MEMBER & CHAPTER RELATIONS

PURPOSE:

The Membership and Chapter Services Department’s primary purpose is to assist new and existing Members and Chapters with customer service and support. The department serves as the principal liaison between local chapters and SCI Headquarters. The Department also solicits new members, services Life, National, Chapter membership upgrades and renewals, as well as ensures data is tracked and disseminated appropriately.

Its duties are:

- To provide customer service support to all chapters, members and non-members by processing Membership sales and renewals.
- To enter, track, store and disseminate all SCI chapter information, including all compliance requirements as listed in the SCI Bylaws and adopted by the SCI Board of Directors.
- To enter, track, store and disseminate all membership information to include all categories of membership.
- To provide a direct operational link from the Chapter level to programs and activities initiated by SCI Headquarters. To improve services and communication between local Chapters and SCI.
- To assist existing Chapters in planning and execution of conservation and educational activities and programs in order to better educate the public and to better conserve and enhance wildlife and their habitats.
- To assist existing Chapters in the planning and implementation of local and regional fund-raisers in order to increase revenue for local Chapters and SCI Headquarters.
- To provide fund-raising and promotional materials necessary for individual Chapters to effectively promote and produce chapter activities, including: fund-raising, chapter drives, sport shows, and temporary educational and conservation exhibits.
- To establish new Chapters in areas where the mission goals and objectives of SCI can be met through local involvement of dedicated and organized sportsmen and women.
- To support all Member & Chapter activities that occur as a result of SCI’s presence around the world.
- To work together with the Field Operations Department in meeting all objectives of the departments and provide an increased level of service to SCI’s ever-increasing Chapter and Membership programs.
Member & Chapter Relations Department
Contact List

Member and Chapter Relations - Headquarters

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<thead>
<tr>
<th>Phone Numbers</th>
<th>Business</th>
<th>(520) 620-1220</th>
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<tr>
<td>Fax</td>
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<td>(520) 618-3556</td>
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<tr>
<td>Membership Sales, Renewals &amp; Inquiries Toll Free</td>
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<td>(888) 486-8724</td>
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Staff Members

Nita Mackley
Membership Services Manager     Ext 241
nmackley@safariclub.org

Sandra Gracia
Membership Services Administrative Supervisor   Ext 272
sgracia@safariclub.org

Marj Barter
Membership Services Supervisor                 Ext 255
mbarter@safariclub.org

Anna Lujan
Membership Services Representative Lead        Ext 355
alujan@safariclub.org

Gloria Sowle
Membership Services Representative             Ext 305
gsowle@safariclub.org

Norman Klinetop
Membership Services Representative             Ext 301
nklinetop@safariclub.org

Veronica Castillo
Membership Services Representative             Ext 277
vcastillo@safariclub.org

Carol Meyer
Membership Services Representative             Ext 487
cmeyer@safariclub.org
Field Operations Department
Contact List

Manager of Field Operations

David R. Watson
2012 Burnt Bridge Road
Lynchburg, VA 24503
Bus (434) 384-1068
Fax (434) 384-1067
Cell (901) 921-5710
E-Mail: dwatson@safariclub.org
Serving Regions – 18, 21, 22, 24, 26, 27, 28, 29, 30, 31, 32

Chapter Field Coordinators

Bill Burton
PO Box 2033
Breckenridge, CO 80424
Bus (970) 389-3771
Fax (970) 453-6866
Cell (907) 389-3771
E-mail: bburton@safariclub.org
Serving Regions – 1, 2, 3, 4, 5, 6, 8, 33

Derron Wahlen
317 Althea Lane
Hopkins, MN 55343
Bus (952) 933-3567
Fax (952) 933-3567
Cell (612) 801-0296
E-mail: dwahlen@safariclub.org
Serving Regions – 11, 16, 17, 19, 20, 23, 25E, 25W

Marty Holmes
PO Box 290
Coaldale, CO 81222
Bus (719) 942-5511
Fax (719) 942-5505
Cell (719) 221-0732
E-mail: mholmes@safariclub.org
Serving Regions – 7, 9, 10, 12, 13, 14E, 14W, 15, 36

Jason St. Michael
287 Carla St.
Petawawa, Ontario
Canada K8H 3L8
Bus (613) 687-4775
Fax (613) 687-2578
Cell (613) 401-8037
E-mail: jstmichael@safariclub.org
Serving all of Canada
Membership Processing

- Under normal circumstances, membership processing is completed within 2-4 business days of receiving the renewal or new membership application.

- New members are mailed a new member packet and new member card within 2 weeks from processing. Members renewing their membership will receive their member card within 2 weeks from processing.

- Labels are generated for publications on the 16th of every month. Memberships processed between the 1st through 15th of every month will receive a publication within 2-4 weeks. Memberships processed from the 16th through the end of every month will receive publications within 6-8 weeks from processing.

Membership Processing

- The Membership Department receives complaints occasionally from new and renewing members who paid their SCI dues at the Chapter level. Frequently, the person connected with the Chapter, who collected the dues, may hold the dues for an undetermined time before submitting the dues to SCI for processing. Because of the holdup at the Chapter level, causes a delay in membership satisfaction, causing the SCI members to complain.

Chapter Liaison Appointments Encouraged

- The Membership Department encourages all Chapter Presidents to appoint a “Chapter Liaison” to represent their Chapter to handle Chapter rosters, reimbursement checks and correspondence from the SCI Headquarters.

- To assist in establishing the most effective communication process between SCI Headquarters and Chapters, Membership Services will do an annual mailing of Chapter information forms. Once these forms are completed and returned, they will become the basis for ongoing communication between the Tucson staff and the SCI Chapters.
Membership Types and Benefits

Membership Options

SCI National Membership Dues (includes Mexico & Canada) $55
SCI International Membership Dues $80
Membership benefits include bi-monthly Safari Magazine, monthly Safari Times and other supplemental publications.

*Non-Subscribing National and International Memberships $25
This membership type does not include publications. This membership is meant for Spouses of SCI members.

SCI National 3 Yr. Membership Dues (includes Mexico & Canada) $150
SCI International 3 Yr. Membership Dues $225
Membership benefits include bi-monthly Safari Magazine, monthly Safari Times and other supplemental publications.

Family Membership (includes Mexico & Canada) $75
International Includes Overseas shipping and handling $100
Family membership includes 12 issues of Safari Times and 6 issues of the award winning Safari Magazine. Each family member is eligible for the awards competition, listing in the SCI Record Book of Trophy Animals, and attendance to SCI’s Annual Hunters Convention. All SCI mailings will be sent to the primary family member’s address for the entire household.

SCI National Life Membership (includes Mexico & Canada) $1,500
SCI National Sr. Life Membership (60 years and over) $1,250
SCI International Life Membership $2,000
SCI International Sr. Life Membership (60 years and over) $1,750
Life membership benefits include bi-monthly Safari Magazine, monthly Safari Times and other supplemental publications for life, Life membership certificate, Gold lapel Life member pin, a Gold-embossed Life member card and the prestige of being a Life member.

*Payment Plans available, call 888-486-8724 or (520) 620-1220.

*Spousal Life Non-Subscribing National and International Memberships $750
(This membership type does not include publications. This membership is meant for Spouses of SCI members) Membership benefits include Life membership certificate, Gold lapel Life member pin, a Gold-embossed Life member card and the prestige of being a Life member.

SCIF Education Sables
(All includes, Mexico, Canada and International) – This membership type includes a quarterly electronic newsletter.

Safari Club Education Sables 1-year Membership $30
Safari Club Education Sables 3-year Membership $75
Safari Club Education Sables Life Membership $500
Safari Club Education Sables Reduced Rate Life Membership For SCI National and International Life Members $250
Membership Categories – Policy Guidelines

The Board of Directors shall determine the number and types of membership categories in the Corporation.

Life Member
A Life Member is a current member in good standing that resides anywhere in the world and enjoys all the benefits of membership for life. Life membership is non-transferable, non-refundable and terminates upon death. Life Members who are also Chapter members are eligible to hold office in Safari Club International. There are three categories of Life Members, National, International and Spousal non-subscribing.

Full Chapter Member
A Full Chapter Member is a current SCI member in good standing that resides anywhere in the world, belongs to an active Chapter of SCI and pays full membership dues. A Full Chapter Member is eligible to hold office in Safari Club International. There are two categories of Full Chapter Members, National and International.

Full Member
A Full Member is a current member in good standing that resides anywhere in the world and pays full membership dues, but is not affiliated with an active SCI Chapter. A Full Member is not eligible to hold office in Safari Club International. There are two categories of Full Members, National and International.

Family Member
A Family Membership is a “group package” of memberships including a primary Full or Full Chapter Member, a non-subscribing spouse, together with all family Youth Members. All members sharing in a Family Membership must live in the same household, and use the same mailing address. Unless the prescribed Family Member is also a Full Chapter Member, the prescribed Family Member is not eligible to hold office in Safari Club International. The non-subscribing spouse and the Youth Members are not eligible to hold office in Safari Club International. There are two categories of Family Membership, National and International.

Youth Member
A Youth Member is a current member in good standing who is seventeen (17) years of age or younger. A Youth Member continues in that status during good behavior and payment of prescribed annual membership dues until the end of the calendar year in which his or her eighteenth (18th) birthday occurs.

SCI Ambassador Member
An SCI Ambassador Membership is the highest honor that can be bestowed to world and national leaders who have encouraged, supported and actively participated in hunting sports and in wildlife and/or wildlife habitat conservation work. SCI Ambassador Membership is bestowed for life, is free of charge and includes a free lifetime pass to SCI’s Hunter Convention and the evening dinner events at the Hunter Convention. A “SCI Ambassador” may be selected by the Board of Directors or the Executive Committee.
**Affiliate Member Organization**
Affiliate membership is open to any membership based organization that supports the missions and goals of SCI specifically to protect the freedom to hunt, to conserve wildlife, to promote hunting as a tradition and as an invaluable wildlife management tool, and to educate others on these fundamental principals. After subscribing to these principals, the Affiliate Member Organization shall be bound by the guidelines as set forth by the Board of Directors or in any agreement between the Affiliate Member Organization and SCI. The Board of Directors must approve all Affiliate Member Organizations.

**Company Member**
Any company desiring to exhibit at any convention and/or donate to SCI must be a Company Member. The Company Member shall be registered under a primary representative from such company, but includes all employees who are representing such company at any convention. Any Company Member employee desiring to conduct personal business at any convention must maintain an individual membership in SCI.
Chapter Rules:

The following rules and requirements are set forth by the SCI Board of Directors and must be followed for a Chapter to maintain its official SCI charter.

SCI Jurisdiction Over Chapters

All SCI Chapters must operate pursuant to these Bylaws and within the guidelines and directives established by the SCI Board of Directors.

Annual Chapter Contributions to the SCI General Fund

Each Chapter is required to conduct at least one fund-raiser per year, and to donate 30% of the net proceeds from the Chapters’ largest net income fund-raising project to the SCI General Fund. Such amount shall not be less than $2,000 each year, except that there shall be no minimum requirement for chapters in their first year of existence. The objective is to encourage Chapters to become involved in furthering SCI’s mission and be more than just a social group. If, for any reason, a Chapter is unable to conduct a fund-raiser in a given year, a $2,000 minimum contribution to the SCI General Fund will fulfill the Chapter's financial obligation to SCI at the national level for that year. The Board of Directors may authorize Chapters outside the United States to adopt such alternative methods as are necessary for complying with this provision.

Minimum Attendance at SCI Board Meetings Each Year

The President (or other designated representative) of each national Chapter and the International chapters in Canada or Mexico are required to attend and participate in at least one (1) SCI Board meeting each year.

Chapters Outside North America - Chapters outside North America may apply to the President, Executive Committee or Board of Directors to be excused for good cause from this attendance requirement, including considerations of time, distance and costs involved. All Chapters should realize that active involvement of leaders in Board functions is key to chapter involvement in all SCI programs and activities, and the achievement of SCI's purposes and objectives.

Attendance at Board Meetings by International Chapters Other than Those in Canada and Mexico - International Chapters other than those in Canada and Mexico are required to have a representative attend and participate in at least one (1) SCI Board meeting each year, but may apply to the President, Executive Committee or Board of Directors to be excused for good cause from this attendance requirement, including considerations of time, distance and costs involved. All Chapters should realize that active involvement of leaders in Board functions is a key to Chapter involvement in all SCI programs and activities and the achievement of SCI purposes and objectives.
**Chapter Requirements**

**Mission requirements**

Each chapter of SCI is required to demonstrate that it acts in support of the missions and objectives of SCI. Evidence of support of the mission and objectives of SCI can be shown, for each North American chapter, by doing three or more of the following, and for each chapter outside of North America, by one or more of the following:

- Participation in legislative, judicial, regulatory, public relations or other advocacy activities, including humanitarian activities that demonstrate the constructive role of hunters in society, in order to protect the freedom to hunt and to advocate hunting and hunters.

- Engaging or participating in projects that educate the public, and particularly youth, about the constructive role of hunting and hunters in society; this can include the granting of scholarships to SCI and SCIF educational programs and for other purposes.

- Engaging or participating in projects for the conservation of wildlife, on either a local, regional, national or international scale, including wildlife research, wildlife management or other projects that assist in the collection and dissemination of information on wildlife populations.

- Making a financial contribution to SCI or SCIF, as established by resolution of the Executive Committee or Board of Directors, beyond the annual chapter contribution required, for the purpose of supporting mission activities.

**Chapter meetings**

Each Chapter must meet the legal requirements of the jurisdiction in which it is located for the minimum number of meetings for an incorporated, non-profit entity, and must hold such additional meetings as may be required by the Executive Committee or the Board of Directors.

**Annual Report**

Each United States chapter shall file an annual report with the Executive Director of SCI. The annual report shall be in the format and contain the information required by the Executive Committee. The annual report shall be due on June 30. The Executive Committee shall set the date, format and informational requirements for the filing of annual reports by chapters outside the United States.

**Annual Certification**

By July 31 of each year, each officer, director and member of a committee of SCI/SCIF, including Chapter Presidents, must provide SCI/SCIF with an annual certification that he/she has received and understands the SCI/SCIF Conflicts of Interest Policy and agrees to comply with the policy and to maintain confidentiality of SCI/SCIF matters. The form’s annual acknowledgement of receipt of the Conflicts of Interest Policy and nondisclosure agreement is provided.
Additionally, SCI is required to file an annual report with the Arizona Corporation Commission. The annual report requires disclosure by every director and officer of information regarding certain events. To accurately complete this annual report, by July 31 of each year, SCI requires each board of director member, including Chapter Presidents, and officer to make a certification to SCI (a sample form is provided), which includes the following:

- Disclosure of any of the following events occurring within 7 years preceding the annual report:
  - Felony convictions involving transactions in securities, consumer fraud or antitrust.
  - Felony convictions involving the essential elements of which consists of fraud, misrepresentations, theft by false pretense or restraint of trade or monopoly.
  - Injunction, judgment, decree or permanent order involving violation of:
    - Fraud or registration provisions of the securities laws
    - Consumer fraud laws
    - Antitrust or restraint of trade laws
- Information required to be disclosed with respect to each of the above events:
  - Full name and prior names used (including full birth name)
  - Present home address
  - Prior addresses for the immediate preceding 7-year period
  - Date and location of birth
  - Social security number
  - Nature and description of each event, date, location, court or public agency involved and case number
- Disclosure of service (at any time, not limited to 7 years preceding annual report), either by election or appointment, as an officer, director, trustee or incorporator of a corporation which has been placed in bankruptcy or receivership, or had its charter revoked or was administratively dissolved by any jurisdiction
- Information required to be disclosed with respect to such service:
  - Name and address of corporation placed in bankruptcy or receivership or that had its charter revoked
  - Full name, including alias, and address of each person involved
  - State(s) in which it was incorporated and transacted business
  - Dates of corporate operation
  - Description of the event, including date, court or agency, file number and name and address of the court appointed receiver

If any of the required disclosure matters occurred because the director or officer served as legal counsel and in an administrative capacity as a director or officer at the request of client corporations, SCI will attach a certification to the annual report to that effect.

**Chapter Bylaws**

Each SCI Chapter shall adopt its own set of Bylaws, not inconsistent with the SCI Bylaws. A copy of the Chapter Bylaws shall be filed with the Executive Director, and any amendments to the Chapter Bylaws shall likewise be filed with the Executive Director upon their adoption. Copies of Amended Bylaws must also be filed with the IRS with the chapter's annual Form 990 for the year in which the Amended Bylaws were adopted. Sample Bylaws are provided.
Fiscal Year
Each Chapter shall establish either a fiscal year ending on March 31, June 30, September 30 or December 31. SCI requests that Chapters use the June 30 year-end date.

Tax-Exempt Status
Those chapters within United States jurisdiction may seek exemption from federal income taxes under the U.S. Internal Revenue Code by either electing to be covered by the exemption available to SCI chapters under SCI’s 501(c)(4) group exemption determination letter, or by applying separately for exempt status under 501(c)(3) of the Internal Revenue Code. Chapters outside the United States may choose to apply for tax-exempt status pursuant to the laws of their respective governments.

Minimum Active Chapter Membership
Chapters in the United States shall maintain an active chapter membership of not less than 25 members, exercising continuing efforts to increase the membership. Chapters located outside the United States shall maintain such lesser number of active members as may be determined by the Executive Committee or the Board of Directors.

Additional Requirements or Information
For additional information and requirements regarding Chapter Administrative, Financial & Tax Questions, please refer to the FREQUENTLY ASKED QUESTIONS section contained in the manual.

CHAPTER GUIDELINES FOR GOVERNANCE:

Fiduciary Duties
Most states have adopted fiduciary standards for officers and directors of non-profit organizations. Some states hold officers and directors to the heightened fiduciary standards of trustees.

Officers and directors owe the following duties to the Chapter and, if an officer or director of SCI/SCIF, to SCI/SCIF:

- Duty of Care: Officers and directors must act with the care of an ordinary prudent person in a like position under similar circumstances.

- Duty of Loyalty: Officers and directors must act in a manner he or she reasonably believes to be in the best interests of the organization.

- Duty of Good Faith: Officers and directors must discharge their duties in good faith.

In discharging duties, a director or officer may rely on information, opinions, reports or statements, including financial statements and other data, if prepared or presented by any of the following:
1. One or more officers or employees of the corporation whom the director or officer reasonably believes are reliable and competent in the matters presented.

2. Legal counsel, public accountants or other person as to matters the director or officer reasonably believes are within the person's professional or expert competence.

3. Committee of or appointed by the Board, if the director or officer reasonably believes the committee merits confidence.

Note: Reliance is not in good faith if you have reason to believe information is not accurate or the person is not competent in the area.

Fiduciary standards for nonprofit directors are virtually identical to standards for a for-profit corporation (this may vary by state). It is presumed that directors and officers have in all cases to have acted, failed to act or otherwise discharged duties in accordance with standards. Burden is placed on the party challenging an action, failure to act or other discharge of duties to establish clear and convincing evidence rebutting the presumption.

Management, staff, officers and directors who have, or is related to a person who has, a financial interest in a transaction must also take steps to avoid conflict of interests with the organization. Adoption of and adherence to a conflicts of interest policy (as discussed in these guidelines) is recommended to ensure that a transaction between officers, directors or related persons with a financial interest in a transaction is not deemed a conflict of interest. Further, officers, directors and persons who have a substantial influence on the organization must refrain from gaining any excess benefit from a transaction with the organization. These guidelines discuss the procedures to undertake to avoid an excess benefit transaction.

Conflicts of Interest

A conflict of interest can arise between the organization and management, staff, officers, directors or their respective family members ("interested person"). A conflicting interest is one an interested person has respecting a transaction effected or proposed to be effected by the organization, if at the time of the transaction or decision to enter into the transaction, the person has some financial interest or is related to someone with a financial interest. Failure to address a conflict of interest may result in intermediate sanctions, revocation of exempt status or voidable contracts.

If there is a potential conflict of interest, the following procedures should be taken:

1. The interested person must make the required disclosure of the conflict of interest. The management, staff person, officer or director who has the conflicting interest must disclose:
   - the existence and nature of the conflicting interest; and
   - all facts known to the interested person regarding the subject matter of the transaction that an ordinarily prudent person would reasonably believe to be material to a judgment about whether or not to proceed with the transaction.

2. Disinterested (or qualified) directors should evaluate the transaction after being informed. Such directors include those who do not have a conflicting interest in the transaction or a familiar, financial, professional or employment relationship with the interested person.
who has a conflicting interest, such that the relationship would reasonably be expected to influence that director's judgment when voting on the transaction.

3. Disinterested (or qualified) directors should decide whether or not to enter into the transaction without influence of the interested person.

4. The corporate records should document the basis for the transaction before the later of the next meeting of the authorized body or 60 days after the final actions of the body are taken and the approval of such records as accurate, reasonable and complete. Documentation should include:
   - the terms of the approved transaction and the date of approval;
   - the members of the authorized body present during debate on the transaction that was approved and those who voted on it;
   - the comparability data obtained and relied upon by the authorized body and how the data was obtained; and
   - any actions by a member of the authorized body having a conflict of interest (e.g. provided full disclosure of the conflict and material facts, did not vote, etc.).

The Chapter should adopt a conflicts of interest policy whether or not state law requires it. A policy that is followed will assist in avoiding conflicts of interest, excess benefit transactions and penalties related to such transactions. A sample conflicts of interest policy is provided.

Each officer, director and other interested person of each Chapter should sign and deliver to the Chapter a certification that he/she has received and understands the conflicts of interest policy adopted by the Chapter and agrees to comply with the policy.

**Excess Benefit Transactions and Intermediate Sanctions**

An excess benefit transaction is any transaction in which an excess benefit is provided by a 501(c)(3) or 501(c)(4) organization, directly or indirectly, to or for the use of any disqualified person if the value of the economic benefit provided exceeds the value of the consideration, including performance of services, received for providing the benefit.

A "disqualified person" is any person who, at any time during the five-year period ending on the date of the transaction, was in a position to exercise substantial influence over the affairs of the organization, such as:

- Directors
- Officers
- Trustees
- Substantial contributors
- Key employees – management
- Family members of any of the above
- Business affiliated with any of the above
- Other with "substantial influence" – including membership organizations in relation to a related foundation

Examples of Excess Benefit Transactions:

- Transfers of property for less than fair market value
- Excessive compensation or excessive price for services/goods paid to a disqualified person
• Use of property belonging to the organization for non-exempt purposes
• Transfer of 501(c)(3) assets to, or use of such assets by, a 501(c)(4) without reasonable consideration being paid

Example of valid transaction: Transfer of 501(c)(4) assets or funds to, or use of such assets by, a 501(c)(3) without charge.

Intermediate sanctions for an excess benefit transaction apply to the disqualified person, not the organization:
• 25% excise tax on the excess benefit amount (paid to the IRS) and transaction must be corrected (e.g. reasonable consideration paid, return of assets/funds)
• If not corrected timely, 200% excise tax
• 10% (up to $10,000) penalty assessed jointly and severally against each person who knowingly approved the transaction
• Possible revocation of tax-exempt status

To avoid intermediate sanctions:
• The transaction must be approved by an authorized body composed of individuals who do not have a conflict of interest;
• Prior to making its decision on the transaction, the authorized body must have obtained and relied upon appropriate data as to comparability of the transaction and cost.
• The authorized body adequately documented the basis for its determination at the time it made its decision.

The adoption of and adherence to a Conflicts of Interest Policy is the first step towards avoiding a finding of an excess benefit transaction and imposition of intermediate sanctions.
Safari Club International
CHAPTER RELATIONSHIP POLICY

Adopted by Executive Committee - January 19, 2009

The relationship between SCI and its chapters is multi-faceted and governed by the SCI bylaws and Internal Revenue Code, and within the rules, regulations, guidelines and directives established by the SCI Board of Directors. Each chapter is a separate legal entity, operating with its own governing body and bylaws. Each chapter's own bylaws, Board of Directors and membership control the chapter's activities and are responsible for the chapter's compliance with not only SCI Bylaws and policies but with all applicable local, state, and federal laws. While SCI will do all it can to assist the individual chapters by means of its Regional Representatives, Field Coordinators and, Tucson and Washington, DC based staff, the activities of officers and staff are all in relation to SCI, because that is the organization to which their officer status or employment relates. The chapters are separate but related legal entities which deal with their own elections, programs and disputes, whether internal or inter-chapter. Any such difficulties must be resolved by the individual chapter, referring to its own bylaws and to its individual leadership. SCI will provide guidance and assistance in the operation of the chapter if SCI deems it in the best interest of both.

A relationship much like that of a parent-child exists, particularly since the majority of U.S. chapters receive their authorization to operate as a non-profit tax-exempt business organization through SCI's 501(c)(4) group exemption (GEN 2663) and SCIF's limited 501 (c)(3) group exemption (GEN 4325). While chapters enjoy the ability and authority to conduct their own business affairs and decide where they spend their hard-earned funds, they must not only comply with their own bylaws, but operate within the scope of SCI's mission, complying with all internal SCI requirements, external regulations and current policies and directives. Failure of compliance by a chapter with the foregoing may, after corrective efforts by SCI, result in the revocation of a chapter's charter from SCI.

The chapters do have certain requirements that must be met in order to maintain their active status with national, and the failure to do so may result in a revocation of the non-complying chapter's charter. Article XV of the SCI bylaws sets forth the majority of specifics of chapter requirements.

With certain exceptions and modifications, a chapter must:

A. Hold 1 fundraiser per year and contribute 30% of net proceeds to SCI (Sec.2);
B. Attend 1 SCI Board meeting per year (Sec.3);
C. Perform 3 of 5 specific mission requirements (Sec.4A);
D. Hold adequate meetings per their jurisdiction requirements (Sec.4B);
E. File an annual report with SCI (Sec.4C);
F. Adopt chapter bylaws (Sec.4D);
G. Adopt a fiscal year (Sec.4E);
H. Maintain an active membership of 25 (Sec.4G);
I. Execute a sub-licensing agreement for SCI Intellectual Property (Sec.8).

Other requirements and benefits are set forth elsewhere in the bylaws and policies of SCI, such as providing SCI with information concerning the chapter’s bylaws, officers, membership and tax filings. The above list is not intended to be inclusive nor comprehensive, but sets forth the primary chapter requirements.
While prolonged failure of a chapter to operate within and comply with the SCI bylaw and policy requirements may result in SCI's revocation of the chapter's charter, (requiring concurrence by the Membership Committee, Executive Committee and Board of Directors) SCI and its staff and volunteers are absolutely precluded from interfering with or participating in problems, disputes and controversies within and between individual chapters. SCI volunteers and staff will not attempt to solve chapter problems, other than to offer counsel and support to the chapter. The Chapter and its elected board are, and must be, the arbiters for conflict resolution unless SCI bylaws are violated. However, SCI remains committed to assisting its chapters and encouraging and promoting their individual successes. This policy is not intended to modify or replace any existing SCI policy, bylaw or procedure but is adopted to clarify the SCI / chapter relationship.
Chapter Names: Chapter names should, if possible, reflect region and/or serving area of the Chapter or the function of the Chapter. Names should readily identify the region served by the Chapter to area residents and non-residents. New city names (i.e. Phoenix Chapter), "new regional" identification (i.e. Redding Regional Chapter) and/or new area identification (i.e. Southwest Ohio Chapter, Central Louisiana Chapter, etc.) are encouraged. New Chapter names denoting a country, providence, state, city or other political subdivision which has already been used or is proposed for use, will be reviewed on an exception only basis and will be approved/disapproved at the sole discretion of the Executive Committee or of the Board of Directors, if the issue should be placed before the Board without prior action by the Executive Committee. Current Chapters with names that do not meet the above criteria and were approved prior to the adoption of these guidelines are exempt from same.
TRADEMARKS AND LOGOS

Safari Club International and Safari Club International Foundation pride themselves on their trademarks and logos. The following information is provided to help clarify when and by whom SCI and SCIF trademarks and logos may be used.

Authorized use of SCI and SCIF Emblems, Names, Logos, Trademarks and other Intellectual Property

Each chapter shall sign a sublicensing agreement with SCI governing the use of any emblem, name, logo, trademark or other intellectual property to which SCI has the rights, including those emblems, names, logos, trademarks and other intellectual property licensed to SCI by SCIF, whether or not such emblems, names, logos, trademarks or other intellectual property are formally registered with U.S. or other authorities, national or international.

Each chapter that has signed such a sublicensing agreement shall be entitled to use the emblems, names logos, trademarks and other intellectual property so licensed, in accordance with the terms and conditions of the sublicense, as long as the sublicensing agreement remains in force.

Upon final determination of the revocation of a chapter’s charter, withdrawal of a chapter, dissolution of a chapter, or any other direct or indirect termination of a chapter’s relationship with SCI, that chapter’s sublicensing agreement shall terminate and thereafter become null and void. If the charter of a chapter is suspended, SCI shall decide whether or not to leave the licensing agreement in effect during the period of suspension.

No chapter shall have any right to the use of SCI or SCIF emblems, names, logos, trademarks or other intellectual property except pursuant to such a licensing or sublicensing agreement.

Please refer to the Licensing Agreement form in this section under FORMS.
Chapter Bylaws Checklist and Guidance
Prepared by the Bylaws Committee of SCI and SCIF
June 14, 2009

Introduction

Part 1 contains a Checklist prepared by the SCI/SCIF Bylaws Committee and approved by the SCI Executive Committee and the SCIF Board of Directors. The Checklist is intended to provide guidance for SCI and SCIF chapters in preparing or revising their chapter bylaws.

The Checklist was prepared after a review of the existing guidance, a review of bylaws adopted by several chapters in various jurisdictions, the experience of the Bylaws Committee with issues and problems that have arisen regarding chapter bylaws, a review of Robert’s Rules of Order Newly Revised, and a review of the model Nonprofit Corporation Act that is in effect in one version or another in many states of the United States.

The Checklist constitutes a series of recommendations to the chapters of SCI and SCIF. It is intended to assure that chapter bylaws meet the general requirements of the laws of the jurisdictions in which the chapters are organized, including those chapters outside of the United States. It is also intended to insure that chapter bylaws are properly consistent with the SCI and SCIF Bylaws. However it is recognized that, with the exception of a few requirements in the SCI/SCIF Bylaws (such as consistency with and primacy of the SCI/SCIF Bylaws), chapter bylaws are governed by the laws and regulations of the jurisdiction in which the chapter is organized and that chapters have many choices in regard to their organization, structure and operations. Where the SCI or SCIF Bylaws require certain provisions and it was felt that those should be incorporated into chapter bylaws, that has been noted in Part 1.

Part 2 of this document lists those requirements or provisions of the SCI and SCIF Bylaws, other than those already covered in Part 1, which a chapter could choose to incorporate into its own bylaws. Some of these provisions are binding on the chapters whether or not the chapter chooses to write them into its own bylaws.

Part 1 – Checklist

Article I: Establishment
1. name, location, jurisdiction of incorporation, tax-free status (if any)
2. Fiscal year [SCI/SCIF Bylaws require chapters to set a fiscal year and state that it must end on March 31, June 30, September 30 or December 31]
3. Powers: to do all things normally done by legal entities, including ownership of property, carrying on activities, bringing or defending lawsuits, etc.
4. Registered agent

Article II: Mission and Purposes
1. Statement of mission
2. Statement of purposes of chapter;
   a. Purposes can normally include all lawful activities; for SCI chapters, the purposes must be consistent with the SCI Bylaws
b. SCI Bylaws require international chapters to do at least one of the following, and
U.S., Canadian and Mexican chapters to do at least three of the following:
   i. participate in legislative, judicial, regulatory, public relations or other
      advocacy activities in order to protect the freedom to hunt and to advocate
      hunting and hunters;
   ii. engage or participate in projects that educate the public, and particularly
       youth, about the constructive role of hunting and hunters in society, which
       may include the granting of scholarships to SCI and the SCI Foundation
       educational programs and for other purposes;
   iii. engage or participate in projects for the conservation of wildlife, on either
        a local, regional, national or international scale, including wildlife
        research, wildlife management and other projects that assist in the
        collection and dissemination of information on wildlife populations;
   iv. participate in humanitarian activities that demonstrate the constructive role
       of hunters in society; or
   v. make a financial contribution to SCI or the SCI Foundation, as established
      by resolution of the Executive Committee or Board of Directors, beyond
      the contribution required in Article XV, Section 2 (30% or $2,000), for the
      purpose of supporting mission activities.

3. Relationship to SCI, including –
   a. compliance with SCI Bylaws and policies, [required by SCI and SCIF Bylaws]
   b. attendance at SCI Board meetings [SCI/SCIF Bylaws have a minimum attendance
      requirement of one meeting per year, but international chapters (outside Mexico
      and Canada) can be excused]

**Article III: Membership**

1. Specify the power of the chapter Board to establish classes of membership, dues, process
   for obtaining membership, process and conditions for resigning membership
   a. The SCI Bylaws have the following requirements regarding chapter membership:
      i. A member may transfer from a Chapter to another with the approval of the
         Board of Directors of the gaining Chapter. Annual Chapter dues shall be
         prorated on a monthly basis between such Chapters for the year of
         transfer.
      ii. No individual or other entity shall be eligible for membership in a Chapter
         unless such individual or entity is also a member of SCI. Exception is
         made for members of Sables within Chapters who qualify for membership
         as a Sable according to the Canons of the Sables. Such Sables members
         shall be considered SCI members for purposes of entry into the SCI
         Hunters Convention and entry of trophies into the SCI Record Book.
      iii. A Chapter may not have or create other classes or categories of
         membership that are inconsistent with the classes and categories of
         membership adopted by the SCI Board of Directors and may not have life
         members unless the member is also a life member of SCI.

2. Specify the voting privileges of members, including the approval of amendments of the
   chapter bylaws and any additional privileges, such as election of chapter Board members,
   approval of certain chapter actions (purchase of real estate; dissolution of the chapter,
   etc.)
3. Annual or periodic meetings of members, if any;
   a. No action can be taken without a meeting unless there is unanimous agreement to
      the action, in writing [required by law in most U.S. States]
4. Non-recognition of people and companies suspended or expelled by SCI [required by SCI Bylaws]
5. Standards for hunting ethics (consistent with SCI Hunters Code of Ethics)
6. Standards of behavior in relationship to chapter (duty of loyalty, fiduciary responsibility, conflict of interest, etc.)
7. Disciplinary provisions -- involuntary termination or suspension of membership for violations of standards, including procedures that incorporate due process (particularly the right to be heard);

**Article IV: Officers**
1. Officers: President, Vice President(s), Secretary, Treasurer, others as needed
2. Set forth duties and powers of each officer
   a. Clearly establish authority of officers to act for chapter, sign contracts
   b. List any actions (such as purchase of property, hiring staff) which are prohibited to be taken by the officers and are reserved to the Board
   c. Treasurer: record-keeping, reporting, obtaining annual audit; deposits of funds
3. Procedures for election of officers from within Board
4. Terms of office
5. Filling vacant positions
6. Conduct and fiduciary responsibilities; Conflict of Interest
7. No compensation, other than reimbursement for ordinary and necessary expenses
8. Disciplinary provisions

**Article V: Board of Directors**
1. Board size and composition
2. Authority of Board – all corporate powers are exercised by the Board unless specifically delegated in the bylaws or by decision of the Board
3. Duties and powers of Directors
4. Election of Directors
5. Terms of office
6. Filling vacant positions
7. No compensation, other than reimbursement for ordinary and necessary expenses
8. Standards for conduct, fiduciary duties, no conflicts of interest – normally requires good faith, due diligence, reasonable care
9. Disciplinary provisions for violation of standards
   a. Removal from office
   b. emergency removal
   c. procedures, including due process (especially right to be heard)
10. Meetings: Regular and special;
    a. Quorum -- normally a simple majority, sometimes can be as little as one-third;
    b. Minutes – in writing; provision for maintaining records
    c. Executive sessions allowed;
    d. No action without a meeting unless there is unanimous consent to the action, in writing;
    e. Participation in meetings can be by electronic means.

**Article VI: Committees**
1. Authority to appoint chairmen and members
2. Ad hoc committees established by President
3. Meetings; minutes, quorum; executive sessions
**Article VII: Amendment, interpretation of Bylaws**

1. Notice to the Board for any amendments;
2. Majority required for adoption of bylaws amendments (could be a “super-majority,” that is, a 2/3 majority);
3. Approval of bylaws amendments by the chapter membership;
4. Bylaws must be interpreted so as to be in compliance with applicable state law, the SCI Bylaws, and the chapters articles of incorporation;
5. Roberts’ Rules of Order Newly Revised could be used for situations not specifically covered in the bylaws;
6. A process or special committee could be established to deal with interpretation of the bylaws, or all interpretation issues could be put to the Board.

**Article VIII: Indemnification and insurance**

1. Provide indemnification of officers, Board members, for actions taken with due care
2. Provide for insurance to fund indemnification
3. Require liability insurance for events, etc.

**Article IX: Property rights**

1. Members have no equity in or financial benefit from earnings, assets or property of chapter

**Article X: Dissolution or merger**

1. Provide specific process for dissolution of chapter, including the handling of chapter assets, or merger with another SCI chapter [Many jurisdictions have state, provincial or national laws and regulations – such as those of the Internal Revenue Service in the U.S., that govern some or all aspects of the disposition of chapter assets, such as a prohibition on a distribution to the members of the chapter.]

**Certification of Bylaws by Officers of Corporation** [sometimes required by state law]

**Part 2 – Additional requirements of SCI/SCIF Bylaws that could be incorporated into chapter bylaws**

1. A copy of the Chapter Bylaws and any amendments, alterations, substitutions or other revisions or changes thereto shall be filed with the Executive Director upon their adoption.

2. Each Chapter is required to conduct at least one (1) fund-raiser per year, and to donate thirty percent (30%) of the net proceeds from the Chapters’ and from each of its Sister Organizations’ (as defined in Section 8(B)(3) below) largest net income fund-raising project to the SCI General Fund; however such amount shall not be less than $2,000 each year, except that there shall be no minimum requirement for chapters in their first year of existence.

3. If a Chapter (or the Sister Organization) has been granted tax-exempt status by the United States Internal Revenue Service under Section 501(c)(3) of the Internal Revenue Code, then the contributions of the 501(c)(3) organizations which are required hereunder shall be paid to the SCI Foundation General Fund. In addition, Sables Divisions within...
Chapters are also required to contribute thirty percent (30%) of the net proceeds from their largest fundraiser to either the Sables of Safari Club International or to the Education/Sables Committee of the SCI Foundation. There is no minimum dollar requirement for such contribution.

4. Each Chapter must meet the legal requirements of the jurisdiction in which it is located for the minimum number of meetings for an incorporated, non-profit entity, and must hold such additional meetings as may be required by the Executive Committee or the Board of Directors.

5. Each national Chapter shall file an annual report with the Executive Director. The annual report shall be in the format and contain the information required by the Executive Committee. The annual report shall be due on January 31. The Executive Committee shall set the date, format and informational requirements for the filing of annual reports by international Chapters.

6. Each Chapter seeking exempt status under SCI’s group exemption under the 501(c)(3) or Section 501(c)(4) determination letters must submit to SCI all documents and information necessary to file with the Internal Revenue Service to obtain such status, including authorization by the Chapter for SCI to add the Chapter to the group exemption.

7. International Chapters may choose to apply for tax-exempt status pursuant to the laws of their respective governments.

8. Chapters shall maintain an active Chapter membership of not less than twenty-five (25) members, exercising continuing effort to increase the membership; For international Chapters, the Executive Committee or the Board of Directors may establish a lesser number of active members to be maintained by such Chapter.

9. Each Chapter shall sign a sublicensing agreement with SCI governing the use, and consideration for such use, of any emblem, name, logo, trademark, member list, donor list, mailing list or other intellectual property to which SCI and/or the SCI Foundation has the rights (collectively, “Intellectual Property”), whether or not such Intellectual Property is formally registered with United States or other authorities, national or international. Sables Divisions within Chapters may use SCI or SCI Foundation’s Intellectual Property subject to the terms and conditions of the Chapter’s sublicensing agreement. No Chapter shall have any right to the use of Intellectual Property except pursuant to such a sublicensing agreement.

10. No Chapter shall have the right to further sublicense the right to use Intellectual Property to any individual or entity, including, without limitation, any organization that, directly or indirectly contributes to; has the same membership of; has been created by; adheres to the same or similar missions, purposes or objectives as; controls, is controlled by, under common control with or is otherwise affiliated with the Chapter (each, a “Sister Organization”). Any Sister Organization seeking to use Intellectual Property must enter into a sublicensing agreement with SCI, which shall govern the authorized use and consideration for such use by such Sister Organization.
11. Upon final determination of the revocation of a Chapter’s charter, withdrawal of a Chapter, dissolution of a Chapter, any other direct or indirect termination of a Chapter’s relationship with SCI, or as otherwise specified in the sublicensing agreement, that Chapter’s (and any Sister Organization’s, if applicable) sublicensing agreement shall terminate and thereafter become null and void and such Chapter (and any Sister Organization, if applicable) shall immediately cease all use of Intellectual Property.

**Disclaimer**

The purpose of the “Chapter Bylaws Checklist and Guidance” is to provide information and a starting point for chapters of Safari Club International (SCI) to develop their own individual set of bylaws, in accordance with the law of jurisdiction in which the chapter is located.

With the provision of this “Chapter Bylaws Checklist and Guidance,” SCI provides no legal advice and does not create any attorney-client relationship with those consulting the “Chapter Bylaws Checklist and Guidance.” The laws of each jurisdiction vary and each jurisdiction may have its own procedures, requirements and restrictions that a chapter may need to follow or include in its own individual set of bylaws. Any chapter or chapter representative that consults this “Chapter Bylaws Checklist and Guidance” is not to rely on any information provided herein in assessing legal rights in any particular situation. Instead the chapter or its representative must consult its own attorney.

The information included in the “Chapter Bylaws Checklist and Guidance” has been prepared by, or on behalf of, SCI for general informational purposes only; does not constitute legal advice and is presented without any representation or warranty whatsoever, including as to the accuracy or completeness of the information. SCI is not responsible for any errors or omissions or for the results obtained from the use of such legal or other information. Users of this “Chapter Bylaws Checklist and Guidance” do so at their own risk. Chapters or their representatives seeking advice about the development or drafting of bylaws should consult with legal counsel familiar with the provisions required by law in the jurisdiction in which the chapter is located. SCI will not be liable for any direct, indirect, consequential, special, exemplary or other damages arising from any information provided within this “Chapter Bylaws Checklist and Guidance.”
SAFARI CLUB INTERNATIONAL

SUGGESTED CHAPTER BYLAWS AND
CONFLICTS OF INTEREST POLICY

THIS IS A DRAFT FORM OF BYLAWS FOR CHAPTERS TO REFERENCE WHEN CREATING A GOVERNING DOCUMENT. CHAPTERS MUST ADAPT THIS FORM TO THE LAWS OF THE STATE IN WHICH THE CHAPTER IS LOCATED.

BYLAWS

OF

SAFARI CLUB INTERNATIONAL _________________ CHAPTER

ADOPTED ______________, 20___

ARTICLE I

Name, Offices and Mission

1. Name. The name of this Corporation is “SAFARI CLUB INTERNATIONAL __________ CHAPTER” (hereinafter the “Corporation”).

2. Offices. The principal office of the Corporation shall be in __________, __________, and the initial office and address of the Corporation is ________________. The Corporation may have offices at such other places as the Board of Directors (the "Board") may from time to time appoint or the purposes of the Corporation may require.

3. Organization. As a duly chartered chapter of Safari Club International, the Corporation shall confirm to such practices, policies and procedures as Safari Club International may from time to time prescribe. The Corporation shall enjoy the 501(c)(4) tax-exempt status of
Safari Club International granted by the Internal Revenue Service under the group exemption under its 501(c)(4) tax-exempt status determination letter. The Corporation shall further govern itself in accordance with the laws of the State of ____________.

4. **Mission.** The Corporation will (a) participate in legislative, judicial, regulatory, public relations or other advocacy activities, including humanitarian activities that demonstrate the constructive role of hunters in society, in order to protect the freedom to hunt and to advocate hunting and hunters; (b) engage and participate in projects that educate the public, and particularly youth, about the constructive role of hunting and hunters in society, which may include the granting of scholarships to Safari Club International and the SCI Foundation educational programs and for other purposes; (c) engage and participate in projects for the conservation of wildlife, on either a local, regional, national or international scale, including wildlife research, wildlife management and other projects that assist in the collection and dissemination of information on wildlife populations; and (d) make a financial contribution to Safari Club International or the SCI Foundation, as established by resolution of the Executive Committee or Board of Directors, as required by and beyond the contribution required by Safari Club International, for the purpose of supporting its mission activities.

**ARTICLE II**

**Membership**

1. **Members.** The Corporation shall maintain an active membership of not less than twenty-five (25) members, exercising continuing effort to increase the membership. No individual or corporate member shall be eligible for membership in the Corporation unless such member shall also be a member of Safari Club International. The classes or categories of membership shall be consistent with the classes and categories of membership adopted by Safari Club International from time to time. A member of the Corporation may not be a life member unless the member is also a life member of Safari Club International.

2. **Fees.** Initiation fees, dues, and special assessments for membership in the Corporation shall be determined by the Board and collected and distributed pursuant to rules and regulations adopted by Safari Club International from time to time.

3. **Suspended or Revoked Members.** The Corporation shall honor and carry out, insofar as possible, all sanctions issued by Safari Club International. The Corporation shall have no further dealings whatsoever with a member whose Safari Club International membership has been revoked pursuant to its bylaws. In like manner, the Corporation shall also have no dealings whatsoever with a member whose Safari Club International membership has been suspended pursuant to its bylaws during the period of suspension. The term “no dealings” includes, without limitation, allowing such a suspended or terminated member to: be a member of the Corporation; to hold office in the Corporation; to advertise or sell goods and services, either directly or indirectly, at a Corporation function or activity; or to sponsor, donate or otherwise participate in Corporation functions and activities, either directly or indirectly.

4. **No Voting Members.** No member has the right to vote.

5. **Meetings of Members.** There shall be no meetings of the members.
ARTICLE III

Board of Directors

1. Powers. The Board shall have general charge of the affairs, property and assets of the Corporation. It shall be the duty of the directors to carry out the aims and purposes of the Corporation and, to this end, to manage and control all of its property and assets.

2. Number. With the exception of the Board acting within the first year of operations, the number of directors shall be no less than _______ and no more than _______. The number of directors may be increased or decreased by a majority vote of the full Board at any annual or special meeting called for that purpose. If the number of directors is decreased by the Board, each director in office shall serve until his or her term expires or until his or her resignation or removal as herein provided. If the number of directors is increased by the Board, each new position on the Board shall be treated as a vacancy.

3. Term. Each director shall hold office for a term of _______ year(s) and until his or her successor is duly elected and qualifies. A director’s term shall end as of the end of the annual meeting at which the director’s successor is duly elected and qualifies. [Optional: In order to stagger the Board at the date of these Bylaws for future appointment purposes, the initial Board shall be split into three groups as designated by the Chair. One group shall serve for an initial term of one year, another group shall serve for an initial term of two years, and the final group shall serve for an initial term of three years, with three-year terms for all directors appointed after these initial terms expire. Individuals may serve only two consecutive terms as a director.]

4. Election of Successor Directors. Succeeding directors shall be elected by the then serving directors at the annual meeting of the Corporation in the year a vacancy will occur. No incumbent director may cast more than one (1) vote in favor of his or her own reelection.

5. Resignation. Any director may resign at any time by giving written notice of such resignation to the Board.

6. Removal. Any director may be removed from office, with or without cause, by a majority vote of the directors then serving at any annual or special meeting called for that purpose.

7. Vacancies. Any vacancy in the Board, including a vacancy created by an increase in the number of directors, may be filled by a majority vote of the remaining directors, though less than a quorum, or by the sole remaining director. Any director so elected shall hold office until the next annual meeting of the Board or until the election and qualification of his successor. In the event of the simultaneous death or resignation of all of the directors or in the event of the death or resignation of the sole remaining director, directors to fill all the vacancies shall be appointed by the Corporation's statutory agent for the State of Arizona.

8. Annual Meeting. The annual meeting of the Board shall be held during ______ of each year at such time and location as specified by the Chair, or in the absence of action by the Chair, as set forth in the notice given, or waiver signed, with respect to such meeting. At the annual meeting, the incumbent directors shall elect the new Board and transact such other business as may be properly brought before the meeting. If for any reason any annual meeting is not held during the time period set forth above, a deferred annual meeting may thereafter be
called and held in lieu thereof, at which the same proceedings (including the election of directors) may be conducted. Any director elected at any annual meeting, deferred annual meeting, or special meeting shall continue in office until the election of his successor, subject to his or her earlier resignation or removal.

9. **Regular Meetings.** The Board may provide by resolution the date, time and place for the holding of regular meetings, other than the annual meeting of the Board of Directors, without other notice than such resolution.

10. **Special Meetings.** Special meetings of the Board may be called by the Chair or the President and must be called by them on the written request of a majority of the then serving directors of the Board.

11. **Notices of Meetings.** Written notice of the date, time and place of each meeting of the directors shall be given to each director by the Secretary or the person or persons calling the meeting not more than sixty (60) days nor less than seven (7) days before such meeting. Such notice need not specify the purposes of the meeting and may be given by any reasonable means. Notice of any meeting shall be considered given if mailed, faxed or otherwise sent or delivered in writing to the director at his or her address or fax number specified in the records of the Corporation. The giving of notice shall be deemed to be waived by any director who shall attend and participate in such meeting without protesting, prior to or at the commencement of such meeting, the lack of proper notice and may be waived, in writing, by any director either, before, at or after such meeting.

12. **Conduct of Meetings.** Unless otherwise prohibited by statute or by resolution of the Board, meetings of the Board, whether annual, regular or special, may be held by means of conference telephone or similar communications equipment that allows all persons participating in the meeting to hear each other. Participation in such a meeting shall constitute presence in person at such meeting.

13. **Chair.** At all meetings of the Board, the Chair, or in his or her absence the President, or in their absence a chairman chosen by a majority of the directors present, shall preside.

14. **Quorum.** At all meetings of the Board, a majority of the directors in office immediately preceding the meeting shall be necessary and sufficient to constitute a quorum for the transaction of business and the act of a majority of the directors present at any meeting at which there is a quorum shall be the act of the Board, except as may be otherwise specifically provided by statute, the Articles of Incorporation (if any), or these Bylaws. If at any meeting there is less than a quorum present, a majority of those present shall adjourn the meeting from time to time without further notice to any absent director.

15. **Action by Directors Without a Meeting.** Any action required or permitted to be taken at a meeting of the Board, or of any committee thereof, may be taken without a meeting if an consent in writing, setting forth the action so taken, is signed by all directors then in office or committee members, as the case may be. Such consent may be executed in counterparts and shall have the same effect as a unanimous vote of the directors or committee members of the Corporation at a duly convened meeting. The writing or writings evidencing such action taken without a meeting shall be filed with the Secretary of the Corporation and inserted in the permanent records relating to meetings of the directors.
16. **Committees of the Board.** The Board may, from time to time, create an executive committee of the Board and other committees of the Board as it deems necessary. The Board may delegate to any such committee which consists solely of Board members any of the authority of the Board, except in reference to the following matters: (a) filling vacancies on the Board or on any committee of the Board; (b) adoption, amendment or repeal of Bylaws; or (c) fixing compensation of directors. Any such committee to which authority is delegated shall consist of at least ________ directors. Each such committee shall serve at the pleasure of the Board, shall act only in the intervals between meetings of the Board, and shall be subject to the control and direction of the Board; provided however that any third party shall not be adversely affected by relying upon any act by any such committee within the authority delegated to it. Each such committee shall act by not less than a majority of the whole authorized number of its members.

17. **Voting.** At any meeting of the directors, every director entitled to vote may vote in person or by proxy. Each director shall have one vote. Except as otherwise required by law or by the Articles of Incorporation (if any), all matters shall be determined by a majority of the votes cast.

18. **Proxies.** An appointment of a proxy must be executed in writing by the director or by said member’s duly authorized attorney-in-fact and is effective when received by the Secretary of the Corporation. A proxy is valid for _____ month(s) from the date executed unless a different period is expressly stated. The appointment of a proxy does not relieve the director of liability for acts or omissions imposed by law on directors.

19. **Compensation.** Directors shall not receive any stated salary for their services, but by resolution of the Board a reasonable sum along with reimbursement of expenses may be allowed for attendance at each annual or special meeting of the Board. The Board shall have the power in its discretion to contract for and to pay to directors rendering unusual or exceptional services to the Corporation special compensation appropriate to the value of the services. Any payments made to a director of the Corporation for any purpose shall be in accordance with the Corporation’s policy governing conflicts of interest. Any payments made to a director, including those for services or reimbursements of expenses, which shall be disallowed in whole or in part as a proper or deductible expense by the Internal Revenue Service, shall be reimbursed by such director of the Corporation to the full extent of such disallowance. In lieu of payment by the director from which reimbursement is sought, subject to a determination made by the remainder of the directors, amounts may be withheld from his or her future compensation or reimbursement payments until the amount owed to the Corporation has been recovered.

**ARTICLE IV**

**Officers**

1. **Number.** The officers of the Corporation shall, at a minimum, include a Chair of the Board, President, Secretary and Treasurer. The Board, in its discretion, may also choose one or more Vice Presidents, Assistant Secretaries, Assistant Treasurers, and such other officers as the Board deems necessary. The same person may hold any number of offices, unless otherwise prohibited by law, the Articles of Incorporation (if any) or these Bylaws.

2. **Appointment, Term, and Qualifications.** The officers shall be appointed annually by the Board at its annual meeting. The persons appointed to serve as Chair of the Board,
President, Vice President(s), Secretary, and Treasurer shall be directors, but the other officers, if any, need not be directors. There is no limit as to the number of terms an officer may serve.

3. **Removal.** Any officer may be removed from office by a majority vote of the full Board whenever in the judgment of the directors the best interests of the Corporation will be served by the removal.

4. **Vacancies.** In case any office of the Corporation becomes vacant for any reason, the vacancy may be filled by a majority vote of the directors then in office, although less than a quorum, or by the sole remaining director. Any officer so elected shall hold office until the next annual meeting of the Board and until his successor is elected and qualified.

5. **Chair of the Board.** The Chair of the Board shall preside at all meetings of the Board. Except where by law the signature of the President is required, the Chair shall possess the same power as the President to sign all contracts, certificates and other instruments of the Corporation that may be authorized by the Board. The Chair also shall perform such other duties and have such other powers as the Board from time to time may prescribe.

6. **President.** At the request of the Chair of the Board, or in his or her absence or in the event of his or her inability or refusal to act, the President shall perform the duties of the Chair of the Board, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The President shall, subject to the control of the Board, have general supervision of the business of the Corporation and shall see that all orders and resolutions of the Board are carried into effect. The President shall execute all bonds, mortgages, contracts and other instruments of the Corporation, except where required or permitted by law to be otherwise signed and executed and except that the other officers of the Corporation may sign and execute documents when so authorized by these Bylaws, the Board, the Chair of the Board, or the President. The President also shall perform such other duties and have such other powers as from time to time may be assigned to him or her by these Bylaws, the Chair of the Board or by the Board.

7. **Vice Presidents.** At the request of the President or in his or her absence or in the event of his or her inability or refusal to act, the Vice President or the Vice Presidents if there are more than one (in the order designated by the Board) shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. Each Vice President shall perform such other duties and have such other powers as the Board from time to time may prescribe. If there is no Vice President, the Board shall designate the officer of the Corporation who, in the absence of the President or in the event of the inability or refusal of the President to act, shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.

8. **Secretary.** The Secretary shall attend all meetings of the Board and record all the proceedings at the meetings in a book or books to be kept for that purpose. The Secretary also shall perform like duties for the standing committees when requested by the committees. The Secretary shall give, or cause to be given, notice of all meetings of the Board, and shall perform such other duties as may be prescribed by the Board, the Chair of the Board or the President, under whose supervision he or she shall be. If the Secretary shall be unable or shall refuse to cause to be given notice of all meetings of the Board, and if there is no Assistant Secretary, then either the Chair of the Board or the President may choose another officer to cause such notice to be given. The Secretary shall have custody of the seal of the Corporation and the Secretary or any Assistant Secretary, if there is one, shall have authority to affix the same to any instrument
requiring it and when so affixed, it may be attested by the signature of the Secretary or by the
signature of any such Assistant Secretary. The Board may give general authority to any other
officer to affix the seal of the Corporation and to attest the affixing by his or her signature. The
Secretary shall see that all books, reports, statements, certificates and other documents and
records required by law to be kept or filed are properly kept or filed, as the case may be.

9. **Treasurer.** The Treasurer shall have the custody of the corporate funds and
securities and shall keep full and accurate accounts of receipts and disbursements in books
belonging to the Corporation and shall deposit all moneys and other valuable effects in the name
and to the credit of the Corporation in such depositories as may be designated by the Board. The
Treasurer shall disburse the funds of the Corporation as may be ordered by the Board, taking
proper vouchers for such disbursements, and shall render to the President and the Board, at its
regular meetings or, from time to time, when the Board so requires, an account of all his or her
transactions as Treasurer and of the financial condition of the Corporation. If required by the
Board, the Treasurer shall give the Corporation a bond in such sum and with such surety or
sureties as shall be satisfactory to the Board for the faithful performance of the duties of his or
her office and for the restoration to the Corporation, in case of his or her death, resignation,
retirement or removal from office, of all books, papers, vouchers, money and other property of
whatever kind in his or her possession or under his or her control belonging to the Corporation.

10. **Assistant Secretaries.** Except as may be otherwise provided in these Bylaws,
Assistant Secretaries, if there are any, shall perform such duties and have such powers as from
time to time may be assigned to them by the Board, the Chair of the Board, the President or the
Secretary, and in the absence of the Secretary or in the event of his or her disability or refusal to
act, shall perform the duties of the Secretary, and when so acting, shall have all the powers of
and be subject to all the restrictions upon the Secretary.

11. **Assistant Treasurers.** Assistant Treasurers, if there are any, shall perform such
duties and have such powers as from time to time may be assigned to them by the Board, the
Chair of the Board, the President or the Treasurer, and in the absence of the Treasurer or in the
event of his or her disability or refusal to act, shall perform the duties of the Treasurer, and when
so acting, shall have all the powers of and be subject to all the restrictions upon the Treasurer. If
required by the Board, an Assistant Treasurer shall give the Corporation a bond in such sum and
with such surety or sureties as shall be satisfactory to the Board for the faithful performance of
the duties of his or her office and for the restoration to the Corporation, in case of his or her
death, resignation, retirement or removal from office, of all books, papers, vouchers, money and
other property of whatever kind in his possession or under his control belonging to the
Corporation.

12. **Other Officers.** Such other officers as the Board may choose shall perform such
duties and have such powers as from time to time may be assigned to them by the Board. The
Board may delegate to any other officer of the Corporation the power to choose such other
officers and to prescribe their respective duties and powers.

13. **Compensation.** The officers of the Corporation may receive, by resolution of the
Board, a reasonable sum along with reimbursement of expenses for attendance at each annual or
special meeting of the Board as the officer is requested to attend. The Board shall have the
power in its discretion to adopt salaries for officers and to contract for and to pay to officers
rendering services to the Corporation special compensation appropriate to the value of the
services. No officer shall be prevented from receiving such compensation by virtue of his or her
also serving as a director of the Corporation. Any payments made to an officer of the
Corporation for any purpose shall be in accordance with the Corporation’s policy governing conflicts of interest.

14. **Reimbursement by Officers.** Any payments made to an officer of the Corporation such as a salary, commission, bonus, interest, or rent, or entertainment expense incurred by him or her, which shall be disallowed in whole or in part as a proper or deductible expense by the Internal Revenue Service, shall be reimbursed by such officer of the Corporation to the full extent of such disallowance. In lieu of payment by the officer, subject to the determination of the directors, proportionate amounts may be withheld from his or her future compensation payments until the amount owed to the Corporation has been recovered.

**ARTICLE V**

**Agents and Representatives**

The Board may appoint such agents and representatives of the Corporation with such powers and to perform such acts or duties on behalf of the Corporation as the Board may see fit, so far as may be consistent with these Bylaws, to the extent authorized or permitted by law.

**ARTICLE VI**

**Contracts**

The Board may authorize any officer, employee, or agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to a specific instance; provided, however, that unless authorized by the Board, no officer, employee, or agent shall have any power or authority to bind the Corporation by any contract.

**ARTICLE VII**

**Conflict of Interest**

The Board shall adopt a policy regarding transactions between the Corporation and interested persons, including but not limited to the sale, lease or exchange of property to or from interested persons and the Corporation, the lending or borrowing of monies to or from interested persons by the Corporation or the payment of compensation by the Corporation for services provided by interested persons. For the purposes of this Article, "interested person" means any director, officer, or member of a committee with board delegated powers, or any person in a position to exercise substantial influence over the affairs of the Corporation, who has a direct or indirect financial interest.

**ARTICLE VIII**

**Advisory Committees**

1. **Appointment of Committees.** The Board may create one or more advisory committees. Each such committee may consist of any number of persons who are not directors and who the Board deems appropriate to serve on such committee, provided that at least one director shall be a member of each such committee. The Board at any time may appoint additional members thereto. The members of any such committee shall serve at the pleasure of
the Board. Such advisory committees shall advise with and aid the officers and directors of the Corporation in all matters designated by the Board. Each such committee may, subject to the approval of the Board, prescribe rules and regulations for the call and conduct of meetings of the committee and other matters relating to its procedure.

2. **Committee Changes.** The Board, with or without cause, may dissolve any committee or remove any member thereof at any time. The Board shall also have the power to fill vacancies in any committee.

3. **Compensation.** The members of any advisory committee shall not receive any stated salary for their services, but by resolution of the Board a reasonable sum along with reimbursement of expenses may be allowed for attendance at each annual or special meeting of the Board and each meeting of the committee. The Board shall have the power in its discretion to contract for and to pay to any member of an advisory committee rendering unusual or exceptional services to the Corporation special compensation appropriate to the value of the services.

**ARTICLE IX**

**Fiscal Year**

The fiscal year of the Corporation shall commence on ______________ of each year and end on ___________________________.

**ARTICLE X**

**Funds**

1. **Contributions.** Contributions may be made to this Corporation by organizations and individuals. The Board may accept on behalf of the Corporation any contribution for the general purposes of the Corporation or for any specific purpose consistent with the purposes of the Corporation. A separate accounting may, by resolution of the Board, be kept of all funds received and designated by the donor for a specific purpose. The Board may reject any contribution not consistent with the Corporation’s purposes.

2. **Records.** The directors shall establish such permanent record of each contribution as may be necessary to make a memorial thereof and to substantiate tax records of the corporation. A permanent record shall be kept of all transactions of funds received and spent by the corporation.

**ARTICLE XI**

**Prohibition Against Private Inurement**

1. **Net Earnings.** No director, officer, employee of the Corporation, member of a committee of the Corporation, or any other private individual shall receive at any time any of the net earnings or pecuniary profit of the Corporation, except that the Corporation can pay reasonable compensation for services rendered.

2. **Dissolution.** No director, officer, employee of the Corporation, member of a committee of the Corporation, or any other private individual shall be entitled to share in the
distribution of any of the corporate assets upon the dissolution of the Corporation. All directors
of the Corporation shall be deemed to have expressly consented and agreed that upon such
dissolution or winding up of the affairs of the Corporation, whether voluntary or involuntary, all
of the assets of the Corporation remaining after all debts have been satisfied shall be distributed
exclusively for the tax exempt purposes of the Corporation.

CERTIFICATE OF ADOPTION

The undersigned Secretary does hereby certify that the foregoing Bylaws were adopted
by the Board of SAFARI CLUB INTERNATIONAL ________________ CHAPTER
pursuant to a written consent of the directors dated as of ________________, 20____.

By: ________________________________________

__________________________, Secretary
You should check your state’s law to determine if there are additional or different provisions that should be included.

CONFLICTS OF INTEREST AND USE OF PROPERTY POLICY

1. **Purpose** The purpose of this policy is to establish guidelines for the use of property and resources belonging to _________________ (“****”) and to protect ****’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of certain individuals.

2. **Definitions**
   a. **Interested Person.** Any individual or entity in a position to exercise control or influence over ****, including, without limitation, directors, officers and members of a committee with board delegated powers, who has a direct or indirect financial or beneficial interest, as defined below, in a transaction with **** is an interested person.

   b. **Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment or a related person: (i) an ownership, partnership, investment or other beneficial interest in any entity with which **** has a transaction or arrangement, or (ii) a compensation arrangement with **** or with any entity or individual with which **** has a transaction or arrangement, or (iii) a potential ownership, partnership, investment or other beneficial interest in, or compensation arrangement with, any entity or individual with which **** is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration, as well as gifts or favors that are substantial in nature. A financial interest is not necessarily a conflict of interest. Under paragraph 4.b., an interested person who has a Financial Interest may have a conflict of interest only if the appropriate board or committee decides that a conflict of interest exists after required disclosure is made.
c. Related Person. A related person of an interested person means either: (i) the spouse, or a parent or sibling of the spouse, of the interested person, a child, grandchild, sibling, parent or spouse of a child, grandchild, sibling or parent, of the interested person, an individual having the same home as the interested person or a trust or estate of which an individual specified in this subsection c is a substantial beneficiary, and (ii) a trust, estate, incompetent, conservatee or minor of which the interested person is a fiduciary.

3. **Use of **** Property**

   a. **Private Inurement Prohibition.** All real and personal property belonging to **** is to be used only to further the exempt interests, activities, and mission of ****. Consistent with ****’s articles of incorporation and status as a tax-exempt entity described in Section 501(c)(4) of the Internal Revenue Code, no part of the net earnings of **** shall inure to the benefit of or be distributable to its directors, officers, members of a committee, or other private persons. This provision does not prohibit the board of directors from authorizing the payment of reasonable compensation for services rendered to or on behalf of ****, provided such compensation is consistent with the policies outlined herein. This provision also does not prohibit the board or a board authorized committee from approving certain transactions between **** and interested persons or related persons, provided such transactions are consistent with the policies outlined herein.

   b. **Political Activities Limitation.** **** may not use a substantial part of its assets to participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. **** may be subject to taxation for political activities conducted.

   c. **Use, Transfer, Loan or Lease of **** Property by an Interested Person.** In the event an interested person is requesting the use, transfer, loan, lease or engagement in some other transaction between the interested person and **** that involves **** property, the procedures and policies delineated in this Policy must be followed, including, but not be limited to:

   - The interested person must disclose the required information in the manner required in paragraph 4.a.
   - The board or committee considering the transaction shall determine whether a conflict of interest exists in compliance with paragraph 4.b.
   - The board or committee considering the transaction, after determining that a conflict or potential conflict of interest exists, shall review the transaction in compliance with the provisions of paragraph 4.c.
   - If the transaction is discovered after it has already taken place, the board or committee reviewing the transaction shall act in accordance with paragraph 4.d.
   - The transaction must be recorded in the record of **** property as required in paragraph 3.d.
   - The board or committee shall document its approval of the transaction or its denial thereof in compliance with paragraph 5.

   d. **Record of **** Property.** The Executive Director of **** will keep or cause to be kept a record of all property belonging to **** and of property loaned to, leased by or otherwise utilized by ****. Such record shall include at least the following with respect to each item of **** property:
The date the item was acquired by ****.

A description of the item, including identifying marks (e.g., serial number, unique markings, etc.).

The manner in which **** acquired the item, noting specifically whether it was by gift, donation, purchase, lease or by some other method.

The specific location (e.g., the state, the museum, other facility, etc.) of the item.

The identity of the person(s) charged specifically with the custody and care of the item.

An estimate of the value of the item at the time of acquisition.

Date and method of any disposition of the item, if any, including loan, sale, destruction, return to owner, and the value, if any, received upon its disposition, etc.

Date of the board of directors’ resolution authorizing such disposition.

A summary of the terms of any disposition of an item (e.g., transfer price, purpose of transfer, date property was returned to owner, date property to be returned to **** if loaned to another organization, etc.).

e. Disposition of **** Property. No property belonging to **** may be disposed of, whether by sale, loan, lease, or other disposition, without the express authorization of the Board of Directors of **** by way of either a continuing authorization to a **** manager or committee for the use or transfer of such property (e.g., loans of **** museum property for display in other museums handled in the ordinary course of business by the museum curator) or an authorization for the other transfer of such property. Any disposition of an item of **** property including those handled by a continuing authorization must be recorded in the record of **** property as provided in paragraph 3.d.

4. Procedures

a. Duty to Disclose. In connection with any actual or possible conflicts of interest, an interested person must disclose to the directors and/or members of pertinent committees with board delegated powers that are considering the proposed transaction or arrangement: (i) the existence and nature of his or her financial interest, and (ii) all facts known to the interested person respecting the subject matter of the transaction that an ordinarily prudent person would reasonably believe to be material to a judgment about whether or not to proceed with the transaction. The directors and/or members of pertinent committees with board delegated powers that are considering the proposed transaction may request from the interested person such additional information or documents relating to the transaction as is required for adequate disclosure.

b. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts relating thereto, and after any discussion with the interested person by the board or committee, the interested person shall leave the board or committee meeting while the potential conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists. If it is determined that a conflict of interest exists, additional actions shall be taken as provided for herein.

c. Procedures For Addressing the Conflict of Interest.
i. An interested person may make a presentation at the board or committee meeting concerning the transaction, but after such presentation, he/she shall leave the meeting and not participate in any future meetings during the discussion of, deliberations about, and the vote on, the transaction or arrangement that results in the conflict of interest.

ii. The chairperson of the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

iii. After exercising due diligence, the board or committee shall determine whether **** can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.

iv. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the board or committee shall determine by a majority vote of the disinterested directors or committee members whether the transaction or arrangement is in ****'s best interest and for its own benefit and whether the transaction is fair and reasonable to **** and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

v. The interested person shall not influence or attempt to influence the decisions of the board or committee considering the transaction.

vi. If necessary or prudent to making an appropriate decision on a matter, the board may obtain the written opinion concerning a particular transaction or arrangement from such professionals as an attorney, accountant or other professional advisor.

vii. The board shall prepare and maintain adequate records of the proceedings as discussed below.

d. **Violations of the Conflicts of Interest Policy.** If the board or committee has reasonable cause to believe that an interested person has failed to disclose actual or possible conflicts of interest, it shall inform the interested person of the basis for such belief and afford the interested person an opportunity to explain the alleged failure to disclose. If, after hearing the response of the interested person and making such further investigation as may be warranted in the circumstances, the board or committee determines that the interested person has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

5. **Records of Proceedings**

a. **Minutes.** The minutes of the board and all committees with board-delegated powers shall contain: (i) the name(s) of the interested person(s) who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed; (ii) the names of the persons who were present for discussions and voting; (iii) the substance of the discussion of the transaction or arrangement, including the discussion of alternatives to the
proposed transaction or arrangement; (iv) a detailing of the appropriate material and data relied upon as to the reasonableness and comparability of the proposed transaction; and (v) an adequate record of any votes taken in connection therewith.

b. Comparable Data. Appropriate comparable data includes the following:

i. For compensation purposes, such data might include compensation levels paid by similarly situated organizations, both tax-exempt and taxable, for functionally comparable positions; the location of the organization to which a comparison is being made, including the availability of similar specialties in the geographic area; current compensation surveys compiled by independent firms; or actual written offers from similar institutions competing for the services of the disqualified person.

ii. For property transactions, relevant information includes current independent appraisals and offers received as part of an open and competitive bidding process; facts enabling a determination that the transaction is comparable to ones negotiated at arms'-length; and the terms of comparable or similar agreements.

iii. For other transactions or arrangements, relevant factors include the reasonableness of the cost; the need of **** of the service, product, property, etc. to be provided in the transaction or arrangement; the background, training, experience, responsibilities and prior performance of the individual or entity associated with the transaction or arrangement; and the effort, time and other benefits to be provided to **** in the transaction or arrangement.

iv. If a written opinion of a professional advisor is obtained with respect to a matter, such opinion shall be included in the records of the board’s consideration of a transaction or arrangement.

6. Compensation Committees. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from **** for services is precluded from voting on matters pertaining to that member's compensation. No member, either individually or collectively, is prohibited from providing information to the board or any committee regarding compensation.

7. Annual Statements. Each interested person, including members of a committee with board delegated powers, shall sign annually a statement which affirms that such person: (a) has received a copy of this policy, (b) has read and understands the policy, (c) has agreed to comply with the policy, and (d) understands that **** is a social welfare organization, and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes. A form of such statement is attached to this policy.

8. Periodic Reviews. To ensure that **** operates in a manner consistent with its primary purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted. The periodic reviews shall, at a minimum include the following subjects: (a) whether compensation arrangements and benefits are reasonable and are the result of arm's-length bargaining, and (b) whether any transaction, partnership or joint venture arrangements and agreements with management organizations or other organizations or individuals conform to these written
policies, are properly documented, reflect reasonable payments for goods and services, further ****'s purposes, and do not result in inurement or impermissible private benefit.

CERTIFICATE OF ADOPTION

The foregoing Policy was duly adopted by the Board of Directors of **** pursuant to a written consent of the directors or a vote of the directors dated ____________________.

****

By____________________________________

_____________________________, Secretary
SAMPLE
SCI/SCIF
Acknowledgement of
Duties, Conflicts of Interest Policy and Confidentiality

I, the undersigned, am a member of Safari Club International (“SCI”) and/or the Safari Club International Foundation (“SCIF”) and hold a position as an Officer, Director or Committee member of such organization(s). By signing below, I hereby acknowledge all of the following:

1. I owe a duty of loyalty, duty of care and duty of good faith and fair dealing to such organization(s).

2. I have: (a) received a copy of the conflicts of interest policy for SCI/SCIF, (b) read and understand that policy, (c) agree to comply with the policy, and (d) understand that SCI/SCIF is an organization exempt from tax as one described in Section 501(c)(3)/501(c)(4) (as applicable) of the Internal Revenue Code, and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

3. I have a special responsibility to maintain the security and confidences of SCI/SCIF in order to protect the interest of SCI/SCIF. In particular, but without limitation, confidentiality must be maintained as to matters discussed during executive sessions held pursuant to the Bylaws of SCI/SCIF; member lists; mailing lists; donor lists; financial matters; Chapter matters; any other intellectual property to which SCI and/or SCIF has the rights; advocacy and fundraising plans; and other SCI sensitive matters. I must not disclose confidential information to third parties who are not members of the SCI/SCIF Board of Directors.

4. A violation of these requirements is a breach of the SCI/SCIF Bylaws and may result in suspension or revocation of my position in the organization and my membership privileges.

______________________________
Signature

______________________________
Date

______________________________
Printed Name

Circle the applicable organization(s): SCI SCIF
SAMPLE
NONPROFIT CERTIFICATE OF DISCLOSURE OF
SAFARI CLUB INTERNATIONAL AND/OR SAFARI CLUB INTERNATIONAL FOUNDATION

As an officer and/or director of Safari Club International ("SCI") and/or Safari Club International Foundation ("SCIF"), you must provide the following information to the Arizona Corporation Commission each year. Please review, complete, sign and return no later than 20 days from the date of receipt of this notice.

NAME: ________________________________________     SCI Chapter: _______________________________

Position Held within SCI:   None _____ Officer ____   Director _____

Position Held within SCIF: None _____ Officer ____   Director _____

A. Have you:
   1. Been convicted of a felony involving a transaction in securities, consumer fraud or antitrust in any state or federal jurisdiction within the seven-year period immediately preceding the execution of this Certificate?
   2. Been convicted of a felony, the essential elements of which consisted of fraud, misrepresentation, theft by false pretenses, or restraint of trade or monopoly in any state or federal jurisdiction within the seven-year period immediately preceding the execution of this Certificate?
   3. Been or are subject to an injunction, judgment, decree or permanent order of any state or federal court entered within the seven-year period immediately preceding the execution of this Certificate wherein such injunction, judgment, decree or permanent order:
      (a) Involved the violation of fraud or registration provisions of the securities laws of that jurisdiction?;
      (b) Involved the violation of the consumer fraud laws of that jurisdiction?; or
      (c) Involved the violation of the antitrust or restraint of trade laws of that jurisdiction?

   Yes ________  No ________

B. IF "YES", YOU MUST ATTACH THE FOLLOWING INFORMATION:
   1. Full name and prior name(s) used.
   2. Full birth name.
   3. Present home address.
   4. Prior addresses (for immediate preceding 7-year period).
   5. Date and location of birth.
   7. The nature and description of each conviction or judicial action, date and location, the court and public agency involved and file or cause number of case

C. Have you served, either by election or appointment, as an officer, director, trustee or incorporator of a corporation which has been placed in bankruptcy or receivership or had its charter revoked, or administratively dissolved by any jurisdiction?

   Yes ________  No ________

D. IF "YES", YOU MUST ATTACH THE FOLLOWING INFORMATION FOR EACH SUCH CORPORATION:
   1. Name and address of the corporation.
   2. Full name, including alias and address of each person involved.
   3. State(s) in which the corporation:
      (a) Was incorporated.
      (b) Has transacted business.
   4. Dates of corporate operation.
   5. A description of the bankruptcy, receivership or charter revocation, including the date, court or agency, the file or cause number of the case, the name and address of any court appointed receiver.

Under penalties of law, the undersigned declares that he or she has examined this Certificate, including any attachments, and to the best of his or her knowledge and belief it is true, correct and complete, and hereby declare as indicated above.

By: ________________________________  Date: ________________________________

Printed Name: ________________________________
SCI CHAPTER MEMBERSHIP DRIVE

Here’s a great opportunity to increase your Chapter’s membership and increase the bottom line at your next fundraising banquet. The membership department is pleased to present an exciting incentive program to help you!

Here are the ‘prize’ incentives:

- For 25 NEW chapter members you will receive two SCI Convention Classic Registrations
- For 50 NEW chapter members you will receive one SCI Life Membership
- For 75 NEW chapter members you will receive one SCI Spousal Life Membership
- For 100 NEW chapter members you will receive one rifle

If you sign up more than 100 NEW members the awards will begin again for each new hundred.

Prizes earned will be carried over to the next year if not used during the year earned.

Official Rules

1. All items MUST be auctioned off at the chapter banquet.
2. NEW SCI members only (Regular, International, Family primary and Life memberships qualify). Youth members do not qualify.
3. Monthly lists of new members will be automatically tracked at SCI and mailed directly to the Chapter liaison only (no exceptions). SCI award certificates will be mailed to the Chapter President as prizes are earned.
4. Chapters that have earned the Classic Registrations for the convention must complete and return by December 15th. DRIVE RUNS JANUARY 1 – DECEMBER 31!
TO: Chapter Presidents and Regional Representatives

FROM: Membership and Chapter Services Committee

RE: CHAPTER NIGHT – 2011

Safari Club International will be hosting its tenth-annual Chapter Awards night at the Annual Hunters Convention in Reno, Nevada 2011. This is the night that SCI celebrates its “heart and soul”, that being its chapters from all around the world! We wish to recognize our chapters for their outstanding contributions to SCI and the fight to retain our right to hunt. This is where you, as representatives of your respective chapter(s) can help. It is your responsibility to see that your chapters receive the recognition they deserve!

You will find attached nomination forms for the 10 chapter awards. If you know of a chapter that deserves an award, please fill out the form and attach the supporting material for the Judging Committee to review. *A chapter will not be considered, without the supporting documentation!* Please forward all nominations to Sandy Gracia, Chapter Services Administrative Assistant before October 1st, 2010.

Any questions regarding Chapter Awards, please call Sandy Gracia at 520-620-1220 x 272.

**REMEMBER! IT IS UP TO YOU TO HELP YOUR CHAPTERS RECEIVE THE RECOGNITION THEY SO RICHLY DESERVE!**
Top Gun Chapter Award Criteria

♦ Constant/continual membership growth patterns.
♦ 30% required met in truth
♦ Active in SCI Humanitarian Programs – all.
♦ Supports the AWLS Ranch and the International Museum with:
  - Donations
  - Money Donations
  - Manpower for work weekends
♦ Is active with local legislators.
♦ Has created and implemented an unusual program that will benefit and educate youth, women, community or other sportsmen’s groups.
♦ Reaches out to the community in time of crisis with helping hands.
♦ Has created a program, camp, or educational program, and supports it with finances and / or manpower that reach other sources besides that of our own SCI membership or programs.
♦ Puts SCI in the limelight through unusual publicity, such as TV, radio, or video programs, ads, promotions.
♦ There is no size stipulation of the chapter as any chapter is eligible. The chapter does not have to do all of the above in one year, the chapter may do one of the above well.

Diamond Conservation Award Criteria

♦ A chapter which has done a project in its state or community that achieves the conservation and protection of wildlife, habitat, and environs.
♦ A chapter which has promoted the importance of the hunting community in conservation.
♦ A chapter which has joined a coalition within its state or community of other sportsmen groups to achieve a goal of conservation.
♦ A chapter which has joined forces with the local Game Commission in projects concerning conservation.
♦ A chapter does not have to do all of the above at one time. Excelling in one area will allow it to be in compliance with the criteria.
Chapter of the Year Award Criteria

♦ Full compliance with Board Rules & Regulations
♦ History and track record of compliance with Board rules
♦ Board of Directors meetings attendance & participation
♦ Special and unique programs
♦ Manpower, growth, fundraising, idea and financial contributions to SCI objectives

Please send-supporting information for all nominations, i.e. descriptions of special projects or programs, copies of newspaper articles, pictures that support any of the above, etc.

Regional Representatives Award Criteria

♦ Compliance with Regional Representative Guidelines as outlined in Regional Representative manual.
♦ Recognized by his/her chapters as a regional leader & resource.
♦ Attends and participates at SCI board meetings.
♦ Identifies & provides guidance to build a talent pool of leaders within his/her chapters.
♦ Promotes SCI programs and membership drives within region.
♦ Identifies and assists in the development of at least one new chapter in region per year.
♦ Letter of support from all chapters in region.
2010 Chapter Awards Nomination

Name_______________SCI Board Position_____________Date__________

Chapter Name

1. Special Awards

♦ Chapter Top Gun Award
   (See attached Top Gun criteria)
   __________________________

♦ Diamond Conservation (see criteria)
   __________________________

2. Chapter of the Year Awards by Size

♦ 25 – 50 Members
   __________________________

♦ 51 – 100 Members
   __________________________

♦ 101 – 250 Members
   __________________________

♦ 251 and Over
   __________________________

♦ International Chapter of the Year
   __________________________

♦ Rookie Chapter of the Year
   __________________________

3. Regional Representative of the Year
   (See Chapter Awards criteria)
   __________________________

Be sure to include (2) two copies of supporting material (documentation, pictures etc.,) when submitting a nomination. **Send to:** Sandy Gracia, Membership & Chapter Services Department - 4800 W. Gates Pass Road, Tucson, Arizona 85745.

**DEADLINE: October 1, 2010**