



# ALTON MOTORBOAT CLUB

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## CONSTITUTION AND BY-LAWS 2019

Revision 6.3.19



## Constitution and By-Laws Revision Control:

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## **PREAMBLE**

Wishing to secure for ourselves the pleasures and benefits of an association of persons commonly interested in, but not limited to boating, comradery and socializing, constitute ourselves the Alton Motorboat Club, Inc., and enact this Constitution and By-Law document as our governing law. It shall be our purpose to further the exchange of information and cooperation between members, to promote watercraft knowledge, fraternalism and strive for operating efficiency. It will also be our purpose to conduct Club programs and activities as to advance our general interest and welfare of boating in the community by providing public displays, activities and services.

## **CONSTITUTION**

### **Article 1 – Name**

The name of the CLUB shall be **THE ALTON MOTORBOAT CLUB, INC.**, (may also be referred hereto forward in this document as “AMBC”).

### **Article 2 – Offices**

The corporation shall have and continuously maintain in this state a registered office, and a registered agent whose office is identical with such registered office and may have other offices within or without the State of Illinois as the Board of Directors may from time to time determine.

### **Article 3 – Object**

The object and purposes of the corporation as stated in this certificate of incorporation are to further the pleasures to be obtained from the sport of boating and for the purpose of bringing about the most desirable boating conditions within our vicinity. The corporation also has such powers as are now or may hereafter be granted by the general not-for-profit corporation act of the State of Illinois.

### **Article 4 – Officers**

The officers of the Club shall be a Commodore, a Vice-Commodore, a Secretary, and a Treasurer. Any two (2) or more of the offices may be held by the same person except the Commodore cannot be the Commodore and the Vice-Commodore at the same time.

No member need be a boat owner to qualify for holding office. Any candidate for the office of Commodore must have served one year as an officer or board member before becoming eligible for this office. Any Regular Member must have held said membership for a period of not less than (1) year to be eligible for election as an Officer or Board Member.

Any member who is elected and accepts any elected position of the Club and subsequently resigns for reasons not acceptable to the Board, shall be barred from holding any elected office in the Club for a period of two (2) years.

### **Article 5 – Duties of Officers**

#### **Commodore**

The Commodore shall command the squadron and shall be the principal executive officer of the corporation and shall in general supervise and control all the business and affairs of the Corporation and Club.

**Article 5 – Duties of Officers**  
**Commodore, (continued)**

The Commodore shall preside at all meeting of the members. The Commodore may sign with the Secretary or any other proper member of the Corporation, authorized by the membership or by the Board of Directors, and deeds, mortgages, bond, contracts or other instruments which the membership or Board of Directors have authorized to be executed, except in cases where the signing and execution thereof shall be expressly designated by the membership or Board of Directors or by the by-laws or by statute, to some other officer or agent of the Corporation. In general, the Commodore shall perform all duties generally incident to the office of the president of a corporation and such duties as may be prescribed by the membership or Board of Directors from time to time.

The Commodore may call a special meeting any time or must do so if requested in writing by not less than ten (10) members. The Commodore shall be an ex-officio member of all Committees. The Commodore shall appoint a Fleet Captain and such committees as the Commodore deems necessary. The Commodore shall have full authority to change any and all committee appointments during the Commodore's term of office, but no committee appointments shall continue beyond the Commodore's term of office.

The Commodore shall have the power to declare vacant the office of any officer who has missed two (2) consecutive meetings without a plausible excuse satisfactory to the Commodore. In the event an office is declared vacant by the Commodore for such reason. The Commodore shall cause a notice to be given for a special election to fill the vacancy so created.

**Vice-Commodore**

The Vice-Commodore's duties shall be to assume full responsibility for the duties of the Commodore in the Commodore's absence and to assume full responsibility for the coordination of all committee functions.

**Secretary**

The Secretary shall maintain a true and complete record of Club proceedings and an up-to-date list of all members together, with their addresses and telephone numbers. The Secretary shall notify all members of meetings and other Club events, prepare or answer mail at the direction of the Commodore, Vice-Commodore or Chairman of the Board of Directors.

The Secretary shall have charge of all club records, trophies and other documents and shall supply such records in request to qualified Club officials. The Secretary shall see to it that each new member is supplied with copies of the Constitution and By-Laws and any other Club literature to which they are entitled.

In case of the Secretary's inability to attend any meeting, the Secretary is to cause the necessary books and papers to be conveyed to the place of meeting. The Secretary shall maintain a separate book to include the current Constitution, By-Laws and Resolutions to the above, along with the Harbor Rules. In addition, within this book, the Secretary shall record by date, all Resolutions to the By-Laws and any change in a Harbor Rule or a House Rule and any other Motion except Motions to accept Treasurer's reports, Motions to accept Reading of the Minutes and Motions of Adjournment.

## **Treasurer**

The Treasurer shall deposit and disburse and shall have custody of all club funds, keep a complete and accurate record of all transactions and submit an up-to-date report on the financial condition of the Club at all meetings. All monies, regardless of the function from which they were acquired must be recorded and accounted for. The Treasurer shall not disburse any money without the authority being contained in the written minutes of the Board of Directors meeting. All checks for the disbursing of Club funds shall be signed by any two (2) of the following three (3) officers: Commodore, Vice-Commodore and Treasurer. In case of the inability of the Treasurer to attend any meeting, the Treasurer is to cause the necessary books and papers to be conveyed to the place of such meeting.

## **Article 6 - Board of Directors**

The Board of Directors shall be elected annually at the same time as the officers. The Board shall consist of an odd number of members but never less than seven (7). Board members shall be elected for a term of two (2) years except that if the Board shall be increased to more than seven (7) it shall be done in such a manner that the new members terms shall expire in alternate years. Any change in the number of directors shall be by action of the membership at the annual meeting or at a special meeting of the membership called for that purpose.

The Board of Directors at their first meeting after the annual meeting shall elect one of their members to act as Chairman of the Board of Directors. Said Chairman shall preside as Chairman at all meetings of the Board of Directors for one year.

The Board of Directors shall have general supervision of all Club business and affairs and the expenditures of funds and the approval of Club bills, except that no expenditure in excess of One Thousand Five-Hundred Dollars, (\$1,500.00) per instance shall be made or authorized by the Board of Directors without the same having first been approved and authorized by an affirmative vote of a majority of members at a regular meeting or at a special meeting called for that purpose.

The Commodore shall be an ex-officio member of the Board of Directors but shall have no vote unless there shall be a tie.

Any interpretation of the Constitution and By-Laws or House Rules shall be made by the Board of Directors and their findings shall be final.

Any officer or member of the Alton Motorboat Club, Inc., may prefer charges against any member for any violation of the Constitution, By-Laws or House Rules. Any member so charged shall be given a fair hearing before the Board of Directors and their decision shall be final.

The Board shall have power to terminate membership in the Alton Motorboat Club, Inc.

The Board of Directors shall have power to remove any officer or director from their office for any of the following charges:

1. Neglect of office.
2. Failure to act.
3. Abuse of office.
4. Using Club for personal financial gain.

#### **Article 6 - Board of Directors, (continued)**

The Board of Directors shall have the power to remove from office any Director who has missed two (2) consecutive meetings without a plausible excuse, satisfactory to the Board of Directors. In the event a vacancy in the Board of Directors exists for such reasons, the Commodore shall cause a notice to be given for a special election to fill the vacancy so created.

#### **Article 7 – Meetings**

The annual meeting of the members will be held in the month of January of each year at such time and place as shall be designated in the By-Laws. General membership meeting shall be held at least once each month. Monthly Board of Directors meetings shall be held at such times as not to conflict with meetings of the general membership.

#### **Article 8 – Quorum**

At all meetings of the membership a quorum shall consist of not less than twelve (12) regular members in good standing.

#### **Article 9 – Elections**

The Board of Directors will appoint a Nominating Committee of no less than five (5) members whose duties it will be at least thirty (30) days before the annual meeting to present nominations for the various elective offices.

There will be no limit to the number of candidates wishing to be nominated or run for office. Officers shall be elected by secret ballot at the annual meeting of the corporation. The election shall be by a majority vote of those present. Officers so elected shall hold office for one year or until their successors are elected and qualified.

Vacancies in any office may be filled by a special election held at a regular or a special meeting of the membership duly called, provided further than ten (10) days' notice shall be given of such special election stating the vacancies to be filled.

Officers shall be installed as soon as possible following the annual meeting.

#### **Article 10 - Membership**

The membership list of the Alton Motorboat Club, Inc. shall be closed at two hundred fifty (250) members excluding honorary membership and social membership. Honorary membership shall not at any time exceed five in one year.

Applications for membership may be presented at any regular or annual meeting of the Club. Each candidate must be proposed in writing by a regular member of the Club who will furnish the required information of the applicant. Applicants must be at least 21 years of age.

New applications for membership shall be received, dated and placed on file by the Secretary and read in that order. Applications for membership shall be presented only upon due proof from the Secretary's records that a vacancy exists in the Club membership. No application for membership shall be considered unless accompanied by an initiation fee and signed by two (2) sponsoring regular members in good standing. The application forms of the Club shall contain all pertinent information concerning the dollar amounts of initiation fee, work obligation, park and ramp, membership dues and dock rents.

## **Article 10 – Membership, (continued)**

Dues must be paid before the final reading of said petition and before balloting may occur on said application. Each application for membership shall be read at the next regular meeting of the membership and then automatically referred to the membership committee for consideration. The membership committee shall present the application at the next regular meeting with its recommendations. After the membership committee shall have made its recommendations, at least one (1) of the sponsoring members of that applicant must stand and speak on the applicant's behalf. After this is done, each applicant shall be voted upon by the membership by secret ballot. Following the action of the Club, the Secretary shall notify the applicant as to what action was taken. An applicant rejected for membership must wait six months before reapplying.

In lieu of a 1<sup>st</sup> reading at a regular membership meeting, a prospective membership application may be read at one board meeting and posted in a prominent location on the club bulletin board for a minimum of two weeks. Both must be satisfied prior to the 2<sup>nd</sup> reading and consideration of the application by the membership at a regular meeting. It is not necessary for the application to be read at a board meeting prior to the beginning of the two-week posting.

The method of acceptance of Social Members will be the same as that used for Regular Members. The cost of this type of membership shall be one-half (1/2) the current Regular Membership dues. No initiation fee will be required however Social Members will be obligated to the purchase of the quarterly Coupon Books.

Any Social Member will be considered a non-boating member as far as the AMBC harbor is concerned and will not be allowed to hold a dock, nor park and/or ramp. In addition, such members shall not accrue any seniority in bidding on docks in the future and shall relinquish any claim to previous seniority.

A Social Member will not be entitled to vote or hold office in the Alton Motorboat Club.

A regular member, in good standing, may convert to social membership. A social member requesting a change to regular membership must fill out a regular membership application and pay all fees. The member will be voted on at the next regular meeting, if there is a vacancy.

The number of Social Members will be established by the Board of Directors. This proportion may be revised on a yearly basis by the Board of Directors. In the event of a full regular membership of two hundred fifty (250), applications on file will be considered in the order they were received. However, if there are one or more social members wishing to convert to regular membership, their names will be placed at the top of said list.

Members whose membership has been terminated for nonpayment of dues may make application for reinstatement in the same manner as new applications. Until such member has been re-instated said member shall be denied the privileges of the Club.

Any disputes in the above matter shall be settled by the Board of Directors.

In the event of the death of a member in good standing, the membership shall automatically be transferred to the surviving spouse of said deceased member. The surviving spouse shall assume the membership and be entitled to all the privileges thereof and subject to all obligations therein.



### **Article 10 – Membership, (continued)**

If the member, at time of death is a dock holder or park and ramp user, the surviving spouse shall retain the member's seniority rights to the current dock and/or park and ramp privileges, provided that all fees and obligations have been kept current. The seniority of the surviving spouse, as it applies to future dock rights, shall begin on the date of the member's death. If the deceased member does not leave a surviving spouse, the membership shall cease to exist.

### **Article 11 - Committees**

The Long-Range Planning Committee shall be an ongoing Committee serving for the betterment of the Club. The Long-Range Planning Committee shall consist of no less than 5 appointed members. The Commodore will appoint these members by the first Membership meeting in February. In addition, the current Commodore and all former Commodores in good standing will be members of the Long-Range Planning Committee.

The appointed members will serve 2-year terms. Two members will be replaced at the end of the first year, three members the second year, alternating in succeeding years.

The Long-Range Planning Committee will elect a Chairman. Meeting minutes will be kept for future reference.

The Long-Range Planning Committee will report all findings or proposals to the Board of Directors.”

The Commodore shall appoint the following committees:

1. **Membership Committee** to promote membership in the Club.
2. **Dock Maintenance Committee** to be responsible for maintenance of the Club Harbor property.
3. **Bar Committee** to supervise purchases and sale of bar supplies and provide monthly inventory of same.
4. **Dance Committee** to arrange and promote the various dances during the year.
5. **Building Committee** to oversee the maintenance and upkeep of the clubhouse and furnishings.
6. **Grounds and Roads Committee** to oversee the maintenance and upkeep of the grounds and roads.
7. **Special Events Committee** to arrange and promote special events such as a turkey shoot, family day, etc.
8. **Dock Rental Committee** to record the names and dock assignments of all dock holders and the assigned parking spaces on the grounds. To be responsible for policing the use of docks, parking spaces and ramp. To keep a public record of the status of each dock holder and space assignment.

### **Article 12 - Certificates of Membership**

The Board of Directors may provide for the issuance of cards of evidencing membership in the Corporation which shall be in such form as may be determined by the Board. Such cards shall be signed by the Commodore or Vice-Commodore and by the Secretary or an assistant secretary and shall be sealed with the seal of the corporation.

If any card shall become lost, mutilated or destroyed a new card may be issued therefore upon such terms and conditions as the Board of Directors may determine.

### **Article 12 - Certificates of Membership, (continued)**

When member has been elected to membership and has paid any initiation fees and dues that may then be required, a card of membership shall be issued in the member's name and delivered to the member by the Secretary.

### **Article 13 - Dues**

All regular and social membership dues are to be paid prior to June 1st. On June 1st any member who has not paid their dues will be considered delinquent. A delinquent member will be reinstated if their dues and an additional 25% late fee are paid before July 1st of that year.

The Board of Directors, at a regular meeting or special meeting called for that purpose, may determine the amount of initiation fees, annual dues, work obligations and charges for use of Club properties. The Board may also establish additional dues. These additional dues, in the form of tickets, tokens, coupons, etc., and the method of payment shall be determined by the Board and Officers. The additional dues shall be redeemed by the members through purchases from the bar. Any unredeemed amount during the time period decided by the Board and Officers shall be retained by the Club.

Each regular member shall be required to perform ten (10) hours of work for the Club each full membership year. The hours will be valued at an amount to be decided at the beginning of each membership year by the Board of Directors. During the member's first year the obligation will be adjusted according to the month the member is accepted. Work sheets or a workbook will be provided for the recording of work performed. The person in charge of any project shall be responsible for such sheets or book being available. It shall be the responsibility of each member to see that their work hours are recorded. At the end of the membership year any member who has not fulfilled the work obligation will be required to pay the hourly rate, established by the Board of Directors for each hour owed.

By action of the Board of Directors whose decision shall be final, membership in the Club may be terminated by nonpayment of dues or any monies owed the Club. Notice of due dates of all obligations shall be published in the monthly newsletter and this shall constitute adequate warning that these obligations are expected to be paid on time. Nonpayment will result in immediate action to terminate membership.

The Club shall not have the power to levy any assessments against members for any purpose whatsoever except as outline in this article unless approved by two-thirds of the members present at a special meeting called for this purpose.

### **Article 14 - Intoxicating Liquors**

The Board of Directors, whose decision shall be final, may terminate the membership of any member found guilty of giving to or purchasing for a minor, intoxicating liquor on the premises of the Alton Motorboat Club, Inc.

### **Article 15 - Amendments**

This Constitution may be amended only at the annual meeting of the membership or at a special meeting called for that purpose. No amendment shall be considered unless it has been read at two regular meetings of the membership prior to the special meeting at which the amendment is to be considered. The membership shall be notified of the Article(s) to be amended, the date, time and place of the special meeting at least ten (10) days prior. The letter will serve as an official notification. The Constitution can be amended only by an affirmative vote of at least (2/3) of the members present at such meeting.

## **BY-LAWS**

### **Article 1 - Purpose**

The purpose of the Alton Motor Boat Club, Inc., is to serve the interest of boat owners, to defend such owners against discriminatory legislation and burdensome taxation, to prevent the pollution of neighboring recreational waters, to stimulate a greater interest in boating among all the citizens in the area served by the Club, to develop a fraternal spirit among local outdoor enthusiasts, to provide a medium for the exchange of boating information, to own or lease property for Club uses, to develop more adequate boat storage and dock facilities and to do all other things which will tend to serve present owners of boating equipment and to further interest in boating generally.

### **Article 2 - Membership**

#### **Section 1:**

Membership in the Alton Motorboat Club, Inc. shall be open to all desirable adult individuals within the community who are interested in boating, in the out of doors, in fishing or in hunting.

#### **Section 2:**

Application for membership in the Club shall be made in the manner prescribed in Article 10 (ten) of the Constitution of the Alton Motorboat Club, Inc.

The membership application, in its approved form shall contain an agreement to abide by the By-Laws and Constitution of the Club. An application for membership shall first be read and referred to the membership committee for consideration. Such application shall then be submitted to the membership at the next regular meeting and before being voted upon at least one (1) of the sponsoring members in good standing will stand and discuss the applicant. A favorable vote of those members present shall be required to elect an applicant to membership. If the application is approved, the applicant shall then become a member of the Club.

#### **Section 3:**

Voting on applications for membership shall be a secret ballot. It will require 75% of the total votes cast to accept an applicant. Clear Ballot elects, Black Ballot rejects.

#### **Section 4:**

A member may resign from the Club at any time upon notice in writing addressed to the Secretary.

#### **Section 5:**

Membership in the Club may be terminated for non-payment of dues by action of the Board of Directors. Termination of the membership by any member shall not release the said member from the obligation to pay all dues owing to the end of the period of the membership.

### **Article 3 - Board of Directors**

#### **Section 1:**

The affairs of the Club shall be managed by a Board of Directors of not less than seven (7) members. No expenditures in excess of One Thousand Five Hundred Dollars (\$1,500.00), shall be made or authorized by the Board of Directors without the same having first been submitted to and approved by the general membership at a regular meeting or a special meeting called for the purpose of approving such expenditures.

### **Article 3 - Board of Directors, (continued)**

#### **Section 2:**

Five members of the Board of Directors shall constitute a quorum at any meeting of the Board of Directors. The act of most of the directors' present at a meeting at which a quorum is present shall be the act of the Board of Directors except where otherwise provided by law or by these By-Laws.

#### **Section 3:**

The Board of Directors may employ whatever personnel they deem necessary and for which funds are available to aid in the management of the Club.

#### **Section 4:**

Regular meetings of the Board of Directors shall be held monthly at a time and place designated by the chairman.

#### **Section 5:**

Special meeting of the Board of Directors may be called by the chairman, notice of which shall be given in enough time to permit members to be present; taking into consideration the availability of transportation and other contributing factors.

#### **Section 6:**

In the event of a vacancy occurring in the Board of Directors, for any reason. the chairman shall have the authority to appoint a temporary Board member to serve until a permanent member can be elected. The vacancy occurring in the Board of Directors shall be filled by an election at a regular meeting. A director elected to fill the vacancy shall serve for the remainder of that unexpired term.

#### **Section 7:**

The Board of Directors at their first meeting after the annual meeting shall elect a Chairman of the Board who shall preside at all meeting of the Board for one year.

#### **Section 8:**

Any Auxiliary formed or organized shall not conflict with the Constitution and By-Laws of the Alton Motorboat Club, Inc. The Board of Directors will have power to dissolve any auxiliary at any time.

#### **Section 9:**

The Board of Directors shall have the power to remove any Officer or Director from office for neglect of office, failure to act, abuse of office, or using the Club for personal gain.

#### **Section 10:**

It shall be the duty of the Membership Chairman and the Membership Committee to record dues, initiation fees, and work dues; to keep and maintain the record of pending membership application. The Membership Chairman/Committee shall monitor the requirements for new members, shall make reports and recommendations for regular membership and keep accurate records for this purpose. The Membership Chairman and any member of the Membership Committee will invite any and all applicants to a Club indoctrination and orientation prior to the applicant's application being read on the second occasion. It is recommended that this committee attempt to hold the indoctrination/orientation at a convenient time at the Club between the two (2) readings of the application. It is mandatory that the applicant attend said indoctrination/orientation.

### **Article 3 - Board of Directors, (continued)**

#### **Section 11:**

It shall be the duty of the Dock Maintenance Chairman and the Dock Maintenance Committee to see that all work is completed as needed on the club portion of the docks. To see that all remaining docks which are maintained by the dock renter meet the club dock specifications. To maintain records of all purchases, receipts, and inventory of all dock materials.

#### **Section 12:**

It shall be the duty of the Bar Chairman and the Bar Committee to properly operate the bar, to coordinate the services of the bar with the functions of the other committees or any special club activities and to maintain records of all purchases, receipts and inventory.

#### **Section 13:**

It shall be the duty of the House Chairman and the House Committee to have all building work completed in a proper manner. To see that all equipment in the building is properly maintained.

#### **Section 14:**

It shall be the duty of the Grounds and Road Chairman and the Grounds and Road Committee to have all work done on or to the property of the club; such as cutting grass, caring for trees and shrubs, general cleaning, and upkeep of all equipment used in ground and road upkeep.

#### **Section 15:**

It shall be the duty of the Dock Rental Chairman and the Dock Rental Committee to record dock rental fees, to post docks for bid, to assign parking spaces for boat owners, and to record ramp and parking fees.

#### **Section 16:**

It shall be the duty of the Special Events Chairman and the Special Events Committee to plan for and schedule all special events; such as a turkey shoot, installation dance, open house, etc. To maintain records of all purchases, receipts and to turn over all monies received from the special events to the Treasurer with a detailed accounting thereof. The Treasurer, who in turn, shall receipt for and deposit these monies.

#### **Section 17:**

It shall be the duty of the Entertainment Chairman and the Entertainment Committee to plan for and schedule all entertainment activities; such as dances, potlucks. etc. To maintain records of all purchases, receipts and to turn over all monies from the receipt of such activities to the Treasurer with a detailed accounting thereof. The Treasurer, who in turn, shall receipt for and deposit these monies.

#### **Section 18:**

It shall be the duty of the Chairman of the Board to preside over all Board meetings, to call meetings of the Board, to ensure that each board member is performing their duties as outlined in the Constitution and By-Laws and to act as the principal contact with the officers of the Alton Motor Boat Club, Inc.

### **Article 4 - Officers**

#### **Section 1:**

The elective officers of the club shall be: The Commodore, Vice-Commodore, Secretary, and Treasurer. The Board of Directors may elect or appoint such other officers, including one or more assistant secretaries and one or more assistant Treasurers, as it shall deem desirable.

## **Article 4 - Officers**

### **Section 1, (continued)**

Such officers to have the authority and perform the duties prescribed, from time to time, by the Board of Directors. Any two or more offices may be held by the same person, except the offices of Commodore and Vice-Commodore.

### **Section 2:**

The officers with the exception of those to be elected by the Board of Directors, as set forth in Section I hereof, shall be elected by the members at their annual meeting and shall hold office for the term of one year or until their successors shall have been elected and qualified. The Commodore shall not serve more than two (2) terms consecutively.

### **Section 3:**

The Commodore shall preside at all meetings of the Club and shall appoint all committees, shall be a member ex-officio of all committees and shall carry on those other responsibilities assigned to him by the By-Laws and by the Board of Directors.

### **Section 3a:**

The Commodore shall oversee the employees of the club in the discharge of their duties and shall have authority to terminate their employment for just cause. The Commodore shall authorize the Vice-Commodore or the Chairman of the Board, in that order, to assume the responsibility for arranging emergency repair or service to the club and equipment that is necessary to keep the club in operation, in the event the Commodore is not available to make a decision.

### **Section 4:**

During the absence or temporary incapacity of the Commodore, the Vice-Commodore shall perform the duties and have the powers of the Commodore.

### **Section 5:**

The Secretary and Treasurer shall perform such duties as are set forth in the Constitution and such further duties as may from time to time be assigned to them by the Board of Directors or the Commodore. The assistant secretaries and assistant treasurers, if any, in general, shall perform such duties as shall be assigned to them by the Secretary or the Treasurer or by the Commodore or the Board of Directors.

## **Article 5 - Dues**

### **Section 1:**

The dues of each member of the club and the method of payment thereof shall be determined by the Board of Directors.

### **Section 2:**

The Officers and the Board of Directors shall be given free dues during their term of office. Officers and Directors are not required to fulfill the hourly work obligation.

## **Article 6 - Meetings**

### **Section 1:**

The annual meeting of the members of the Club shall be held on the third Tuesday in January in each year.

### **Section 2:**

Regular meeting of the members of the Club shall be held at least once a month.

### **Section 3:**

Written notices on the place, day, and hour of the annual meeting and of all special meetings of the members shall be prepared and distributed to the membership by the Secretary or at the direction of the Secretary at least ten (10) days before said meeting.

### **Section 4:**

Special meetings of members of the Club may be called by the Commodore upon giving ten (10) days written notice. Said notice shall state the place, day, hour and purpose of the meeting.

### **Section 5:**

The Commodore shall call a special meeting within fifteen (15) days after receipt of written request of any ten (10) members.

### **Section 6:**

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

### **Section 7:**

Twelve (12) of the members shall constitute a quorum. Any action taken at a regular or special meeting shall require a majority vote of those present.

## **Article 7 - Amendments**

These By-Laws may be amended at any meeting of the Club by a two-thirds (2/3) vote of members attending such meeting, provided a notice of such proposed amendment or amendments shall have been mailed to each regular member with notice of the meeting at which the amendment or amendments are to be considered at least ten (10) days prior to the meeting. The newsletter will serve as official notification.

## **Article 8 - Rules of Order**

### **Rule 1:**

On motion, the regular order of business may be suspended by a two-thirds (2/3) vote of the meeting at any time to dispose of anything urgent.

### **Rule 2:**

All motions (if requested by the chair) or resignations must be submitted in writing.

### **Rule 3:**

Any conversation by whispering or otherwise, which is calculated to disturb a member while speaking or hinder the transaction of business, shall be deemed a violation of order.

### **Rule 4:**

Sectarian discussion shall not be permitted in the meetings under any circumstances.

## **Article 8 - Rules of Order, (continued)**

### **Motions**

#### **Rule 5:**

A motion to be entertained by the presiding officer must be seconded and the mover as well as the seconded must rise and be recognized by the chair.

#### **Rule 6:**

Any member having made a motion can withdraw it with consent of the second, but a motion once debated cannot be withdrawn except by majority vote.

#### **Rule 7:**

A motion to amend an amendment shall be in order, but no motion to amend an amendment to an amendment shall be permitted.

### **Debate**

#### **Rule 8:**

A motion shall not be subject to debate until it has been stated by the chair.

#### **Rule 9:**

When a member wishes to speak, the member shall rise and respectfully address the chair and if recognized by the chair shall be entitled to proceed.

#### **Rule 10:**

If two or more members rise to speak at the same time, the chair shall decide which is entitled to the floor.

#### **Rule 11:**

Each member when speaking shall confine themselves to the question under debate and avoid all personal indecorous or sarcastic language.

#### **Rule 12:**

No member shall interrupt another member while speaking except at a point of order, and the interrupting member shall state the point, and the chair shall decide the same, without debate.

#### **Rule 13:**

If a member, while speaking, be called to order said member shall be seated until the point of order is decided, when, if declared in order the member may proceed.

#### **Rule 14:**

If any member shall feel themselves personally aggrieved by a decision of the chair, the member may appeal to the body for decision.

#### **Rule 15:**

When an appeal is made from the decision of the chair, the Vice-Commodore shall then act as chairman. Said appeal shall then be stated by the chairman to the meeting in these words, "Shall the decision of the chair be sustained as the decision of this Club?" The member then will have the right to state the grounds of appeal and the chair will give reasons for their decision. There-upon the members will proceed to vote on the appeal without further debate and it shall require a majority to sustain an appeal.

#### **Rule 16:**

No member shall speak more than once on the same subject until all the members desiring the floor shall have spoken. No member shall speak more than twice without unanimous consent and no more than five minutes at any time without consent of two-thirds (2/3) vote of all members present.

#### **Rule 17:**

The presiding officer shall retire from the chair, before speaking on any subject, except on points of order and in case of a tie vote the chair shall have the deciding vote. Should the presiding officer retire from the chair to speak on any subject before the Club, the officer shall not return to the chair until that subject matter is properly disposed of.



## **Article 8 - Rules of Order, (continued)**

### **Privilege Questions**

#### **Rule 18:**

When a question is before the meeting, no motion shall be in order except:

1. To adjourn
2. To lay on the table
3. For the previous question
4. To postpone to a given time
5. To refer or to commit
6. To amend

These motions shall have precedence in the order herein arranged. The first three of these motions are not debatable.

#### **Rule 19:**

If a question has been amended and the question on the amendment has been amended, the questions shall then be put as follows:

1. Amendment to the amendment
2. Amendment
3. Original proposition

#### **Rule 20:**

When a question is postponed indefinitely, it shall not come up again except by a two-thirds (2/3) vote.

#### **Rule 21:**

A motion to adjourn shall always be in order except:

1. When a member has the floor.
2. When members are voting.

#### **Rule 22:**

Before putting a question to vote, the presiding officer shall ask, "Are you ready for the question?" Then it shall be open for debate. If no member rises to speak, the presiding officer shall then put the question in this form: "All in favor of this motion say 'aye'". After the affirmative vote is expressed: "Those of the contrary opinion 'no'". After the vote is taken the presiding officer shall announce the result in this manner: "The motion is carried (or lost) and so ordered."

#### **Rule 23:**

Before the presiding officer declares the vote on a question, any member may ask for a division of the house. Then the chair is duty bound to comply with the request and a standing vote shall then be taken and the Secretary shall count the same.

#### **Rule 24:**

When a question has been decided, it can be reconsidered by a majority of those present.

#### **Rule 25:**

A motion to reconsider must be made and seconded by any two members who voted with the majority.

#### **Rule 26:**

A member who has been ordered to take their seat three (3) times by the chair without heeding shall be barred from participating in any further business at that session. Only members in good standing shall attend meetings.

#### **Rule 27:**

Roberts Rule of Order shall be the Club's final authority on all questions of procedure and parliamentary law not covered by the Constitution and By-Laws of the Alton Motorboat Club, Inc.

## **Article 9 - Order of Business**

The order of business shall be as follows:

1. Roll call of officers and noting the absentees
2. Reading and approval of minutes
3. Introduction of new members
4. Report of Secretary and Treasurer, including receipts and disbursements since the close of the last meeting.
5. New applications
6. Report of Committees on applications
7. Communications, bills, etc.
8. Report on Committees
9. Good and Welfare of the Club and discussion of subjects of an economic nature
10. Unfinished business
11. New business, Election of officers
12. Installation of officers

## **Article 10 - Dock Privileges**

### **Section 1:**

Upon assignment of dock space, dock rental shall be payable in two installments, the first to be due on or before March 1 and the second on or before August 1. If payment is delinquent, dock renter will be granted a thirty (30) day grace period. Payment of dock fee and an additional late fee of 25% of the amount owed can be paid during the grace period. If both dock fee and late fee are not paid during this 30-day grace period, the dock will go up for bid.

### **Section 2:**

The Dock Chairman shall have the responsibility in the assignment of docks. Members may have the privilege of retaining their dock from the previous year if the member has not become delinquent in paying their share of harbor improvement fund. The Dock Chairman shall see that all unrented docks are placed for bid on the Club bulletin board for not less than fifteen (15) days. Docks will be awarded by Club seniority provided boat size complies to Harbor Rules 12a, 12b, 12c, and 12d.

### **Section 3:**

All docks shall be assigned through the bidding procedure. In case of controversy regarding the harbor space, the final decision shall be made by the Board of Directors.

### **Section 4:**

No member dock holder shall permit the use of their dock by another member unless the member has been given permission from the Dock Assignment Chairman as applies to Harbor Rule 14. No member of the Club shall be allowed to retain control of a dock if it has not been occupied by a boat of the proper size, which the member owns, for a period of two consecutive years. In the event of the death of a member who is a boat owner, whether the boat is in the water or on the club grounds, the surviving spouse who chooses not to continue the membership or the member's heirs if there is no surviving spouse; shall be allowed an adequate amount of time, to be determined by the Board of Directors, to remove or dispose of said boat.

## **Article 11 – Election Methods**

All Regular Members in good standing intending to vote shall come before the head table where the Nomination Chairman and or Committee Members will verify the member's good standing from a current membership roster. Only then will the Regular Member be issued a ballot. Once the member receives a ballot, the vote will be cast, and the ballots placed in the ballot box. In the event of a spoiled ballot, the member should exchange the spoiled ballot for a fresh ballot and the spoiled ballot should be destroyed immediately. Once all votes are cast, the Nominating Committee will proceed with the counting and posting of votes.

### **Resolutions of the Alton Motorboat Club, Inc.**

1. In case of the death of a member, a member's spouse, or a child of a member, a \$40.00 bouquet or memorial shall be allowed and sent by the members of the Club. The purpose and sending of the flowers or memorial shall be the job of the Secretary, provided the Secretary has been properly notified. Any other purchase of flowers or memorial other than by the Secretary will be void and the Club will not be responsible.
2. Upon being accepted to membership in the Club, each new member shall be given a copy of the Club Constitution, By-Laws, House Rules, and Resolutions of the Club.

### **Alton Motorboat Club Inc., House Rules**

1. Only members of the Club in good standing will be permitted use of this Club. Guests may be admitted with a member.
2. Guests will be admitted in the company of a member in good standing and must leave the Club when the member leaves.
3. Members will always be responsible for the conduct of their guests.
4. Courteous and orderly conduct is always required of all persons in this Club.
5. No person in a state of intoxication will be served in this Club and the Bartender is authorized to refuse to serve them at any time.
6. Loud, profane, or obscene language will not be tolerated in this Club.
7. Every member is required to submit or show their membership card upon demand of any officer or member.
8. The bar will be open each day, closing hours are governed by local regulations.
9. It is unlawful for any member to be present at the bar during the hours it is closed.
10. Any person violating any of the above rules will be ejected from the premises and will thereafter be denied the privileges of the Club until they are reinstated by the Board of Directors.
11. It shall be the duty of officers, all members and any authorized Club employee to strictly enforce all these rules and regulations.
12. All members shall return bottles, glasses, etc., to the bar.