

***THE BASS FEDERATION OF MICHIGAN***  
***(TBF OF MI)***  
***Effective 4/11/2010***  
***Procedures***

1. Meetings will be November, February, and April. The November meeting will be a general membership meeting, where elections will be conducted.
2. All newly elected Directors shall assume office at the conclusion of the November general meeting.
3. The President shall preside over all meetings of the Board and general meetings of the Federation, direct all official business, supervise all Federation activities, appoint and be ex-officio member of all standing and special committees, be official representative of the Federation in relationship to other organizations, delegate such duties as may be appropriate to better serve the Federation, and maintain liaison with the TBF, Inc.
4. The Vice-President shall assist the President upon request, preside in the absence of the President, and assume the office of the President if it should be vacated. They shall attend National meetings if money is available as well as when requested by the National TBF.
5. The Secretary shall record accurate minutes of all meetings. They will be responsible for distribution of the minutes to all Chapters, as well as call meetings of the Federation and /or Board of Directors as directed by the President.
6. The Treasurer shall receive and disburse all monies upon approval of the Board. Maintain accurate financial records and present a current financial statement including but not limited to an income statement and balance sheet at each scheduled membership meeting. The Treasurer shall prepare and submit an annual budget to the membership for the beginning of each operating year, at the first general membership meeting of that year.
7. The President shall appoint another director to assume the duties of a vacant office until a successor is elected.
8. Annual dues from members shall be sent to the Chairman of the Membership Committee, made payable to the TBF of MI., Inc.
9. The Board of Directors shall present event sites and dates to the membership when available.
10. Directors will be reimbursed for the following expenses: phone, mileage (at current IRS rate), lodging, postage, and any other documented federation related expenses that are approved by the board.