

## MAPLE LEAF ANTIQUE OUTBOARD CLUB BY-LAWS

### 1. Steering Committee:

#### Composition, Duties & Accountability

The activities of the club shall be guided and initiated by the Steering Committee, acting reasonably on input from the membership at large including members of the Steering Committee itself. The Steering Committee shall consist of a minimum of 7 members and a maximum of 13 members, comprised as follows:

- (a) Officers
  - (i) Immediate Past President
  - (ii) President
  - (iii) Secretary
  - (iv) Treasurer

Commentary - as the club needs volunteers to undertake the above duties, and as these duties take time to learn and do well, the above positions are deemed best to be undertaken for a term longer than one year.

#### (b) Elected or Appointed Members

There may be, in addition to the above mentioned officers, any further number of members elected by the membership at large or appointed by the Committee provided that the total Steering Committee does not exceed 13 members. Members of the steering committee who are appointed during the course of a year must be elected by the members at large during the next Annual General Meeting.

(c) A quorum of the Steering Committee shall consist of 7 members, no more than 2 of which may be represented by proxy.

(d) The decisions of the Steering Committee shall be by simple majority vote.

(e) The Steering Committee may authorize expenditures of up to \$500.00 and the expenditures for routine expenses (such as insurance coverage or newsletter costs) as required. Expenditures other than emergency ones or routine expenses exceeding this amount must be ratified by the membership at a regular or special meeting. For this purpose a quorum of club members shall be 35 and a simple majority vote shall prevail. Steering Committee members may vote and be counted toward the quorum of 35.

(f) Dissent

Upon the written request of at least 3 committee members, or 10 members in general, any matter that has been decided by the Steering Committee shall be voted on at the next annual general meeting with a simple majority vote to prevail.

Pending the ratification vote referred to above, the disputed decision of the Steering Committee shall prevail and be in force until it is confirmed or rejected at the next annual meeting. The notice required in this Section (f) shall be delivered in writing to the President, with a copy to the Secretary.

## **2. Terms of Officers**

No officer shall hold his duties longer than 5 years, but a member may be elected to another or the same office following a minimum of 1 year absence from office. In the case of the President, serving his term as Immediate Past President for one year shall qualify as the required 1 year absence. Officers other than the President, who wish to run for President, shall not have their past service years counted against them if they become President and may without waiting run for President immediately following the conclusion of their five year terms. For greater certainty, this means that someone who was Treasurer for 2 years could be elected President and then serve for 5 years, making an accumulative total of 7 uninterrupted years. Alternatively, a Secretary who is retiring with 5 years experience, could immediately run for President and serve the full 5 year term, making a total of 10 years in continuous service.

### *Commentary*

The principal purpose of this By-Law is to create a turnover of officers from our members at large, any of whom should be capable of serving and providing leadership and new ideas. It is also designed to allow those who truly enjoy the management tasks to still be involved, without breaking the rules or without having to ask that a special exception be made in their cases.

### **3. Terms of Steering Committee**

Steering Committee members shall not have limited terms of office and retiring officers who have served their full 5 year terms, shall be allowed to immediately stand for election to the Steering Committee.

### **4. Duties of President**

The President is expected to provide leadership to his fellow members by way of organization, communication, and the fostering and encouragement of the activities of the members. The President or his designate shall represent the club in all external functions. The President shall call for and receive the report of the Treasurer and the Secretary annually. The President shall make a written report to the membership at least once annually and shall chair the annual general meeting and all meetings of the Steering Committee.

### **5. Duties of the Treasurer**

The treasurer shall collect the dues and keep a careful account of all receipts and disbursements and give a report at least annually or as often as reasonably requested by the Steering Committee. The treasurer shall be allowed to use his discretion in making minor disbursements for club expenses generally and to repay members and officers for out-of-pocket expenses which have been approved by the Steering Committee. It is the duty of the treasurer to pay the debts of the club as they fall due.

#### *Commentary*

This By-Law is rather obvious, and the out-of-pocket expenses referred to are principally the costs of the newsletter and the cost of officers for long distance telephone calls or printing and typing services required for the good business of the club. It should be noted that travel, parking and other expenses are generally viewed as voluntary expenses and officers or members would not expect to recover these from the club treasury.

The treasurer should be given a reasonable but *limited* amount of discretion to make such reimbursement. Obviously, any amount that is too large or possibly controversial would be referred to the Steering Committee for its approval.

## **6. Duties of the Secretary**

The secretary shall keep the minutes of all meetings of the Steering Committee and the annual general meeting and any other general meetings.

It is the duty of the secretary to keep the names and information about the officers current.

It is the further duty of the secretary to keep the events roster current in terms of date, location and contact person in the Newsletter.

## **7. Duties of the Immediate Past President**

The immediate Past President shall make himself available to advise and counsel the current President and any other steering committee member. The immediate Past President shall make himself available for special assignments which may be directed to him by the President.

## **8. Duties of the Members at Large**

The members at large shall support the President, the officers and the Steering Committee in its initiatives and decisions. The members shall support and attend club activities to the best of their ability. The members shall welcome and encourage new members. The members shall pay their dues and should not attempt to participate in club activities unless and until their dues are paid for the current year. All members should conduct themselves appropriately with a view to promoting the club as an honourable and worthwhile organization.

## **9. Elections**

Elections shall be held each and every year for members of the steering committee.

Elections will be held for Officers every five years or at such time as an Officer resigns or is otherwise unable to continue in the role. The election process is the same when electing Officers or other members of the Steering Committee.

Members will be made aware of the nomination and election protocol, process and deadlines in the Spring/Summer newsletter.

Those wishing to stand for election must file written nomination papers, signed by two club members with the Secretary by midnight October 1. The election shall then take place at that year's Annual General Meeting - there shall be no new nominations at the Annual General Meeting. The nomination papers must have ....

- 1) The position for which the person is being nominated.
- 2) The name and signature of the person being nominated.
- 3) The name and signature of the nominator.
- 4) The name and signature of a seconder.
- 5) All of the above must be current members in good standing of the club.

If there is more than one person nominated for the open Officer position then an election will be held at the Fall Annual General Meeting. The person receiving the most votes is elected to the position.

If there are more than the maximum number of persons allowable on the Steering Committee nominated for the Steering Committee, then an election will be held at the Annual General Meeting. The 13 nominees receiving the most votes will be deemed elected to the Steering Committee.