



Trout Unlimited Sagebrush Chapter Policies, Procedures, and Standards Form

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1.0	PURPOSE
	This policy provides a process to create, amend, retire, and approve policies, procedures, and standards used in the responsible stewardship of the Trout Unlimited Sagebrush Chapter.
2.0	POLICY
	All Trout Unlimited Sagebrush Chapter policies, procedures, and standards, hereinafter referred to as “Policy Statements”, are submitted, amended, retired, documented, and approved by the Sagebrush Chapter Board of Directors, hereinafter referred to as the “Board”, and general membership, hereinafter referred to as the “Membership”, using a best practice approach described herein.
3.0	PROCEDURE
	<p>3.1. The Membership initiates the Procedure described herein, by submitting electronically or in printed form, a properly completed standardized Policy Statement form, hereinafter referred to as “Form(s)” to the Sagebrush Chapter Secretary, hereinafter referred to as “Secretary”, two (2) weeks prior to the next scheduled Board meeting.</p> <p>3.2. Forms, instructions, and assistance to complete the Form will be available from the Secretary, Membership designee, or Sagebrush Chapter Website.</p> <p>3.3. The Secretary will review all Forms for completeness prior to presenting them to the Board. Forms not completed properly will be dismissed; however, the Secretary may provide recommendations to the author to correct the Form prior to re-submission.</p> <p>3.4. The Board shall evaluate the submitted Policy Statement to determine the impact it may have on existing Policy Statements, Sagebrush Chapter Bylaws, and the Membership.</p> <p>3.5. A quorum of the Board must be present and a simple majority vote is required to approve the submitted Policy Statement. Alternatively, the Board may elect to postpone a vote and request additional information and discussion from the Board, Membership or individual(s) that may have expertise not available to the Board.</p> <p>3.6. If the Board does not vote on a submitted Policy Statement after three (3) months, the Policy Statement shall be abandoned. The Secretary will notify the author and announce to the Membership the status of the Policy Statement at the next scheduled Membership meeting.</p> <p>3.7. If the Board does not approve the Policy Statement or the Policy Statement was abandoned, the author may elect to petition a vote by the Membership. The petition</p>

	<p>will have a description of the Policy Statement and a quorum of Sagebrush Chapter member names and signatures; and be presented to the Sagebrush Chapter President two (2) weeks prior to the next Membership meeting. The petition supersedes the Board's decision and approval of the petitioned Policy Statement by the Membership follows the Procedure described hereinafter.</p> <p>3.8. Board approved or petitioned Policy Statements shall be placed on the next scheduled Membership meeting agenda. Time will be granted at the Membership meeting to any member or invited guest to provide relevant information or opinion.</p> <p>3.9. The Membership will vote in the positive, negative or elect to abstain by an open or closed ballot. The submitted Policy Statement is approved by a simple majority of the Membership present.</p> <p>3.10. In a timely fashion, the Sagebrush Chapter leadership and Board shall determine the Policy Statement's effective date and perform best efforts to apply its purpose and intent.</p>
4.0	STANDARDS
	<p>4.1. Policy Statements will remain in full effect and not expire until retired or amended by revision.</p> <p>4.2. In no manner does a Policy Statement contravene the Sagebrush Chapter By-Laws; however, does supercede Sagebrush Chapter Policies that may have been approved prior to the approval of this Policy Statement herein.</p>
5.0	DEFINITIONS
	<p>5.1. Effective Date – is the date that an approved Policy Statement becomes effective. The effective date will not exceed three (3) months after the date the Policy Statement is approved by the Membership.</p> <p>5.2. Membership – as defined by the Trout Unlimited Sagebrush Chapter By-Laws Article II.</p> <p>5.3. Policies, Procedures and Standards Index – a systematic method used by the Sagebrush Chapter for organizing electronic and/or printed documents that contain Policy Statement Forms and archived materials used in the Policies, Procedures, and Standard approval process described herein.</p> <p>5.4. Policy Statement Activity Log – a log used to track all actions taken on Policy Statements and includes entries for, but not limited to: membership involvement, description of actions taken, action dates, decisions, policy effective dates, and current status.</p> <p>5.5. Quorum of the Board – as defined by the Trout Unlimited Sagebrush Chapter By-Laws Article V Section 4.</p>
6.0	ROLES AND RESPONSIBILITIES
	<p>In addition to the responsibilities apportioned to administer the Policy Statement Procedure described herein, each participant will be responsible for:</p> <p>6.1. Sagebrush Chapter General Membership - actively engaging and providing expertise in determining the impact that submitted Policy Statements have on, but is not limited to: current Policy Statements, Sagebrush Chapter By-Laws, Trout Unlimited International, and Membership.</p>

6.2. Sagebrush Chapter President and Vice President

- 6.2.1. Creating, maintaining, and having approved by the Board, processes and documents used in administering the Policy Statement approval process described herein.
- 6.2.2. Determining, when necessary, the appropriate use of open or closed ballot voting.

6.3. Sagebrush Chapter Secretary

- 6.3.1. Maintaining an activity log used to track Policy Statements status and actions taken during the approval process described herein.
- 6.3.2. Maintaining an index of Policy Statements and archiving all documents used in the Policy approval process described herein.
- 6.3.3. Upon retiring from the office of Secretary, the Policy Statement Index, Policy Statement Activity Log, archived materials, and responsibilities shall be transferred to the incoming Sagebrush Chapter Secretary. If the Secretary position is not filled, the Policies, Procedures, and Standards Index, Policies and Procedures, and Standards Activity Log, and responsibilities of the Secretary are temporarily transferred to Sagebrush Chapter President or Vice President.

7.0 REFERENCES

Control Number	Title
001	Trout Unlimited Sagebrush Chapter By-Laws

Document History

Version	Date	Description	Initiator's Name
1	03/17/2009	New Policy, Procedure, and Standard Statement	Randel Stevens