

PROCEDURAL POLICY

OF

LAKE SAINT LOUIS

ANGLERS CLUB

BY-LAWS

RULES OF PROCEDURE

AUGUST 1990

INTRODUCTION

The Lake Saint Louis Anglers Club, hereafter known as the Club, is a non-profit organization with the purpose of the development of fishing and the mutual improvement and development of Lakes Saint Louis and Saint Louise for the purpose of fishing.

The Club members, in a volunteer capacity, are responsible for the smooth operation of all aspects of the Club business. Consequently, it is necessary to develop a framework for conduct of Club business. At present there are two documented levels of "rules" which govern the conduct of Club business and they are as follows:

BY-LAWS Provide the most general rules of the Club. They contain the purpose of the Club, the structure of the governing body, and officers.

RULES OF PROCEDURES Incorporate the specific details in regarding the implementation of the By-Laws.

This manual is designed to provide the Club members with a clear, concise, and rapid access to needed information regarding the "rules" which govern the operation of the Club.

PREPARED BY: G.R. Butler

CHAPTER ONE

BY-LAWS

BY-LAWS

ARTICLE I PURPOSE

Section 1. The principal purpose of this Club is the development of fishing.

Section 2. The secondary purpose is the mutual improvement and development of Lakes Saint Louis and Saint Louise for the purpose of fishing.

Section 3. Other activities of interest to the membership will be encouraged.

ARTICLE II MEMBERSHIP

Section 1. All Lake Saint Louis Community Association members in good standing, interested in fishing and the development of Lake Saint Louis and Saint Louise for fishing, are eligible to apply for membership in the Club. Membership will be effective upon approval as prescribed in the Rules of Procedures.

Section 2. Membership in the Club shall be designated as Individual, Family, Complimentary, and Honorary.

- a. **Individual** Membership held by one person.
- b. **Family** Membership held by an individual and the individual's spouse or the individual's children who has not yet reached their nineteenth birthday by the close of the Club's fiscal year.
- d. **Complimentary** Membership conferred for a significant assistance to the sport of fishing or to the Club in carrying out its objectives.
- e. **Honorary** Membership for long and distinguished service to the Club.

Section 3. All members except Complimentary shall have the right to vote and hold office.

Section 4. A family membership shall be afforded one vote.

Section 5. Complimentary and Honorary membership shall be the results of favorable action by the Board of Directors as set forth in the Rules of Procedure.

Section 6. The Board of Directors may revoke the membership of any member for just cause.

ARTICLE III DUES

Section 1. Membership dues shall be as established in the Rules of Procedure.

Section 2. No member delinquent in dues at the time specified in the Rules of Procedure for the payment of dues will be considered a member in good standing.

ARTICLE IV MEETINGS

Section 1. The Club shall hold an annual meeting for the election of Director(s), President, Vice President, Treasurer, Secretary, and for the transactions of other business. The date of the annual meeting shall be as specified in the Rules of Procedure.

Section 2. A quorum for the transaction of business shall consist of one-fourth (1/4) of the membership qualified to vote or ten (10) members of the Club, whichever is lower.

Section 3. Those members present at the annual meeting, and meeting the criteria of Article IV, Section 2, shall constitute a quorum for the transaction of business for which notice has been mailed, or otherwise delivered, to each member not less than two (2) weeks nor more than six (6) weeks prior to the meeting.

Section 4. Except as otherwise specified in these By-Laws and Rules of Procedure, the membership meetings of the Club shall be conducted in accordance with Roberts's Rules of Order, Revised.

ARTICLE V BOARD OF DIRECTORS, OFFICERS AND ELECTION

Section 1. The Board of Directors shall consist of the most previous past year Club President and two elected Directors. Candidates for Director shall have been members of the Club for at least six (6) months prior to election date.

Section 2. The officers shall consist of a President, Vice President, Treasurer, and Secretary and shall hold office for one (1) year from date of installation. Candidates for President shall have been members of the Club for at least six (6) months prior to election date.

Section 3. The procedure for filling vacancies shall be as described in the Rules of Procedures.

Section 4. Director(s), President, Vice President, Treasurer, or Secretary may be recalled at a Club meeting for which notice has been mailed, or otherwise delivered, to each member not less than two (2) weeks nor more than six (6) weeks prior to the meeting. The notice shall state the reasons for considering the removal of

the incumbent and shall include a statement by the incumbent. Recall shall require a majority vote of the members present and voting.

Section 5. Recall of a Director(s), President, Vice President, Treasurer, or Secretary may be proposed by the Board of Directors or by petition signed by one-fourth (1/4) of the membership qualified to vote, or ten (10) members of the Club, whichever is lower.

Section 6. The Board of Directors may recommend for recall the President, Vice President, Treasurer, or Secretary for failure to attend four (4) scheduled meetings during the current fiscal year or for failure to perform the duties of his office.

Section 7. No individual may simultaneously serve as two (2) or more of the following: Director, President, Vice President, Treasurer, or Secretary. Upon election and installation from one to the other of these listed positions, an automatic resignation takes effect for the earlier held position.

Section 8. The term of positions are as follows, except were as specified in the Rules of Procedures:

a. Directors

Elected Two (2) years

Past President One (1) year

b. President One (1) year

c. Vice President One (1) year

d. Treasurer One (1) year

e. Secretary One (1) year

ARTICLE VI FINANCE

Section 1. The fiscal year of the Club shall be from January 1 to December 31.

Section 2. The previous fiscal year Treasurer and the current fiscal year Treasurer shall submit a joint financial report for all activities of the Club for the previous fiscal year by January 31. The Treasurer will present an interim financial report at the annual meeting.

Section 3. The Treasurer shall prepare a written report each month which reflects the financial transaction since the Club's previous monthly meeting. The Treasurer shall make an oral presentation of the aforementioned report at the monthly Club meeting.

ARTICLE VII DISSOLUTION, ABSORPTION, OR MERGER

Section 1. This Club may not be dissolved, absorbed, or merged with another club except by adoption of an appropriate amendment to these By-Laws and compliance with appropriate provisions of law.

Section 2. The Board of Directors shall determine the disposition of all Club property, in accord with its non-profit status.

Section 3. If this Club is dissolved, absorbed, or merged with another club; no portion of the assets of the Club shall be distributed to any member so as to accrue to his or her personal benefit.

ARTICLE VIII AMENDMENT

Section 1. These By-Laws can be amended at a Club meeting for which prior notice has been mailed, or otherwise delivered, to each member not less than two (2) weeks nor more than six (6) weeks prior to the meeting. The notice shall contain the text of the Section(s) for which an amendment(s) is being proposed, the text of the proposed amendments(s) and a description of the purpose of the proposed amendment(s). Adoption of a proposed amendment(s) shall require affirmation two-thirds (2/3) vote of the members present and voting.

Section 2. Amendment(s) of these By-Laws may be proposed by the Board of Directors or by petition signed by One-fourth (1/4) of the membership qualified to vote, or by ten (10) members of the Club, whichever is lower.

ARTICLE IX ADOPTION

Section 1. These amended By-Laws shall become effective on adoption, unless presented otherwise.

CHAPTER TWO

RULES OF PROCEDURE

RULES OF PROCEDURE

ARTICLE I MEMBERSHIP

Section 1. A membership year of the Club shall be concurrent with the Club fiscal year.

Section 2. A member will remain a member in good standing from the start of the fiscal year until February 15 of the following year.

Section 3. A member joining the Club after June 30 of the current Club fiscal year will be considered a member in good standing through the following Club fiscal year.

Section 4. Membership will be effective when a written application accompanied by dues has been received and processed.

Section 5. A Complimentary member is elected for one (1) year by a majority vote of the Board of Directors.

Section 6. An Honorary member is elected for life by a unanimous vote of the Board of Directors. An Honorary member will exercise the rights and privileges of an individual member without payment of dues.

ARTICLE II DUES

Section 1. Annual dues for Club members shall be:

- a. Individual \$ 10.00
- b. Family \$ 10.00

Section 2. A member of the previous Club fiscal year, excluding members joining after June 30, will be considered delinquent in dues after February 15 of the current Club fiscal year.

ARTICLE III MEETINGS

Section 1. The annual meeting of the Club shall be in November. Additionally, there shall be monthly membership meetings in order to accomplish Club business.

Section 2. Other meetings shall be as determined by the President and/or may be called by a written notice of the Board of Directors.

ARTICLE IV BOARD OF DIRECTORS, OFFICERS, AND ELECTIONS

Section 1. The Board of Directors shall be responsible for the general policy direction of the Club and shall at its periodic

meetings review the conduct of the affairs of the Club.

Section 2. The Officers of the Club shall each perform the various duties customarily assigned to such offices.

Section 3. The President shall be the registered Agent of the Club.

Section 4. If the Office of the President becomes vacant, the Vice President shall become the President and serve until the next regular election.

Section 5. If the Office(s) of the Vice President, Treasurer, or the Secretary become vacant, the Board of Directors shall nominate a candidate, subject to approval by a majority of the membership attending the next scheduled Club membership meeting; to serve until the next regular election.

Section 6. The Secretary shall be responsible for maintaining and filing the necessary documentation to maintain the Club's "Not for profit" status with the state of Missouri.

Section 7. A vacancy in the Board of Directors shall be filled by the nomination of a candidate by the President, subject to approval by a majority of the membership attending the next scheduled Club membership meeting; to serve until the next regular election. If, at this time, there remains an unexpired term of one (1) year, A Director shall be elected for the unexpired term in the manner prescribed for all other Directors.

Section 8. The Nominating Committee

a. At least ninety (90) days prior to the election (annual meeting), the President shall nominate at least two members, subject to approval by a majority of the membership attending next scheduled membership meeting, to serve as the Nominating Committee.

b. The Nominating Committee shall nominate one (1) or more candidates for each position. These nominees shall be notified of their nominations a minimum of thirty (30) days prior to the annual meeting (Election).

c. All nominees must submit evidence to agree to serve if elected.

d. Nominations may be made from the floor at the annual meeting. The nomination must be seconded. If the nominee is not present at the annual meeting they must submit written evidence that they agree to serve if elected.

Section 9. At each annual meeting, Club members shall be elected to serve a two (2) year term as a member of the Board of Director and a one (1) year term as President, Vice President, Treasurer, and Secretary; replacing those members whose terms have expired.

Section 10. Election of the Officers and Directors by the members shall be by plurality.

ARTICLE V FINANCES

Section 1. The Treasurer shall prepare financial action plan as required by the Board of Directors. The Treasurer shall submit the plan to the Board of Directors and the President at least ninety (90) days prior to the beginning of the fiscal year.

Section 2. All expenditures shall be supported by a voucher.

Section 3. All checks less than (<) \$100.00 must be signed by one (1) Officer of the Club. All checks greater than (>) \$100.00 must be signed by Two (2) Officers of the Club.

ARTICLE VI AMENDMENTS

Section 1. The Rules of Procedure may be amended at a Club meeting for which notice has been mailed, or otherwise delivered, to each member not less than two (2) weeks nor more than six (6) weeks prior to the meeting.. The notice shall contain the text of the Section(s) for which amendment(s) is being proposed, and the text of the proposed amendment(s). Adoption of a proposed amendment(s) shall require affirmation of two-thirds (2/3) vote of the members present and voting.

Section 2. Amendment(s) to the Rules of Procedure may be proposed by the Board of Directors or by petition signed by one-fourth (1/4) of the membership qualified to vote, or ten (10) members of the Club, whichever is lower.

ARTICLE VII ADOPTION

Section 1. These amended Rules of Procedure shall become effective on adoption, unless presented otherwise.

ARTICLE VIII POLICY

Section 1. The Board of Directors shall maintain a record of the Club's procedural policies in a form readily usable by the membership. They will also provide recommendations to the membership for changes in policy and amendments to the By-Laws and the Rules of Procedure.