

**ASSOCIATION OF LOUISIANA BASS CLUBS**



**BY-LAWS  
AND  
OPERATING MANUAL**

**Revised by the Board of Directors, January 16, 2010**

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# **ASSOCIATION OF LOUISIANA BASS CLUBS BY-LAWS**

## **A. Purpose of Organization**

1. Work for improvements in conservation of wildlife.
2. Help preserve our natural lakes, streams and woodlands.
3. Fight pollution of air and water.
4. Help fight unlawful taking of fish and game.
5. Help Louisiana Wildlife and Fisheries Commission in any way feasible to improve fellowship among bass anglers throughout the state.
6. Encourage and enhance fishing among our youth.

## **B. Membership and Dues**

1. Open to any organized bass club in the State of Louisiana with a minimum of twelve (12) members and all clubs having a minimum of twelve members with an annual registration fee of \$240.00. Application for membership must be approved by the Executive Committee. Any additional individual non-ALBC members wishing to join must pay a \$20.00 fee each per year. If an individual belongs to more than one club, he/she will not be required to pay ALBC dues through more than one club per year.
2. Any club or member may be expelled for misconduct, violations, cheating in any bass tournament, or any action detrimental to the Association by a majority vote of the officers and the Board of Directors.
3. The ALBC reserves the right to refuse any club or club member application for membership whether new or renewal dues by returning their application along with their membership dues.
4. All members to the ALBC must have attained the age of 15 years old.
  - A. Anyone below the legal age of 18 must pass a boater's safety course.
  - B. Must have a signed parental consent form.
  - C. Must fish with an adult member in the boat.
5. All ALBC club registration and membership dues must be paid by March 1<sup>st</sup> of each year for existing clubs. Rosters not postmarked by the March 1<sup>st</sup> deadline will be charged a late fee of \$25.00 + \$1.00 for each member over 25. (Example: 12 members = \$25.00, 32 members = \$32.00)

6. All clubs (new & existing) must be paid by June 1 to be eligible to fish the following Best Six Tournament.
7. Clubs are responsible for all funds (checks) given to the ALBC by the club or its members.
  - a. Clubs will be notified of NSF checks immediately upon receipt.
  - b. If not resolved within 10 days, the club will be sent a certified letter requesting payment.
  - c. If not totally resolved within 30 days, the club is subject to removal from the ALBC pending approval of the Board of Directors.

### C. Association of Officers

1. The officers shall consist of the President, Vice President, Secretary/Treasurer, and District Directors.
2. All officers shall serve for a period of two (2) years beginning January 1 and expiring December 31. The office of the President shall be limited to a maximum of 3 consecutive two year terms by the same individual.
3. The duties of the officers are:
  - a. The President will preside at all state meetings and shall perform all such duties that are incidental to the office of the President.
    1. He/she must make every attempt to attend at least one District meeting in each district per year.
    2. He/she will coordinate and is responsible for all of the activities of the Vice President, Secretary/Treasurer.
    3. The President shall receive a salary that is approved by the Officers and Board of Directors at the first regular meeting of each year. Present salary is \$400.00 per month.
    4. He/she will attend meetings of Game Theft Task Force and represent the ALBC.
    5. Failure on the part of the President to perform his/her duties as President for three (3) consecutive meetings will result in his/her being removed by the Board of Directors and replaced by the Vice President to fulfill his/her unexpired term, until a special election can be held.
  - b. The Vice President, in the absence of the President, assumes the President's duties. He/she must work and communicate with all committees and tournament chairmen.
    1. He/she will be responsible for the equipment and materials owned by the State Association.
    2. He/she will coordinate the activities of the boats during the boat raffle.

3. The Vice President shall receive a salary that is approved by the Officers and Board of Directors at the first regular meeting of each year. Present salary is \$300.00 per month.
  4. If the Vice President fails to perform his/her duties, the President will appoint a member of the Board of Directors to fulfill the unexpired term until a special election can be held.
- c. The Executive Secretary/Treasurer receives a salary that is approved by the Officers and the Board of Directors at the first regular meeting of each year. Present salary is \$600.00 per month.
    1. This office must maintain proper communications between the ALBC and its members.
    2. He/she will maintain an up to date address roster and provide the monthly ALBC newspaper with updated mailing rosters.
    3. He/she maintains and handles treasury records of all receipts and expenditures connected with the Association.
    4. This office will be bonded.
    5. If the Executive Secretary/Treasurer fails to perform his/her duties, the President shall appoint a qualified member of the ALBC to assume the responsibilities, with the approval of the Board until a special election can be held.
  - d. The duties of the District Directors are defined under “Operating Rules for the ALBC and Districts.”
  - e. Past President – Duties to be only for the January and May meetings and only to give advice and guidance.

#### 4. Election of Officers

#### **Qualifications of Officers in the ALBC:**

##### **President and Vice President:**

- a. Must be a member of a club in good standings of the ALBC for the last three (3) years.
- b. Must have been an elected officer of his/her club for a minimum of one of the last three (3) years.
- c. Must be or have been an ALBC State Board Member for one (1) year or served as a elected officer in a district, such as Director, Asst. Director or Secretary or Treasurer for one (1) year.

##### **Executive Secretary/Treasurer:**

- a. Must be a member of a club in good standings of the ALBC for the last three (3) years.
- b. Must have been an elected officer of his/her club for a minimum of one of the last three (3) years.

- c. Must be or have been and ALBC State Board Member for one (1) year or served as an elected officer in a district, such as Director, Asst. Director or Secretary/Treasurer for one (1) year.
  - d. Must have basic computer skills. Should be knowledgeable in dBase and WordPerfect.
5. Nomination of state officers must be done in writing, mailed or hand delivered by August (postmarked) to the Executive Secretary. To meet qualifications, all applications will be reviewed by the Board of Directors.
  6. The election will be held by mail in ballot. Each club will be mailed a ballot. It must be returned by September 10 (postmarked). Ballots will be opened and counted at the September meeting, held the third Saturday in that month.
  7. Each club will have the following voting privileges based on ALBC membership of their club:
 

12 – 50 members	1 vote
51 – 75 members	2 votes
76 – 100 members	3 votes
101 + members	4 votes
  8. Anyone convicted of a felony will not be allowed to hold office or become a member of ALBC.

**D. Operations and Procedures**

1. All functions and decisions involving the ALBC must be approved by the Board of Directors at the January meeting.
2. By-laws can be changed or amended by a two-thirds (2/3) vote of the Board of Directors present at a regular meeting
3. The Board of Directors will meet at least two (2) times each year. There will be at least one (1) ALBC state meeting open to the general membership each year.
  - a. Meeting Schedules**

General Membership	3 <sup>rd</sup> Saturday in January
Board Meeting	In May at Best Six
Board Meeting	Saturday in September with TOC Tournament
4. Activities of the ALBC districts and duties of the District Directors are set forth in “Operating Rules for ALBC Districts”.

5. All ALBC tournaments shall be conducted in accordance with “ALBC Tournament Rules”.

**Sanctioned ALBC Tournaments are:**

District Top 25 Tournament	Each District Top 6 Tournament
Best Six Tournament	Hosted by Assoc. of LA Bass Clubs
Youth Tournament	Hosted by District Directors
Tournament of Champions	State Team Tournament
All ALBC Club “Points” Tournaments	
Points defined as any tournament that gives points, ounces, etc. towards the club standings for King Fisherman and/or Best Six Tournament.	
Top 8/10 Tournament	Each District

**\*sanctioned:** Must be 100% ALBC membership (in good standing) and must abide by ALBC tournament rules.

6. The President shall have the option to appoint a Legislative Coordinator. The Legislative Coordinator will have the authority to speak for the ALBC in matters of general interest to the membership. This in no way establishes authority to support any candidate for political office. All of the Coordinator’s actions must be within the bounds of the ALBC By-Laws.
7. The President shall have the option to appoint a Public Relations Officer(s) to cover all major ALBC state functions. The district will cover all reasonable expenses incurred by the officers.
8. Expense Payment Guidelines
  - a. Condition of payment
    1. Each executive board member or district director shall submit a request for expense. Request must be signed by the President or Vice President.
    2. Mileage to be paid at the present government rates to and from home and meeting location.
    3. Car pool mileage will be paid to the owner of the vehicle.
  - b. Lodging
    1. Lodging will be paid by state at requested meetings.
    2. Lodging will be paid for each executive officer, district director and one (assistant) district director.
    3. Lodging will be paid the night prior to the scheduled meeting and until 10 am the morning following the scheduled meeting.
  - c. Meals
    1. Meals will be supplied beginning with the day of the scheduled meeting and until the morning following the conclusion of the meeting.

9. Should this corporation be dissolved for any reasons, any funds remaining in the treasury or other assets owned by the corporation after payment of all outstanding obligations shall be disposed of the Board of Directors and Officers, to an organization who shall do any or all of the following:
  - a. Work for improvements in conservation of wildlife and fish.
  - b. Help preserve our natural lakes, streams and woodlands.
  - c. Fight pollution of air and water.
  - d. Help fight unlawful taking of fish and game.
  - e. Help the Louisiana Wildlife and Fisheries Commission in any feasible way to improve wildlife and fishing in our state.
  - f. Encourage and enhance fishing among our youth.

## **II. OPERATING RULES FOR THE ALBC AND DISTRICTS**

### **A. The ALBC is divided into six districts, the boundaries of which are generally fixed as follows:**

- District 1: North of US 84 and west of US 167, extending to the Arkansas and Texas state boundaries.
- District 2: North of US 84 and LA 8, and east of US 167 to the Mississippi and Arkansas state boundaries.
- District 3: South of US 84 and LA 8 and north of US 190, west of the Mississippi River
- District 4: South of US 190 and west of the Atchafalaya Basin
- District 5: East of the Mississippi River and north of I-10, extending north and east to the Mississippi state boundary.
- District 6: South of I-10 and east of the Atchafalaya Basin.

1. These boundaries are not concrete in that they may be altered as would better serve clubs located near district lines.
2. The purpose of dividing into districts is to provide all areas of the state with better representation and communication with the ALBC.

### **B. District Responsibilities**

1. Districts will operate under the same By-laws and seek to obtain the same goals as listed in the by-laws of the ALBC.
2. Each district will hold as many meetings as deemed necessary by the officers of each respective district, but not to be less than one per year.
3. Each district will elect one District Director, with the election taking place by November 30. The ALBC Executive Secretary must be informed as to the names, addresses and telephone numbers of the officers. The Assistant Director will be

appointed by the District Director. Districts 1, 3, and 5 will hold elections on odd ending years and Districts 2, 4, and 6 will hold elections on even ending years. Each club present will have one vote.

4. Each district will maintain direct communications with the officers of the ALBC through the District Directors, who will represent their respective districts in communications with the ALBC and matters of local concern to their districts.
5. "ALBC Tournament Rules" must be observed in all district tournaments sanctioned by the ALBC. See "ALBC Tournament Rules."
6. ALBC Sanctioned Top 25 Tournament
  - a. Each district annually will hold a District Top 25 Tournament between January 1 and December 1. The site and date of these district tournaments will be determined by each district.
  - b. All ALBC members in each district are eligible to fish this tournament in their respective district.
  - c. If an individual belongs to clubs in more than one district, he/she must choose which district tournament he/she wished to fish. A member may fish only one district tournament.
  - d. The top 25 teams in each district will be eligible to compete in the ALBC sanctioned Tournament of Champions.
  - e. All other monies, less expenses incurred in putting on the tournament, will be returned to the contestants in the form of prizes and/or trophies.
  - f. Each district must have enough money to cover the expenses of the district tournament, or to cancel the tournament at the discretion of the District Director.
7. ALBC Sanctioned Tournament of Champions
  - a. The ALBC Sanctioned Tournament of Champions will be held the 2nd weekend of September.
8. ALBC Sanctioned State Team Tournament
  - a. The ALBC Sanctioned State Team Tournament shall be held in May

### **C. District Directors Responsibilities**

1. Presides over all district meetings, and have the authority to appoint committees to various functions as he/she deems necessary.

2. He/she will be responsible for all communications between his district and the ALBC, and other districts when necessary. A copy of any correspondence outside of the district should be sent to the ALBC Executive Secretary/Treasurer for his/her files.
3. It is recommended that each District Director make personal contact with each of the clubs in his/her district periodically to maintain good communications.
4. The District Director will be responsible for coordinating the twenty-five (25) teams from his/her district who will compete in the ALBC Tournament of Champions. Selection of the 25 teams will be made from the numerical finish in the District Top 25 Tournament.
5. Each District Director must send in his district's list of names for the ALBC sanctioned Tournament of Champions by the January meeting. This list is to be sent to the District Director who is chairing the tournament then forwarded to Secretary/Treasurer.
6. The District Director, at all general meetings, will give a brief review of his/her district's activities since the previous meeting to the general membership.
7. District Directors will be reimbursed for reasonable expenses incurred.
8. If a District Director fails to perform his/her duties, the President shall appoint a replacement until a replacement can be elected.
9. Each District Director is required to produce a financial statement at all board meetings. No financial statement turned in, no funding from the organization.

### **III. Tournament Chairman Guidelines**

1. Prepare and have printed entry blanks and rules. Rules should be taken from ALBC Tournament Rules. All entry blanks should be received by clubs at least thirty (30) days prior to a tournament.
2. Mail the entries to the clubs. A mailing list and mailing labels with the number of members in each club can be secured from the Executive Secretary/Treasurer.
3. Tournaments will be pick your partner or draw. In drawing tournaments, you must draw partners, record the pairings and assign boat numbers. Tournament of Champions is a team tournament.
4. Arrange for scales. Tournament directors will assume full responsibility for the scales while they are in their possession.
5. Arrange for headquarters facilities at the tournament site.

6. Secure the appropriate number of trophies for awarding places and big bass of the tournament.
7. Secure tournament drawing prizes. (Appoint a committee responsible for this procurement.)
8. Secure weigh-in cards from the ALBC Vice President.
9. Arrange to have at least two people for each scale, one to weigh and one to record.
10. Arrange for someone to handle the microphone in the morning and evening. Choose someone who can act as master of ceremonies.
11. Arrange for people to check in and check out, and prepare lists for them. There should be at least three locations (one for every 50 boats), with two people working at each location. Check-in points in the afternoon should be the same as morning check-out points.
12. Any expense that exceeds \$300.00 must be placed on a competitive bid basis.
13. All materials and equipment at the conclusion of the tournament must be turned over to the ALBC Vice President.
14. Procure bags to be handed out for transporting fish to the tournament weigh-in.
15. Arrange for necessary equipment to minimize fish dying. The ALBC practices catch and release in all its tournaments.
16. Arrange for disposal of donated dead fish.
17. A .50 pound penalty will be assessed for dead fish on digital scales, or an 8 ounce penalty on non-digital scales.

#### **IV. ALBC Tournament Rules**

1. All state, federal and local laws and regulations will be complied with.
2. Only members of bass clubs affiliated and in good standing with the ALBC are eligible to compete.
3. All fish must be taken with rod and reel and artificial lures. Trolling will not be permitted.
4. All fish must be caught the day of the tournament and during tournament hours.
5. Entry fee for each ALBC Sanctioned District's Top 25 Team Tournament will be determined by the District.

6. Once a team presents the fish to the weigh master to be counted and weighed; only those fish will be weighed. The contestant may not remove or add any fish to his stringer after that time. In the ALBC Sanctioned Top 25 and Tournament of Champions, a maximum of five (5) black bass per team, per day, may be weighed in. If a team presents more than five (5) fish, his stringer will be culled starting with the largest fish down.
7. In the ALBC Sanctioned Top 25, Tournament of Champions and Best Six Tournament, only fish measuring twelve (12) inches or Lake Limit may be weighed in. Fish will be measured with the mouth closed and the tail touching in any way on the official flat board. There will be a one pound penalty for each undersized fish that is attempted to be weighed in.
8. In the ALBC Sanctioned Top 25, Tournament of Champions and Best Six Tournament, if there is any evidence that any fish has been mutilated or stretched for the purpose of reaching the 12 inch or lake limit, the fish will be disqualified and the one pound penalty will also be applied plus the fish pound.
9. In the event of a tie of stringer weights for the first place, the winner will be determined by the largest fish first, second the total number of fish caught, and third by flipping a coin. Any other ties will be settled by combining the places and dividing the prize money equally.
10. Contestants must make every effort to handle fish with care, as all fish will be released back into the lake after they are weighed in. All tournaments will practice catch and release.
11. Each boat must check in or be inside the no-wake zone by the designated weigh-in time. Each team must sign in at the end of the day of fishing, regardless of whether or not he weighs in fish, to be eligible to win a drawing prize.
12. No contestant is permitted to fish within fifty (50) yards of a competing boat which is tied or anchored with the trolling motor in the stored position unless permission has been granted. Also, no fishing within fifty (50) yards of the weigh-in or release site.
13. All monies collected in entry fees will be returned to the contestants after deducting tournament and management fees, not to exceed 20%. Prizes will be awarded on the basis of the number of contestants participating. Voluntary big bass kitty may be collected.
14. Awarding of prizes should follow the general formula below. It is not required that it be followed exactly, for prize monies should be rounded to the nearest dollar, and no prize should be less than the entry fee. Expense money must be deducted from total entries before applying the formula

<b>Place</b>	<b>Percentage of Prize Money</b>
1 <sup>st</sup>	30%
2 <sup>nd</sup>	15%
3 <sup>rd</sup>	10%
4 <sup>th</sup>	5.5%
5 <sup>th</sup>	4.5%
6 <sup>th</sup> thru 10 <sup>th</sup>	3%
11 <sup>th</sup> thru 15 <sup>th</sup>	2.5%
16 <sup>th</sup> thru 20 <sup>th</sup>	1.5%

15. In the ALBC Sanctioned Top 25, Tournament of Champions and Best Six Tournament all boats must be at least 14' in length with an internal combustion engine as the primary motor.
16. All contestants must wear a Coast Guard approved life jacket while the combustion engine is running. All boats must have running lights in good working condition and also must be equipped with a kill switch attached.
17. Any contestant plowing a wake within the no-wake zone will be disqualified.
18. There will be no "shotgun" starts. No tournament will start before safe daylight, or during unsafe or inclement weather, as determined by the tournament committee.
19. A Safety Committee of five (5) will be appointed by the tournament chairman. This committee will recommend action against individuals who violate our safety rules.
20. Any additional rules, regulations, or requirements will be stated on the entry blank brochure. Each contestant is responsible for knowing and understanding these rules. Interpretation and enforcement of all rules shall be the joint responsibility of the tournament committee, along with the Board of Appeals. (See appendix for "Functions of the Board of Appeals".) Complaints or protests must be submitted in writing to the tournament director within 15 minutes after scales are closed.
21. Every effort will be made by the tournament chairman to have a certified marine dealer stand by for any emergency problems that might occur.
22. Alcoholic beverages or narcotic drugs will not be permitted during tournament hours, except those that have been prescribed by a physician.
23. Any participant fishing an ALBC sanctioned or sponsored tournament will be subject to take a Psychological Stress Evaluation test.

## **V. APPENDIX**

### **A. Functions of the Board of Appeals**

When any member of the ALBC, in good standing, is a contestant in any ALBC sponsored or sanctioned tournament, he or she will be entitled to a review by the Board of Appeals on any rules infraction or violation they may be accused of. Upon being notified of the rule violation and the penalty to be imposed, the member may immediately notify the tournament director of his intention to file a plea of review.

The Board of Appeals will be composed of five (5) members, chosen at random by the tournament chairman or his appointed representative. Each district, except the host district, shall be represented on the Board of Appeals.

The Board of Appeals shall be vested with the power to override any disciplinary action to be taken by the tournament director against any contestant in all ALBC tournaments. These five (5) members must make themselves available to the tournament director at the end of each day of fishing, or until the tournament director verifies the tournament to be valid and complete.

Any contestant that wished to file for a review of his or her rule infraction shall immediately notify the tournament director of his decision to have the Board of Appeals hear his case. The tournament director will then notify the Board of Appeals that the contestant desires an immediate hearing of the charges made against him, and of the penalties to be imposed.

The Board of Appeals, if necessary, may delay its decision until a Psychological Stress Evaluation test can be given to either the complainant or the accused. If the PSE is administered and the test results do not substantiate the complainant's accusations, the complainant will be charged with whatever costs were incurred for the test.

The ALBC rules will be followed to the letter in all ALBC tournaments. If the accused is one of the members of the Board of Appeals, the same procedure will be followed, and a fifth member will be chosen by random drawing from contestants fishing the tournament.

The decision of the Board of Appeals shall supersede all other decisions, and shall be final.

B. Supplemental

Financing of ALBC Sanctioned Tournaments:

A. Youth Tournament

1. ALBC will fund \$7.00 for each child fishing in the Districts Youth Tournaments with funding to be distributed at the January meeting with the Director turning in a financial statement.

B. Tournament of Champions

- g. ALBC will fund \$1.50 per member with a cap of \$4,000 for the Tournament of Champions.

C. State Team Tournament

1. ALBC will fund a total of \$7,500 for the State Team Tournament.

D. Membership

1. ALBC will fund \$1.50 per member in each district with June 1<sup>st</sup> being the cutoff date and funding to be distributed after April 1 or at the May meeting with the Director turning in a financial statement.

**Approved by the Board of Directors January 16, 2010**

### C. State Map of Districts

