

**Mona Lake Boating Club By-laws**  
Revised December 7, 2021

**Article I. Name**

The name of the club shall be the Mona Lake Boating Club

**Article II. Purpose**

A: To promote and sponsor the development of Mona Lake and its property, watercraft of a noncommercial nature. To provide and maintain club facilities and social quarters for the members. To own and maintain all real and personal property, do any and all things necessary, proper or deemed expedient, and to do and perform any and all things permitted by the laws of the state of Michigan to be done and performed by such nonprofit organizations in connection with the business and purposes aforesaid.

B: To further and advance the cause of the environment and conservation in all its phases, and to perpetuate and conserve the fish, game, mineral, air, water, forest and land resources of the state, to so manage the use of all natural resources that this generation and posterity will receive the maximum benefit from the same.

C: To promote and encourage the scientific management and intelligent sustained use of the above resources, recognizing as a valid management tool the harvest and use of surplus wildlife and other renewable resources.

D: To promote conservation education programs designated to educate citizens in the cause of natural resource conservation and environmental protection and enhancement, creating in them awareness and understanding of the importance of this aim, equipping them to work knowledgeably and effectively toward this achievement and through rational discussion, to attempt resolution of all issues affecting our environment.

**Article III. Membership**

**Section 1.** Membership in this organization is open to anyone interested in the purpose of the club and its development and who agree to comply with the by-laws and rules of the organization.

**A. Class 1 Family Membership:** A family includes husband, wife, and all unmarried children to age 21. Husband and wife to be accorded complete privileges including equal voting for each husband and wife and full use of the facilities and guest privileges, in accordance with all rules of the Mona Lake Boating Club and the State of Michigan rules and regulations.

**B. Class 2 Single Membership:** An individual age 21 years or older is accorded full voting rights, full rights to use of all facilities and guest privileges. A single membership must conform to all Mona Lake Boating Club and the State of Michigan rules and regulations.

**C. Class 3 Life Membership**

A: Any member that has been extraordinarily involved in the benefit of the club and has a minimum of 20 uninterrupted years of membership shall be eligible for a life membership. A sponsor other than the applicant must submit application by July 31st to the Life Membership Committee. Application must include a history and resume of the member's involvement with the club. A maximum of 4 life memberships in this category may be awarded each year.

**D. Class 4. Widows and Widowers Membership:** A widow or widower of an active deceased member in good standing will be accorded full rights to the use of all facilities and guest privileges. This is a non-voting membership for the remainder of the calendar year, if the deceased member had a single membership. The widow or widower can apply for her or his own membership without initiation fees. If the deceased member had a family membership, the widow or widower's membership reverts to a single membership.

**E. Class 5. Legacy Membership:** At the age of 21 a Legacy Membership can be proposed for an individual whose parent or guardian is a member in good standing. The first year's membership of the proposed Legacy member will be **free of charge with no initiation fee.** The following conditions apply: Application must be filled out to provide or update sponsoring member's information and the application must have approval of the Board, then proposed to the membership for approval.

Application process should begin two months prior to birthday month as the membership procedure takes 60 days, therefore, it would be completed by the 21<sup>st</sup> birthday. If Legacy's birthday is late in the year, the application process should begin in August, therefore the legacy year will carry through the following calendar year. The Legacy membership card will be significantly different from general membership to show Legacy membership distinction. The Legacy year is considered the first year of membership and will count toward tenure if followed by continuous annual membership fee renewal.

**Section 2: Application for membership** in this organization shall be accepted from any individual of good character having reached the age of 21, without regard to race, color, gender, marital status, or national origin. The application for membership in this organization requires the sponsorship of a current member of good standing. The membership committee shall investigate all candidates and verify their sponsor then make its recommendations to the membership at any regularly scheduled meeting of the membership.

**Section 3:** Before a candidate shall be entitled to the full privileges of Membership, which include club/pavilion rental, voting, sponsoring new memberships and discounts, their application must be presented to the membership by first Reading at a membership meeting and then published in monthly bulletin after which they may be elected by a simple show of hands, or by secret ballot if any member requests. In the event the electorate denies the candidate membership, a waiting period of 6 months is required before reapplying for membership.

**Section 4:** Once applicant is accepted, the potential member is contacted and welcomed to the club and invited to be inducted at the next membership meeting. Their sponsor must be in attendance. After the monthly membership meeting an orientation meeting follows to provide information and rules regarding amenities. The new member pays their initiation fee and dues at this time and receives their membership card and orientation packet. This is also the time that the membership committee member recruits the new member for a least 2 volunteer activities.

**Section 5:** A member, who is in arrears for dues and assessments as outlined in this section, shall not be entitled to any of the privileges of the organization after January 1<sup>st</sup>. A member in arrears after January 31<sup>st</sup> shall be dropped from the club membership. After this date, a new application must be filled out including initiation fee.

## **Article IV. Officers and Board Members**

**Section 1: Officers:** The officers of this organization shall be:

Commodore

Vice Commodore

Rear Commodore

Secretary

Treasurer

Officers serve as board members. Officers shall be elected for the term of one year by majority vote of members present at the annual meeting. Their term of office shall commence with the first meeting in October. Majority vote is defined as one more than one-half the ballots cast. The office of Commodore is limited to two consecutive one-year terms. All other officers have no restrictions on the number of consecutive terms. The election procedure is comprised of the following:

- A.** The Board of Directors shall appoint an election committee consisting of three members, one of which is a board member, and two from the general membership.
- B.** The election committee will appoint 2 more vote count auditors from the general memberships who shall verify the votes cast during the election.
- C.** The election committee shall secure candidates for all offices prior to the annual meeting. The election committee shall verify the eligibility of each candidate and publish the candidate's names and office sought in the monthly bulletin preceding the annual election.
- D.** All elections of officers and / or Board members shall take place at the annual meeting in sequence starting with:
  1. Commodore
  2. Vice Commodore
  3. Rear Commodore
  4. Secretary
  5. Treasurer
  6. (2) Two year Board members
  7. In the event there is a vacancy among the (2) one-year board members, they shall be voted in at the annual election.
- E.** Nominations for office will be accepted from the floor at the annual meeting.
- F.** Ballots shall be provided at the annual meeting for the election of officers.
- G.** In those instances where there are more than two candidates for office, the two candidates who receive the most votes shall be involved in a second balloting to determine the victor, provided no one has received a majority on the first ballot.
- H.** Balloting shall be secret, with the results of the election announced by indicating the number of ballots cast for each candidate for the office. Ballots to be retained for one year.
- I.** To be eligible for election to any elected office, a candidate must be a current member in good standing for not less than 2 years previous to the annual meeting and not be a paid employee of this organization.
- J.** Any Board Member that submits a contractor's bid to this organization may not be eligible to vote during the approval process. This bid shall be sealed to any individual with conflicting interest.
- K.** To be eligible for the Commodore position candidates must have served on a MLBC Board for at least one year.
- L.** To prevent conflict of interest, a spouse of a paid employee of MLBC is ineligible to hold any seat on the Board of Directors.

**Section 2: Board Member (clarification):** There shall be four board members in addition to the officers. Two, two-year Board members and two, one-year Board members. The two-year Board members shall be elected at the annual meeting. These two-year Board members will then automatically fill the one-year Board member positions as their second year responsibilities. Should one or both of the previous year's two-year Board members be elected to another position or not be able to complete their term for any other reason, the necessary number of new board members shall be elected for one year. There will be no limitation on the number of consecutive terms held by any one individual board member. Election eligibility of all Board members shall be governed by the election procedure detailed in Article IV Section 1.

## **Article V. Duties of Officers**

**Section 1: It shall be the duty of the Commodore,** acting in accordance with the purpose of the organization, (Article II), to preside over all meetings of the organization, supervise the affairs of the organization, and be the Chairman of the Board of Directors. As the chief executive officer the Commodore is responsible for the conduct of all employees, both salaried and hourly. Responsibilities include but are not limited to:

- A. Recommending to the Board of Directors all appointments, hire, discharges, promotions, and / or discipline of paid employees.
- B. Directing paid employees in their activities through the club manager (if one.)
- C. Recommending to the Board of Directors, mandates to appropriate employees or member volunteers.

In recognition of the responsibilities and contribution to the organization, the Commodore shall be entitled to attend all organization-sponsored gatherings at the expense of the organization. This recognition is restricted to the cost of meals and admission only. The Commodore must have a working knowledge of management and leadership, must have a desire to advance the overall welfare of the Mona Lake Boating Club and all its members.

**Section 2: It shall be the duty of the Vice Commodore** to assist the Commodore in the discharge of his / her duties and in the Commodore's absence, to execute the duties of the office.

In addition, the Vice Commodore should be prepared to assume the duties of commodore and/or chairmanship of any committee directed to by the Commodore.

**Section 3: Duties of the Rear Commodore** shall be executed in the same manner as those of Vice Commodore in the absence of the Commodore and Vice Commodore. The Rear Commodore shall act and function in any capacity deemed beneficial to the organization by the Commodore.

**Section 4: It shall be the duty of the Secretary** to keep a true record of all meetings of the whole and any meetings of the Board of Directors. To maintain the master copy of the organization's by-laws, house rules and point rules. Properly record all amendments to the by-laws, house rules and point rules. Keep a correct toll of our membership. To promptly notify each member elected of their election and to present them with a membership card and a copy of the by-laws. Oversee and direct any correspondence and communication necessary to the office of Secretary and perform such other duties as pertains to this office.

**Section 5: It shall be the duty of the Treasurer** to have the basic understanding of the management of finances. Collect all dues, assessments, and authorized transactions. Make detailed reports of financial transactions. Oversee and direct compliance with all governmental rules, taxes and regulations pertaining to the finances of the organization. Perform such other duties as pertain to this office.

**Section 6: It shall be the duty of the one and two year Board Members** to carry out any task deemed beneficial to the organization by the Commodore.

**Section 7: It shall be the duty of the Board of Directors,** in accordance with the purpose of the organization (Article II), to act as the governing body over the activities of the organization. To make recommendations to the organization on matters of business and conduct, during the interval between meetings, any business necessary or expedient to carry into effect the purpose of the club. Be responsible for the profitability of the organization. The Board of Directors may fill any vacancies among the board by a majority vote of those present at any meeting of the directors. Except Commodore and Vice- Commodore which are by succession. A person accepting such an appointment shall hold that office until the next annual meeting of the club. Any member of the Board of Directors who misses more than five (5) meetings in any combination (general and board meetings) for a term year consisting of the time period from October 1<sup>st</sup> through September 30<sup>th</sup>, shall be deemed to have resigned as a member of the board. One hiatus shall be deemed (1) one excuse if and when granted by the board.

## **Article VI. Meetings**

**Section 1:** In order for a general meeting to be legally held, a quorum must consist of three Board Members and seven members from the membership.

**Section 2:** The annual meeting of the organization shall be held on the second Monday in September of each year. In the event the annual meeting cannot be held on the prescribed date, an alternative date shall be prescribed by a quorum of the Board of Directors. The general meeting, a minimum of one shall be held on the first Monday of each month. However, when such Monday falls on a legal holiday, the regular meeting shall be held the next Monday. Regular Board meetings shall be held monthly in addition to regular monthly membership meetings.

**Section 3:** Special membership meeting may be called at any time by the Commodore or the Board of Directors, due notice having been given the members of the organization stating the object of such a meeting, and no other business shall be transacted.

**Section 4:** The Commodore/Board member may call special meetings of the Board of Directors at any time. Due notice having been given the members of the Board, stating the object of such a meeting, and no other business shall be transacted at such meetings. Minutes taken and read at the next general meeting, unless involving personnel or a club member, at which time no other information to be given.

**Section 5:** Any meeting or voting on issues pertaining to the club through email discussion will require minutes of such meeting and a first and second motion in order to be voted on. To pass a motion a vote of not less than 5 board members is required. If expenditures are needed it must stated which account this expense will come from.

**Section 6:** In order for a meeting of the Board of Directors to be legally held, a quorum must consist of five or more members.

**Section 7:** The order of business at the annual meeting shall be as follows:

- A.** Pledge of Allegiance to the flag.
- B.** Roll call of officers and directors.
- C.** Reading of the minutes since last meeting.
- D.** Treasurer's report.
- E.** Reports of committees and officers
- F.** Unfinished business
- G.** Election of officers
- H.** Adjournment

## Article VII. Committees

**Section 1:** Committees may be appointed by the Commodore at any time, with the approval of the Board of Directors. That committee will continue with its business unless replaced by the Commodore with approval by the Board of Directors.

**Section 2:** Suggested committees but not limited to are:

- |  |  |
|--|--|
| <b>A:</b> Membership and investigating | <b>J:</b> Grievance                    |
| <b>B:</b> House                        | <b>K:</b> Kitchen                      |
| <b>C:</b> Publicity                    | <b>L:</b> Life Membership              |
| <b>D:</b> Nominating                   | <b>M:</b> Captain of Power             |
| <b>E:</b> Auditing                     | <b>N:</b> Captain of Sail              |
| <b>F:</b> Master of Arms               | <b>O:</b> By-Laws, House & Point Rules |
| <b>H:</b> Social Activities            |  |
| <b>I:</b> Point                        |  |

## Article VIII. Dues

**Section 1:** The annual dues and /or initiation fee shall be determined by a majority vote of the members present at the annual election or a regular meeting. Special assessments require publication in the bulletin for the preceding two calendar months and must be approved by a majority vote of the members present at a special meeting called expressly for the purpose of voting on the assessment proposal.

**Section 2:** All membership dues are due on January 1st, after which club privileges are suspended until paid. A 30 day grace period will be allowed. After January 31st a member is delinquent and a delinquent member will be dropped from the membership. After this date, a new application must be filled out including initiation fees.

**Section 3:** Upon approval of the Board of Directors, the annual dues for a member 65 years of age or older shall be one half of the current dues providing they have been a member in good standing for the current 10 years and have submitted a statement of qualification to the Board of Directors.

**Section 4:** Spouse of a Life or Senior member will be expected to pay the current spouse membership fee.

## Article IX. General

**Section 1: Liabilities.** All members of the club shall be directly responsible to the club for all damages done to the property of the club by themselves or their guests. They shall pay in full for any such damage and amount thereof shall be determined by the Board of Directors.

**Section 2: Misconduct of members.** Any member of the club may present to the Board of Directors written charges against any other member for conduct unbecoming a member, or likely to endanger the good order and welfare of the club. Any member, for violation of any of the By-laws or rules of the club, or for any cause deemed sufficient, may be assessed damages, suspended, or expelled by the Board of Directors in their discretion, provided that such a member shall have the right to a full hearing upon the charges preferred

**Section 3: Suspension and Expulsion.** Any member who shall violate the By-Laws or rules of the club or be guilty of misconduct may be suspended by the concurring majority vote of the Board of Directors and may be expelled from the club by an affirmative vote of a majority of the Board of Directors. Before any such member can be expelled, five days notice in writing of the proposed action shall be given or mailed to the member and an opportunity to be heard within 5 days of receiving such notice. Any conducts that threatens the safety of others and/or does damage to club property are grounds for immediate suspension until further notice from the Board of Directors.

**Section 4:** Any member who has been suspended or expelled by the Board of Directors and whose application for reinstatement has been denied by the Board of Directors shall have the right to appeal to the members of the club at any regular meeting of the club, by filing with the Secretary, written notice of such an appeal within 30 days after the denial of their application for reinstatement by the Board of Directors. Such an appeal shall be heard at the next meeting of the club, which may alter or reverse the action of the Board of Directors. But until such action is taken up by the members in the meeting assembly, they shall be denied all rights and privileges of membership.

**Section 5:** When a member is expelled from the club and no appeal has been taken within the time limit, all of the rights, title, and interest in and to the assets of property of the club shall revert and be forfeited to the club without further action.

**Section 6:** No person under sentence, suspension or expulsion from the club or otherwise undesirable shall under any circumstances be admitted to the clubhouse or upon club property. Any member knowingly introducing such a person or bringing them to the club house or club property shall be fined or otherwise disciplined by the Board of Directors.

#### **Article X. Cards**

All members in good standing will be furnished with membership cards. These cards must be shown when called for. Any transfer whatsoever of any member's card shall be sufficient cause for expulsion.

#### **Article XI. Property**

**Section 1:** No member shall use the property of another member without his or her permission.

**Section 2:** All private property on the club premises shall be at the owner's risk.

#### **Article XII. DISBANDING AND LIQUIDATION OF ASSETS**

Upon dissolution of the Mona Lake Boating Club and after payment of all liabilities of the club, all remaining assets of the club shall be transferred to another non-profit or local unit of government.

#### **Article XIII. Amendments**

**Section 1:** All amendments, alterations or additions to these By-laws must be proposed at a regular or special meeting of the club in writing, read before the members present, published in the bulletin, and voted on at the next regular or special meeting where a majority vote of all members present is required for acceptance. Sufficient time must be allowed for members to receive notice.

**Section 2:** By-laws and House rules passed by the membership shall stand for a minimum of 90 days after passage.

#### **Article XIV. Rules of order**

**Section 1:** The club shall be guided in its deliberations by these by-laws approved by its members. It shall be the duty of the Commodore and the Board of Directors to see that they are strictly enforced.

**Section 2:** All meetings shall be governed under Robert's Rules of Order except where the by-laws provide otherwise. A copy of Robert's Rules of Order shall be kept at the club for reference.

**ARTICLE XV: USE OF REVENUE**

A: All funds and assets of the club shall be used only for the purposes that are consistent with the purpose of the club and for actual administrative expenses in conducting the affairs of the club under the direction and with the approval of the Board of Directors. All expenditures of more than \$ 2,000.00 for club improvements must be discussed at a regular membership meeting. Must be accompanied with a minimum of 2 bids, and upon acceptance, published in the bulletin and voted on at the next regular or special meeting, where a majority of all members present is required for acceptance.

B: Revenues of the club shall not be used for the benefit of any individual, member or shareholder of the qualified organization except to further the lawful purpose of the club.

C: Expenditures of emergency and/or conditions needing immediate attention can be made by the Club Manager or Board Member. At which time an upgrade of equipment may be made if priced within reason. The Board of Directors and/or member notification of such expenditures are to be made at the next meeting.

D: It shall be at the discretion of the Board of Directors to dispose of club property or assets deemed irrelevant, outdated or unusable. Identified property will be offered to the membership for disposal before liquidation to the general public.

**ARTICLE XVI: CHARITABLE GAMING (PULL TABS) AGREEMENT.**

The affiliation with the Michigan United Conservation Club can be terminated at any time after the first year and after and audit has been completed with no penalty.