

# **CALIFORNIA HAWKING CLUB**



## **Administrative Manual**

**1. GOVERNANCE AND GENERAL ADMINISTRATION**

- 1.1 Administrative Manual
- 1.2 Articles of Incorporation
- 1.3 Bylaws
- 1.4 Records and Documentation
- 1.5 Sacramento Post Office Box
- 1.6 Bulk Mail Permit
- 1.7 Possession of CHC Property
- 1.8 CHC membership in other organizations
- 1.9 Code of Ethics

**2. OFFICERS, DIRECTORS AND GENERAL COUNSEL**

- 2.1 Elections/Designations/Removals
- 2.2 Duties and responsibilities
  - 2.2.1 President
  - 2.2.2 Vice President
  - 2.2.3 Treasurer
  - 2.2.4 Secretary
  - 2.2.5 Directors
  - 2.2.6 General Counsel
- 2.3 Authority
- 2.4 Meetings

**3. AD HOC COMMITTEES, CHAIRPERSONS, LIAISONS**

- 3.1 Principles governing
- 3.2 Formation, dissolution, dismissal
- 3.3 Education Committee
- 3.4 Fish and Game Liaison
- 3.5 Membership Chairman
- 3.6 Publications Liaison
- 3.7 Apprentice Chairmen
- 3.8 Journal Editor
- 3.9 Newsletter Editor

**4. FINANCE AND FISCAL POLICY**

- 4.1 Refund Policies
- 4.2 Expense Reporting and Reimbursement
- 4.3 Collection of Debts
- 4.4 Contributions by/to CHC
- 4.5 Financial Statements
- 4.6 State and Federal Taxation
- 4.7 Investment Policy

- 4.8 Incentives and Discounts
- 4.9 Risk Management
- 4.10 Checking Account(s)
- 4.11 Recurring Expenses
- 4.12 Accepted Methods of Payment
  
- 5. **COMMUNICATION AND PUBLIC INFORMATION**
  - 5.1 Internet and e-commerce
  - 5.2 Media contact
  - 5.3 Public Events
  
- 6. **PUBLICATIONS**
  - 6.1 General Information
  - 6.2 Editorial policy
  - 6.3 Journal
  - 6.4 Newsletter
  - 6.5 Back Issue Inventory
  - 6.6 Apprentice Study Guide
  - 6.7 Apprentice Manual
  - 6.8 The Lure of Falconry Video
  
- 7. **FIELD MEET**
  - 7.1 Selection Of Field Meet Chairperson
  - 7.2 Pre-registration
  - 7.3 Registration
  - 7.4 Field Meet Packet
  - 7.5 Sky Trials
  - 7.6 Raffles
  - 7.7 Insurance
  - 7.8 Speakers
  - 7.9 Banquet
  - 7.10 Weathering Yard
  - 7.11 Vendors
  - 7.12 Venue and budget
  - 7.13 Timing
  - 7.14 Game Count
  - 7.15 Awards
  - 7.16 Advertising
  - 7.17 Meet and Game Lapel Pins
  - 7.18 Treatment of Receipts
  - 7.19 Welcome/Information Host
  - 7.20 Workshops and Clinics
  
- 8. **MEMBERSHIP:**
  - 8.1 Membership Categories
  - 8.2 Membership Year and Dues:

- APPENDIX A - BYLAWS**
- APPENDIX B - ARTICLES OF INCORPORATION**
- APPENDIX C - ASSET AND RESPONSIBILITY TRACKING**
- APPENDIX D - ACTIVITIES TIMELINE**

<b>GOVERNANCE AND GENERAL ADMINISTRATION</b>
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**1.1 ADMINISTRATIVE MANUAL:**

The purpose of this Administrative Manual is to memorialize the approved policies and practices of the California Hawking Club, and to improve continuity as CHC Director and administrator duties are transferred from individual to individual. Modifications to the Administrative Manual require approval by a majority of the Board.

Upon assuming office, each Director should be provided a copy of this Administrative Manual by redistributing those copies previously provided to Directors who are then leaving office. The CHC Secretary shall be the holder of the official copy, which should contain the most up-to-date revisions adopted by the Board. Directors assuming office may elect to receive an electronic version of the Administrative Manual, or a bound copy, or both. When hard copies are provided, the receiving Director should specifically agree to relinquish his or her copy upon termination of their Directorship and provide it within one month to a Director assuming office.

**NOTHING CONTAINED IN THIS ADMINISTRATIVE MANUAL AMENDS, SUPERSEDES, OR OTHERWISE MODIFIES THE CHC'S BYLAWS OR RESOLUTIONS DULY ADOPTED BY THE BOARD OF DIRECTORS. NO PROVISION OF THIS ADMINISTRATIVE MANUAL SHALL CONTRAVENE THE CALIFORNIA CORPORATIONS CODE OR ANY OTHER APPLICABLE LAW, RULE OR REGULATION. AMBIGUITIES OR UNCERTAINTIES CONTAINED SHALL BE CONSTRUED BOARD OF DIRECTORS IN A MANNER WHICH MOST ACCURATELY REFLECTS THEIR INTENT AT THE TIME THIS ADMINISTRATIVE MANUAL, OR RELEVANT PORTION HEREOF, WAS ADOPTED.**

**1.2 ARTICLES OF INCORPORATION:**

The Articles of Incorporation of the California Hawking Club attached as Appendix A are included for purposes of administrative reference. Approval of this Section 1 of the Administrative Manual does not constitute amendment or modification of the CHC's Articles of Incorporation.

**1.3 BYLAWS:**

The Bylaws of the California Hawking Club attached as Appendix B are included here for purposes of administrative reference. Approval of this Section 1 of the Administrative Manual does not constitute amendment of the CHC's Bylaws.

**1.4 RECORDS AND DOCUMENTATION:**

For adherence to Generally Accepted Accounting Practices and to accommodate consistency of record keeping, official documents and records of the California Hawking Club shall be retained by the responsible CHC administrator for a minimum of three years. Permanent disposal of CHC records will be subject to the express approval of the Board of Directors on a case-by-case basis.

**1.5 SACRAMENTO POST OFFICE BOX:**

The CHC maintains post office box number 786 located at the main branch of the U.S. Post Office on "I" street in Sacramento, California. It is the intent of the CHC to retain this post office box as its official mailing address in perpetuity. One or more dependable CHC member volunteers should be designated by the Board to monitor this post office box on a frequent basis and to forward its contents to the appropriate CHC Director or administrator. The CHC member(s) currently responsible for monitoring this post office box is/are listed in Exhibit C to this Administrative Manual. The cost per annum as of 1998 is approximately \$60 and, if consistently paid on an annual basis, will expire at the end of June each year.

**1.6 BULK MAIL PERMIT:**

[Under development]

**1.7 POSSESSION OF CHC PROPERTY:**

[Under development]

**1.8 CHC MEMBERSHIP IN OTHER ORGANIZATIONS:**

The CHC's goals regarding the preservation of birds of prey and active education of the public are served by the CHC's membership in appropriate organizations. The CHC currently holds membership in the following organizations:

- North American Falconer's Association (Annual membership)
- Raptor Research Foundation (Lifetime membership)

CHC points of contact and timing requirements related to dues payments for these organizations are specified in Exhibit C.

**1.9 CODE OF ETHICS:**

**FALCONER'S CODE OF ETHICS**

Adopted by the CHC's Board of Directors on August 22, 1999

1. First and foremost, I follow the laws regarding falconry.
2. I do not keep raptors unless I fly them free during the hunting season.
3. If I no longer intend to fly a bird, I will transfer my bird to another code-following falconer; or I will release the bird only if it is actively proving itself in the field.
4. I do not draw undue attention to my birds.
5. I keep my birds, mews, and equipment in top condition.

6. I do everything in my power to recover a lost bird, and to bring a sick raptor back to health.
7. If I am training an "apprentice" falconer, I will only advance them to "general" falconer if they follow the code.

**APPROVED BY THE CHC BOARD OF DIRECTORS THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2000.**

\_\_\_\_\_  
**President/Vice President/Treasurer**

Attest: \_\_\_\_\_  
**Secretary**

**OFFICERS AND DIRECTORS****2.1 ELECTIONS/DESIGNATIONS/REMOVALS:****2.1.1 Elections:**

**2.1.1.1 Directors:** As described in Section 2.2.4.2, the Secretary is normally responsible for conducting the annual election of Directors by:

**2.1.1.1.1** Requesting that the Newsletter Editor include a call for nominations in the August Newsletter. Bulk email to those members having Internet access is convenient, but doesn't replace the need to publish the call for nominations in the Newsletter, or by a separate mailing to all of the members.

**2.1.1.1.2** Ensuring that those nominated meet the requirements for a Director. Only active General or Honorary Lifetime members with their federal falconry license numbers on file in the CHC's membership database can be nominated. Although not all CHC members are entitled to vote, all CHC members are entitled to submit Director nominations.

**2.1.1.1.3** Producing ballots for the voting members to use. A short paragraph giving a message about each candidate should be included. The best voting turn-out results when members are given the opportunity to vote at the Field Meet, with remaining ballots mailed to the membership after the Meet. Unless the ballots are mailed at least two months prior to the voting deadline, **don't use the CHC's bulk mail permit to send ballots**. The post office has taken up to one full month to deliver bulk mail.

**2.1.1.1.4** Collecting and counting the ballots after the election deadline. With March 1 as the date that new Directors assume office, a February 1 voting deadline is recommended to allow for a one month transition, during which the Directors leaving office can wrap up any ongoing CHC tasks they're responsible for, and new Directors can get up to speed on any outstanding issues.

**2.1.1.1.5** Immediately notifying all Directors and successful candidates of the results of the election. After all of the Directors have been informed of the election's results, the membership should be notified of the results in the next Newsletter. Bulk email to those members with Internet access is convenient, but doesn't replace the Newsletter notice. Contact the website Administrator(s) to update the *Administrators* page under the *Governance* section of the website.

**2.1.1.1.6** Recording the election results in the CHC's official records (an example of the recordation is shown in Exhibit A to this Section 2).

**2.1.1.1.7** Recording the address of record of the CHC's Directors (an example of the recordation is shown in Exhibit B to this Section 2).

**2.1.1.2 Officers:** The election of Officers is normally conducted at the first meeting of the Board after the annual election of Directors. If any Director requests in writing to the Secretary that the new Officers be elected after the Director election, but before the first Board meeting after the Director election, the Secretary shall poll the Directors for Officer nominations, produce and send to the Directors a written ballot containing the names of those Directors nominated, and collect and count the ballots returned by the deadline established by the Secretary (not less than two weeks after the ballots were sent out), and notify those Directors elected to Officer positions of their election. The Officers so elected will assume office as of the date the Secretary notifies all Directors of the election's outcome (which notice should be given not more than one week after the Secretary's ballot receipt deadline).

## **2.1.2 Designations:**

**2.1.2.1** Article Four, Section 1 of the Bylaws provides that up to four Directors may be designated by the Board in lieu of their election. This provision of the Bylaws is intended to allow for the designation of Directors if there is an insufficient number of CHC members willing to be elected to the position of Director, and to enable one or more of the designated Directors to fill the four Officer positions if elected by the Board to do so (in the event no elected Directors are able or willing to be elected to Officer positions). Filling Director positions through designation should only result from the need to occupy vacancies on the Board due to unforeseen circumstances, and not to avoid the Director election process. Article Four, Section 5(c) provides that designated Directors serve for the remaining term of their predecessor in office.

**2.1.2.2** Whenever a Directorship is determined to be vacant, or a sitting Director is believed to be unable or unwilling to perform his function, the CHC's President should be notified. The President will determine whether the vacancy should be filled before the next scheduled meeting of the Board.

**2.1.2.2.1** If the President determines that the position should be filled before the next scheduled Board meeting, the President will inform the Secretary that all Directors should be polled for candidates to fill the vacant Directorship. After polling the Directors for candidates, the Secretary will confirm that each of the candidates is willing to serve and is qualified to hold the position of Director. The Secretary will promptly prepare and send to the Directors at their address of record ballots naming all of the confirmed candidates and the due date by which the Secretary must receive the completed ballots (not less than ten business days after the ballot was sent to the Directors). Article Four, Section 8 requires that an action such as this taken without a Board meeting must be unanimous, therefore, only those candidates which are chosen by unanimous vote of the Board may be designated. The Secretary will notify the Board and designated Director(s), if any, of the results of the designation within five business days after the ballot due date.

**2.1.2.2.2** If the President determines that the position need not be filled until the next scheduled meeting of the Board, the Directors should be prepared to propose individuals (who must be present at the meeting, unless the Board determines otherwise) who are qualified, willing and able to perform the functions of a Director upon designation by the Board. Any designation of Directors at a scheduled Board meeting shall be by majority vote of the Board members present.

**2.1.3 Removals:** Article Four, Section 5(b) provides that a Director may be removed from office by a majority vote of the Board after the Director has missed two consecutive Board meetings. Article Five, Section 3 provides that any Officer may be removed by the Board whenever it's in the best interest of the CHC. Removal of an Officer or Director requires unanimous approval of the Board if the removal action is taken without a Board meeting, or a majority vote of the Board members present if the removal action is taken at a Board meeting. The Secretary will promptly notify in writing any Officer or Director removed from office, and the reason stated by the Board for taking the removal action.

## **2.2 DUTIES AND RESPONSIBILITIES:**

### **2.2.1 President:**

[Under development]

### **2.2.2 Vice President**

[Under development]

### **2.2.3 Treasurer**

[Under development]

### **2.2.4 Secretary:**

**2.2.4.1** As provided in the CHC's Bylaws, the Secretary is responsible for:

**2.2.4.1.1** Keeping the minutes of all Board meetings and ensuring that those minutes are included in the next published Newsletter. The agenda and minutes for each meeting should also be included on the CHC website under the website's *Governance* section.

**2.2.4.1.2** Ensuring that all formal notices required by the bylaws, or by law, are given. The bylaws require that the President or Secretary mail a meeting notice to each Director not less than three days, nor more than sixty days prior to each Board meeting (unless waived by the Board).

**2.2.4.1.3** Being the custodian of the CHC's records. The bylaws required that a book be kept containing the names and addresses of the Directors and records of account (the approved budget). Each year a new book (binder) should be created containing the bylaws, the articles of incorporation, minutes and handouts from all of the Board meetings during that year, and any official correspondence sent or received by the CHC or its Directors

**2.2.4.1.4** Keeping possession of the CHC's corporate seal. The CHC's seal creates a round, raised impression on paper and denotes the name of the corporation and the date of its incorporation. Although the seal is purely decorative and isn't required by law to be applied to anything, it should nevertheless be used to represent official certification of signed meeting minutes, and other official documents of the CHC.

**2.2.4.1.5** Exhibiting the corporate records to any Director, or representative of a Director, and anyone allowed by law to inspect them.

**2.2.4.2** Unless informed otherwise by, in order of priority, the Board of Directors, the President, or the most senior Vice President, the Secretary is responsible for the annual election of Directors as provided in Section 2.1.1.

**2.2.5 Directors:** The following is a basic description of the types of duties and responsibilities associated with the position of CHC Director. This list is not intended to be all inclusive and Directors are encouraged to expand on the items shown. Furthermore, these recommended duties and responsibilities are in addition to any duties and responsibilities associated with other CHC positions held by the Director. CHC Directors are encouraged to:

**2.2.5.1** Be readily available to the membership for the purpose of providing and receiving input and guidance regarding the conduct of CHC business and issues related to falconry in California;

**2.2.5.2** Regularly attend, and encourage all CHC members to attend, meetings of the Board;

**2.2.5.3** Be reasonably prepared to propose, consider, and act upon matters before the Board;

**2.2.5.4** Contribute at least one article per year for consideration by the editor of either the Newsletter or Journal;

**2.2.5.5** Provide significant assistance in the conduct of the annual Field Meet; including, for example, assistance with Field Meet registration, raffle ticket sales, set-up, tear-down, and weathering yard supervision;

**2.2.5.6** Actively encourage CHC membership of falconers and non-falconers and, in particular, California falconers (this is not intended to suggest the active recruitment of non-falconers to undertake falconry);

**2.2.5.7** Require, and encourage other General members to require, that their apprentice(s) contribute at least one article per year for consideration by the editor of either the Newsletter or Journal;

**2.2.5.8** Bring to the other Board, for its consideration and possible action, any CHC or falconry related concerns, opinions, or suggestions expressed by CHC members; and

**2.2.5.9** Support and encourage productive relationships between CHC members and governmental agencies affecting falconry.

**2.2.6 General Counsel**  
[Under development]

## **2.3 AUTHORITY:**

**2.3.1** Because the CHC Board is comprised of members who (i) are spread over a wide geographic area, (ii) meet infrequently, and (iii) have been elected by the CHC membership as their official representatives, Directors and Officers should be afforded considerable authority to make unilateral decisions affecting the CHC when circumstances make consultation with the Board as a whole impractical, and incur reasonable expenses on behalf of the CHC in the conduct of their official duties. If possible, the Treasurer should be notified prior to any non-routine expense being incurred on behalf of the CHC. Routine expenses include:

**2.3.1.1** Recurring expenses (such as: post office box rental, Internet ISP charges, approved Field Meet expenses).

**2.3.1.2** Bulk mail permit renewal/replenishment (up to \$200).

**2.3.1.3** Office supply expenses (envelopes, paper, stamps, etc.).

**2.3.1.4** Printing expenses related to CHC publications.

**2.3.2** Unless of a routine nature, or unless prior approval of at least two Officers is received in advance, no Director shall expend funds with the expectation of CHC reimbursement if the amount expended exceeds one hundred dollars. Each Director is cautioned against expending funds on the CHC's behalf without such prior approval as the Board may, by majority vote, disallow any questionable request for reimbursement which they determine, in their sole judgment, to be inappropriate or imprudent.

## **2.4 MEETINGS:**

**2.4.1** Article Four, Paragraph 7 of the CHC's Bylaws governs meetings of the Board of Directors. Although the Bylaws provide for as little as three days' notice of a meeting, thirty days should be considered a minimum unless extenuating circumstances cause less notice to be appropriate. Because most airlines require two weeks' notice for the lowest fares to apply, it should be determined well before two weeks prior to the meeting whether enough Directors will be able to attend to constitute a quorum.

**2.4.2** In addition to the annual combined Members/Board of Directors meeting held at the annual Field Meet, the CHC Board has traditionally held at least one mid-year meeting. Recently, two mid-year meetings have been held with one being in the Sacramento area and one being near the Ontario airport. These locations were chosen with the intent of making attendance by the membership as convenient as possible. The meetings in Sacramento have been held at the Holiday Inn Capital Plaza, and the meetings in Ontario have been held at the Doubletree Hotel.

**APPROVED BY THE CHC BOARD OF DIRECTORS THIS \_\_\_\_\_ DAY OF**  
\_\_\_\_\_, 2000.

\_\_\_\_\_  
**President/Vice President/Treasurer**

Attest: \_\_\_\_\_  
**Secretary**

**CHC ADMINISTRATIVE MANUAL  
EXHIBIT A  
EXAMPLE RECORDATION OF THE ELECTION RESULTS**

**CHC DIRECTORS  
"A" DIRECTORS CONTINUING  
"B" DIRECTORS ASSUMING OFFICE**

March 24, 2000

**"A" Directors Continuing In Office (Term: December 1, 1998 - February 28, 2001<sup>1</sup>)**

Ron Brown	Rick Holderman	Gary Nolff <sup>2</sup>
Bill Feldt	Kathy Morgan	Stacey Scott
Rich Templeman	Ray Balut <sup>3</sup>	

**"B" Directors Assuming Office (Term: March 1, 2000 - February 28, 2002)**

Bob Armbruster	Doug Cummins	Brian Farrell
Charlie Kaiser	Kim Olson	Richard Smiley
Art Tawatari		

**"B" Director Candidates and Votes Received**

Bob Armbruster	XX
George Bristol	XX
Doug Cummins	XX
Brian Farrell	XX
Doug Holl	XX
Charlie Kaiser	XX
Karl Kerster	XX
Kim Olson	XX
Richard Smiley	XX
Art Tawatari	XX

**RECORDED:**

Gary L. Nolff  
Secretary

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<sup>1</sup> On May 2, 1999, the CHC's fiscal year and Director terms were changed from December through November to March through February. The unusually long length of these Directors' terms reflects this change.

<sup>2</sup> Designated a Director only for remainder of Bob Borman's term during the 1999 fiscal year.

<sup>3</sup> Designated a Director only for remainder of Bob Borman's term during the 2000 fiscal year.

**CHC ADMINISTRATIVE MANUAL  
EXHIBIT B  
EXAMPLE OF DIRECTOR ADDRESS RECORDATION**

**CHC DIRECTORS  
ADDRESSES OF RECORD**

March 24, 2000

<b>"A" Directors (Term: December 1, 1998 - February 28, 2001)</b>		
RONALD BROWN 26342 SORRELL PLACE LAGUNA HILLS, CA 92653 949-831-3448 rebhawker@home.com	FREDERICK HOLDERMAN 10191 BLUESTONE COURT SPRING VALLEY, CA 91977 619-660-2175 buteo@pacbell.net	GARY NOLFF 2428 KOA DR. RIALTO, CA 92377-4062 909-875-3125 gnolff@calhawkingclub.org
WILLIAM FELDT 3732 LOMINA AVE. LONG BEACH, CA 90808 562-429-2307 dirthawker@earthlink.net	KATHY MORGAN 1431 YOLANDA DR. YUBA CITY, CA 95993 530-671-2694 hawkn4fun@aol.com	STACEY SCOTT 7790 EL PASO ST. LA MESA, CA 91942 619-466-4264 Jack-Daddy@home.com
RICH TEMPLEMAN 116 O'KEEFE ST MENLO PARK, CA 94025 650-327-2830 rich_templeman@notes.seagate.com	RAMON BALUT 3943 RUSTIC ROAD CAMERON PARK, CA 95682 530-676-0484 balutrm@thegrid.com	

<b>"B" Directors (Term: March 1, 2000 - February 28, 2002)</b>		
ROBERT ARMBRUSTER 2355 MOUNTAIN SPRINGS RD. ACTON, CA 93510 661-269-0544	DOUGLAS CUMMINS 18 WILLOTTA DR. SUISUN, CA 94585 707-864-6432 longwings@aol.com	BRIAN FARRELL 5745 CUTLER CT. LOOMIS, CA 95650 916-652-4530 gyrfalcon@jps.net
CHARLIE KAISER 1945 ENCIMA DR CONCORD, CA 94519 925-686-6864 charliek@golden-eagle.org	KIM OLSON 24406 LOS CODONA AVE. TORRANCE, CA 90505 310-375-0105 goldensafari@earthlink.net	RICHARD SMILEY 4730 BOYLSTON CT SACRAMENTO, CA 95842 916-331-8066 rsmiley@quiknet.com
ARTHUR TAWATARI 4267 TULIYANI DR CHICO, CA 95973-9280 530-894-7273		

**RECORDED:**

Gary L. Nolff  
Secretary

**AD HOC COMMITTEES, CHAIRPERSONS, LIAISONS****3.1 PRINCIPLES GOVERNING:**

CHC committees, chairpersons, and liaisons (collectively “Administrators”) fulfill important roles in the day-to-day operations of the CHC and serve at the pleasure of the Board.

**3.2 FORMATION, DISSOLUTION, DISMISSAL:**

Administrators of the CHC may be appointed by any Board member by written notice to the remaining Board members. All committees, chairmen, and liaisons shall be confirmed by a majority of the Board of Directors prior to the proposed Administrator representing the CHC in any official capacity.

Standing committees shall serve until dissolved by a majority vote of the Board. Ad hoc committees shall serve until the earlier of (i) completion of the effort for which the committee was formed, as determined by the committee chairperson, or (ii) dissolution by a majority vote of the Board.

Any Administrator may be temporarily dismissed by two officers of the CHC at any time, and any Administrator so dismissed shall immediately discontinue the related official activities; provided, that permanent dismissal requires a ratifying majority vote of the Board. If a majority of the Board does not ratify the dismissal of the Administrator, then the Administrator may continue in their activities as if no dismissal had taken place.

**3.3 EDUCATION COMMITTEE:**

[Under development]

**3.4 FISH AND GAME LIAISON:**

[Under development]

**3.5 MEMBERSHIP CHAIRPERSON: Typical duties and responsibilities of the Membership Chairperson include:**

3.5.1 Maintaining the CHC’s confidential Membership Database. The CHC database is the only source for up-to-date information regarding the CHC’s past and current members. The CHC database should be electronically distributed from time to time to one or more Directors for their safekeeping should the Membership Chairperson experience computer problems.

3.5.2 Providing membership lists as required. The Membership Chairperson is expected to provide a publication-ready membership list to the Newsletter Editor for inclusion each

year in the December Newsletter. Refer to prior December Newsletters (or Newsletter inserts) for examples of the published list.

3.5.3 Generating and issuing membership renewal invoices and reminders. Distribution of membership renewal invoices should, if possible, be coordinated with the Field Meet Chairperson's distribution of the Field Meet information packet to reduce overall postage costs. Also, postage costs may be further reduced if the Field Meet packet includes the ballots related to the upcoming Director election. Renewals should be sent using the CHC's bulk mail permit no later than one month prior to the end of the membership year.

3.5.4 Controlling and disseminating membership information. Members of the general public frequently contact the Membership Chairperson looking for the names, telephone numbers, and addresses of CHC members. The Membership Chairperson should refrain from providing this confidential information to non-CHC members unless expressly authorized to do so by the member being sought. Only CHC members are entitled to obtain this information and normally do so by reference to the membership listing incorporated as part of the December Newsletter.

The CHC Internet Administrator should be notified of each new and renewing CHC member for purposes of updating the CHC's mass email list and the Private Web membership list. Such information includes their name, the year(s) for which their membership applies, and their email address.

Membership information updates should be presented to the Board at each of their meetings and includes, at a minimum:

- o Total number of CHC members
- o Number of members in each membership category (General, Apprentice, Affiliate, Family, and Honorary Lifetime)
- o Number of members residing in California, outside of California, and outside of the United States

3.5.5 Responding to inquiries regarding falconry and the CHC. Those expressing an interest or a desire for additional information related to CHC membership should be sent an "Interest" letter similar to the example shown in Attachment A to this Section 3.5. This letter is subject to change as determined by the Membership Chairperson, however, material changes should be reviewed as soon as practicable by the Board of Directors.

3.5.6 Receiving and processing membership application and renewal forms. A significant number of CHC members expect to renew their membership at the annual Field Meet. Therefore, the Membership Chairperson (or another responsible representative handling Field Meet registration) should plan to be available each day of the Field Meet for that purpose. Past complaints regarding membership renewal have mainly centered on the delay associated with the receipt of publications issued prior to a

member's late renewal, and the delay associated with the cashing of dues checks. New members should be sent a "Welcome" letter similar to Attachment B to this Section 3.5. This letter is subject to change as determined by the Membership Chairperson, however, material changes should be reviewed as soon as practicable by the Board of Directors.

3.5.7 Depositing checks and money orders received in connection with CHC membership (including decals, patches, etc.). Close coordination is required between the Membership Chairperson and the CHC's Treasurer. The CHC's Treasurer should be notified immediately whenever funds are deposited into a CHC bank account by the Membership Chairperson. The CHC's Treasurer will provide the Membership Chairperson with a "deposit-only" ATM card issued by the CHC's bank (currently the Bank of America).

3.5.8 Tactfully advocating CHC membership to non-members.

**3.6 PUBLICATIONS LIAISON:**  
[Under development]

**3.7 APPRENTICE CHAIRPERSONS:**  
[Under development]

**3.8 JOURNAL EDITOR:**  
[Under development]

**3.9 NEWSLETTER EDITOR:**  
[Under development]

**APPROVED BY THE CHC BOARD OF DIRECTORS THIS \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 2000.**

\_\_\_\_\_  
**President/Vice President/Treasurer**

Attest: \_\_\_\_\_  
**Secretary**

**CHC ADMINISTRATIVE MANUAL**  
**Section 3.5 – Membership**  
**Attachment A**

**PRO FORMA INTEREST LETTER**

[CHC LETTERHEAD]

Thank you for your interest in the California Hawking Club (CHC). Whether you're a longtime falconer, just beginning your search into the fascinating art and sport of falconry, or simply interested in learning more about birds of prey, the CHC is here to provide valuable information as well as promote comradery among those who share your interest.

The CHC was formed in 1971 by a small group of dedicated game hawkers to promote falconry as a legal field sport and to protect and increase the privileges of falconers. By working with and lending assistance to local, state, and federal game management officials, they hoped to insure the future and betterment of falconry. Today, the CHC still holds on to these ideals and continues to support the preservation of all birds of prey through the active education of the public. The voice of the club is expressed through research, meetings, reports, papers, discussions, and publications, and membership in the CHC is open to all falconers and non-falconers who support these aims and purposes.

In addition to three quarterly Newsletters and one Journal each year, membership in the CHC provides other worthwhile benefits. New members interested in obtaining a falconry license are offered guidance and access to helpful publications. New and established members have a voice in one of the largest falconry clubs in the United States. In the interest of its members, the CHC provides a liaison between the California falconry community and governmental regulators at the state and federal levels. In this way, members are insured the expression of their needs and concerns. The CHC also supports deserving organizations that enhance our community such as the Archives of American Falconry and the North American Falconer's Association.

Every year the CHC sponsors a four-day Field Meet where members and non-members from throughout the world gather to share their past experiences and create new ones. Acclaimed guest speakers, numerous vendors, a nightly raffle containing hundreds of valuable prizes, and daily workshops on raptor husbandry including equipment, raptor care and training techniques are just some of the activities normally included in the Field Meet program. And, last but not least, the Field Meet culminates with a catered all-you-can-eat banquet.

Whatever your level of interest in falconry or birds of prey, you'll find membership in the CHC a worthwhile investment. The officers and members of the CHC invite you to join us in advancing the knowledge and enjoyment of the irresistible beauty of raptors and this wonderful "Sport of Kings." If you have any additional questions regarding membership in the CHC, please contact our Membership Chairperson or visit our website at "<http://www.calhawkingclub.org>" where you'll find the latest CHC information.

**Section 3.5 – Membership  
Attachment B**

**PRO FORMA WELCOME LETTER**

[CHC LETTERHEAD]

Welcome! Your application for membership in the California Hawking Club (“CHC”) has been received and processed. You're now a member of America's largest state falconry organization! Following are some answers to questions frequently asked by members new to the CHC and falconry:

**What happens next?**

Your name has been added to the CHC's membership database and, as long as you keep your membership current (the membership year runs from December 1 through November 30), you'll receive all correspondence and publications transmitted to the membership. If you provided an email address on your membership application, it's been added to the CHC's Member E-mail Directory located on the CHC web site (<http://www.calhawkingclub.org>).

**What publications does the CHC produce?**

Each year the CHC publishes three Newsletters (December, April, and August) and one Journal (normally published after the annual Field Meet and applicable to the preceding membership year). The Newsletters generally contain reports from the Directors and Officers, articles of general interest submitted by members and others, regulatory information, raptor husbandry information, CHC governance and financial information, and a few falconry related advertisements. The Journal highlights the preceding annual Field Meet and includes more falconry-related articles.

**When will I start receiving my CHC publications?**

As part of your membership, you're entitled to receive all of the CHC's publications available for that membership year. In order to reduce costs, though, a limited number of Newsletters and Journals are printed. Depending upon when during the membership year you join, prior publications may, unfortunately, be out of print. Soon after you receive this letter you should receive any available back publications for this membership year. If you don't, please contact the Publications Liaison as shown in the attachment to this letter.

**What is the annual Field Meet?**

Each year the CHC holds a Field Meet where falconers come to fly their birds on wild game, attend clinics and workshops on falconry equipment and husbandry, enjoy speakers who discuss these and other topics at the nightly meetings, purchase falconry equipment and artwork, and test their luck during the nightly raffle. Historically, the Field Meet has been held at county fairground facilities or hotels. Finally, the Field Meet culminates in a Saturday night, all-you-can-eat banquet where awards are presented, newly elected CHC Officers and Directors are congratulated, additional speakers are heard, and the largest raffle is held. The Field Meet also provides the venue for the annual member's meeting and a Board of Directors meeting where CHC business is conducted. Accommodations during the Field Meet are the responsibility of those attending.

**Where and when is the next Field Meet going to be held?**

The location of the Field Meet is established each year by the recommendation of that year's Field Meet Chairperson and the approval of the Board of Directors. Normally, the Field Meet is held during a Wednesday through Saturday night period in the month of December or January. The