

## **Pueblo West High School Fishing Club**

### **Constitution**

We, the members of the Pueblo West High School Fishing Club (Cyclone Anglers), adopt and abide by these bylaws effective January 8, 2014, in order to provide an organized structure that fosters camaraderie, sportsmanship, integrity, conservation, and development of the skills and knowledge needed to be successful anglers, including adherence to the academic standards of excellence and respect set forth by Pueblo West High School.

#### **ARTICLE I: NAME**

The club shall officially be known as the **Pueblo West High School Fishing Club – Cyclone Anglers** and will hereby be referred to as the Club in this document. Pueblo West High School will hereby be referred to as PWHS.

#### **ARTICLE II: PURPOSE**

The primary purpose of the Club shall be to encourage camaraderie, sportsmanship, integrity, conservation, and development of the skills and knowledge needed to be successful anglers by competing with other schools, and in-state tournaments and other fishing tournaments on a local and regional basis.

#### **ARTICLE III: ELIGIBILITY**

Membership is open to any full-time student of PWHS who agrees with the purpose of the Club, is in good academic and disciplinary standing by passing all classes. (No F's) and is currently enrolled in classes at PWHS.

- A. Enrollment is open at any time of the year to join; however, payment for SAF must be dealt with before fishing with the Club.**
- B. Tournaments**
  - a. Have to adhere to the Grading Scale requirement (No F's)**
  - b. Must have active participants, (2) anglers, and have to have (1) boater.**

#### **ARTICLE IV: OFFICERS**

The Club shall annually elect from its membership: (a) a president, (b) a vice president, (c) a secretary/treasurer and (d) two (2) members of a PR team. These five officers shall each be eligible for re-election and shall constitute the Club's Governing Board along with the Club Adviser. Candidates for office shall be nominated during a regular meeting in April and shall be communicated to the membership within 10 days of nomination. Officers shall then be elected during a regular meeting in May. The term of office shall begin immediately after the Club's inaugural meeting and elections, and duration shall last one year from inauguration. The president shall (a) schedule regular Club and Governing Board meetings, (b) preside over all meetings, (c) appoint such committees as deemed necessary by the Governing Board, (d) act as Club liaison to the high school, FLW Outdoors and other groups in day-to-day affairs, (e) ensure that all tournament rosters are submitted in a timely and professional manner, (f) ensure that all tournament information is distributed to Club members in a timely and professional manner, (g) actively pursue development and enhancement of the Club, and (h) oversee general operation of the Club.

1. The vice president shall (a) serve the duties of the president in the event of his or her absence, (b) maintain an accurate roster of active members complete with current contact information, (c) organize and lead fundraising efforts, and (d) perform additional duties as assigned by the president.
2. The secretary shall (a) record the minutes at all Club and Governing Board meetings, (b) maintain an organized system for storing minutes and other Club documents to be passed down to future officers, (c) serve as Club travel coordinator, and (d) manage the financial business of the Club, (e) keep an organized record of Club financials and report on financials

to the membership at regular meetings, (f) assist the president and Governing Board in creating a budget for the Club, and perform additional duties as assigned by the president.

3. The PR team shall (a) manage team sponsorships, discounts and community service and (b) perform additional duties as assigned by the president.

Should any elected officer be unwilling or unable to fulfill the duties outlined above, the officer shall be removed from office pending a vote by the Club, and the president shall be responsible for filling the vacant spot by a timely appointment that will serve out the remaining term of office.

#### **ARTICLE V: ADVISER**

The Governing Board shall select and have as a voting member an Adviser who is a member of the PWHS staff, faculty or administration knowledgeable in athletic administration, fishing and conservation. The Adviser shall (a) provide direction to the Club as needed and (b) serve as a Club advocate. The Adviser shall serve an unspecified at-will term and may be replaced by a majority vote of the Governing Board with "proper cause".

#### **ARTICLE VI: MEETINGS**

The Club shall hold regularly scheduled meetings to discuss activities, recruitment, retention and administrative matters. Meeting times and locations shall be set by a majority vote of Club members. Meeting attendance shall not be mandatory. The quorum for the conduct of all business at all meetings shall be those present and voting of at least 5, with the exceptions being the election of officers and adoption, repeal or amendment of bylaws, in which case at least 60 percent of members must be present for an official vote. The Governing Board, by a majority vote, may elect to submit items to the membership by mail or e-mail for a vote in lieu of a regular meeting, in which case members shall be given at least 10 days to respond. Official results of such a vote will be communicated back to the membership in a professional and timely manner.

##### **PROCEDURE FOR CONDUCTING A MEETING:**

**At the appointed time, the president calls the meeting to order. *The meeting will come to order.***

**If the president and the vice president are absent at the time a meeting is scheduled to begin, the secretary calls the meeting to order and presides until a chairman pro is elected.**

**A presiding officer and secretary, are minimum officers necessary to conduct business.**

#### **OPENING CEREMONIES (optional):**

- a. Invocation**
- b. Pledge of Allegiance**
- c. Welcome**
- d. Introductions**

#### **1. READING AND APPROVAL OF MINUTES:**

**Minutes must be approved whether read aloud or not, or handed out personal copies.**

***The secretary will read the minutes (Secretary stands and reads.) Are there any corrections to the minutes? If there are no corrections, the minutes are approved as read.***

#### **2. FINANCIAL STATEMENT:**

***The treasurer will present the financial statement. (The treasurer stands and reads.) Are there any questions? The report will be filed.***

No action is required. It should not be approved or accepted. The treasurer should have records

audited.

The treasurer should provide the president and the secretary with a copy of the financial statement.

The beginning balance, total receipts, total disbursements, and the ending balance should be entered in the minutes.

### **3. CORRESPONDENCE:**

The secretary reads the correspondence. If action is required, the secretary may make a motion.

### **4. REPORTS OF OFFICERS, BOARDS, AND STANDING COMMITTEES:**

The officers report in the order of their rank as listed in the bylaws, the president reporting first. Any recommendations for the assembly's consideration should be placed at the end. Adoption should be moved by the reporting member. A motion to adopt an officer's recommendation should be made by another member. Motions do not require a second if they come from a board or a committee of more than one person.

### **5. REPORTS OF SPECIAL COMMITTEES:**

### **6. SPECIAL ORDERS:**

Special orders are items of business mandated by the bylaws for particular meetings, and any motion made. Examples include the election of nominating committee or the officers.

### **7. UNFINISHED BUSINESS AND GENERAL ORDERS:**

Unfinished business is business brought over previous meetings

General orders are those items of business which were postponed from previous meeting to this meeting because of motion.

### **8. NEW BUSINESS:**

*Is there any new business?* If the president knows of items of new business which require action, he may now introduce them.

*Is there any further new business?* At this point, members may make motions.

**9. PROGRAM:** The program is usually presented before the meeting adjourns.

### **10. ADJOURNMENT:**

Announcements may be made just prior to adjournment and should be related to the purpose of the organization.

When it appears that there is no other business the president may say: ***If there is no further business this meeting will adjourn... The meeting is adjourned.***

A motion for adjournment is not required. A tap of a gavel once, gives indication of adjournment.

## **ARTICLE VII: FINANCES**

Funds for Club operating expenses shall be obtained primarily through tournament winnings, fundraisers, and donations. A \$25 membership fee will be due at the first meeting of every semester by all members. Coverage for SAF will consist of one year. FLW Tournament winnings will be split up in the following

way: 25% of all winnings will go in the club's account, 25% of all winnings go to the high school, and 50% will be kept by the individual team.

- A. Club finances may be withdrawn from the Club's account with the approval of the Club's Governing Board and Advisor.**
- B. Club Shirts will be paid for by the sponsorship of McDonalds, in accordance with a payment fee of \$40.**

#### **ARTICLE VIII: BYLAWS**

Bylaws as written here are to serve as guidelines for normal operation of the Club and shall be enforced by the Governing Board. The Bylaws shall be approved, repealed or amended by a two-thirds vote at the beginning of each fall semester in the month of September. At least 60 percent of members must be present for an official vote.

#### **ARTICLE IX: CODE OF CONDUCT**

All Club members are to follow high standards of sportsmanship, academics, courtesy and conservation and to conduct themselves in a manner that will be a credit to themselves, the Club, the sport of fishing and PWHS. Any member found to be in violation of the Code of Conduct shall be subject to review by the Governing Board, which may impose a penalty deemed proportional to the severity of the infraction and consistent with other penalties imposed for similar infractions. Such penalties may include, but are not limited to, disqualification from participation in Club activities, including tournaments, for a specified period of time, a monetary fine of \$25 and dismissal from the Club. Penalties must be approved by a majority vote of the Governing Board.

- 1. The Club jersey can be purchased at any time. Request through inquiry of the advisor.**
- 2. The Club jersey should be worn at tournaments, Club functions and public relation events for sponsors.**
- 3. Behavior that is detrimental to the Club, PWHS or any sponsor while wearing the Club jersey will be considered a violation of the Club's Code of Conduct.**

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#### **ARTICLE X: THE PAUL CLAUSE:**

All Club members must lock and load all gear down, meaning strapping, locking, storing, and safely being ready to go when ignition starts on the boat. This includes any if all trolling motors and gear. And anything else instructed by the boater.

**We, the members of the Pueblo West High School Fishing Club (Cyclone Anglers), hereby abide by these bylaws.**

\_\_\_\_\_  
(Club Advisor)

\_\_\_\_\_  
( Club President)

\_\_\_\_\_  
( Vice President)

\_\_\_\_\_  
( Secretary/Treasurer)

Members:

\_\_\_\_\_  
\_\_\_\_\_



