

CONSTITUTION AND BY-LAWS OF THE SHAWNEE BOAT & SKI CLUB, INC.

ARTICLE I - PURPOSE AND NAME

Section 1. This Corporation is organized NOT for profit and the objects and purposes to be transacted and carried on are: To bring together those persons who are interested in boating and water-skiing, in order to further and promote the sport and sportsman-like conduct of those interested there-in; promote boating and water-skiing safety through increased public education in said sport; promote and strive for adequate facilities to provide maximum safety for all those participating in said sport; propose and aid in securing the enactment of appropriate legislation governing the use and operation of boats and the adequate enforcement thereof.

Section 2. The name of this Corporation shall be “THE SHAWNEE BOAT & SKI CLUB, INC.”.

Section 3. The Corporation shall NOT have authority to issue capital stock.

Section 4. From this point forward all references to club shall mean The Corporation.

ARTICLE II - MEMBERSHIP

Section 1. The membership application shall contain an agreement to abide by the Constitution & By-Laws of the club. An application for membership must be accompanied by the first year’s annual dues and the initiation fee. All Ski Club Boat and Personal Watercraft owners must provide KA#’s and proof of \$300,000.00 liability insurance and a certificate of insurance must be on file with the Membership Chairperson.

Section 2. Any member or officer may resign from the club upon notice in writing addressed to the Corresponding Yeoman.

Section 3. Membership in the club will be terminated annually for non-payment of dues if not paid by January 31st each year. Members so terminated may be reinstated by payment of the reinstatement fee according to Article VIII, Section 9.

Section 4. For infraction of the club’s constitution, by-laws, or rules and regulations, the Board of Directors shall have the authority to demand said member(s) written resignation from the club, and upon their refusal to do so, shall have the authority to expel said member(s) by a two-thirds vote; provided, however, no member(s) shall be expelled or otherwise subjected to club discipline without being given the privilege of appearing before the board to answer and defend themselves against the charges alleged; provided further, that said charges against any member(s) must be in writing and signed by the complainant(s). Provided further, that if the member(s) so charged is/are ordered expelled by the Board of Directors they may request the Commodore of the club to refer said charges to the next scheduled club business meeting and if two or more members of the Board of Directors join in said request in writing, it shall be granted and said charges shall be considered de novo by the whole club by a two-thirds majority vote of the members present at said meeting being necessary to either affirm or reverse the order of the Board of Directors.

ARTICLE III - MANAGEMENT

Section 1. The management of the club shall be vested in the Board of Directors.

ARTICLE IV - BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the Commodore, Vice-Commodore, Rear-Commodore, Yeoman, Corresponding Yeoman, Purser, Chairperson of the Program and Entertainment Committee, Chairperson of the Membership Committee, Chairperson of the Publicity Committee, Two Fleet Captains, and the Past Commodore. The Tournament Director shall be an appointed member of the Board of Directors as designated by the Board of Directors.

Section 2. All members of the Board of Directors shall hold office for one year or until their successors are duly elected and sworn in. The Fleet Captains shall hold office for two years.

Section 3. The Board of Directors may employ whatever personnel they deem necessary and for which funds are available, and/or authorized, to aid in the management of the club.

Section 4. Regular meetings of the Board of Directors shall be held not less than quarterly at a time and place designated by the Commodore and the financial report of the club will be made by the Purser at each club business and officers meeting.

Section 5. Special meetings of the Board of Directors may be called by the Commodore, or any two officers in agreement. Officers must be given at least seven days written notice to permit all officers to be present, taking into consideration the availability to transportation and other contributing factors.

Section 6. The Commodore and Vice-Commodore will serve on a Capital Improvement Committee in accordance with the Shawnee County Master Plan.

ARTICLE V - OFFICERS

Section 1. The elective officers of the club shall be: Commodore, Vice-Commodore, Rear-Commodore, Yeoman, Corresponding Yeoman, Purser, Chairperson of the Program and Entertainment Committee, Chairperson of the Membership Committee, Chairperson of the Publicity Committee and Two Fleet Captains.

Section 2. The officers shall be nominated and elected by the members at the annual meeting held in January of each year and hold office for the term of one year (two years for fleet captains) or until their successors have been elected and sworn in.

Section 3. The Commodore shall be present at all meetings of the club and of its Board of Directors and preside over each meeting, shall appoint all committees with the exception of the elected committees, and shall be a member ex-officio of all committees. The Commodore shall carry on those responsibilities assigned to the position by the By-Laws and the Board of Directors, and shall appoint a committee to audit the books of the Purser in January, which committee shall make a report at the next scheduled club business meeting. The commodore shall handle all correspondence with the county and negotiate the club's contract when the time comes along with an individual appointed by the Board of Directors if the Board of Directors deems it to be beneficial. The commodore shall prepare the annual calendar and capital improvements. He/she shall also be on the club's financial accounts and handle transactions as needed. He/she shall host the January officers meeting.

Section 4. During the absence or temporary incapacity of the Commodore, the Vice-Commodore shall perform the duties and have the powers of Commodore. The Vice-Commodore shall at all times aid the Commodore in any way requested. The Vice-Commodore shall be the Dock master for all rowing regatta events. He/she shall also be responsible for keeping the list of officer's keys and codes for the building storage room. He/she shall also be responsible for evaluating the club's liability insurance for coverage amounts and premiums. He/She shall be responsible for recruiting the Chairpersons for all club service events.

Section 5. During the absence or temporary incapacity of both the Commodore and the Vice-Commodore, the Rear-Commodore shall assume the duties and have the powers of the Commodore. The Rear-Commodore shall be in charge of maintaining the club's shelter house and grounds, and shall at all times aid the Commodore in any way requested. He/she shall check the club's rest rooms prior to and during club events and campouts. Organize club work events and notify the corresponding yeoman of date & time to be put in the club's monthly newsletter. Keep a roster of all persons who have volunteered their time, services, or money to benefit the club so the officers have a list of volunteers to invite to the annual appreciation banquet.

Section 6. The Yeoman shall record, keep, guard, read, and generally be held responsible for the minutes of all club business meetings. The Yeoman shall at all times keep an accurate record of any and all happenings at the club business meetings as well as notes on the discussions of the officers meetings. The minutes and notes shall include the date of the meeting, the location of the meeting, the officers present at the respective meeting and the start and end time of each meeting. The reading of the previous club business meeting shall include the officer's reports as well. All discussions and votes shall also be recorded and read. Notes on old & new business must be taken as well and read. He/she shall also be on the club's financial accounts and handle transactions as needed.

Section 7. The Corresponding Yeoman shall conduct all the correspondences of the club and shall be responsible for the notification to all members of the time, date, hour and place of any and all special events or meetings via the monthly newsletter. The Corresponding Yeoman shall make a report at each club business meeting of all incoming correspondence of interest. He/she shall be responsible for gathering information, creating, and mailing/e-mailing the newsletter on the Monday before the first Thursday of each month. He/she shall be responsible for checking the club's mailbox along with the purser. The mailbox shall be checked at a minimum of every two weeks and at least weekly during the months of Jan., Feb., March, April, July, Aug., November, and December.

Section 8. The Purser shall keep all financial records and accounts of the club and shall have charge of its funds. The Purser shall keep all funds in an institution approved by the Board of Directors and in the name of the club, subject to withdrawal by checks signed in such a manner as from time to time to be approved by the Board of Directors. The Purser shall disburse the funds of the club under the direction of the Board of Directors. Small bills for postage and supplies may be paid without a receipt when authorized by the Commodore. The previous years books shall be given to the appointed Audit Committee at the January meeting for auditing in accordance with Article V, Section 3. The purser shall issue membership cards to all members upon payment of annual dues. Members must request membership cards for their children, ages 16 and over, in writing, with their dues payment. All paid memberships shall be forwarded to the corresponding yeoman for roster updates. He/she shall be responsible for checking the club's mailbox along with the corresponding yeoman. The mailbox shall be checked at a minimum of every two weeks and at least weekly during the months of Jan., Feb., March, April, July, Aug., November, and December. He/she shall give a financial report at all club business meetings and officers meetings to include account balances as well as the balance of the capital improvement fund per the by-laws.

Section 9. The Membership Chairperson shall be responsible for the solicitation of new members and also keep on file the member's information sheet to include the member's KA numbers and insurance certificate if applicable. He/she shall complete member information sheets and announce new members to be sworn in and forward the new member information to the corresponding yeoman for roster updates and any dues shall be forwarded to the purser. Member information sheets shall be available at all officer and club business meetings for review if needed. He/she shall be the Chairperson for the Ski Queen Committee and appoint the committee members.

Section 10. The Program and Entertainment Chairperson shall be responsible for the refreshments for all club business meetings.

Section 11. The Chairperson of the Publicity Committee shall appoint necessary members to serve on all publicity campaigns and this Committee shall be responsible for all publicity and news releases. He/she shall also be the fundraising chairperson for the ski tournament as well as be responsible for the ski tournament book, the printing, and distribution of the book and all sponsors ads as well as the bio of the ski club queen.

Section 12. The Fleet Captains are responsible for special events and are elected for a two-year term. Each January's ballot shall include one Fleet Captain nominee for election. They shall be responsible for all club parties, for example but not limited to: Card Party, Bowling Party, Scavenger hunt, Appreciation banquet, Halloween party and the Christmas party.

Section 13. The Tournament Director shall be responsible for club's Annual Water Ski Tournament to include the state tournament if applicable. He/She is voted into the position usually in September of the preceding year. He/She shall appoint a tournament committee and an Assistant Director. By December 31st of the preceding year the Director shall be sure to have submitted our tournament information to the Midwestern Region USA Water Ski Director along with the appropriate fee and must also include the names of the Chief officials. During January preceding the tournament he/she shall submit appropriate paperwork and fees for the club's tournament sanctioning to the USA Water Ski Headquarters. By May 1st arrange for volunteers for concession stand, order needed supplies and if State tournament, arrange for the trophies and banquet, and also apply for a special event permit at the Kansas State Wildlife and Parks Office, as well as be sure the Club Federation dues are paid no later than the start of the State Tournament. He/She shall assist their successor with guidance the following year.

Section 14. Any willing and qualified members of the club may fill vacancies in any elective office by a vote of the members, at a club business meeting where a quorum is present.

Section 15. Any officer may be impeached by a majority vote of the members present at any club business or special meeting, provided all members have been notified of the impending action at least seven days prior to the meeting.

Section 16. No member may hold more than one elective office at one time.

Section 17. No member may vote at the annual election unless his or her dues are paid for the ensuing year.

ARTICLE VI - FISCAL YEAR

Section 1. The fiscal year of the club shall commence on January 1st, and end on December 31st, of the same year.

ARTICLE VII - EXPENDITURES

Section 1. Any expenses incurred by any member of the club in carrying out their duties, or in aiding the club in any way, shall not be paid unless previously authorized by the Board of Directors, or unless payment is voted on by the members present at any club business meeting.

Section 2. In no case should the Board of Directors authorize expenditures in excess of \$500.00 without a vote by the membership at a club business meeting, unless it is an emergency.

ARTICLE VIII - DUES AND ASSESSMENTS

Section 1. For membership in the club the applicant will be required to pay an initiation fee of \$50.00 plus the annual membership dues.

Section 2. The annual dues for each member of the club shall be \$125.00 per year which shall entitle the dues paying member and all members of his/hers immediate family to membership in the club. Immediate family shall consist of the member, the member's spouse, and all children who are full time students to age 23 and living at home.

Section 3. There shall be no special assessments.

Section 4. Members who have been transferred from the area due to their occupation and are in good standing at the time of their departure may be reinstated upon their return by paying the pro-rated fee according to Section 8 of this article.

Section 5. All members who attain the age of 55 (fifty-five) on or before January 1st and have been a Shawnee Boat & Ski Club, Inc. member for 10 (ten) consecutive years or more will be eligible for the "Golden Pond" rates. Golden Pond rates are one half (1/2) of the regular annual dues. Special circumstances maybe presented to the Board of Directors for consideration of the appropriate amount.

Section 6. Any individual or family wishing to join the club after July 1st of any year shall be granted pro-rated membership dues for that calendar year. The current initiation fee and the entire pro-rated dues must be paid at the time of initiation. This privilege is granted to new members or previous members who have not belonged to the club for at least two consecutive years.

Section 7. All initiation fees and twenty-five percent (25%) of all membership dues are put into the "Capital Improvement Fund" for use by the club for annual capital improvements to the club's facility, property, and/or grounds.

Section 8. The pro-rated fee shall be assessed at 10% of the current annual dues rounded to the nearest dollar. This amount will be charged per month for the number of months left in that calendar year.

Section 9. The reinstatement fee shall be \$10.00 when dues are paid after January 31st, \$20.00 after February 15th, and \$30.00 after March 15th. Dues paid after April 1st must include the full initiation fee of \$50.00. The postmarked date of the mailing will be the determining factor for the fees to be assessed.

ARTICLE IX - MEETINGS

Section 1. The annual meeting of the members of the club shall be held on the first Thursday in January.

Section 2. Club business meetings of the members of the club shall be held on the first Thursday of the scheduled month. The club business meetings shall be to conduct business matters of the club. Other meetings may be used for a gathering of the membership for other activities. It is strongly recommended that when the annual calendar of the events is prepared that the meetings for the year be decided on and published by the 1st of March each year. It is also strongly encouraged that the club gather for activities or club business meetings on a monthly basis.

Section 3. Written notices of the place, date and hour of all club business meetings and club activities of the members shall be prepared and distributed to the membership by the Corresponding Yeoman.

Section 4. Special meetings of the members of the club may be called by the Commodore, any 2 current year officers, or by any fifteen (15) members upon giving seven days written notice, which notice shall state the place, date, hour and purpose of the meeting.

Section 5. All meetings of the members shall be held at the place, day and hour designated in the notice.

Section 6. No member shall have the floor at any meeting unless recognized by the Commodore.

ARTICLE X - NOMINATIONS AND VOTING

Section 1. The Commodore shall appoint at the November meeting a Nominating Committee consisting of at least three members whose duties it shall be to nominate a slate of officers for the coming year.

Section 2. The Nominating Committee shall nominate one or more candidates for each office after obtaining the consent of the candidates to serve. The election shall take place at the annual meeting in January and majority elects. Candidates must have their dues paid by election night. The January voting process shall be held by the members present voting for candidates on a ballot. This ballot shall be given to all members present, the members shall vote, and then turn in the ballots to the Nomination Committee for counting. The Nomination Committee shall then report on the new officers to be sworn into office.

Section 3. Voting for any amendment to the Constitution and By-Laws, for membership expulsion, or officer impeachment shall be by secret ballot.

Section 4. A vote shall be considered invalid if the member casting such a vote has not paid his/her dues.

Section 5. Each adult member of the family shall be entitled to one vote.

Section 6. When a child reaches the age of 18 and/or moves away from home, and the parents are members in good standing, he/she will become a member with voting privileges without having to pay the initiation fee. He/she will however have to pay the annual membership dues by the January following the attained age of 23 or his/her move away from home.

ARTICLE XI - AMENDMENTS

Section 1. The Constitution and By-Laws may be amended at any club business meeting of the club, by a majority vote of the members attending such meeting, provided a notice of such proposed amendments shall have been mailed to each member with notice of the meeting at which the amendment(s) are to be considered.

ARTICLE XII - OPENING AND CLOSING CEREMONIES

Section 1. The Commodore shall start all club business meetings of the members of club as follows: “I now declare this meeting of the Shawnee Boat & Ski Club open for the transactions of such business as may properly come before it.”

Section 2. The following order of business is suggested but it may be altered to suit the requirements. Roberts Rules of Order shall decide all questions of a parliamentary nature.

1. Roll call of Officers
2. Reading of the minutes of the previous meeting
3. Applications for new membership
4. Initiation of new members
5. Report of Purser
6. Report of Officers & Committees
7. Communications
8. Unfinished business
9. New business
10. Closing

ARTICLE XIII - INITIATION CEREMONY

Section 1. All new members before being admitted to full membership, shall have read the Constitution and By-Laws and subscribe to the following obligation: “I _____, pledge my honor to faithfully observe, the Constitution and By-Laws of this club, and the Constitution of the United States, to faithfully perform all duties assigned to me, to the best of my ability and skill, to so conduct myself at all times, as not to bring reproach upon my club.”

ARTICLE XIV - INSTALLATION OF OFFICERS

Section 1. The installation ceremony may be performed by the retiring Commodore, the acting Commodore, or any of the elected officers. The installation officer says: “Give attention while I read to you this obligation; Do you hereby pledge on your honor to perform the duties of your respective offices as required by the Constitution and By-Laws of this club to the best of your ability and with complete good faith to support and advance and carry out all official policies of the Shawnee Boat & Ski Club, Inc., to deliver all books, papers, and other property of the club that may be in your possession at the end of your term to your successor in office, and at all times conduct yourself as becomes a member of this club? If so respond with “I do”.

“In your obligation should any emergency arise not provided for in The Constitution and By-Laws you will be expected to act in accordance which dictates that of common sense, guided by an honest desire to advance the best interest of the Shawnee Boat & Ski Club, Inc., I trust you will all faithfully perform your duties so that you may gain not only the esteem of your fellow members, but what is of even more importance, the approval of your conscience. You will now assume your respective offices.”

ARTICLE XV - SKI CLUB KING/QUEEN CANDIDATE

Section 1. Candidate(s) must be single and between the ages of 13 to 19 inclusive.

Section 2. Parents and candidate must have been members of the Shawnee Boat & Ski Club, Inc. for one year prior to contest.

Section 3. The candidate must be able to slalom ski. (By this we mean he/she should be able to get up on one ski and at least do a fair job of skiing on one ski.) This is a requirement to be demonstrated before the Membership Chairperson scheduled before the judging.

Section 4. Candidate(s) are to let the Membership Chairperson know they want to be a candidate 30 days before the scheduled event.

Section 5. A candidate may only be selected king/queen once and will not be allowed to enter again.

Section 6. The King/Queen shall each receive a \$200.00 gift certificate. The budget for the King/Queen shall not exceed \$500.00.

ARTICLE XVI - SKI CLUB KING/QUEEN JUDGING

Section 1. The judges shall consist of three non-club members and two club members.

Section 2. The Panel of judges shall pick a King/Queen with a first and second runner up if applicable. If the King/Queen should marry before his/her year is up, he/she shall forfeit his/her title to the first runner up and so on.

ARTICLE XVII - RULES AND REGULATIONS OF THE SHELTER HOUSE AREA

Section 1. All members ages 16 and over will be issued a membership card by their parents request and will be required to have it with them at the Shelter House Area. They may be required to show 2 forms of I.D. and the membership card to any other member or Lake Official.

Section 2. Any violation of the following rules will be subject to ARTICLE II, Section 4.

1. All guests must be with a member in good standing.
2. No profanity
3. All skis and skiing equipment must not hinder traffic.
4. Members will be responsible for their guest.
5. No running on the docks.
6. No indecent clothing/exposure or unsafe actions in the pool area.
7. All pets must be on a leash, under control, and out of the swim area.
8. Keep area clean. Don't throw trash in the sand or water.
9. No swimming in street clothes.
10. Members, 16 and over, must have membership card with them.
11. Follow Lake Shawnee Rules.
12. All private parties must be cleared with the Commodore.
 - a. At the Commodore's discretion, certain unaffiliated groups may be required to supply the club with proof of insurance that is in force through the scheduled event. There are several weekends that there will be no private parties allowed, depending on the activities happening for the entire club membership as a whole.
13. No fishing from the docks or in the swimming area.
14. Swimming allowed only in the swim area.

Revised 8/95

Revised 12/97

Revised 12/98

Revised 10/99

Revised 1/00

Revised 5/01

Revised 9/02

Revised 11/02

Revised 2/05

Revised 4/06