 average in all of their classes. If they are failing at the eligibility check before each tournament (per UIL requirements), they are not eligible to participate in that tournament. There is eligibility check submitted before EVERY tournament, the school and the UIL Eligibility Calendar will determine eligibility at that time. These regulations will be in alignment with the UIL standards for NO PASS/NO PLAY.
- 2.) Students must keep current on high school credits for graduation. If a student must retake a class for grade promotion, that student will be ineligible for the next year, or until the student makes up credit loss with summer school or related course work.
- 3.) Students who are considered for tournament competition must attend called meetings or check with the sponsor prior to absence, If you're not participating another school function/activity and not at work then will be considered skipping the meeting. All team members are required to participate in at least (1) volunteer, conservation, or community service project with the fishing team over the course of the year (If one is available). NON-participation will result in your tournament fees not being paid by the team.
- 4.) Eligibility is subject to being revoked at any time for disciplinary reasons, which includes regular classes, extra-curricular, and out of district/school events. This will include in-school or out of school suspension or any disciplinary actions. These type of conduct issues for participation will be in alignment with the school guidelines.
- 5.) CM HS Bass Fishing Team membership

Caddo Mills Fishing Team: This is the Tournament Competition Team.

The Total team membership fee per angler is a \$150 membership fee (yearly), \$60 that enrolls them into the THSBA, which will allow that student to fish all local, regional, state, and national tournaments that are THSBA sanctioned. All prizes are in the form of scholarships, prizes, trophies, NO cash prizes, and insurance coverage while participating in ANY THSBA sanctioned event, and the following items of Jersey, Team Shirt and covers team fee. **NOTE: Returning anglers not needing a new jersey or other items would be \$100 fee.**

* A separate \$60 entry per team/boat (\$30 per angler if 2 anglers) is required for all tournaments entered. The clubs intent is to cover fees for all eligible anglers if at all possible with donations from sponsors and fund raisers, if not these cost will be passed to each participant to cover.

This is for High school students grades 9-12 and must meet qualifications by the club and THSBA for tournament participation. **If at any time an angler is ineligible for a tournament and their partner fishes solo then before they can fish the next tournament they have to pay the \$30 part of the fee from the previous tournament that they were ineligible for. And unless for another school function they fail to show up for a tournament that fees were paid for and they did not give us a**

week or more notice in time for us to not pay the fee, they are also responsible for that amount before being able to fish the next tournament.

- 6.) Students must respect our waters and environment and be a great representative anytime our Club/Team is in competition or at any fishing outing.
- 7.) During tournament competitions and team outings, the anglers are the sole responsibility of their Parent/Guardian or the adult Captain that the parents have released and authorized the care of their angler to. All rules and Regulations by the CM HS Bass Team, state of Texas and THSBA must be followed at ALL times or the angler team is subject to disqualification and/or membership removal.

Letter Jacket/Patch eligibility requirements

1. 2 Years minimum participation on the team (must fish 4 of the 5 regular season tournaments each season only missing for excused absence of – other school activity or sick)
2. NO ineligibilities at ANY time for grades or behavior in any 2 consecutive seasons
3. Meeting attendance unless excused for other school event you are a part of or work approved by team advisor and must give advanced notice via email.
4. Activity/Event participation (any event such as fox fest, team dinner/banquet where we need the anglers) as well as participation in the selling of fundraiser activities and tickets.

Article III

Executive Board

Section 3.01. Membership. The Executive Board shall consist of the elected student officers of the organization and the 6 adult committee positions (Team Advisor, Asst Team Advisor, Adult Treasurer, Adult secretary and 2 parent committee members.

Section 3.02. Authority. The affairs, activities and operation of the organization shall be managed by the Executive Board. The Executive Board shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.

Section 3.03. Meetings. The Executive Board shall meet monthly to prepare for general membership meetings and to conduct the affairs of the organization.

Section 3.04. Quorum. A quorum of the Executive Board for the conduct of business shall consist of at least three (3) officers in attendance.

Section 3.05. Action Without a Meeting. Any action required or permitted to be taken at a meeting of the Board of Directors (including amendment of these bylaws) or of any committee may be taken without a meeting if all the members of the Board or committee consent in writing to taking the action

without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Board or of the committee as the case may be.

Section 3.06. Reimbursement. Executive Board members shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with documentation in accordance with the organization's financial policies, and prior approval.

Article IV

Officers and Their Elections

Section 4.01. Officers. The student officers of this organization shall include one President, one Vice Presidents, a Secretary and a Treasurer and such additional officer(s) as may be elected or appointed by the Executive Board from time to time.

Section 4.02. Election. Each September at the start of the school year we will hold our season starting team meeting. At this time new nominations for the student angler officer positions will be asked for. Once nominations are taken we will then hold a vote of the member's present by show of hands for election of the student angler officer positions.

Officers shall be elected at the September meeting of the organization each year by the members present. Officers shall assume their official duties upon being elected to their position.

Section 4.03. Term. Officers shall serve a one-year term. Officers may be elected for up to two consecutive terms in the same office.

Section 4.04. Vacancies. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board.

Article V

Duties of Officers

Section 5.01. President. The President will work in conjunction with the Team advisor in duties concerning the student body anglers and working with the administration office of the school to provide/collect information and paperwork needed at any time from/to either group. The president shall be a member of the executive board and present at all executive board meetings.

Section 5.02. Vice-President(s). The Vice-President shall be a member of the Executive Board and, in the absence of the President, shall perform the duties of the President. The Vice-President shall perform such other duties as are assigned by the President or the Executive Board.

Section 5.03. Secretary. The Student Secretary working in conjunction with the Adult Secretary shall

be a member of the Executive Board. The student Secretary shall keep the minutes of the proceedings of the membership and the Executive Board, shall see that all notices are duly given in accordance with these Bylaws, shall be responsible for the publishing of meeting minutes, shall manage and keep an accurate tally of the volunteer records and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Board.

Section 5.04. Treasurer. The student Treasurer working in conjunction with the Adult Treasurer shall be a member of the Executive Board. The student Treasurer is to work with the adult treasurer and understand the financial reports and spending's of the CM Bass Fishing team. The Adult Treasurer is the authorized custodian to have oversight of all funds of the organization in accordance with the organization's financial policies. The adult Treasurer will organize, document, and record all financial activities. The adult Treasurer will be diligent and conscientious in ensuring all funds are received and spent in accordance with the organization's tax-exempt purpose, bylaws and budget. The financial records belong to the organization and must be available to the other officers and members upon request.

The Adult Treasurer with support and any assistance needed from the student treasurer shall:

- Prepare an annual budget for review and approval by the members.
- Ensure that numbered receipts are provided for cash received by the organization.
- Ensure that all funds are timely deposited in the organization's authorized bank account(s).
- Ensure that payments and disbursements are authorized by approved budget, or an amendment to the budget.
- Present a written financial report (including income and expenditures and comparing budgeted amounts to actual year-to-date amounts), at each General Membership Meeting of the membership and at other times as requested by the Executive Board.
- See that an annual financial review or audit, as appropriate based on budget size, is conducted and presented to the Executive Board, General Membership, and other stakeholders.
- Maintain financial records (including financial reports, checkbook, bank statements, deposit slips, cash tally sheets, documentation regarding transactions, IRS Form 990 documents, etc.) and turn all over to the new treasurer.

Article VI

Finances

Section 6.01. Budget. The Executive Board shall present to the membership at the first regular meeting of the membership after the officers have been elected, or as soon thereafter as practicable, a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the organization during the year, including serving as approval for anticipated expenditures. Any substantial deviation from the budget must be approved in advance by the membership.

Section 6.02. Obligations. The Executive Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization.

Section 6.03. Loans. No loans shall be made by the organization to its officers or members.

Section 6.04. Checks. All checks, drafts, or other orders for the payment of money on behalf of the organization shall be approved by the executive board and signed by the Team Advisor, adult Treasurer or adult Secretary with only those 3 being authorized on the bank account. The credit card on the account is authorized to be used by the team advisor, adult Treasurer or adult Secretary as long as purchases are approved by the executive board.

Section 6.05. Banking. The Treasurer shall ensure that all funds of the organization are timely deposited to the credit of the organization in such banks or other depositories as determined by the Executive Board. All deposits and disbursements shall be documented by a receipt, an invoice, or other written documentation. Sequentially numbered receipts shall be provided, with a copy kept, whenever cash is turned over or collected. All deposits and/or disbursements shall be made as soon as practicable upon receipt of the funds, normally daily, immediately after received and counted.

Section 6.06. Financial Controls. The organization shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the organization shall maintain separation of financial controls so that, minimally:

- All expenses must be approved by the membership by way of approval of an annual budget, or amendments thereto, or be approved by separate resolution of the Executive Board;
- Checks written must be endorsed by at least two officers authorized by resolution of the Executive Board.
- An officer or other person without check signing authority designated by the Executive Board shall review and reconcile all bank statements on a monthly basis; and,
- A committee of at least two (2) persons without check signing authority shall annually audit all corporate finances, or hire and supervise an outside accountant or auditing firm to conduct a review of corporate financial records.

Section 6.07. Financial Report. The Treasurer shall present a financial report at each membership meeting of the organization and prepare a final report at the close of the year in accordance with the organization's financial policies. The Executive Board shall have the report and the accounts examined annually. If the organization grosses less than \$100,000 per year, the financial practices and accounts may be reviewed by an internal audit committee. The audit committee shall consist of two or more Board or voting members of the organization who are not involved in the routine handling of the organization's finances, including not having signature authority on bank accounts or approval authority over disbursements. If the organization grosses over \$100,000 in receipts, an external professional, such as a certified public accountant (CPA), shall be hired by the audit committee to perform a financial review or compilation. A full audit shall be conducted by an external CPA when annual gross receipts equal or exceed \$250,000.

Section 6.08. Fiscal Year. The fiscal year of the organization shall be from September 1 to August 31 but may be changed by resolution of the Executive Board.

Section 6.09. Financial Record Retention. All records of the organization shall be maintained and destroyed in accordance with law, and standard record retention guidelines. Financial records shall be maintained as follows:

RECORD	HOW TO STORE	PERIOD OF TIME
Year-end Treasurer's financial report/statement, annual Internal Financial Review Reports, IRS Form 990s	Store in corporate record book, binder, or cloud-based software.	<u>At least seven (7) years</u> Consider keeping permanently.
Bank statements, canceled checks, check registers, invoices, receipts, cash tally sheets, investment statements, and related documents	Compile & file records on a yearly basis. Store in binder or cloud-based software.	<u>Seven (7) Years</u> Store w/financial records. Destroy after seven years.
Treasurer's reports (monthly)	Compile & file records on yearly basis. Store in binder or cloud-based software.	<u>Three (3) Years</u> Store w/ financial records. Destroy after three years.

ARTICLE VII

Conflicts of Interest

Section 7.01. Existence of Conflict, Disclosure. Directors, officers, employees and contractors of Corporation should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the Corporation. A conflict of interest may exist when the direct, personal, financial or other interest(s) of any director, officer, staff member or contractor competes or appears to compete with the interests of the Corporation. If any such conflict of interest arises the interested person shall call it to the attention of the Board of Directors for resolution. If the conflict relates to a matter requiring board action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Board of Directors, excluding the person who is the subject of the possible conflict.

Section 7.02. Nonparticipation in Vote. The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Board is meeting. However, the person may be permitted to provide the Board with any and all relevant information.

Section 7.03. Minutes of Meeting. The minutes of the meeting of the Board shall reflect that the

conflict was disclosed and the interested person was not present during the final discussion or vote and did not vote on the matter.

Section 7.04. Annual Review. A copy of this conflict of interest statement shall be furnished to each director or officer, employee and/or contractor who is presently serving the Corporation, or who hereafter becomes associated with the Corporation. This policy shall be reviewed annually for information and guidance of directors and officers, staff members and contractors, and new officers and directors, staff members and contractors shall be advised of the policy upon undertaking the duties of their offices.

ARTICLE VIII

Indemnification

Every member of the Executive Board, officer or employee of the Corporation may be indemnified by the Corporation against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, officer or employee in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board, officer, or employee of the Corporation, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the Corporation. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board, officer or employee is entitled.

ARTICLE IX

Amendments

These Bylaws may be amended at any regular or special meeting of the membership by a majority vote of the members present, provided that at least thirty (30) days' notice of the proposed amendments has been made to the membership, or alternatively the membership waives the required notice.



Caddo Mills High School Bass Fishing Team

A Note for Parents:

Parents;

*Thank you for the interest in allowing your student to be a part of our successful High School Bass Fishing program here at Caddo Mills. We are very excited we have been able to assemble the **Caddo Mills High School Bass Fishing Team** and the huge success it has been up to this point. Competition in tournaments will consist of two person teams, grades 9-12, that will compete against other high school bass teams/clubs in bass fishing tournaments in the regional, state and national levels. The number of fishing team members will be determined by the support of boat owners who are parents, relatives, or volunteers, who act as boat captains during tournaments. Boat captains will have to fill out a volunteer and Criminal History form for Caddo Mills I.S.D. before they will be allowed to be involved. These adults are the only ones who operate the large engine and control the boat during high speeds. Students will use the trolling motor and be in charge of the fishing. All boats will have to pass a safety check and all state and THSBA rules and regulations are to be followed at ALL times. Boat captains may help in finding fish, demonstrating techniques for casting and bait presentation, netting fish and*

equipment issues but cannot catch fish and contribute to the anglers catch. There is a boat captain's side pot at each of the 5 regular season tournaments that the captain can enter and participate in.

The Caddo Mills High fishing team is growing rapidly and we will need the help from parents and area businesses to make it a success. We will hold fundraiser events and dinners that will help raise money for expenses generated by these tournaments, such as awards, prizes and scholarships. It is our wish that this program incorporate as many students as possible, but I know we are limited to the number of boats and captains that can participate. We have had a great response from our sponsors and supporters so far and yet to leave anyone not fishing and we hope to continue that mark.

If you have any questions, please feel free to email or call me.

Thank you,

Riley Fitzgerald

CM bass club – team advisor

214-952-2987

riley.fitzgerald5@yahoo.com

Caddo Mills Bass Team

A Note for Boat Owners Who Volunteer: (Fishing Boat Standards)

All boat owners who wish to participate as a volunteer boat captain must complete Caddo Mills ISD Volunteer and background Application prior to the tournament.

- 1. Fishing boats may be made of fiberglass or aluminum.***
- 2. They must be a minimum of 16' in length with working bilge pump.***
- 3. No pontoons, barges, or ski boats, fish and skis are permitted as long as they meet the criterion below.***
- 4. The boat must have a bow mounted trolling motor, (foot or hand control) and have enough power to accommodate 3 people for an average fishing day.***
- 5. Must be adequate room for contestant's rods and tackle.***
- 6. Fishing boats must have a live well and working aerator pump.***
- 7. Boats must have a Kill Switch and safety lanyard attached to boat captain ANY time big engine is engaged.***
- 8. Boat must have current TPW registration and clearly legible "Maximum Capacities" rating on boat.***

9. *Maximum engine size is 250 hp.*
10. *60 MPH Maximum Speed Limit on all Boats.*
11. *All fuel tanks must be factory installed.*
12. *Boat captains MUST provide U.S. Coast Guard-approved personal floatation device for both contestants. All three members of boat MUST have floatation device on (zipped or buckled) when big engine is in gear.*
13. *Sitting on fishing chairs on casting decks while big engine is in gear is not permitted.*
14. *Contestants are to be seated in on manufacturer recommended on-plane seating area when big engine is in gear.*
15. *Contestants are not to drive boat FOR ANY REASON! In an emergency they are to contact the tournament director by cell phone.*
16. *Boat captains are to keep working cell phone in boat and be listening for any weather updates from tournament director if bad weather is in forecast. (Tournament may be shortened or canceled due to weather) However the use of cell phones to locate information for finding fish is prohibited.*
17. *All navigation lights must be in working order.*
18. *Boat Captains are there to supply and drive boats for their teams. Captains may provide assistance, including information about locating and catching fish, but are not permitted to fish. They are to teach students to read electronics, the conditions and suggest specific patterns to help with the days fishing.*
19. *Violation of any safety rules will be cause for immediate disqualification.*
20. *All members of AHSFT are to follow high standards of sportsmanship, courtesy and conservation and to conduct themselves in a manner that will be credit to themselves, their families, and Caddo Mills High School.*



Boating Safety Regulations for Boat Captains

1. Each occupant MUST wear an approved Coast Guard rated personal floatation device any time engine is in gear.
2. Boat MUST have a throw cushion on board.

[illegible]