



BY - LAWS

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BY-LAWS OF THE ROGUE RIVER GUIDES ASSOCIATION

Article 1

- Section 1. The name will be the **"ROGUE RIVER GUIDES ASSOCIATION"**.
- A. The principal meeting place will be in Jackson County.

Article 2 Membership and Dues

- Section 1. Qualifications: Persons interested in promoting the growth of outdoor recreation and aiding and assisting the association in its activities may become members.
- Section 2. Application for membership:
- A. The applicant is given the application form and a copy of the "Code of Ethics" and is asked to read them.
 - B. The applicant submits the application form along with one years dues to the treasurer.
 - C. The Board, at their next meeting, will review the application. The Board will make a recommendation to membership at the next regular meeting.
 - D. The "Call to Meeting" will carry the applicants name.
 - E. The membership at the regular meeting will vote the member application, yes or no.
 - F. If the vote is no, the applicant's money is returned. The applicant may apply the following year.
 - G. The president welcomes the new member and asks if they have any questions about the RRGGA or "Code of Ethics". The president will explain any misunderstandings.
 - H. The new member is given a copy of the "BY-LAWS".
 - I. The new member is an "Associate Member for one year, with all rights and privileges, and a probationary period of 12 months.
 - J. 12 months later the member's name will be published in "Call to Meeting", stating they will become a full member, unless someone has reason to object. No vote.
 - K. Any objection is considered a grievance. The Board will act according to the grievance procedures.
- Section 3. Charter Members: Members who joined prior to May 12, 1970 will be known as "Charter Members".
- Section 4. Guide Members: Persons who make all or part of their livelihood in the field of outdoor recreation will be known as Guide Members.
- Section 5. Associate Members: All 12 month probationary members, and those persons interested in aiding and assisting the association with its activities will be known as "Associate Members".
- Section 6. Lifetime Membership: This is an honorary membership.
- A. A RRGGA member that is retired from active guiding and has been a member for more than ten years.
 - B. A RRGGA member or a person that has performed an outstanding or extraordinary service for the RRGGA or the outdoor recreation industry.

1. A candidate is nominated by three members. The Board, at their next regular meeting, will investigate the worthiness of the candidate. This will include that the candidate will accept. The Board will report at next regular membership meeting their recommendation.
2. An award ceremony with a gift and or suitable award and or membership card will be presented at the next mutually agreed membership meeting.
3. Lifetime members do not pay dues. They are listed on membership rolls and receive all membership rights and privileges. The membership may be revoked by request of the member or for violation of By-Laws.

Section 7. Dues: The amount is \$35.00 yearly. The amount may be changed by a 3/4 vote at a regular membership meeting. The dues vote must be published in the "Call to Meeting".

- A. All dues will be paid on the first of January.
- B. Dues not paid by March 1st are "Delinquent", and the membership is terminated. Membership may be reinstated with payment of dues within the calendar year.

Article 2 Officers and Directors

Section 1. OFFICERS will be a President, Vice-President, Secretary and Treasurer. DIRECTORS will be a Upper River, Down River, Publicity and Political and Webmaster.

Upper and Down River are divided by Savage Rapids DAM.

All Officers and Directors will be BOARD MEMBERS.

- A. Election of Officers and Directors will be voted on for a one year term at the regular meeting in January.
- B. Nominations will be made by a committee of volunteers appointed by the President at the December meeting. Nominations will be accepted from any member at the January meeting.
- C. Eligible nominees will be members with current dues paid.
- D. All Officers and Directors will have residence in Oregon. The majority of Board Members will be elected from guide members.
- E. The terms of the President and Vice-President will not exceed two consecutive years without a vote of 3/4 of the membership at the January meeting. The vote must be by secret ballot.
- F. Any officer or Director may be removed from office at any regular meeting by 3/4 secret vote of the members present. No vote can take place unless the grievance procedure of the RRG BY-LAWS is followed.

Article XX Board Members

Section 2. The purpose of the Board is to provide guidance and leadership to the members of the RRG.

- A. Meetings of the Board will be held the fourth Tuesday of month. the location and time set by the President. Meetings need not be held during the summer months unless a majority of the Board request them.
- B. A special Board meeting can called for if a majority of the Board ask for it. 48 hours notice must be given to all Board members.

- C. All actions taken by the Board will be reported to the membership at the next regular meeting.
- D. Permanent vacancies on the Board from any cause will be filled by a majority vote of the Board until the next election.
- E. With the approval of the board, if a Board member is unable or unavailable to do a specific project, or in their opinion the RRGGA would be better served, they may delegate the task to a member of the RRGGA. The Board member is still responsible for the task completion.

PRESIDENT: DUTIES AND RESPONSIBILITIES.

- 1. Conduct the business and meetings of the RRGGA as defined by the RRGGA BY-Laws and Robert's Rules of order.
- 2. Chair all regular, Board and special meetings.
- 3. Start all meetings on time as advertised. No more than a ten minute delay.
- 4. Conduct all meetings in a quick and impartial manner, being aware that all members may not understand Robert's Rules.
- 5. Enforce the rules only as needed to maintain quickly conclude the agenda.
- 6. Act in the name of the RRGGA, with the advice of the Board or as directed by a vote of the membership.
- 7. Appoint the chair and members of special committees with advice from the Board. Terms expire on January one.
- 8. Oversee the activities of all special committees.
- 9. Keep the Board and membership fully informed of actions planned and taken in the name of the RRGGA.
- 10. Work with the Secretary to make all correspondence available at Board and regular meetings.
- 11. Sign checks authorized by the Treasurer or if the Treasurer is not available sign checks for the normal operations of the RRGGA. Other expenses must be authorized by a vote of the membership.

VICE-PRESIDENT: DUTIES AND RESPONSIBILITIES

- 1. Will perform the duties of the President, Secretary and treasurer in their absence.
- 2. Organize the First Aid and CPR classes.
- 3. Co-Chair, with the Publicity Director the committee to publish the RRGGA Directory.
- 4. Know the RRGGA By-Laws and have a basic understanding of the Robert's Rules of order.
- 5. Assist the President with the meeting agenda, if needed.
- 6. Assist the Secretary in publishing the "Call to Meeting" and the "Summer Newsletter", if needed.
- 7. Be available to assist any Board member as requested.
- 8. Oversee, coordinate the entertainment, raffle prizes and the running of the raffle, if held.

TREASURER: DUTIES AND RESPONSIBILITIES

- 1. Will perform the duties of the President, Vice-President and secretary in their absence.
- 2. Has the sole responsibility for all of the funds of the RRGGA.
- 3. Will pay all expenses for the normal operations of the RRGGA. Other expenditures to be authorized by a vote of the membership.
- 4. Will consult with the Board for advice as to what is normal operating expenses.
- 5. May authorize payment of RRGGA expenses by another member, if necessary.
- 6. Will give a financial report to all members at the regular membership meeting.
- 7. Have all financial records available, for member inspection, at all regular and board meetings.
- 8. Must publish a yearly statement of income and expenses at the January regular meeting.

SECRETARY: DUTIES AND RESPONSIBILITIES.

1. Perform the duties of the President, Vice-President and Treasurer in their absence.
2. Record and publish in the next "Call to Meeting" the minutes of the regular meeting.
3. Brief Notes. In which the aim is to record the names of the guest speakers and their main points. The text, not the discussion, of all resolutions voted on and passed. Names of mover or seconder are not needed.
4. The text of Board members reports.
5. Name of appointments made by the President. The text of subjects discussed but not voted on. Names are not needed.
6. Record other matters as deemed needed by members.
7. Take charge of all RRGAs documents except, the Treasurers.
8. Collect, screen the mail. Distribute to the Board as needed.
9. Have available at Board and regular meetings, letters or copies of all letters sent or received by the RRGAs.
10. Publish the "Call to Meeting" and "Summer Newsletter".
11. Include the names and addresses of inquiries for Guides. Time and distribution to be decided by the Board.
12. Inquiries for guide services will be sent to members monthly.

UPPER RIVER DIRECTOR: DUTIES AND RESPONSIBILITIES

1. The primary area is from the Jackson County line to the local up river.
2. Represent the RRGAs to the local hatcheries and Dam operations.
3. Represent the RRGAs to the local OSP, ODF&W, Marine Deputies, BLM, and USFS.
4. Represent the RRGAs to Jackson County government and parks.
5. Represent the RRGAs to other sporting organizations.
6. Chair the upper river "Clean UP" and other activities.
7. Inform the Board and Membership and recommend action on all issues of concern to the Association.

DOWN RIVER DIRECTOR: DUTIES AND RESPONSIBILITIES

1. The primary area is from the Jackson County. line down river.
2. Represent the RRGAs to the local hatcheries and Dam operations.
3. Represent the RRGAs to the local OSP, ODF&W, Marine Deputies, BLM. and the USFS.
4. Represent the RRGAs to Josephine and Curry Counties.
5. Keep the Board and membership informed about issues and problems of the Canyon Outfitters and Lower River Guides. Recommend action to be taken.
6. Represent the RRGAs to other sporting organizations.
7. Chair all activities for the RRGAs on the lower river.
8. Inform the Board and Membership and recommend action on any issues related to the lower Rogue and other Southern Oregon rivers and streams.

PUBLICITY DIRECTOR: DUTIES AND RESPONSIBILITIES

1. Will coordinate with the Board all publicity for the RRGAs.
2. Have sole responsibility to issue news releases to the media
3. Promote the RRGAs to the public with the goal that our members are worthy and qualified to serve the public.
4. Be the liaison to the State Tourist Department and city Chambers of Commerce state wide.
5. Co-Chair, with the Vice-President the committee to publish the RRGAs Directory.
6. Develop and implement a plan for the distribution of the Directory other than mailing them to letter inquiries. Distribution should include both in and out of state.

7. Consult with the Board, Treasurer, to determine the amount of money available, and how much should be authorized for Publicity projects.

POLITICAL DIRECTOR: DUTIES AND RESPONSIBILITIES

1. Be the primary representative to the state legislature.
2. Keep the Board and the membership informed in a timely manner about legislation that might affect the RRGGA.
3. Recommend action, who, and when to contact by phone, letter etc. if the membership is for or against a law.
4. Consult with the Board to decide if it is necessary to testify in person, or to attend other agency meetings.
5. Collaborate with the Publicity Director to create a media campaign for or against a political issue.
6. Represent the RRGGA with the ODF&W, OSP, State Marine Board and other state agencies on a state wide level.
7. Inform the Board and membership about rules, regulation and policies of the state agencies.

WEBMASTER: DUTIES AND RESPONSIBILITIES

1. To establish and maintain the RRGGA presence on the World Wide Web in a professional and timely manner.
2. Coordinate with the RRGGA Board members on all media prior to publishing to the RRGGA website.
3. To attract new members and keeping the RRGGA membership informed by making the benefits, activities and information concerning RRGGA better known via the RRGGA website.
4. To communicate, assist in the publishing and maintain information, news, activities, events, publications, meetings, guide listings and RRGGA newsletter.
5. Maintain first point of contact for RRGGA website.
6. Must have strong customer service skills, a good understanding of RRGGA structure so requests can be redirected appropriately.
7. Monitoring RRGGA website E-mail, Guest Book and form based inquiries, ready to respond to user requests or redirect requests to the appropriate board member in a timely manner.
8. Monitor RRGGA website growth and development.
9. Maintain a disaster recovery plan to get RRGGA website back online should a disaster strike the computers where your site is hosted.
10. Monitor search engine optimization and statistics

Article 4

Meetings, Dates, Voting and Procedures.

- Section 1. Dates: Members will meet regularly on the second Tuesday of the month. November through May. Unless changed by 3/4 vote at the previous meeting.
- Section 2. Special Meetings: May be called by the Board. The "Call to Meeting" will be published as far in advance as reasonable.
- Section 3. Procedures: Will be held in conformity with "Roberts Rules of Order" except as stated in the RRGGA by-laws.
- Section 4. Quorum: A majority of members present at any meeting will decide any question or business that comes before that meeting, except as stated in the RRGGA by-Lawn.
- Section 5. Voting: Only members with paid up dues can vote.

- A. The President or chairman, may decide the type of vote, voice, show of hands or secret ballot.
- B. Before the vote starts, any member may ask for a secret ballot.

**Article 5
Dissolution**

Upon the dissolution of the RRGGA, for any reason, the remaining assets will be given to the ODF&W.

**Article 6
Amendments of BY-LAWS.**

- Section 1. The By-Laws may be changed by a 3/4 secret vote of members present at a regular meeting.
- A. The subject of the change must be published in two consecutive "Call to Meetings".
 - B. Written copies must be available for all members at By-Law vote meeting.
 - C. Any member may ask for a By-Laws change. The request is submitted to the Board to evaluate. The Board will publish and make a recommendation.

RULES FOR REIMBURSEMENT OF BOARD MEMBERS AND OTHERS

1. Two officers plus one Board member are required to authorize the payment.
2. Authority to make payments for normal operations of the RRGGA.
3. If a member is refused payment and believes they are entitled they can request payment from the membership at the next regular meeting.
4. Examples for payment for services done for the RRGGA might be, but not limited to, phone calls, postage, gas, trips, etc.
5. Reimbursement to attend meetings in other parts of the state, Fish & Wildlife, Legislature, Marine Board, etc. Pay for one members lodging for one night and gas for one vehicle. Obviously other members may attend, but the RRGGA will not reimburse them.

**ARTICLE 7
Code of Conduct, Violations,**

- Section 1. All members of the RRGGA will adhere to the precept that the pursuit of our objectives be conducted on the highest moral and business principles, and as defined in the By-Laws and code of ethics.
- Section 2. Fisherman Code:
- A. Urge clients to catch and release fish when ever applicable, particularly with wild fish.
 - B. Respect the bank fisherman's right to use the river.
 - C. Don't monopolize an area by anchoring in a way to prevent others from fishing, rotate whenever possible.
 - D. Release foul hooked fish as soon as possible. The fish will have a chance to survive and your client and others will be impressed that you are a professional and deserve respect.
 - E. Be courteous and helpful to everyone on the river. This will build respect for yourself and the RRGGA. Crowded rivers demand cooperation. It is up to the RRGGA members to lead the way.

- Section 3. Violations:
A. Any member, while acting as an outfitter guide, convicted in court of violations of wildlife laws will be subjected to the grievance procedure
- Section 4. Responsibility to other members:
A. Members will not act in such a manner as to misrepresent or harm the good reputation or integrity of a RRG member.

Article 8 Grievance Procedure, Penalties

- Section 1. A grievance will be considered only if it is a violation of the RRG "Code of Conduct, Ethics or By-Laws". A. To be considered by the Board, a grievance must be in writing, dated and signed by the complainant.
- A. The grievance is submitted to the Board by the complainant or by a vote of the membership.
 - B. The complainant may withdraw the complaint prior to the 1st Board hearing, The Board may decide not to hold a hearing, or can continue the procedure.
 - C. A complaint against a member by a non-member will be acknowledged by the President. The complainant will be notified of the resolution The Board will decide if the complaint has merit.
 - D. The Board will decide if there is a need for a special Board meeting.
 - E. The Board will have the authority to ask any member to attend a grievance hearing. The member may decline for any reason without prejudice.
 - F. At any hearing a majority of the Board is a quorum.
 - G. The results of grievance hearings and • recommendations will be reported to the membership no later then two regular membership meetings after receiving a complaint.
 - H. The membership will be notified in the "Call to Meeting", That a vote will be held on the Boards recommendations. The name of the member in question, will not be published.
- Section 2. Penalties: The primary purpose of the grievance procedure should be to mediate between members or to get voluntary compliance of the By-Laws. If this isn't possible, the membership will vote for a penalty.
- A. All grievance votes will be by a secret ballot.
 - B. Penalties might be, but not limited to, censure, loss of vote, no advertising participation, removal from office, withdraw membership,(unused dues returned.)

ROGUE RIVER GUIDES ASSOCIATION

CODE OF ETHICS

- I will at all times conduct my operations and services in an ethical and business like manner.
- I will not misrepresent any rates, or service accommodations nor otherwise mislead prospective clients through false or fictitious advertising. Rates, accommodations, and services will be clearly defined to prospective clients prior to booking and acceptance of deposits.
- I will maintain all my equipment to include livestock, camp gear, boats, vehicles, and all other miscellaneous gear in good condition and working order.
- I will employ only well-trained, courteous and sufficient personnel to adequately care for guests and render necessary services.
- I will not allow any wanton waste of fish or game on a trip that is my responsibility. Also I'll make every effort to keep all fish and game in a fresh and edible condition. Utmost care should be taken to preserve all trophies in a satisfactory condition.
- I will make a sincere effort to honestly inform my clients on the general well-being and status of game and fish relative to the respective area, for their knowledgeable understanding of the current situation relative to their specific booking and type of trip.
- I will make a sincere effort to inform my clients with adequate information on the type of country, weather, travel involved, clothing requirements, and hunting or fishing skill required if any, for them to fully enjoy their outdoor experience to the individual's satisfaction.
- I will at all time provide for the safety of my clients and employed personnel, and when necessary will not hesitate to remind anyone of unsafe practices which have come to my attention.
- I will fully cooperate with Federal, State and local fish and wildlife officials. I will advise my clients of all applicable conservation standards, fish and game laws, license requirements, statutes and regulations and will not condone their violation.
- I will at all times cooperate fully with private landowners, public land management agencies and/or stockmen, other guides, and respect their rights and privilege.
- I will always leave a clean camp, striving to maintain the environment in as good or better condition than when I arrived.
- I will refrain from criticizing or belittling fellow guides in the presence of clients, and will talk disagreements over with them in private at a later date if necessary to correct and improve each other's operation. Not to discredit them.