

## **BUCKEYE BOAT CLUB BY-LAWS**

These By-laws are adopted, and may be amended, by the Club's membership as authorized in Article XIII, Section 2 of the Constitution.

### **ARTICLE I. DOCK ASSIGNMENT POLICY**

**Section 1.** Docks are available only to Club members who own a pontoon boat. The Rear Commodore will make all dock assignments.

Any member wishing a different dock shall notify the Rear Commodore in writing of their request. A member giving up their dock shall relinquish to the Club all rights of assignment of that dock. A member who declines to accept a new dock assignment can re-submit a written request for a new dock assignment to the Rear Commodore. Reinstatement to the dock list will be based on the receipt date of the member's request to the Rear Commodore.

Subletting of docks is against Club policy and can result in immediate membership termination. The Rear Commodore will make the initial contact if a violation occurs, documenting the date and time of contact. If the violation is not resolved within seven (7) days, the Commodore will notify the member of dismissal from the Club for violation of Club policy.

Current dock assignments and map showing the location of all docks by number shall be managed and displayed in the clubhouse by the Rear Commodore.

Dock D-1 is available for persons needing assistance loading and unloading their boat.

Priorities are given to placement on the waiting list for a dock are as follows:

1. Shared member or Social member buying a member's boat for their exclusive use.
2. Shared member or Social member buying a new boat (boat not previously docked at the Club).
3. Potential member buying a member's boat.
4. Other potential members based on application date.

Membership seniority in the Club will prevail if two individuals with the same circumstances apply for a dock at the same time. In the case of members with the same seniority, the member's last name will be used alphabetically A-Z.

**Section 2. Shared Member:** The boat owner will have the responsibility of paying full fees associated with the boat and dock. The collection of any fees agreed upon by the boat owner and the "Shared" member is the responsibility of the boat owner.

### **ARTICLE II. MEMBER SELLING BOAT**

A Club member selling their boat shall (1) keep their dock for another boat, or (2) give up their dock to the Rear Commodore for reassignment.

Any member wanting to sell their boat may advise the membership chairman that their boat is for sale. The membership chairman may advise potential members and Shared members that a boat is for sale. If a member sells their boat to a non-member desiring to become a Club member, such non-member must apply for membership in accordance with Article III, Section 4 of the Constitution. If said application is accepted for membership, the new member will be placed third (3rd) on the priority list as indicated in the Dock Assignment Policy in the By-laws.

### **ARTICLE III. IDENTIFICATION/STORAGE/REMOVAL/LAUNCHING/ REPAIRS**

There will be no exceptions to the below listed policies unless a member submits in writing a request, noting the extenuating circumstances which requires an exception. Each exception will require approval of the Board of Directors.

**Section 1. IDENTIFICATION:** Only Club members may store their boat and trailer on Club property. All boats and trailers must have a **visible** nameplate, showing the member's name, for quick identification. Owners without a nameplate shall be assessed a fee for a nameplate. A member, for a fee, may request replacement and additional nameplates by contacting the Treasurer. The nameplate shall be located on the front of pontoon boats. The membership chairperson will be responsible for ordering nameplates for new members. Stored boats and trailers must have visible identification clearly displayed for emergency purposes.

**Section 2. BOAT REMOVAL:** All boats will be removed from assigned docks by the last day of October. Boats remaining after October 31 will be removed and stored by the Club, with late removal/storage fees assessed.

**Section 3. BOAT LAUNCHING:** Boats may be launched for seasonal mooring at the Club on or after April 1. Member's boats must be removed from the Club's storage area before June 1. Boats remaining in the storage area shall be towed off Club property and stored at the member's expense.

**Section 4. WINTER STORAGE BOAT AND TRAILER:** Only Club members who have current dock assignments, with current storage fees paid, will be permitted to store their boat and trailer on Club property under the supervision of the Rear Commodore. Winter storage period is from November - March. Members who have not paid their current years dues will be notified pursuant to Article VII, Section 1 of the Constitution.

**Section 5. TRAILER STORAGE (In season):** The Club has the capacity to store eighteen (18) trailers of members who have an assigned dock during the boating season (April - October). Trailers that are not paid for in-season storage must be removed when boat is launched. Trailers not assigned space or without proper ID shall be towed off Club property and stored at member's expense. The Rear Commodore will post a waiting list by initiation date in the clubhouse listing those requesting a space for trailer storage.

**Section 6. BOAT REPAIRS:** Boats removed from their assigned dock for repairs can only be stored on Club property with permission from the Rear Commodore for a period of fourteen (14) days during the boating season (April - October).

#### **ARTICLE IV. CLUB USE**

Club facilities shall be used only by members, their families and guests, and not for any commercial purposes. Family members and guests are permitted ONLY when accompanied by a member. Members desiring to use Club facilities for private affairs, that include in excess of ten (10) non-members, shall make application (BBC Form 1) to the Vice Commodore for approval not less than thirty (30) days prior to the desired date of the activity. The Vice Commodore will approve use of the Club facility based on the following guidelines:

1. The Club facilities are not available for private affairs after 5:00 p.m. Friday, Saturday, or Sunday unless approved by the Board of Directors.
2. Use of the Club facilities for non-member activities requires approval of the Board of Directors.
3. Members shall be held responsible for all damages and cleanup to include removal of all decorations, food, and waste materials. Facilities must be left in the same or better condition and trash or waste removed to the dumpster at the gate.
4. A request to use Club properties resulting in an additional cost to the Club (outside of normal operating expenses), shall be borne by the member.
5. The number of non-member guests shall not exceed sixty (60) persons.

#### **ARTICLE V. CLUB GROUND ACCESS**

An access code will be issued to each membership for access to the Club property. Unauthorized use of the access code could result in termination of membership.

#### **ARTICLE VI. ABSENTEE BALLOT PROCESS**

An absentee ballot (BBC Form 4) will be requested in writing, to the Secretary no later than October 15 in the Biennial Election year. A stamped self-addressed envelope will be included with the request and sent to: Buckeye Boat Club, 6510 Walnut Valley Dr., Galena, OH 43021-9614.

All ballots will be numbered and initialed by the Secretary for record keeping. The Secretary will return, in the self-addressed envelope, the requested ballot plus a return envelope. The return envelope will include the ballot number on the face of the envelope in addition to the return address. The Secretary will maintain a list of requested absentee ballots. The original ballot, with the member's signature, must be returned to Buckeye Boat Club, Attn: Secretary, 6510 Walnut Valley Dr., Galena, OH 43021-9614, no less than seven (7) days prior to the election. The ballots will be held by the Secretary, unopened, until the election meeting and given to the vote counters for verification to the Secretary's list. Only original ballots will be processed in the official election totals.

#### **ARTICLE VII. BILL PAYMENT PROCESS**

All bills/invoices must be approved and classified prior to being submitted to the Treasurer for payment. The following people are responsible for approving and classifying

bills/invoices:

Operating Expense Projects -- Rear Commodore  
Operating Maintenance Projects -- Rear Commodore  
Capital Projects -- Officer in charge of capital projects  
All Other Projects -- Finance Committee Chairman Trustee

In case the designated person or persons are not available to approve these bills/invoices in a timely manner (one week), the Commodore may approve and classify the specific bill/invoice.

The Board of Directors, in advance of the purchase, must approve all potential purchases from \$500.00 - \$1000.00. If the purchase is of a critical nature, as determined by the Project Manager and approved by the Commodore, a telephone vote of the Board may be taken to gain Board approval as long as this vote is reviewed at the next scheduled Board meeting.

All refunded monies to a member needs to be documented with a detailed explanation and co-signed by the Commodore and the Treasurer.

The only bills/invoices the Treasurer may process without prior approval and classification are the expenses automatically deducted from the BBC checking account for utilities and taxes.

Checks in the amount of \$3000.00 or more will require two signatures of approved Board members that are listed on the bank signature card.

### **ARTICLE VIII. REQUIRED WORK HOURS**

Each membership classification (Regular, Social, or Shared) is required to participate in a minimum of ten (10) hours of work service per year. A fee of \$150.00 will be assessed each membership that does not fulfill this requirement. If a member is aware that they will not be able to complete the required work hours for the coming year when they receive their annual invoice, the "required work fee" of \$150.00 should be included in their payment by February 1. Work hours should be turned into the Rear Commodore and information for billing transferred to the Treasurer for record keeping. Records of hours worked shall at all reasonable times be open to inspection by any member. Any time spent on an Appointed, Standing, or Special committee or a work detail that benefits the Club will earn required work hour credits.

### **ARTICLE IX. DUES AND FEES**

All payments for Dues and applicable Fees MUST BE POSTMARKED by MIDNIGHT on January 31<sup>st</sup> of each year to be considered paid. If postmarked from February 1<sup>st</sup> to February 15<sup>th</sup>, a LATE PAYMENT PENALTY FEE will be charged to the member. ALL DUES AND FEES must be PAID/ POSTMARKED before MIDNIGHT on February 15<sup>th</sup> or membership will be terminated and applicable docks will be reassigned. Any terminated member forfeits all dues and fees paid for the current year. This policy will be strictly enforced. The following dues and fees will be charged each member appropriately.

The monetary value for the dues and fees can be found on the Dues & Fees Schedule attached. These dues and fees will be reviewed annually and changes submitted to the general membership for approval.

**Dues:**

Initiation Dues  
Annual Membership Dues

**Fees:**

Boat Storage  
Trailer Storage (April - October)  
Annual Dock Fee  
Required Work Fee  
Late Payment Penalty Fee  
Late Boat Removal from Water Fee  
Nameplate  
Failure to pass a Safe Boating Course Annual Fee

**ARTICLE X. OFFICER ENTITLEMENTS**

Per Article IV, Section 1 of the Constitution:

<b><u>Officer</u></b>	<b><u>Exemption</u></b>
Commodore	Dues & Required work
Vice Commodore	Dues & Required work
Rear Commodore	Dues & Required work
Secretary	Dues & Required work
Treasurer	Dues & Required work
Trustees	Dues & Required work

**ARTICLE XI. NEW MEMBER**

Upon acceptance of a new member's application (BBC Form 2), the Membership Chairman will place the member's name on a waiting list. At the point in which the Club is prepared to take in new members, the Membership Chairman will interview potential members from the waiting list. The Membership Chairman will review the Constitution, By-laws, and Rules and Regulations with the new member. The new member will receive from the Membership Chairman an estimate of all dues and fees prior to their induction into the Club. The new member will be prepared to pay all dues and applicable fees at the time of induction. Upon receipt of payment for dues and all applicable fees, the new member will be sworn in by the Commodore and given the access code to operate the gate and enter the Club grounds. Instructions for the entry and exit of the gate will be issued with the access code. New members will be provided with a copy of the Club's Constitution, By-laws, and Rules and Regulations.

**ARTICLE XII. COMMITTEE VOLUNTEERS**

Members are encouraged to volunteer for Club committees (i.e. Nominating, Social, Financial Review, Finance, Statutory, Social, or Special Committee).

The Treasurer will include on the January invoice, in the Biennial Election year, the following notification: Please submit your name in writing if you are interested in volunteering to serve on the Nominating committee this election year to: Buckeye Boat Club, 6510 Walnut Valley Drive, Galena, OH 43021.

**ARTICLE XIII. OFFICERS**

In addition to the provisions of Article V of the Constitution, any officer who has not requested permission for missing three consecutive scheduled Board of Directors and/or General Membership meetings is subject to removal from office. Any vacancies on the Board of Directors will be filled by a Special Election to be held within sixty (60) days of that vacancy.

**SCHEDULE**  
**DUES & FEES**

**DUES:**

Initiation Dues:

New Membership	\$750.
Shared Membership	500.
Annual Membership Dues	\$160.

**FEES:**

Boat Storage	\$170.
Trailer Storage (April - October)	\$150.
Annual Dock Fee*	per city lease
Required Work Fee	\$150.
Late Payment Penalty Fee	\$35.
Late Boat Removal from Water Fee	\$35. or cost of removal
Nameplate	\$10.
Annual Incomplete Safe Boating Course Fee	\$35.

\* New members joining on or after August 1 will pay one half (1/2) dock fee for that year.

---

**Approved by the Buckeye Boat Club Membership on:**

**Date:** \_\_\_\_\_

**Signed:      SIGNATURE      PAGE      AVAILABLE      IN      CLUBHOUSE**

**Commodore**

**Presiding Secretary**

\_\_\_\_\_

\_\_\_\_\_

**Witness**

**Witness**

*BBCByLaws111807.doc*