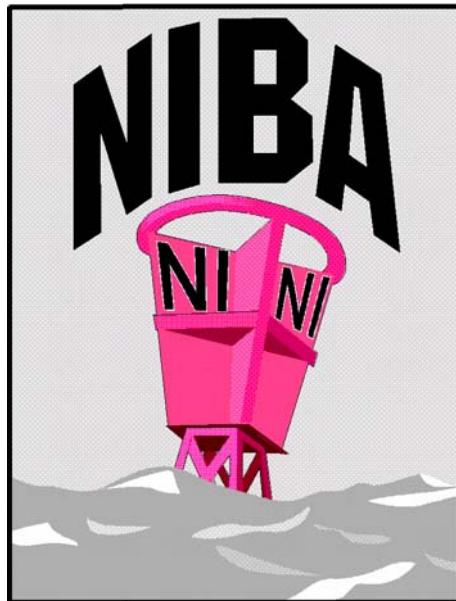


The New Inlet Boating Association

Operating Procedures



March 2000

Organization Name

This organization shall be called the **New Inlet Boating Association**.

Club Objective

The objectives of this Association shall be:

- The promotion of responsible salt water sport fishing, boating and conservation.
- The providing of a place of assembly for the members to gather, and disseminate information.
- The dissemination of information to the members to make them more knowledgeable about fishing, boating, conservation, and related subjects.
- The promotion of good fellowship and harmony among the club members.
- The execution of short business meetings and longer informative sessions through guest speakers.

Officers

The officers of the association shall be President, Vice President, Treasurer, and Secretary.

Nomination and Election of Officers

Nominations shall be made from the floor at the November meeting, and the election held at the December meeting. The officers' terms are one year lasting until the following December election or until their successors are elected. In the event the December meeting is cancelled because of inclement weather, lack of a quorum, or other unforeseen occurrence, the election will be held at the next regularly scheduled meeting.

Standing Committees

There shall be an Executive committee consisting of the elected officers. The President shall appoint a Chairperson for each of the following committees: Membership, Tournament, and Program. Each Committee Chairperson shall appoint other members as required. In addition the President shall appoint any committees deemed necessary for the best interests of the club.

Duties of Officers

The PRESIDENT shall be the presiding officer of the Association. The President shall set the agenda and conduct the meetings.

The VICE PRESIDENT shall take over the responsibilities of the President in his absence, or resignation.

The TREASURER shall collect monies due the Association and deposit the same in a bank approved by the President. He shall make a detailed report of receipts and disbursements for the year at the December meeting and shall make a detailed report at every regular meeting of the Association. He shall issue receipts for all monies received, retaining a copy for the Association records, and shall expend Association monies only upon presentation of a club-related bill, or expenditure approved by a vote of the membership.

The SECRETARY shall keep a record of all meetings of the Association and of the proceedings of the Executive Committee. The Secretary shall have the custody of all documents, periodicals and correspondence of the Association and shall make a detailed report at the December meeting showing what the Association during the year has accomplished. The Secretary shall read the minutes of the previous meeting at every regular meeting of the Association unless there is a duly passed motion to dispense with the reading of the minutes at any given meeting. The Secretary shall send the notice of upcoming meetings.

In the event of a resignation, the Officers shall appoint a member to fill the vacated position, except that the Vice President shall take over if the President resigns. In that situation the Officers shall appoint an acting Vice President.

Membership and Dues

Any person may become a member of the Association by submitting application and payment of Association dues. Expulsion of any member for misconduct will be by a two-thirds vote of those present and voting at a regular meeting. Honorary members will be nominated by the President and approved by a majority vote of the club officers. The honorary membership shall be for the club year. Honorary members are entitled the same rights and privileges as regular members in good standing.

Past presidents who have served three or more consecutive years as president shall be eligible for life membership. In addition a member who has rendered a long time exemplary service to the association or community shall be eligible for life membership. Life members must be nominated by the club officers and approved by a two-thirds vote of those present and voting at a regular meeting. Life members are entitled the same rights and privileges as regular members in good standing.

Membership dues are for one year from the March meeting until the following March meeting. Dues are payable on or before the March meeting. Dues paid on or before the March meeting by members of the previous year will be \$20.00. Late payment of Dues, paid after the March meeting will be \$25.00. To be considered a member in good standing dues payment must be current.

New Membership dues whenever paid will be \$25.00. Any new member paying dues after October 1st will be a member immediately and have the dues applied to the following club year.

In the event the March meeting is cancelled, the dues paid at or before the April meeting will be considered as having been paid on time.

Meetings

Club meetings shall be held on the first Thursday of every month except there may be no meetings in January and July. There shall be nominations at the November meeting, and election of officers at the December meeting.

Only members in good standing may introduce, discuss, or vote on any business that requires a vote of the club members.

The President shall call special meetings when deemed necessary; and notice of such meeting shall be mailed no less than three days prior to the special meeting

Order of Business

1. Reading of the minutes of the last meeting
2. Treasurer's report
3. Committee Reports
4. President's report
5. Election of Officers (December Meeting)
6. Old Business
7. New Business
8. Adjourn

Quorum

Twenty percent of the total paid membership shall constitute a quorum of the Association for the transaction of business.

Operating Procedure Interpretation

The association's Operating Procedures are a framework for the functioning of the organization and are not expected to cover every situation. The elected officers or association members shall not operate in conflict with the written procedures when the procedures are explicit on the subject. When situations not covered by the written procedures arise; the elected officers will decide the solution.

Amendments

Any five members signing a petition, stating the change, and submitting that to the association Secretary may propose an Operating Procedure change. Notification of proposed amendments must be given at the regular meeting preceding their presentation. Amendments to the Operating Procedures require a two thirds vote of the members present and voting.