

SOUTHERN MARYLAND RECREATIONAL FISHING ORGANIZATION, INC. BY-LAWS
(Approved by the General Membership 8/16/18)

ARTICLE I

NAME: SOUTHERN MARYLAND RECREATIONAL FISHING ORGANIZATION, INC. (SMRFO) to be referred herein as the "organization".

ARTICLE II

VISION: To be an active and engaged recreational fishing organization in Southern Maryland and to be of service to the local community.

ARTICLE III

MISSION: To preserve and protect the Maryland fishery resources by protecting the rights of recreational fishermen, supporting research in the sustainability of fisheries, and serving the local community by supporting local recreational fishing events.

ARTICLE IV

MEMBERSHIP AND DUES:

Section I: Categories

There will be two categories of membership. The first is the "Individual/Family" membership and the second is a "Lifetime/Family" membership. Both memberships include membership benefits for immediate family members. The amount of dues for each category will be determined by the elected officers of the organization which consists of the President, Vice President, Treasurer, and Secretary. This determination will be made after consultation with the Management Advisory Group appointed by the President.

Section II: Participation

All members are entitled and encouraged to attend all general meetings which will be held on a monthly basis. All members are also encouraged to participate in all the organization's sponsored activities and to serve as volunteers when needed.

Section III: Duration

Memberships shall be for a period of one year. The membership year commences on January 1st. In order for the organization to properly plan its budget for the fiscal year, members are requested to pay their dues no later than February 1st. Individuals/Families, that join SMRFO after June 30th, will be charged half the price of the annual rate and will be provided the rights of membership through December 31st of that year.

SOUTHERN MARYLAND RECREATIONAL FISHING ORGANIZATION, INC. BY-LAWS
(Approved by the General Membership 8/16/18)

ARTICLE V

BOARD OF DIRECTORS

The Board of Directors (BOD) shall exercise all powers of the organization and shall be composed of the President, Vice President, Treasurer, and Secretary who are elected on an annual basis. The BOD will meet on a monthly basis to discuss and plan upcoming activities, review the budget and its execution, and assess its organizational performance in meeting its mission as a 501(c)(4) organization. The Manage Advisory Group, advisors appointed by the President, will also be in attendance as well as Leads, who are responsible for planning and executing assigned activities when they are required.

Election to the BOD will be open to the entire membership each October. Officer positions may only be filled by active members who are current in their dues. The membership will send the names of each nominee to a Nominating Lead appointed by the current President with concurrence from the other members of the BOD. The nomination period will be open for 30 days prior to the election at the November monthly meeting. The election will be determined by a majority of the members present at the November general membership meeting. Proxy votes are allowed if received on the organization's website "Contact" page (<http://smrfo.com/contact/>) 24 hours prior to the meeting. The terms of the elected officers commence on January 1st each year.

ARTICLE VI

OFFICERS OF THE ORGANIZATION

Section I: The President

- Supports the mission of the organization.
- Develops annual goals for the organization.
- Prepares an annual budget with assistance from the Treasurer.
- Assigns Leads to plan and execute goals and activities of the organization.
- Plans and executes membership meetings.
- Plans and executes BOD meetings.
- Participates, as possible, in major organization activities.
- Updates the membership on meetings, activities, and issues facing the organization.
- Establishes efficient and effective operating procedures for the organization.
- Ensures that the organization membership is current by working in concert with the Membership Lead.
- Maintains the corporate history.

Section II: The Vice President

- Serves as President in the President's absence.

SOUTHERN MARYLAND RECREATIONAL FISHING ORGANIZATION, INC. BY-LAWS
(Approved by the General Membership 8/16/18)

Section III: Treasurer

- Works with the President to develop an annual budget for review by the Management Advisory Group.
- Maintains and manages the financial resources of the Chapter.
- Provides monthly financial reports to the President, Board of Directors, Management Advisory Group, and the general membership regarding the status of the SMRFO checking account, petty cash, and budget execution.

Section IV: Secretary

- Maintains the corporate records as well as records the minutes of BOD meetings and general membership meetings.
- Works in conjunction with the Treasurer and Membership Lead to retain the most current listing of members.

Section V: Removal or Replacement of Officers

- Removal of an officer shall be for just cause only. Violation of or conduct not conforming to the by-laws and articles of incorporation shall constitute good cause. Removal shall be by $\frac{3}{4}$ vote of the BOD.
- Replacement of an officer may have to occur due to illness or the individual is unable to perform his or her duties. In the event of this occurrence, the successor shall be elected by the majority vote of the BOD and shall serve the remainder of the term.

ARTICLE VII

LEADS: The organization is a flat, non-hierarchical and where responsibility and accountability are delegated to Leads.

Section I: Lead's Tasks

- Plans and executes assigned goals and activities assigned by the President.
- Documents the goal or activity's objectives in a standard operating procedure (SOP) which contains the objective, points of contact, resources needed, and a written description of how the plan is to be executed. The SOP is part of the organization's Operating Plan.

Section II: Membership Lead

- Collects membership forms and dues.
- Forwards dues to the Treasurer.
- Records and maintains the list of current members of the organization.
- Sends out "Thank You" notes to members who join or renew their membership.
- Provides updates to the BOD on a monthly basis.

SOUTHERN MARYLAND RECREATIONAL FISHING ORGANIZATION, INC. BY-LAWS
(Approved by the General Membership 8/16/18)

Section III: Nomination Lead

- Receives nominations from the membership for BOD positions.
- Reports out the list of nominees for each BOD position at the November general meeting.
- Facilitates the voting at the November meeting.

Section IV: Legislative Lead

- Establishes liaisons with federal, state, and regional organizations which control the management of fisheries important to Maryland recreational fishermen.
- Monitors proposals or changes in laws or regulations which impact recreational fishermen in the State of Maryland.
- Informs the BOD of potential impacts to the organization.
- Makes recommendations to the BOD based on data and scientific advice.

Section V: Lead for the Southern Maryland Fishing Fair and Boat Safety Exposition

- Plans and executes the organization's main fund raiser.
- Serves as the single point of contact for the overall activity.
- Established committees as necessary to implement the event plan.

Section VI: Current Leads for fishing programs for children and wounded warrior / disabled veterans fishing events encompass the following activities:

- Maryland Department of Natural Resources "Fishing Rodeo" event
- Greenwell Foundation Fishing Camps
- St. Mary's County Parks and Recreation "Hooked on Fishing" event
- Navy District Washington "Navy Child and Youth Programs" fishing events
- Solomons Charter Captain Association "Wounded Warrior" fishing event
- Project Healing Water Fly Fishing "Wounded Warrior / Disabled Veteran" fishing event

ARTICLE VIII

FINANCIAL MANAGEMENT AND REIMBURSEMENT OF EXPENSES

Section I: The SMRFO is a 501(c)(4) organization and as such its expenses must reflect that status. The Chapter will therefore spend 51% or more of its net income promoting recreational fishing in Southern Maryland, hosting speakers, and donating to causes which further fishery sustainability.

Section II: Business Expenses:

- Members will not be reimbursed for travel or meal expenses. However, members who incur costs in performing business for the organization will be reimbursed in accordance with the following process:
 - All expenses must be approved by either the President or Vice President. It will be the responsibility of the Treasurer to obtain approvals before reimbursing a member.

SOUTHERN MARYLAND RECREATIONAL FISHING ORGANIZATION, INC. BY-LAWS
(Approved by the General Membership 8/16/18)

- No advanced payments from the organization are authorized to members without a receipt.
- The member submits a receipt to the Treasurer for credit card or cash expenditures. The member documents the date, vendor, service or product received, and the total for reimbursement on a separate piece of paper and staples it to the receipt. Or the member scans the receipt and sends it to the Treasurer via email with the same information previously stated.
- For costs incurred where a receipt is not available (e.g., payment for a speaker's dinner at our monthly meetings), the member will document in writing the date, vendor, service or product received, and the total for reimbursement.
- The Treasurer will write a check to the member and send it via US Mail or present the check to the member at the next monthly meeting.

Section III: Use of Credit Cards and Debit Cards

- Under no circumstances will the organization use corporation credit cards, debit cards, lines of credit, or loans to pay bills.

ARTICLE IX

AUDIT: The Treasurer's accounts, financial reports, and bank statements shall be examined, certified, and approved annually by the BOD. These reports will be reported to the general membership at the January monthly meeting.

ARTICLE X

DISSOLUTION: If the organization should dissolve, all monies in the treasury and assets held by the organization shall be donated to a 501(c)(3) corporation as voted on by the BOD.

ARTICLE XI

AMENDMENTS OF BY-LAWS: These by-laws can be amended, altered, changed, added to or replaced by an affirmative vote at any regular or special meeting of the general membership provided that a 30-day notice has been given to the general membership in writing of the proposed amendment, alteration, or change, addition, or replacement. A vote by a majority of those in attendance at either a regular or special meeting is all that is required to effect a modification to the by-laws. Proxy votes are allowed if received on the organization's website "Contact" page (<http://smrfo.com/contact/>) 24 hours prior to the meeting.