Sea Trail Fishing Club
Policies and Procedures Manual

"Tight Lines ... Good Times"

The Sea Trail Fishing Club is focused on promoting fishing and fellowship amongst its members. The Club accomplishes its mission through member social interactions, seminars, guest speakers, and Club outings. The Club advocates for and encourages conservation by promoting strict adherence to local and Federal laws, by practicing catch-and-release if the catch is not to be consumed, and through member education. The Club takes an active role in the freshwater and saltwater fishing community with other similar organizations by providing support for common causes.

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1. Club Governance

This document, commonly known as the P&P, along with the Sea Trail Fishing Club Bylaws (Revision 7, dated August 13, 2025) determines how the Club operates.

2. Meetings

A. Regular Monthly Meetings

1. Meetings are normally conducted the third (3rd) Thursday of every month, excluding December. Meetings normally commence at 6:30 p.m. The agenda and financial report for a monthly meeting, along with minutes of the prior meeting, will be posted to the website (www.seatrailfishing.com) for member review at least two weeks in advance of a meeting. In the event of cancellation or venue change (at the discretion of a majority of the Board), members will be notified by posting to the website, posting to Facebook, and/or by email.
2. Along with Club business matters, monthly meetings may feature a guest speaker presenting information of interest to the Club as a whole. Recommendations for speakers should be made to any member of the Board.
3. No quorum is required for conducting routine business of the Club during a regular meeting. See Voting Procedures below.

B. Annual Meeting

The Annual Meeting will normally be conducted in the month of January. At this meeting, new Board members will be installed. In addition, fishing tournament winners (as determined by the Tournament Committee) and the Member of the Year will be recognized. Refer to the Voting Procedures section below for information regarding Board member and Member of the Year selection. Other business of a non-urgent nature will normally be deferred to a future monthly meeting.

3. Member Responsibilities

A. Payment of Club Dues - Club dues must be paid in order to be a member in good standing, i.e., an "eligible" member. Dues are established by the approved budget (see Voting Procedures below) and are payable at the start of the fiscal year on January 1. When dues are paid, the member receives a membership card that will entitle the member to discounts at certain participating sponsors. Club dues are expected to be a minimal amount. Therefore, new members joining during the year will pay the full amount of the dues. If annual dues are not paid by April 1 a member may be removed from the roster. Until dues are paid, members will not be entitled to vote on any matter or participate in Club activities outside of regular meetings.

B. Member Conduct - During meetings and Club activities, and while wearing any clothing with the Club logo that is visible to the public, Club members are expected to conduct themselves with a high degree of decorum. Inappropriate behavior may be considered by the Board as grounds for dismissal from the Club.33

C. Liability Matters - Members participate in Club activities at their own discretion. They will be required to provide a waiver (see Appendix) in order to participate in certain Club activities. The Secretary will maintain waiver forms per Article IV of the Bylaws.

4. Voting Procedures

A. **Electronic Voting** - Certain matters requiring a high participation rate and/or confidentiality will be handled via electronic ballot. The Secretary will verify vote totals and report results to the Board.

B. Election of Board Members (Officers)

a. Club members who have been in good standing for at least 60 days are eligible to be nominated.
b. Club members may nominate themselves.
c. Nominations for Board positions will be taken by the Secretary beginning on September 1 and going through the second Thursday of October. The Secretary will ensure the eligibility of those nominated and compile the slate of candidates to be announced at the October meeting.
d. In years ending in an odd number the following positions will be elected: President, Secretary, and one At-Large member.
e. In years ending in an even number the following positions will be elected: Vice President, Treasurer, Sergeant at Arms, and one At-Large member.
f. All Board positions are elected for two-year terms which commence at the Annual Meeting (January) following the election.
g. There are no term limits.
h. Electronic ballots will be available to all Club members in good standing (as determined by the Secretary) as of November 1. Voting will commence on that date and remain open until December 15. The ballots will allow Club members to designate a Board member or another club member as their proxy.
i. Positions will be elected by a plurality of the votes cast. Winners will be contacted and announced to the Club prior to the January meeting.

C. Approval of next year's budget

a. The Treasurer/Finance Committee will prepare a budget for the next year by September 30. The budget will show beginning cash for the current year, year-to-date income and expense, expected income and expense through year-end, budgeted income and expense for the next year, and resulting expected cash balances.
b. Upon approval of the Board, the Treasurer will present the budget for discussion at the October meeting. Club members will be asked to approve the (revised, if appropriate) budget via electronic ballots between November 1 and December 15. The ballots will allow Club members to designate a Board member or another club member as their proxy.
c. A plurality of the votes cast will determine the outcome of the vote.

D. Member of the Year

a. Club members will send nominations for this annual award to the Secretary by the second Thursday in October. Nominations should include a brief description of how the nominee meets the following criteria: support of the Club through his/her actions, frequent participation in Club meetings, frequent participation in Club-sponsored events, and demonstrated fishing prowess.
b. The Secretary will determine eligibility of the nominees and prepare a slate for review at the October meeting.
c. Electronic voting will occur between November 1 and December 15.
d. The winner will be elected by a plurality of the votes cast. In the case of a tie, the Board will select the Member of the Year.
e. The award will be presented at the Annual Meeting in January. The cash value of any item presented shall be no more than the lesser of 5% of the available cash balance or $100.

E. Changes to the Bylaws

a. Club members may submit proposed change(s) to the Bylaws in writing to the Board at any time. A majority vote of the Board in favor of the change(s) will be required to present the proposed change(s) to the Club at the next regular meeting of the Club.
b. Following the meeting at which the change(s) are discussed, the Secretary will prepare a special electronic ballot for distribution to all eligible Club members as of the meeting date.
c. The special electronic ballot will be available for voting for a period of 45 days.
d. Changes to the Bylaws will be affirmed based on the formula specified in the Bylaws.
e. The ballots will allow Club members to designate a Board member or another club member as their proxy.

F. Other Voting Procedures

a. During a Club meeting any eligible Club member may call for a vote on matter(s) under discussion. Such matter(s) would exclude the items outlined in the Electronic Voting sections (B - E) above and may include approving minutes of prior meetings, participation of the Club in a non-Club sponsored event, approving minor unbudgeted expenses, voting to adjourn, and other relatively minor issues that might be brought up.
b. Voting on these matters will typically be done by voice vote.
c. An eligible Club member may call for a written ballot. If this occurs, the Secretary and Sergeant-at-Arms will jointly ensure that ballots are distributed to all eligible attendees who wish to vote on the matter. They will collect the ballots and jointly determine and announce the results. A simple majority (50% + 1) of the votes cast will be required to approve the action.

5. Officer Removal and Board Vacancies

A. Removal of Board member "for cause" – Removal must meet the following conditions:

a. Written charges specifying inappropriate behavior are submitted to the Board.
b. The remaining members of the Board, at a regular or special meeting of the Board, will consider the charges and vote. Removal will require a simple majority vote of the remaining Board members.

B. Filling Board Vacancies

a. If the office of the President becomes vacant, the Vice President will become Acting President until the end of the two-year term. The Acting President will, in consultation with the remaining Board members, appoint an eligible Club member to the role of Acting Vice President, whose term will run until the end of that position's two-year term.
b. If any other Board position becomes vacant, the President, in consultation with the remaining Board members, will appoint an eligible Club member as an Acting officer whose term will run until the end of that position's two-year term.
c. Club members appointed to Acting officer roles will have all rights, responsibilities, and privileges of that position as described in the Bylaws.

6. Miscellaneous Financial Procedures

Per the Bylaws, the Treasurer, along with the President and a Finance Committee (if desired), will be primarily responsible for the financial processes and records for the Club. The following information should be noted in addition to the items addressed in the Bylaws:

A. Requests for reimbursement of expenses – Club members must submit such requests within 30 days to the Treasurer. Travel expense reimbursements must be pre-approved by the President and Treasurer, and will be calculated based on the NC State Government rates in effect at the time of travel. Expenses that are normally reimbursed could include, but not necessarily be limited to, the following:

- Items purchased for raffles.
- Administrative supplies - printer paper, writing tools, postage stamps, printer ink, etc.
- Speaker/presenter fees - avoid fees if possible, as Club funds are limited.
- Food or refreshments (excluding alcohol) provided as part of meetings or events.

B. Right to examine financial records - Club members in good standing have the right to examine financial records at any time, based on five (5) days written notice to the Treasurer and assuming he/she is in town and available to meet.

7. Tournaments and Competitions

It is expected that tournaments and competitions will be a part of the Club atmosphere. Per the Bylaws Articles IV and V, the President and Vice President will, from time to time as needed, appoint the Tournament Committee chair, who will invite other Club members to join the Committee. The Tournament Committee will publicize the proposed structure of any competition(s) at least two weeks prior to the beginning of the competition(s). The proposal should address the following at a minimum:

- Target fish species.
- Format – number of fish caught in a day, number of fish caught over a time period, longest individual fish, total length of fish caught, etc.
- Prize(s).

8. Amendments to the Policies and Procedures (P&P) Manual

Changes to existing policies or development of ideas brought forward at Club meetings will be voted upon according to Section 4.F. above (Other Voting Procedures).

Occasionally, the issue(s) under consideration may be complex enough to establish a committee. Per the Bylaws Article IV, the President and Vice President jointly appoint a Committee Chair, who will recruit other eligible Club members to serve on the Committee. After developing a recommendation, the Committee Chair (or designee) will present it at a regular business meeting for a vote.

APPENDIX – Activity Waiver Form

Sea Trail Fishing Club Activity Waiver Form (Release from Liability)

Fishing can be an inherently risky activity. These risks could include, but not necessarily be limited to, hooks, gaffs, fish spines and teeth, rough water, cold water, bad weather, sun exposure, fires, and boat sinking.

I, _____, being of lawful age (or under the care of a
(Write out legibly)
Parent or Guardian if not of lawful age), take responsibility for my own actions and release the Sea Trail Fishing Club, its members, officers, directors, employees, and agents from any and all liability for or by any reason of any damage, loss, or injury to person or property and even damage resulting in my death, which has been or may be sustained in consequence of my participation in the activities sponsored by the Sea Trail Fishing Club, even though such damage, loss, or injury may have been caused solely or partly by the negligence of the Club. I understand that this waiver remains in effect continuously and at any location until such time as I am no longer a member of the Sea Trial Fishing Club and am therefore ineligible to participate in Club activities.

I acknowledge and hereby agree that I have carefully read this waiver and release from liability agreement, that I firmly understand the same, and that I am freely and voluntarily executing the same.

By signing this waiver form and release of liability, I understand that I will be forever prevented from suing or otherwise claiming against the Sea Trail Fishing Club for any property damage or personal injury I may sustain while participating in or preparing for any activity of the Sea Trail Fishing Club. I understand that this waiver is binding to me, my spouse, my heirs, executors, administrators, personal representatives, and assigns.

I acknowledge that I do not have any physical limitations or medical ailments, or any physical or mental disabilities that would limit or prevent me from participating in the Club's activities.

This waiver and release of liability agreement will be construed and governed by the laws of the State of North Carolina. I acknowledge that this waiver and release of liability is intended to be as broad and inclusive as permitted by this jurisdiction. I have read and understand this agreement and I am aware that by signing this agreement I am waiving certain legal rights which I or my heirs, next of kin, executors, administrators, and assigns may have against the Sea Trail Fishing Club.

Signed: _____ Date: _____

Parent or guardian (if underage): _____ Date: _____

Witnessed by: _____ Date: _____ STFC Role: _____