

LAKE ALDRED SKI CLUB BY-LAWS

Article I. NAME:

Section 1.01 *The name of this organization shall be the Lake Aldred Ski Club.*

Article II. PURPOSE:

Section 2.01 *The purpose of this organization shall be to encourage all forms of water recreation, promote water safety and to perform water ski shows.*

Article III. OFFICES:

Section 3.01 *The registered office of the Corporation shall be the personal home address of the current President of the Lake Aldred Ski Club.*

Section 3.02 *The Corporation may also have officers at such other places as the Board of Directors may from time to time appoint or the activities of the Corporation may require.*

Article IV. SEAL:

Section 4.01 *The Corporate Seal shall have inscribed thereon the name of the Corporation, the year of its organization and the words Corporate Seal, Pennsylvania.*

Article V. MEMBERS:

Section 5.01 *Meetings of the members shall be held at such place or places, either within or without the Commonwealth of Pennsylvania, as may from time to time be selected and scheduled by the President and the Board of Directors.*

- (a) Notice of meetings must be written or printed stating the date, time, place and objective thereof. Such notice shall be personally delivered or mailed or emailed to each member not less than 10 days or more than 60 days before the date of such meeting.
- (i) Official club decisions may be enacted at each meeting.
- (b) Special club meetings may be called at any time upon written request by 60% of the members of the Corporation. Business transacted at said meetings being confined to the object stated in the request.
- (c) The two year meeting of the members shall be held to elect officers no earlier than the second week of August nor later than the first week of October of the 2nd year. Notice of the annual meeting shall be made to club members as stated in Article V, Section 5.01(a). If a two year meeting is not

called and held within 6 months after the designated time, any member may call such a meeting.

Section 5.02 *Qualification of members shall be:*

- (a) Sponsored by one (1) member in good standing on club application, witnessed by two (2) members.
- (b) Accepted by appointed officers after a one year probation period.

Section 5.03 *Members found to be detrimental to this organization shall be:*

- (a) Warned in writing by the President.
- (b) Expelled by the officers of the Corporation for the 2nd offence.
- (c) Any member not attending 40% of club functions may be expelled by the officers.

Article VI. OFFICERS:

Section 6.01 *President*

- (a) The president shall be the chief executive officer to the Corporation, he/she shall preside all meeting. He/she shall see that all orders and resolutions of the Board and members are carried into effect.

Section 6.02 *Vice President*

- (a) The Vice President shall act in all cases for and as the President in the latter's absence or incapacity, and shall perform such other duties as he/she may be required to do from time to time.

Section 6.03 *Secretary*

- (a) The Secretary shall attend all sessions of the Board and all meetings of the members and act as clerk thereof, and record minutes of all its transactions in a book to be kept for that purpose; and shall perform like duties for all committees of the Board of Directors as required. He/she shall give, or cause to be given, notice of all meetings of the members and of the Board of Directors. He/she shall keep in safe custody the corporate seal of the Corporation and when authorized by the Board, affix the name to any instrument requiring it.

Section 6.04 *Treasurer*

- (a) The Treasurer shall have 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 keep the moneys of the Corporation in a separate account to the credit of the Corporation. He/she 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, Directors, and members at regular meetings of the Board or whenever they may require it an account of all his/her transactions and of the financial condition of the Corporation.

Section 6.05 *Membership Director* **(added 9/1/96)**

- (a) The Membership Director shall be responsible for receiving all new member applications and dues, all renewal dues, obtaining past due dues, keeping a current membership list, and publishing the membership list yearly. The dues received will be given to the treasurer monthly.

Section 6.06 *Two Directors at Large*

Section 6.07 *Officer Requirements*

- (a) In order to be nominated or elected to any office of the club, a person must be an active member in good standing for a period not less than two (2) years.
- (b) Service in each elective office is not limited.

Article VII. DIRECTORS:

Section 7.01 *The management of this organization shall be vested in the Board which shall consist of the Officers and the Past President. The Board has the authority to spend up to \$1000 without taking a club vote.*

Section 7.02 *Board meetings (minimum of four (4) board members) shall be held as required to conduct club business. Club meetings shall be specified in the By-Laws.*

Article VIII. VACANCIES:

Section 8.01 *If the office of any officer becomes vacant for any reason, the Board may choose a successor or successors, who shall hold office for the unexpired term in respect of which such vacancy occurred.*

Article IX. ANNUAL DUES:

Section 9.01 *The fiscal year of the club's business shall begin on January 1st and end December 31st of each year. Annual dues are payable by February 25th of each year*

Section 9.02 *Membership shall be as follows:*

- (a) Regular membership is defined as a single paying member (one person).
- (b) Family membership is defined as one or two adult family members and any children of that family until married.
- (c) Regular and family members 18 years of age and older are entitled to voting privileges. Limit to four (4) per family membership.
- (d) An increase in dues may be suggested by the Board and recommended to the Membership as the Board deems necessary, but not more often than annually. An assessment of club members may be suggested by the Board and recommended to the Membership as the Board deems necessary.

- (i) **The increase in dues or assessment must be approved by the membership at a scheduled club meeting as set forth in Article V, Section 5.01.**

Article X. NOMINATION AND ELECTION OF OFFICERS:

Section 10.01 *The elections shall take place at the annual meeting as set forth in Article V, Section 5.01, paragraph (c) and the slate of nominees to be voted on shall be published to the club membership*

Section 10.02 *The nominations and elections shall be conducted by the Nominating and Elections Committee.*

- (a) **The Committee shall be appointed by the Board each year prior to August 1st.**
- (b) **The committee shall consist of three (3) members; however, no Board member may be a part of the Committee.**
- (c) **The committee shall meet and slate club members for the office prior to the annual meeting.**
- (d) **Additional nominees may be slated at the annual meeting for the floor by other members present.**

Section 10.03 *Election shall be by:*

- (a) **All members present at the two year meeting.**
- (b) **All members not present have no voting power.**

Section 10.04 *There shall be no voting proxy.*

Section 10.05 *No nominee shall run for more than one (1) office.*

Article XI. PRESIDENTIAL APPOINTMENTS:

- (a) **Show Director**
- (b) **Social Director**
- (c) **Club Property Chairman**
- (d) **Parliamentarian**
- (e) **Various other Committee Chairman**

Article XII. MEETINGS:

Section 12.01 *Order of Business*

- (a) **Sign in.**

- (b) The Roberts Rules of Order may be waived by the President at his/her discretion.
- (c) Secretary Report. Minutes shall be read from the previous meeting. Any additions or corrections should be asked for and recorded.
- (d) Treasurer's Report:
 - (i) Total of incoming money (since last report).
 - (ii) Total of out going money (since last report)
 - (iii) Checking account balance as of the report date.
- (e) Officers and Committee Chairman's reports.
- (f) Old business.
- (g) New business.
- (h) Adjournment.

Article XIII. CLUB PROPERTY:

Section 13.01 *The officers shall be responsible for the maintenance, inventory and safe keeping of club equipment.*

Section 13.02 *A complete list of club property and club inventory (articles available sale) shall be prepared and distributed to all members prior to May 15th each year.*

Section 13.03 *Club members will have first option to purchase any club property which is voted by the officers to be sold.*

Article XIV. FINANCE AND AUDIT:

Section 14.01 *Prior to September 1st each year or as deemed necessary any audit committee consisting of three members in good standing (Board Members excluded) shall be appointed by the Board of Directors.*

(a) This committee will audit all financial records, transactions, documents, check book, receipts, etc.

(b) The audit is to be conducted within 30 days after the closing of the fiscal year.

Section 14.02 *The out going Treasurer shall forward all financial records to the Audit Committee on or before October 31st. at the audit conclusion the committee will forward the same to the new Treasurer.*

Section 14.03 *A statement and signed report will be forwarded to the entire membership.*

Section 14.04 *The club's financial records may be examined at anytime by and member or group of members.*

Article XV. MEMBERSHIP CERTIFICATES

Section 15.01 *Membership in the Corporation may be evidenced by Certificate of membership, in which case they shall be in such form and style as the Board of Directors may determine. Upon the face of each such certificate there shall be printed in clear type a statement that the Corporation is a non profit Corporation. They shall be signed by the Secretary and shall bear the Corporate Seal.*

Article XVI. AMENDMENTS

Section 16.01 *These By Laws may be altered, amended or repealed by a majority vote of the members of the Corporation who are present and entitled to vote at any regular or special meeting duly convened after notice to the members of that purpose.*

- (a) Providing a quorum is present
- (b) Such a meeting must be scheduled as stated in Article V, Paragraph 5.01 with a copy of existing By Laws and proposed changes mailed to each member eligible to vote.

Article XVII. CLUB PROPERTY

Section 17.01 *Club property may be used by all members and family at any time.*

Section 17.02 *Friends of members may use club property if a written release of liability form is signed and given to any officer in the Corporation or to any other club member.*