

**CORDOVA DISTRICT FISHERMEN UNITED
BOARD POLICIES
AS AMENDED 10/25/06**

Notice of Changes

Advise the office of changes of address, email, or phone number. Most meetings are called with at least 24- hour's telephone notice. If you will be leaving town (even for a short period of time), please let the office know so that Board meetings may be scheduled accordingly. If you will be leaving town for an extended period of time, advise the office so that you and the Board may consider a temporary replacement in your seat. If you have a suggestion as to who you would like to fill your seat temporarily, please also relay that information to the CDFU office.

Meetings

If you are unable to attend a meeting, please call and advise CDFU staff as soon as possible. This is important so that we have as few "non-quorum" meetings as possible. If it is known in advance that a quorum is not possible, the meeting will be canceled and rescheduled. This will help avoid embarrassing situations when guests have been invited to meetings and not enough members attend to conduct business.

Correspondence, Communications and Public Speaking

If you are writing a letter, an article or speaking on an issue in public and are representing CDFU's position, you must first obtain Board approval via a vote at a regular Board meeting, CDFU special meeting, Executive session or via email or phone communication as coordinated by the Executive Director. You must remember that when speaking as a Board member, you are speaking for 13 other Board members and an organization of hundreds in addition to yourself.

Courtesy Calls While in Juneau

If you are sent to Juneau on official CDFU business, please try to pay a courtesy call on all of our local representatives and senators. If any of them are not available, leave a message at their office to advise that you are a member of the CDFU Board of Directors and that you stopped in to see them.

Travel

Travel expenses related to general CDFU business must be approved prior to any trip. In-state travel may be approved by any two of the following: President, a Vice-President and the Executive Director. Out-of-state travel must be approved in advance by the Board of Directors. Division chair or co-chair must approve division travel expenses. Receipts and a travel expense form must be presented for reimbursement.

Political Endorsements

Endorsements of political candidates shall require a super quorum of two-thirds of the Board of Directors, voting in the affirmative. Endorsements may be considered by polling of the Board in the absence of a regularly called meeting; however, such polling must result in unanimous consent. CDFU cannot endorse candidates for local Cordova Office. Political endorsements prior to the Primary election require a unanimous vote of the Board of Directors by phone or email.

Employment of Executive Director and Other CDFU Staff

Hiring and dismissing of the Executive Director shall be at the sole discretion of the Board of Directors. Hiring and dismissing of all other CDFU staff members shall be the responsibility of

the Executive Director, who shall consider the opinion of the Board of Directors in making such decisions.

Investments Policy

The CDFU Board of Directors, its officers and other representatives may not invest or authorize investment of CDFU funds in any investment of an extraordinarily risky nature.

Donations Policy

From time to time the organization may donate time, money or other resources to special causes. Any donation under \$100 may be approved by the Executive Director using funds collected by candy sales, towards fishery related projects or organizations. At scheduled Board meetings the Executive Director will provide a summary of organizations sponsored, and the total amount of donations granted. Any donation over and above \$100 must be voted on and receive 2/3 Board consent.

Confidentiality

A Board member must maintain the confidentiality of their position's access to information. Information relating to CDFU business activities or finances which may damage the organization's credibility can not be discussed or disclosed to anyone, with the exception of other CDFU board members and CDFU staff. All such correspondence from the Executive Director, or between directors shall be considered confidential unless otherwise stated.

Petitions

Petitions may be placed in the CDFU office by other organizations or individuals if approved by any two of the following: President, a Vice-President and the Executive Director. CDFU may sponsor petitions if approved by a majority of the Board.

Executive Sessions

It is the policy of CDFU to use executive sessions of the Board of Directors to discuss issues privately and off the record that fall into two categories:

1. Personnel – issues dealing with staff, Board or management actions or performance that may be cause for concern.
2. Finance – concerns dealing with the finance and business of CDFU that should first be aired in private.

Notwithstanding the above, the presence of persons other than Board members at executive sessions shall be prohibited, but shall be approved by vote of the Board.

Authority

The Executive Director's purchasing authority is \$2,500. Expenditures in excess of \$2,500 must be co-signed by an officer of the organization.

CDFU and Divisional Litigation

CDFU will not enter into any kind of litigation without unanimous consent by the Board of Directors, this includes.

1. There can be no litigation over allocation issues between commercial gear groups within area E.
2. Any lawsuit filed by CDFU or a division must have the approval of 2/3 of the Board due to the financial, legal, and political liabilities that fall on the organization as a whole.

3. Divisions may be able to raise funds and organize their gear groups over allocation issues, but any legal action must be filed by a separate organization.

Office Utilities and Equipment Usage

The CDFU Board of Directors may utilize the equipment and facilities of the CDFU office for CDFU and Division business only. Any personal business by way of phone or fax is not permitted.

Office Conduct and CDFU Staff Support

It is expected that you behave in an orderly and respectable manner at all times in the CDFU office.

1. Staff should not be subjected to disruptions caused by large gatherings of peers; loud phone conversations; rude or abrupt mannerisms; foul language and other unkempt behavior.
2. The CDFU staff are supervised by the Executive Director, and are available to assist you with CDFU projects. While emergencies do sometimes occur, it will help the Executive Director if you try to plan ahead so that work projects can be scheduled in with other work priorities. Board members shall arrange for assistance from CDFU staff through the Executive Director.
3. You may at times be asked to help staff on projects such as newsletters, mailings and community projects. This is considered part of your duty as a CDFU Board member.

When in Doubt, Ask the Board

If at any time you have any questions as to how a particular situation that affects CDFU should be handled, it is best to bring it to a meeting of the Board of Directors.