Safari Club International/Safari Club International Foundation

Executive Administration

Revised August 2013
EXECUTIVE ADMINISTRATION

Chief Executive Officer

The Chief Executive Officer provides overall management direction and leadership to the staff of Safari Club International and is responsible for the day-to-day administrative operations. This position is accountable and reports to the SCI President, Executive Committee and the SCI Board of Directors.

What Executive Administration support functions affect/include/require the assistance of the Chapter Presidents or other Chapter Officers?

Annual Production of the SCI/SCI Foundation Official Roster

Each year following the annual Board elections in May, a chapter roster form (see example under the Membership tab – Forms) is mailed to every Chapter President requesting updated information in preparation for producing the Official Roster. A cover memo is included that provides a deadline for returning the updated information to Tucson. All information received by that date is guaranteed to be included in the updated roster. However, because the election cycles for many chapters are different or fall in the middle of the production process, your chapter’s information may not make it into the new roster if we receive information after the established deadline. Please understand that in order for us to be able to produce and distribute the roster by the August Board Meeting, we have to meet our internal deadlines.

Nominating Process

Each year in January, an Election Packet (see attached) is mailed to the SCI Board of Directors seeking nominations for the following Board positions:

President-Elect   Director-at-Large
Secretary          International Director
Treasurer          Honorary International Director
Vice President

If you are interested in running for any of these positions, complete the Election Packet and provide the information requested by the deadline indicated on the forms. Any questions you might have can be directed to the Elections Commission Staff Liaison, Stephanie Carabeo.

Annual Corporate Filings

Annually, as a member of the SCI Board of Directors, every Chapter President will receive a Certificate of Disclosure and a Conflict of Interest and Confidentiality Policy to sign and return in preparation for our annual corporate filings. Since the Chapter President is the “international” Board Member, we only require him/her to sign and return each of these
documents. However, corporate counsel has recommended during past chapter training seminars that it would be prudent for each chapter to require chapter board members to sign these documents as well. This is not a requirement for compliance, but a decision to be made by each chapter board.

Please see the Chapter Services tab for forms that can be used by your chapter.

**SCI Bylaws**

Please visit [www.safariclub.org](http://www.safariclub.org) for the most current set of the SCI Bylaws.

**Contact Information**

Phil DeLone  
Chief Executive Officer  
Phone: (520) 620-1220 ext. 234  
Cell: (520) 730-6228  
[phil@safariclub.org](mailto:phil@safariclub.org)

Kristinna Koeltzow  
Executive Assistant  
Phone: (520) 618-3520  
Cell: (520) 904-4290  
Fax: (520) 618-3529  
[kkoeltzow@safariclub.org](mailto:kkoeltzow@safariclub.org)

**SCI Foundation Bylaws**

Please visit [www.safariclub.org](http://www.safariclub.org) for the most current set of the SCI Foundation Bylaws.

**Contact Information**

Bob Benson  
Executive Director  
13785 Research Blvd., Suite 125  
Austin, TX 78750  
Phone: (512) 655-2190  
Cell: (512) 289-1921  
[bbenson@safariclub.org](mailto:bbenson@safariclub.org)

Stephanie Carabeo  
Executive Assistant  
Phone: (520) 620-1220 ext. 268  
Cell: (520) 954-3857  
Fax: (520) 618-3558  
[scarabeo@safariclub.org](mailto:scarabeo@safariclub.org)
ELIGIBILITY

The candidate must be a member in good standing.
The candidate must have attained the age of 25 years.
The candidate must have been a member for at least 3 years.
The candidate must meet the other requirements in Article V, Election
Procedures of the SCI Bylaws, found at: www.safariclub.org under “About Us”.

PETITION SIGNATURES

President seeking a second term: not less than fifty (50) signatures;
President-Elect: not less than thirty (30) signatures;
    Must be a SCI life member
    Must have served on the SCI Board for two (2) years
    Must have served on the SCI Executive Committee for at least three (3) years, which
    may include service as an Alternate Vice President.
Treasurer: not less than thirty (30) signatures;
    Must be a SCI life member
    Must have served on the SCI Board for two (2) years
    Must have served on the SCI Executive Committee for at least two (2) years, which may
    include service as an Alternate Vice President.
Secretary: not less than thirty (30) signatures;
    Must be a SCI life member
    Must have served on the SCI Board for two (2) years
    Must have served on the SCI Executive Committee for at least two (2) years, which may
    include service as an Alternate Vice President.
Vice-President: not less than twenty-five (25) signatures;
    Must be a SCI life member
    Must have served on the SCI Board for two (2) years
Director at Large: not less than ten (10) signatures;
    Must have been a chapter president for two (2) years or have been a chapter board
    member for two (2) years or must have been a Director-at-Large at the time of adoption
    of this provision (1/27/2011).
International Director: not less than five (5) signatures.
**COLLECTION OF SIGNATURES**

1) Complete the “Individual Petition for SCI Board Nomination” document OR the “Single Document Petition”.

2) Collect the SCI Board Member signatures required for your petition. You may e-mail, fax or mail your petition to the prospective Board members for their signature.

3) Once you have completed your election packet, please forward all required forms and any recommended information you wish to provide to the address below.

**REQUIRED FORMS**

2014 – 2015 Candidate’s Form, signed
The Declaration of Ethical Standards, Duties of Loyalty and Conflicts of Interest, signed
Disclosure Statement, signed
SCI/SCI Foundation Policy Regarding Staff and Volunteers, signed

**RECOMMENDED INFORMATION**

Member Type (life, regular) and length of SCI membership (For questions, please call the Membership Department at 520-620-1220)

SCI activities – including such items as:
1) Offices held and dates of office holdings – this would include the chapter, national and/or international level

2) Committee memberships – including committee chair, vice chair and sub-chair positions

3) any other SCI/SCI Foundation activities as appropriate

A personal photograph

**DEADLINES**

Petitions must be filed with Stephanie Carabeo at SCI Headquarters by Monday, March 10, 2014 (60 days prior to the election).

All documentation under “Required Forms, Etc.” above must be filed with Stephanie Carabeo at SCI Headquarters by Monday, March 10, 2014 (60 days prior to the election).

For questions regarding this process, please refer to Article IV, Sections 1 – 3 of the SCI Bylaws, which can be found on the SCI Website under “About Us”. If you have any other questions, please contact our Elections Commission Staff Liaison:

Stephanie Carabeo
Safari Club International
4800 W. Gates Pass Road
Tucson, AZ 85745
scarabeo@safariclub.org
520-620-1220 Ext. 268
Fax: 520-618-3558
SAFARI CLUB INTERNATIONAL
2014 - 2015 CANDIDATE’S FORM

Name of Candidate: __________________________  Member ID #: __________________________

Are you a member in good standing?  ● YES  ● NO

Length of SCI Membership: __________________  Membership Type: ____________________

Your Chapter Affiliation: ____________________________________________________________

Present Position on the SCI Board (if any): ____________________________________________

Candidate for:

[ ] President-Elect
[ ] Secretary
[ ] Treasurer
[ ] Vice President
[ ] International Director
[ ] Director-at-Large

Have you ever been convicted of a game law violation or been sanctioned for such a violation by a
sportsmen’s organization?

  ● YES  ● NO

Should you wish to nominate someone or wish to be nominated yourself for a position above, please
submit the following information:

1. A photo (passport, wallet, etc.)
2. SCI activities, including offices held and dates of office holdings, at both chapter and
   national/international level, committee memberships, including committee chair, vice-
   chair and sub-chair positions, and other SCI or SCI Foundation activities
3. Any other information deemed relevant by the candidate, not to exceed 600 words
4. Declaration of Ethical Standards signed and dated by candidate
5. Disclosure Statement signed and dated by candidate
6. SCI Policy Regarding Staff and Volunteers signed and dated by candidate

The information above, along with the information about the type and length of the candidate’s SCI
membership and any other relevant information the candidate may wish to provide, shall be published
on the SCI website.

I have contacted the person whom I have nominated for the above position and he/she is
agreeable to serve in that position. In addition, he/she has been asked to provide the above
information.

Submitted By: __________________________

Forms for numbers 4, 5 and 6 above can be obtained by calling Stephanie Carabeo in Tucson at 520/620-1220, x268.
DECLARATION OF ETHICAL STANDARDS, DUTIES OF LOYALTY AND CONFLICTS OF INTEREST

I, _______________________________________, having been elected or having accepted an appointment to serve as a director, an officer or on a committee of Safari Club International do hereby declare:

1. I have been provided copies of, or ready access to, the Bylaws, Policies and Procedures and Rules and Regulations of Safari Club International, and will at all times act in accordance with such documents and the standards set forth in the laws regarding conduct of directors, officers, and/or committee members of tax-exempt, nonprofit corporations such as Safari Club International.

2. I will not knowingly act in any way that reasonably could be prejudicial to the successful pursuit of Safari Club International's goals.

3. I will not solicit any emoluments of any kind that could reasonably be construed to have been offered me solely due to my position as a director, officer or committee member of Safari Club International.

4. If my business interests involve hunting in any way, I shall not, while in my position as director, officer or committee member of Safari Club International, or for a period of twelve (12) months following my tenure as director, officer or committee member, seek or accept any special privileges or favors resulting in personal financial gain, nor shall I represent or hold myself out as an official of Safari Club International or conduct the affairs of Safari Club International for which I am responsible in such a way as to intentionally forward my financial interests.

5. I will disclose any business interest, whether or not related to hunting, that is related to any matter known to me that is being considered or acted upon by Safari Club International; I shall refrain from voting on any such matter, and I will disclose my business interests prior to engaging in any discussion or other participation in any such matter.

6. I will not engage in any business or activity that might require or induce my disclosure of, and I will not disclose, confidential information acquired as director, officer or committee member of Safari Club International while in my position as director, officer or committee member and at all times thereafter.

7. I have: (a) received a copy of, or ready access to, the Conflicts of Interest and Use of Property Policy for Safari Club International, (b) read and understand that policy, (c) agree to comply with the policy, and (d) understand that Safari Club International is an organization exempt from tax as one described in Section 501(c)(4) 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.

8. Except as described below, I have not, and any person related to me or any entity in which I or a related person has a financial interest has not, engaged in any of the following transactions with Safari Club International in the past year:

World Headquarters
4800 West Gates Pass Road, Tucson, Arizona 85745 9490 • Phone 520 620 1220 • Fax 520 622 1205 • www.scifirstforhunters.org
(a) provided services or property to Safari Club International in exchange for consideration as a vendor or otherwise;

(b) had any direct or indirect interest in any transaction to which Safari Club International was or is a party;

(c) become indebted to pay money to Safari Club International;

(d) received, or become entitled to receive, directly or indirectly, any personal benefits from Safari Club International as a result of my relationship with Safari Club International, that in the aggregate could be valued in excess of $100, that were not or will not be compensation directly related to my duties to Safari Club International; or

(e) received compensation from an organization that is related to Safari Club International through common supervision or control.

Describe the transaction(s) and, if a related person or entity is involved, the identity of the related person or entity and your relationship with that person or entity:

________________________________________________________________________

________________________________________________________________________

9. I have used the services of Safari Club International (for example, obtained booths at Convention, advertised in publications) as follows:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

10. The following is a description of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that I believe should be examined by Safari Club International in accordance with the terms and intent of its conflict of interest policy:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Print Name: _______________________________ Date: _______________________________

Signature: _______________________________
DISCLOSURE STATEMENT

All persons who are running for office on the Board of Directors of Safari Club International are asked to complete this form.

Name ____________________________________________

Home Address _______________________________________________________________

Home Phone _______________________________________________________________

Name of Spouse ____________________________________________________________

Business Name ____________________________________________________________

Business Address __________________________________________________________

Business Phone ____________________________________________________________

Educational Background (state name of high school and the year graduated, if appropriate; all colleges attended, and all degrees received)

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

1. Have you ever pleaded guilty, pleaded no contest, or been convicted of a felony?
 □ Yes ● No

If yes, please give all details on a separate sheet of paper.

2. Have you ever pleaded guilty, pleaded no contest, or been convicted of a misdemeanor?
 □ Yes ● No

If yes, please give all details on a separate piece of paper. You need not list driving offenses such as speeding tickets, illegal left turns, etc. However, you must list any alcohol or drug related offenses.
3. Have you ever pleaded guilty, pleaded no contest, or been convicted of any violation of laws regulating hunting or the taking of wildlife or the importation or transportation of animals or animals parts in the United States of America?
   ☐ Yes  ☐ No
   If yes, please give all details on a separate piece of paper.

4. Have you ever pleaded guilty, pleaded no contest, or been convicted of any violation of laws regulating hunting or the taking of wildlife or the importation or transportation of animals or animal parts in any foreign country?
   ☐ Yes  ☐ No
   If yes, please give all details on a separate piece of paper.

5. Are you now or have you ever been engaged, in any capacity, in any for-profit business involved with hunting activities?
   ☐ Yes  ☐ No
   This includes any aspect of hunting activities, such as outfitting, guiding, booking hunts, owning hunting properties, selling hunting related products, etc. If yes, please give all details on a separate piece of paper.

6. List all non-profit hunting organizations, outdoor organizations, wilderness organizations, conservation organizations, etc. that you have been a member of within the last five years.

   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

7. Were you ever dishonorably discharged from the armed forces?
   ☐ Yes  ☐ No

8. If you are elected to serve on the Executive Committee, do you agree that:
   a. You will promptly report to the Executive Committee the occurrence of any event, which would require a different answer to any of the foregoing questions or further explanation of any of your answers.
      ☐ Yes  ☐ No
   b. You will not engage in any activity, which could jeopardize the 501(c)(3) tax-exempt status of SCI.
      ☐ Yes  ☐ No

I declare that I have completed this Disclosure Statement and, to the best of my knowledge and belief, it is true, correct and complete.

________________________________________________________
Candidate’s Signature  Date
SCI POLICY REGARDING
STAFF AND VOLUNTEERS

1. The staff is responsible for the day-to-day operations of the corporation.

2. The volunteers (i.e. officers and directors) of the corporation are responsible for setting SCI policy and long-term direction, establishing a budget, and hiring the Chief Executive Officer. The volunteers work through the Board, appointed committees and committee chairs, Executive Committee and President.

3. The Board has one staff person, and that person is the Chief Executive Officer. All other SCI staff and contractors work for the Chief Executive Officer. On matters of staff operation, administration of the budget or policy, personnel matters of any nature and on any matter that can be considered a staff function, staff works at and through the exclusive directions of the Chief Executive Officer.

4. The Chief Executive Officer is accountable and reports to the Board of Directors through the Executive Committee and President, and shall assume such responsibilities and perform such duties as may be assigned by the Board of Directors or through the Executive Committee or President.

5. The President is responsible for managing the volunteer side of SCI.

6. SCI Volunteers work “for” the membership and through the President and SCI staff work for and through the Chief Executive Officer. For matters of policy direction, personnel, financial administration and other matters of significance volunteers go through the President to staff and staff goes through the Chief Executive Officer to volunteers. This route is not necessary for routine matters of implementing established work plans. When a request comes from a volunteer directly to a staff member, regardless of the volunteer’s position with SCI, staff members are to use good judgment in responding to the request. If the request is for simple assistance, coordination or other routine matters the staff member should address the matter as appropriate. If the request is a directive or involves a significant matter involving considerable staff time, change in direction or work plan, or spending outside of the approved budget, then the staff member may ask the volunteer to go through the appropriate channels and through the Chief Executive Officer or the President.

7. If a staff person of SCI has a complaint or problem, he or she shall utilize the chain of command and voice the complaint or problem to his or her immediate supervisor. If the complaint involves the immediate supervisor, then the staff member shall voice the concern to the Chief Executive Officer. If the complaint alleges illegal or unlawful conduct by the Chief Executive Officer, the concern shall be addressed in writing to the President who may bring the matter to the attention of the Executive Committee.
8. No volunteer shall contact a member of the staff directly regarding a complaint or concern of the staff member unless and until the chain of command has been utilized and exhausted.

9. Problems managing volunteer actions or significant actions regarding volunteers are referred to the President for action.

10. Failure by a staff member to follow this complaint procedure may be grounds for disciplinary action up to and including dismissal, in accordance with the rules and regulations of SCI.

11. Failure by a volunteer to follow this complaint procedure may be grounds for sanctions in accordance with the bylaws, and removal from committee positions.

Print Name: ________________________________

Signature: ________________________________

Date: ________________________________
INDIVIDUAL PETITION FOR SCI BOARD NOMINATION  
2014 – 2015 ELECTION YEAR

[Your Name] for Office of [Position You are Running For]

I nominate by petition this candidate for the office listed above per the SCI Bylaws.

__________________________
Signature

__________________________
Printed Name

__________________________
Current Board Position

__________________________
Date

Return To: [Insert Your Information Here]
SINGLE DOCUMENT PETITION

We, the Undersigned, Do Hereby Nominate By Petition

[Your Name]

For the Office of [Position You are Seeking]

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Proxy Voting

Byllaws of Safari Club International (Based on the SCI Bylaws dates May 11, 2013)

Provided below are the guidelines outlined in the SCI Bylaws for proxy voting. If you are attending the Board meeting to vote on behalf of a Chapter President, you must be a member in good standing and have a proxy letter on chapter letterhead signed by the Chapter President in order to receive a ballot and vote. In addition, you must fulfill the requirements as noted in the Bylaws (if necessary).

If you are attending the Board meeting as a proxy via video conference, the Registration Department must have the Proxy Letter and Video Conference Registration Form by the deadline in order for your registration to be processed.

If, after reading the guidelines below, you have any questions, please contact Stephanie Carabeo at (520)620-1220 ext. 268 or scarabeo@safariclub.org.

Article VI. Section 8
Voting and Action by Directors at Meetings

Every Director who is present and voting at a Board meeting is entitled to one (1) vote only, even though the Director may attend such meeting in more than one (1) capacity.

A. Proxy Voting and Cumulative Voting are Prohibited.

(1) General Prohibition - Proxy voting and cumulative voting are prohibited at any meeting of the Board of Directors.

(2) Exception for Chapter Presidents.

(a) Notwithstanding Subsection B(1) above, a Director who (i) sits on the Board by virtue of his position as Chapter President, and cannot personally attend a Board meeting, or (ii) holds another voting position on the Board of Directors in addition to his position as Chapter President, may authorize another member of his Chapter, not otherwise a member of the Board, to represent the Chapter at such meeting, and to vote on behalf of the Chapter on issues before the meeting by signing an appointment form and submitting the signed appointment form to the SCI Secretary. By law an appointment is valid for one month unless a different period is expressly provided in the appointment form. In the event the Chapter president for any reason cannot appoint and authorize another member of his Chapter to represent the Chapter at the Board meeting, and the Chapter President appoints the Chapter's board of directors as his/her attorney-in-fact, that Chapter's board of directors may then appoint and authorize such other member of the Chapter to represent the Chapter at the SCI Board meeting by signing the appointment form as the Chapter President's attorney in fact and submitting the signed appointment form to the SCI Secretary.

(b) Where an individual is a member of more than one (1) SCI Chapter, he or she may only be assigned and authorized to represent the Chapter if he has been a member of the Chapter for at least six months prior to the time of the meeting in question, except that this shall not apply in the case of a chapter newly chartered within such six-month period.

(c) The SCI Secretary shall insure that these provisions on proxy voting are included in each notice of a Board meeting, as required in Article VIII, and that these provisions are also published annually in the issue of the Official Journal containing the Election Commission report.
Sample Proxy Letter – Remit on Chapter Letterhead

If you are attending the Board meeting to vote on behalf of a Chapter President, you must be a member in good standing and have a proxy letter on chapter letterhead signed by the Chapter President and submitted to the SCI Secretary in order to receive a ballot and vote. In addition, you must fulfill the requirements as noted in the Bylaws (if necessary).

Dear Mr. Bruce Eavenson:

I, ______ (insert chapter president’s name), the Chapter President of the _____ (insert chapter’s name) Chapter am unable to attend the ______ (insert month of Board Meeting), 2013 Board of Directors Meeting. I will be sending ______ (insert name of proxy) to act as my proxy in all voting matters before the Board during this meeting.

Sincerely,
(must contain original signature)
Name of Chapter President
Chapter President

Original letter must be sent to:

Stephanie Carabeo
Safari Club
International
4800 W. Gates Pass
Road Tucson, AZ
85745

To expedite your submission, a copy can be faxed or e-mailed to (520) 618-3558 or scarabeo@safariclub.org in addition to the mailed original.