

South Side Boat Club – Keokuk, Iowa

By-Laws, March 2, 2013

Article I – Name

Section 1: The name of the organization shall be South Side Boat Club (SSBC) – Port of Keokuk, Iowa. This is a not-for-profit organization, incorporated under the laws of the state of Iowa.

Section 2: Physical Address is 625 Mississippi Drive, Keokuk, IA 52632.

Section 3: Mailing address is P. O. Box 674, Keokuk, IA 52632

Article II – Purpose

The South Side Boat Club is organized exclusively for safety, educational, and recreational purposes. Specifically, this organization exists to:

- A. Promote safe recreational use of the Mississippi River
- B. Provide boaters a safe, convenient docking location to stop, use restroom facilities, and properly dispose of trash items
- C. Be a place of protective shelter during time of sudden weather changes or any other emergency that may arise
- D. Provide day time and overnight docking facilities
- E. Provide an outlet for non-boating members to enjoy the river
- F. Plan and carry out social activities throughout the year, with a balance of family and adult-only events
- G. Offer facilities for special events to members, non-members, and community groups
- H. Serve as a welcoming ambassador to guests visiting this community
- I. Serve as observation headquarters for the Department of Natural Resources during Keokuk's annual Bald Eagle Appreciation Days held each in January (an event sponsored and promoted by the Keokuk Convention and Tourism Bureau).

Article III – Membership

Section 1: Membership in the SSBC is open to any person 18 years or older. SSBC is non-discriminatory on the basis of race, creed, color, country of origin, or gender. This club is subject to all federal, state and local government rules and regulations. The membership year is based on the calendar year with annual dues paid on or before the last day of January of the current membership year. Unpaid membership dues will require that the person(s) be removed from the club membership list on February 1st, unless other arrangements have been made.

Section 2: Type memberships are:

- A. Individual
- B. Couple – Couple is defined as husband and wife, significant other, or any other legally defined partner. Both members of the couple have one vote in deciding club issues and elections.
- C. Active Military – Active military includes military member and his/her family. Deployed military members and their families are exempt from dues during their deployment.

- D. Lifetime (one time \$1000 donation) – Lifetime member can be an individual or couple. A Lifetime Individual has one vote. Lifetime couple each get one vote.

Section 3: Dues for the upcoming year will be set by the Leadership Council not later than October 1. Members may pay upcoming year's dues at that date. Dues must be paid in full by the last day of January. Unpaid members will be removed from club membership list on February 1, unless other arrangements have been made.

Section 4: Potential members must submit a completed application for membership, along with the applicable dues payment, to the South Side Boat Club. Applications will be considered at the following Leadership Council meeting. If the Council has a quorum, applications will be offered to a vote. A simple majority is approval for membership.

Section 5: Guests, including individual-member spouses/significant other/legal partner, may visit the South Side Boat Club five (5) times during a calendar year. Members must accompany their guests. Both the guest and member are required to sign in.

Section 6: A member will not be admitted if they are not duly qualified and paid in good standing. Any member who falls outside of good standing will have their membership revoked. Revocation will only take place after a verbal warning (from current member of Board), followed by a written warning from current Board of Trustees, followed by membership termination. The written warning and termination recommendation must be properly placed into motion, seconded, and voted by a quorum of the Board of Trustees. Membership dues of a terminated member will not be refunded.

Section 7: Any Leadership Council Member, or in their absence, the bartender, will have the authority to order a member and/or guest to leave the premises for misconduct. Such instances will be reported to the Board of Trustees for further action.

Article IV – Leadership Council and the Board of Trustees

Section 1: The Southside Boat Club Leadership Council consists of club officers (president, vice-president, secretary, treasurer, and five (5) Trustees.

Section 2: The five Trustees mentioned in Section 1, shall be the Board of Trustees.

Section 3: Responsibilities of each position include:

FULL LEADERSHIP COUNCIL

- Set membership dues, club fees, and docking fees for upcoming year, prior to October 1
- New Leadership Council will have an approved budget by January 1.

PRESIDENT

- Presides over all meetings.
- Supervises the work of other officers and committees.
- Appoints committees with consideration taken as to the talents and desires of their duties.
- Is an ex-officio member of all committees
- Becomes a trustee in the following term for one year, in a non-voting capacity. The past president will have a vote when it is needed to break a tie.

VICE-PRESIDENT

- In the absence of the president, the vice-president will preside over meetings.
- Works with the president to know the details of current and prospective committees. Be able to discuss engineering issues as deemed necessary.
- Know all aspects of the Club By-Laws.
- Be the investigative arm of the club for legal issues
- Be prepared to assume position of President if situation warrants.

SECRETARY

- In the absence of President and Vice-President, the secretary will preside over meetings.
- Notifies members of scheduled meetings.
- Keeps detailed notes, including the presence of officers at meetings.
- Reads the minutes from past meetings.
- Assists the President, Treasurer, and Trustees in advertising, marketing, press, and newsletters.
- Responsible for safe storage and retrieval of important club documents.

TREASURER

- Handles and keeps record of South Side Boat Club finances.
- Keeps records of income and expenses to allow for swift auditing.
- Works with Vice-President on legal matters, required licenses, permits, and city/state/federal requirements.
- Assures proper and swift retrieval of documents as noted above. Records to be kept at club facility, in an orderly fashion.
- Insures members receive their membership cards in an accurate, orderly, and timely fashion.
- Helps prepare the annual budget.
- Prepares records for yearly audit, presents to the Trustees for review.

TRUSTEES

- Consists of five (5) member team
- Each Trustee has specific responsibilities as appointed by the President, such as: Inside Maintenance, Outside Maintenance, Dock Maintenance, Over-seeing the Bar, Special Events, Promotions and Fundraisers.
- Responsible for handling private party bookings.
- Can recommend an additional one-year term one time for current President.
- Decides on all internal matters not covered in these bylaws

Section 4: A quorum of the Leadership Council is five (5) members and shall include at least one of the elected officers (President, Vice-President, Secretary, or Treasurer).

Section 5: The Board of Trustees will, by appointment, fill any vacancies in the Leadership Council till next election.

Section 6: Removal from office can happen only after approval of 2/3 of full Leadership Council (6 members).

Section 7: Willful misconduct – it is the duty of the Board of Trustees to properly address and to take appropriate action when knowledge of board member misconduct is revealed.

Section 8: If the office of President is vacated, the position is automatically filled by the Vice-President. A special election will be initiated to fill the Vice-President position.

Article V – Leadership Council Nominations and Elections

Section 1: The President will appoint a nominating committee of not less than five (5) club members to recruit a list of nominees for the upcoming year. The committee will meet in September, and shall submit their list of nominations to the board by the first October. The board will approve the nominations and prepare ballots, which must be post marked not less than 14 days prior to the election.

Section 2: Qualifications for nominees:

- A. Member in good standing
- B. Be approved by the Board of Trustees
- C. Can hold only one office at a time
- D. Nominees for President and Vice President should have extensive knowledge in the operation of the club (current or previous board member preferred)
- E. If an officer resigns before completing term, that officer cannot run for another office for one full year.

Section 3: Voting:

- A. A term is defined as one (1) year
- B. Voting takes place by secret ballot. Voting can be cast by:
 - I. Mail in ballot, returned in a sealed envelope with member's printed name and signature across the seal. All mail in ballots must be received no later than day prior to election. Ballots received after this date will not be opened.
 - II. In person early voting can be done at the South Side Boat Club during regular business hours, the week prior to election. Qualified members can complete a mail in ballot as described in Section 3, B (I), and deposit into a designated, secure box. This method of voting will end at the close of business, day prior to election.
 - III. In person voting will occur at South Side Boat Club, on election day, during the hours determined and posted by the Board of Trustees. Any qualified member who is in line to vote at the end of voting hours, will be allowed to vote.
- C. The secretary will compile a list of qualified members who voted by mail in ballots as described in Section B (I & II). A member who voted by mail in ballot will not be allowed to cast a vote on election day.
- D. If only two candidates are nominated, the winner is the one who receives one-half the votes plus one (1). In case of tie, deciding vote is by the 5 Trustees.
- E. If more than two candidates, the winner is the one with the most votes. In case of tie, deciding vote is by the 5 Trustees.

Article VI – Meetings

Section 1: All meetings will be held at the South Side Boat Club, unless noted differently.

Section 2: The Leadership Council will meet the first Monday of every month at 6:00 p.m. Additional Council meetings will be scheduled and posted as needed. Members wishing to bring up items of business at the Council meeting can notify a Council member not less than 3 days prior to the meeting so that it can be placed on the agenda for discussion by the Council.

Section 3: Membership meetings will take place the third Tuesday of the month in February, April, June, August, and December at 6:00 p.m., unless otherwise scheduled.

Section 4: South Side Boat Club Annual Meeting will be held the third Saturday in October at 11:00 a.m. It is during this meeting that the President presents the "State of the Club" to the membership. Subjects to be covered will include membership, finances, leadership plan, and any significant on-going or planned improvement for the club. Copies of the South Side Boat Club financial statement will be available for members to review. Elections for the upcoming year will occur at this meeting, and the incoming Leadership Council will be introduced.

Article VII – Committees

Section 1: It is the responsibility of the incoming President to name committee chairs for his/her upcoming year in office. Committee chairs shall be named prior to January 1. It is recommended that the incoming President recruit committee chairs and members during the Annual Meeting.

Section 2: Standing Committees will be:

- A. Indoor Maintenance Committee
- B. Outdoor Maintenance Committee
- C. Dock Maintenance Committee
- D. Promotions and Fundraiser Committee
- E. Membership Committee

Section 3: Special Committees will be created by the Leadership Council. Special Committees will normally have a defined purpose and start/end date. Those can include:

- A. By-Laws Committee
- B. Decorations Committee
- C. Nominating Committee
- D. Election Schedule Committee

Article VIII – Use of Club Facilities

Section 1: Boat docks will be set in the river not later than April 30 and removed no earlier than October 30 each year, weather and river levels permitting. Overnight visitors will be charged a fee, which will be set by the Leadership Council and posted prior to April 30. Members are also allowed to dock overnight at a reduced fee, also set by the Leadership Council.

Section 2: Club hours of operation are determined by the Leadership Council, and are to be posted at the front and side entrances, visible both from the inside and the outside. The Leadership Council can change the hours of operations as needed as long as it abides by city, state, and federal requirements.

Section 3: The club will allow private parties, but will stay open to members during the rental by private parties. Private party scheduling is the responsibility of two (2) Trustees, appointed by the President. The Leadership Council will determine both member and non-member rental fees for the upcoming calendar year, by October 1. The rental fee will include a refundable damage deposit, also set by the Council. All alcohol and soft drinks will be purchased from the South Side Boat Club. Catered food must be purchased from an approved vendor of the South Side Boat Club. Non-approved vendors can be approved on a case-by-case basis by the Board. The renting party will sign an agreement to abide by all rules and regulations of the South Side Boat Club.

Article IX – By-Laws Amendments

Approval of amended By-Laws requires a majority vote of combination of mail-in ballots and secret ballots submitted at the membership meeting, or special meeting (if necessary). Proposed revisions will be prepared by a Leadership Council appointed By-Law Committee. Proposed changes will be presented to the Leadership Council, who will then forward to all current members, not less than 14 days prior to the membership meeting (or special meeting).

Article X – Adoption of By-Laws

The signatures herein certify that these by-laws, dated March 2, 2013, recommended by the Leadership Council, have been voted on and approved on this same date by the membership of South Side Boat Club.

<u>Signature</u>	<u>Printed Name</u>	<u>Title</u>
_____	_____	President
_____	_____	Vice-President
_____	_____	Secretary
_____	_____	Treasurer
_____	_____	Trustee
_____	_____	Trustee
_____	_____	Trustee
_____	_____	Trustee
_____	_____	Trustee