

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]~~

3.7 APPRENTICE CHAIRMEN:

The position of Apprentice Chairman is appointed by the President of the Board from those interested members who are General Falconers or soon to be General Falconers.

Note: It is recommended that the Apprentice Chair be selected from the newer General Class falconers since their more recent experience with going through the process will prove useful in counseling new apprentices.

Typical duties and responsibilities of the Apprentice Chairmen include:

- Being the initial point of contact for people interested in becoming a falconer.

When the Department of Fish and Game sends the Falconry Packet to interested parties the names of the Northern and Southern Apprentice Chairs are included. Occasionally people hear about falconry through other sources and come across the contact information of the Apprentice Chairs through the web page.

- Distributing information packets to prospective falconers.

The CHC developed the packet, "So You Want to be a Falconer" (Attachment A) for those who request it. This should be sent along with a cover letter (Attachment B) and a membership application. Occasionally

additional flyers may be included such as subscription information for “American Falconry”. Additionally the Apprentice Chair may wish to create a business card to be included as well.

- Present activity reports at the board meetings.

The Board of Directors should be kept apprised of the activities of the Apprentice Chairs. The report should include the total number of contacts, those contacts that have gone on to become members, those contacts that have gotten their license and begun their apprenticeships and any problem encountered during the period.

- Additional activities that are helpful to the execution of the duties of this office may include:

- Sending out sponsor interest cards (Attachment C) periodically to determine those General and Master level falconers who are willing to take apprentices.

- Annually sending out follow-up letters to the contacts made that year to renew contact and further determine the effectiveness of the office.

- Hosting newcomer events to help our newer members meet other falconers and learn more about the art and craft of falconry.

The typical term of this position is 2 years, however, the position may be held for a longer period of time if the board determines that a change is not warranted.

3.8 JOURNAL EDITOR:
[Under development]

3.9 NEWSLETTER EDITOR:
[Under development]

APPROVED BY THE CHC BOARD OF DIRECTORS ON APRIL 30, 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.

CHC ADMINISTRATIVE MANUAL
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 CHC's 29th Annual Field Meet will be held in December 1999 or January 2000 at the Yuba/Sutter County fairgrounds located approximately forty miles north of Sacramento in Yuba City. The exact dates will be determined around the middle of 1999.

How much does it cost to attend the Field Meet?

Registration fees for the Field are set each year by the Field Meet Chairperson and the Board of Directors. Normally, registration fees are in the range of \$35 to \$45 (although pre-registration discounts may be offered) and cover the registrant and their immediate family members. Registration does not cover your accommodations or the Saturday night banquet. The Saturday night banquet cost is charged on a per-plate basis. Attendance at some workshops may require a small fee if necessary to cover materials handed out or used in the conduct of the workshop.

Does the CHC sponsor any other events or hold other meetings?

From time to time, "mini" Field Meets are sponsored by a few CHC members as an opportunity to get together and socialize with other falconers. Mini-meets are usually group camping/hunting trips which may or may not be structured events or have registration fees required. In addition to the business meeting held at the annual Field Meet, the Board of Directors normally hold one or more mid-year meetings where plans for the upcoming Field Meet are formulated and other matters of interest are addressed. Please check with a Director to find out where any mini-meet or the mid-year Board of Directors meeting is being held.

How are the Board of Directors and officers selected?

Each Director is elected for a two-year term by a vote of the CHC's General, Honorary Lifetime and Apprentice class members. To qualify for General or Apprentice membership in the CHC, applicants must reside in the State of California and possess valid federal and California State falconry licenses. Honorary Lifetime members are designated by the Board of Directors for their valuable contribution to the CHC and falconry in the State of California. The CHC's officers are selected annually by a vote of the Board of Directors.

Will the CHC help me obtain my falconry license?

Through the CHC's two Apprentice Chairpersons, limited guidance will be provided to CHC members wishing to obtain their falconry license. An Apprentice Chairperson should be contacted after you've taken and passed the California State falconry exam. At that time, a list of potential sponsors near you will be provided. Unfortunately, CHC membership does not guarantee that a sponsor will be obtained. For general questions about apprenticeship, the Apprentice Chairpersons may be contacted before or after you've passed the California State falconry exam.

How can I contact other CHC members in my area?

As part of your publications for the membership year, you should receive a December Newsletter containing the names, addresses, and telephone numbers of current CHC members. Depending on when you join during the membership year, previous publications may be out of print since a limited number are printed to reduce costs.

May I contact a CHC representative for more information?

Please do! Attached is a list of the CHC's current Directors, Officers, and Administrators. Also, please visit the CHC's Internet web site at "<http://www.calhawkingclub.org>" for updates on current events and other information.

Again, welcome to the California Hawking Club!

CHC ADMINISTRATIVE MANUAL
Section 3.7 – Apprentice Chairmen
Attachment A

"SO YOU WANT TO BE FALCONER" INFORMATION PACKET

CHC ADMINISTRATIVE MANUAL
Section 3.7 – Apprentice Chairmen
Attachment B

COVER LETTER TO PROSPECTIVE FALCONERS



_____ [Apprentice Chair's Address Block]

Dear Prospective Apprentice:

Enclosed you will find an information packet that you should find helpful as you begin your adventure in falconry. I hope that you have already contacted the Department of Fish and Game and asked for their falconry packet. If not their contact information is in this packet. If you are not yet a member of the California Hawking Club there is a membership form enclosed. As a member of the CHC you will receive our quarterly newsletter "California Hawking", the annual journal and a huge support network of people with the same interests as you. Also as a member I will be able to give you contact information for potential sponsors in your area. I cannot guarantee you a sponsor, that is your job. A potential sponsor will want to see your dedication and enthusiasm before they consider the job of sponsoring you. If, after reading this packet, you have any other questions please do not hesitate to contact me.

Thank you for your interest and I look forward to hearing about your success soon.

_____ Sincerely,

_____ [Chairman's Name]
_____ Northern Apprentice Chair

CHC ADMINISTRATIVE MANUAL
Section 3.7 – Apprentice Chairmen
Attachment C

SPONSOR INTEREST CARD

Greetings from the Northern Apprentice Director!

As a general or master falconer in our club you have the chance to share your knowledge with those who are just entering the sport. If, however, you feel that you do not want to consider an apprentice at this time just check the appropriate box below and send the card back to me and no apprentices will be sent your way. If you do want to consider an apprentice do nothing and you will be on my list of potential sponsors. The future of our craft is in our hands.

Yours in Service,

[Apprentice Chair's Name]

I do not wish to sponsor at this time.