

FUN and SUN WATER SKI CLUB
P.O. Box 64375
Sunnyvale, CA 94088-4375

BY-LAWS

I. Membership

- A. All members shall be able to vote on all matters affecting this club as presented by the Board of Directors and shall be entitled to all membership privileges of the club.
- B. All club members must be at least twenty-one (21) years of age. Minors may participate in household membership if they are an IRS dependent or child of an adult member.
- C. Households, for the purpose of memberships, shall be defined as two to four individuals living at the same address, except when otherwise approved by the Board of Directors.
- D. Any member may be placed on suspension or have membership privileges revoked completely by a majority vote of the Board of Directors, if, in the opinion of the Board, the member has acted in such a way as to be disruptive to the overall direction of the club or harmful to any other member or non-member of the club.
- E. Any member may be placed on suspension or have membership privileges revoked completely as a result of two thirds (2/3) vote of current membership of the club.
- F. The club's fiscal year shall begin on January 1 and end on December 31.
- G. Membership fees shall be established by the Board of Directors, shall be due and payable by the first water-ski outing attended by the member for that year, and shall cover the period from then through March 30 of the following fiscal year.

II. Business Meetings

- A. Business meetings, also known as sign-up meetings, shall generally be held on the Tuesday evening preceding an outing. In cases where it is necessary to have the sign-up meeting at another time, it shall be announced in sufficient time to notify all members of the change.
- B. A quorum at business meetings shall consist of at least twenty percent (20%) of the total membership.
- C. Each membership shall be entitled to one (1) vote. Household members shall share one vote with the first member listed on the membership application casting that vote.

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- D. Voting outcome shall be by a majority of members present in person or by proxy unless otherwise specified. Proxies shall be submitted in writing by an active member and must be received by the club by the time of the vote. Proxies may be delivered in person to any Board Member or mailed to the club's Post Office box.

III. Election of Officers

- A. Election of the President, Vice President, Treasurer, and Secretary shall take place annually, in October. Assumption of duties by the newly elected officers shall commence on January 1st of the following calendar year to provide overlap with the outgoing Board.
- B. Candidates for election are usually complete teams but individuals may submit their name. Interested members shall notify the Vice President, who shall ensure that the Board of Directors is informed of all candidates.
- C. Election shall be by ballots delivered to each voting member and returned to the Board of Directors. If the candidates are unopposed, the Secretary shall record one (1) vote for the entire membership in lieu of a ballot vote.

IV. Board of Directors

- A. The newly elected officers shall appoint club members to the following positions on the Board of Directors:
 - 1. Boat Commodore
 - 2. Equipment Chair
 - 3. Special Events Chair
 - 4. Member-At-Large
 - 5. Membership Chair
 - 6. Newsletter Editor
 - 7. Webmaster
- B. The Immediate Past President shall automatically be appointed to the Board of Directors.
- C. The elected officers may create other positions on the Board of Directors to share existing positions and/or manage new areas. The President and the occupants of these positions will agree on their duties in writing.
- D. All shall be considered regular voting members of the Board of Directors with the exception of the President, who shall only vote in the event of a tie.
- E. At any Board of Directors meeting, a quorum shall consist of more than half of the Board members.
- F. The Board of Directors shall have the responsibility of creating specific rules to govern club activities so as to ensure the safety and enjoyment of all of the club members at all times.

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- G. The Board shall present to the club and conduct a vote on any petition it receives with valid signatures from one-third (1/3) or more of the club membership.

V. Duties of the Board of Directors

- A. The **PRESIDENT** is responsible for the overall direction and focus of the club and shall:
1. Preside over all club meetings except a meeting which has been called for impeachment of the President.
 2. Be responsible for the generation and maintenance of all administrative rules of the club.
 3. Represent the club in negotiations and meeting with other organizations.
 4. May reassign any duty below to another Board member.
- B. The **VICE PRESIDENT** shall be the assistant to the President in all duties assigned to the President and shall:
1. Assume all Presidential responsibilities in the absence of the President or in the event that the President is unable to complete his/her term.
 2. Be responsible for organizing and executing the election of officers.
- C. The **TREASURER** shall be responsible for maintaining the accounting records of the club and shall:
1. Have the chief responsibility for collection and disbursement of club funds as directed by the Board.
 2. Maintain the club checking account and ensure that funds are deposited in a timely manner with proper accounting.
 3. Gather the mail from the Post Office Box and deliver it to the Board of Directors accordingly.
 4. File any tax returns and/or financial reports needed to maintain the club.
- D. The **SECRETARY** shall have the general responsibility of maintaining administrative records for the club and shall:
1. Conduct all club correspondence.
 2. Keep the minutes of the Board of Directors meetings, distribute copies to all board members, and file a copy in the club's permanent Minutes Record Book. An electronic copy shall be filed in the club board repository.
 3. Supplying forms and documents for business meetings, including these By-Laws.

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- E. The **EQUIPMENT CHAIR** shall have the responsibility for maintenance of all the club's equipment and shall:
1. Make repairs as necessary to all club equipment.
 2. Report to the Board of Directors any equipment that should be replaced.
 3. Purchase new equipment as directed by the Board.
 4. Make sure that consumable items are stocked as required by the club inventory list.
 5. Establish and maintain controls for check-out and safe return of club equipment with proper accounting at all times.
 6. Ensure any periodic maintenance for club equipment is performed.
- F. The **MEMBERSHIP CHAIR** shall have the responsibility for maintenance of the club roster and shall:
1. Receive the membership application forms as they are completed by new members and add the new member to the roster in all forms in a timely manner.
 2. Ensure that updated copies of the roster with the Board specified information are published as needed (usually monthly) and made available at all business meeting.
 3. Provide all members with a current copy of the club information packet including (but not limited to) the *Words of Wisdom for Members*.
- G. The **NEWSLETTER EDITOR** shall have the responsibility for production and distribution of the club newsletter and shall:
1. Communicate due dates to the Board and membership for information to be included in the newsletter.
 2. Gather information to be included in the club newsletter and produce and distribute the newsletter as directed by the Board.
- H. The **SPECIAL EVENTS CHAIR** shall have the responsibility for planning additional activities for the outings and shall:
1. Solicit and report ideas for special events to the Board of Directors.
 2. Establish special event outings as directed by the Board.
 3. Delegate duties as necessary to accomplish additional tasks needed for special events.
 4. Establish Trip Chairs as necessary for all outings during the year.

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- I. The **BOAT COMMODORE** shall be responsible for any issues pertaining to boats for water-ski outings and shall:
1. Be the primary liaison between the membership and the boat owners of the club.
 2. Be responsible for indoctrination of new boat owners into the club.
 3. Provide all club boat owners with a current copy of the *Words of Wisdom for Boat Owners*.
 4. Monitor the compliance with all laws, safety regulations and insurance requirements by all boat owners, reporting on-going exceptions to the Board of Directors.
 5. Be responsible for the Boat Assignment process including maintenance of the Boat Assignment program.
- J. The **WEBMASTER** shall have the responsibility for computer services and systems used by the club and/or Board of Directors and shall:
1. Register and renew the club domain name(s).
 2. Provide and maintain a Web hosting server and other computer services / systems needed for club operation.
 3. Design and update the Web content in a time frame established by the Board. These By-Laws shall be available in the Web content.
 4. Provide the club e-mail distribution capability.
 5. Provide and manage the Board of Directors file repository and Board internal e-mail distribution list.
- K. The **IMMEDIATE PAST PRESIDENT** shall have the responsibility for providing information as needed to ensure continuity in the overall directions of the club.

VI. Amendments

These By-Laws, as written, may be amended at any regular meeting of the club by a two-thirds (2/3) vote of the members present, provided that the proposed amendment has been submitted in writing and discussed at a previous meeting. Minor changes for clarification that do not change the basic intent of the proposed amendment may be allowed at the time of acceptance.

Presented to the Membership: August 24, 2004

Approved by the Membership: September 7, 2004

Signed
Erin Barnett
President 2004

Signed
Robert Wright
Secretary 2004