

Lake Lotawana Water Ski Club By-Laws

Revised: October 31, 2006

ARTICLE I - Purpose and Name

Section 1. Name. The name of this club shall be "Lake Lotawana Water Ski Club" (also referred throughout as LLWSC or Ski Club).

Section 2. Purpose. The purpose of the "Lake Lotawana Water Ski Club" is to promote the education of the techniques, rules, regulations and safety in the sports of water skiing and boating; to operate as a not-for-profit organization to accomplish the above purpose; to disseminate news and information in a manner to educate the membership about waterskiing and boating; to do any and all acts consistent with the policies and purposes herein described.

Section 3. The LLWSC shall be an entity under the legal structure of the Lake Lotawana Parks and Recreation, a 501(c)3 not-for-profit organization.

Section 4. Home Office Location. LLWSC will be located at Lake Lotawana, Missouri.

Section 5. Duration. The duration of the LLWSC shall be perpetual.

ARTICLE II - Membership

Section 1. Membership in the "Lake Lotawana Water Ski Club" shall be open to all Lake Lotawana Association members in good standing and their legally dependent family members domiciled with them. Ski Club members at least 18 years of age are eligible to vote in Club matters. Membership is open to extended family members entitled to LLA privileges.

Section 2. Application for membership shall be made in the manner prescribed by the Membership Committee as approved by a majority of the Board. The membership application, in its approved form, shall contain an agreement to abide by the By-Laws of the Club. The applicant(s) shall become a member(s) of the Club upon full completion of the membership application and payment of the required dues.

Section 3. A member may resign from the Club at any time upon notice in writing addressed to the Secretary. A pro-rated portion of the dues will be refunded up to 30 days

after the initial on-water practice of the season. No refunds will be allowed after that time period.

Section 4. The Board may revoke the membership of any member(s) for due cause and may refund any or all dues paid by such member(s) in the current year at the discretion of the Board. Termination of the membership of any member shall not release the said member from the obligation to pay all dues owed to the end of the period of the membership.

Section 5. Honorary Membership shall be composed of those formerly active members who made a significant contribution to the Ski Club during the time they were active members. Nominations of individuals for Honorary Membership may be made by any active member by submitting justification for such nomination to the Board of Directors. At the next regular or special meeting of the Board of Directors, a favorable vote of a majority of those present shall be required to elect a nominee to Honorary Membership. An Honorary Member shall pay no dues, have no voting rights, be sent all Newsletters, and be welcome to join the active members in Ski Club social events. Guidelines for nominees are as follows:

1. Been a member of the Ski Club for 4 years or more.
2. Must have held responsible position for at least 2 years.
3. If nominee has not met the above stated qualifications, nominee can still become an Honorary member upon approval of two-thirds of the Board Members present.

Section 6. Volunteer members are defined as someone performing a role that supports the skiers so they can ski (or have a show), but are not skiing themselves. Examples would include volunteer boat drivers, safety boat drivers, dock personnel, and costume makers. These volunteer members are not expected to pay dues because they are supporting/volunteering and not skiing. Volunteer members at least 18 years of age shall be eligible to vote in club matters.

ARTICLE III - Management

Section 1. The management of the Club shall be vested in a group of Officers and a Board of Directors.

ARTICLE IV - Officers and Board of Directors

Section 1. Elected Officers. The Elected Officers shall consist of the President, Vice-President of Business, Vice-President of Operations, Secretary, and Treasurer.

Section 2. All Elected Officers shall hold office for one year or until their successors are duly elected. The Elected Officers shall be elected by the members at their annual meeting. The President shall not serve more than two terms consecutively. No person

may hold more than one officer position. More than one person may fill an elected position, but that position will only count as a single vote or single person in establishing quorum.

Section 3. The Board of Directors shall consist of the five elected officers, the Show Director and one at-large member in good standing. The at-large director shall be appointed by majority vote of the Officers for a term of one year.

Section 4. The Board of Directors may engage whatever personnel they deem necessary and for which funds are available, to aid in the management of the Club.

Section 5. A nominating committee of 3 Ski Club members from separate families, in good standing, shall be appointed by the Board at least two months prior to the annual meeting for election of new officers. It is preferred that no more than two members of the nominating committee be current Board Members. No member shall serve more than two consecutive years on the Nominating Committee. The purpose of the nominating committee shall be to poll the membership and select one person to be placed in nomination for each of the five elected offices.

Section 6. The Board has the right to request the resignation of a Board Member after three (3) missed Board Meetings.

ARTICLE V - Roles & Responsibilities of Officers

Section 1. President: The President presides at all meetings of the Club and board meetings, ensures the Club's Policies and By-Laws are followed; represents the Club at Lake Lotawana Association/Parks and Recreation Meetings; and additionally, the President shall carry on those other responsibilities assigned to him by the By-Laws and by the Officers. In the matter of a tie vote of the Board of Directors, the President's vote shall break the tie. The President is responsible for overseeing the Show Director.

Section 2. Vice President of Business. The duties of the Vice-President of Business are to oversee the business matters of LLWSC. These duties include Marketing, Membership, Fundraising, PR, and ensuring By-Laws are current. During the absence or temporary incapacity of the President, the Vice-President of Business shall perform the duties and have the powers of the President. The Vice President of Business shall be responsible for overseeing the Membership Committee, Fundraising Committee, and Public Relations Committee.

Section 3. Vice President of Operations. The duties of the Vice President of Operations are to oversee all aspects of the logistics of LLWSC. The Vice President of Operations oversees the Equipment Committee and Safety Committee.

Section 4. Secretary. The Secretary shall keep all records of the Club and shall also be responsible for the minutes of all meetings of the general membership and the Board of

Directors as well as retaining record copies of rosters, attendance, mailings correspondence, photo & video libraries and the Club's By-Laws.

Section 5. Treasurer. The Treasurer shall keep account and have charge of the Club's funds and expenses. The Treasurer shall keep all funds in a bank approved by the Board of Directors in the name of the Club. Said accounts shall be subject to withdrawal by checks signed in a manner approved by the Board of Directors. The Treasurer shall develop an annual budget and disburse the funds of the Club as directed by the Board of Directors. An annual independent financial review shall be prepared and submitted to the membership.

Section 6. Vacancies in any elective office may be filled by a majority vote of the Board. The successor so chosen shall serve for the unexpired term of his/her predecessor.

Section 7. The Board shall be responsible for maintaining the Policies and Procedures of the LLWSC. Any changes to these shall be approved by the Board.

ARTICLE VI – Finance

Section 1. The fiscal year of the Club shall commence on the first day of January and end the 31st day of December.

Section 2. Annual dues and fees shall be determined by the Board of Directors. The goal of the Board shall be to keep the amount of the annual dues as low as possible as to not inhibit membership due to financial barriers. Scholarships may be available and will be determined by the Board.

Section 3. Any check over the amount of \$200 shall require two signatures (Treasurer and President).

Section 4. LLWSC shall pay to the Lake Lotawana Parks and Recreation, the appropriately apportioned amount due for tax filing associated costs.

ARTICLE VII – Meetings

Section 1. General Membership Meetings. The annual General Membership Meeting shall be held during the month of October. The President may call Special Meetings of the general membership. Twenty-five percent of the vote eligible shall constitute a quorum. Any action taken at a regular or special meeting shall require a majority vote of that quorum.

Section 2. Board of Directors Meetings. The President may call Special Meetings of the Board of Directors. Four members of the Board of Directors shall constitute a quorum at any meeting of the Board.

Section 3. Notice of Meetings: Written notice of the place, day and hour of the annual General Membership meeting and of all monthly meetings of the Board of Directors shall be prepared and distributed to the membership by the Secretary. Any Special General Membership Meetings or change of regular meetings may be called by the President upon giving at least three days notice, which notice shall state the place, day, hour and purpose of the meeting. Special meetings of the Board of Directors may be called by the President, notice of which shall be given in sufficient time to permit members to be present.

Section 4. Parliamentary Law and Rules of Order. All meetings shall be conducted under parliamentary procedure according to “Robert’s Rules of Order”. In addition, the process of Consensus Decision-Making shall be utilized by the Board.

ARTICLE VIII – Amendments

Section 1. These By-Laws may be amended by a 2/3 positive vote at any meeting of the General Membership with an established quorum as defined by Article VII, Section 1.

ARTICLE IX – Dissolution

Section 1. LLWSC may dissolve only by an affirmative vote of the LLWSC Board in the manner and proportions described below. Each member of the Board shall be given notice of a special meeting called for the purpose of dissolution in the manner prescribed herein for special meetings. At a special meeting of the Board, two thirds (2/3) of all then current directors must approve the proposed dissolution. Within ninety (90) days following Board approval of the dissolution, either voting by mail (USPS or electronically) or in person at the called meeting, must approve the proposed dissolution. In the event of dissolution, the disposal of the assets of LLWSC shall devolve upon the Board. No part of the assets, income, or net earnings of LLWSC shall inure to the benefit of any LLWSC members or Directors or any other individual.

Section 2. Upon dissolution of the LLWSC, the Board of Directors shall dispose of all assets in such manner as qualifies as exempt at the time under section 501c3 of the Internal Revenue Code, or the corresponding code of any future federal tax code.

ARTICLE X – Indemnification

The members of the Lake Lotawana Water Ski Club, as a Club and individually, and the members for each permanent standing committee, as a committee and individually, are specifically held harmless by the LLWSC and its membership for all actions taken in good faith on behalf of LLWSC, including omissions, unless found culpable in a court of law of willful malfeasance, illegal activity or gross negligence, in which case LLWSC shall be entitled to recover any payments, costs or expenses incurred in the defense, compromise or settlement of any claims or suits against such member prior to such finding.

Lake Lotawana Water Ski Club Policies and Procedures

Section 1. Standing Committees

1. The following committees shall be permanent standing committees of the LLWSC: Equipment Committee, Public Relations Committee, Safety Committee, Fundraising Committee, Recruiting Committee and Membership Committee.
2. A Chairperson for each standing committee shall be appointed by a majority vote of the elected Officers.
3. Any member in good standing is eligible to be appointed as a Chairperson, including any Board member.
4. **Membership:** The Membership Chair shall be responsible for coordinating the solicitation and signing of new members; maintain, publish & distribute a current roster of the LLWSC and Honorary Members, and USA Waterski membership affiliation records.
5. **Recruiting:** The Recruiting Chair shall be responsible for coordinating recruiting activities including calling interested or prospective members, providing information about Ski Club to the LLA for distribution to new LLA members, and working with the Membership Chair to coordinate recruiting and signing new members at the season kick-off meetings.
6. **Safety:** The Safety Chair shall be responsible for safety-related educational programs and safety procedures for all water related activities. This includes recruitment and scheduling of safety boats and drivers for Ski Club practices and shows as well as rope handlers.
7. **Equipment:** The Equipment Chair shall be responsible for Club ropes, skies, leads, and other related material; maintaining Club equipment to include the ski jump, storage racks and electrical sound and radio equipment; maintaining the combination for the ski jump.
8. **Public Relations Chair:** The Public Relations Chair shall be responsible for coordinating articles for the newspaper, videos and photos of ski shows, annual club pictures, ski show programs and other publicity and public relations the club determines needs to be done.
9. **Fundraising Chair –** The Fundraising Chair shall be responsible for all club-related fundraising activities, including but not limited to, submission of fundraising ideas to the Board of Directors, coordination of fundraising activities, t-shirt sales, advertising sales and sponsorships, raffles on Lake Lotawana Day, etc.

The Club shall engage in fund-raising activities to help pay for club expenses. The following are some of the annual expenses (not a complete list):

- Water ski equipment, including Classic skis, drop skis, various other skis, ropes, vests, ski tops and turbos.
- Costumes
- Communication equipment (headsets for safety boats and dock personnel)

- Ski Jump
- Gas for ski boats
- Marketing/advertising
- USA Waterski membership (Board may decide to cover all or part of this cost for each member)
- Certifications of boat drivers and safety personnel
- Scholarships

Section 2. Show Director and Ski Show Operational Guidelines and Policies

1. Show Director. The Board of Directors shall appoint a Show Director.
2. Responsibilities of Show Director. The Show Director shall be responsible for the coordination of ski shows. This is to include the determination of acts, schedule of acts, costume design coordination, music coordination, any accompanying scripts for acts or entertainment as it relates to the overall ski show. The Show Director shall develop annual themes to be presented to the Board of Directors for majority approval.

The Show Director shall be responsible for appointing the positions related to water ski practices and ski show events including but not limited to the following:

- Ski coaches
- Costume coordinators
- Dock personnel (to help coordinate skiers and manage ropes)

The Show Director shall be responsible for reviewing and managing the skier signup sheets in order to determine what acts and teams the members would like to participate in. The Show Director shall ensure that each skier gets practice in the act they desire. The Show Director along with the ski coaches shall make determination of ski acts for any ski shows. No member is required to participate in any show and no member is guaranteed to participate in any show. The Show Director and ski coaches may also determine to setup a separate show for skiers besides the traditional Lotawana Day ski show.

3. Ski coaches. The designated ski coaches shall work to ensure that each skier gets instruction and practice in the event/act that they desire. The ski coaches are responsible for ensuring that the skiers are developing proper and safe techniques for their skiing event/act. This includes coaching from the dock, dry land practice and coaching from the boat.

Section 3. Ski Jump Regulations

1. Approved Jumpers. The ski jump may only be used by approved jumpers pulled by a USA Waterski certified driver. The Ski Coaches and USA Water Ski Certified Drivers that are members of LLWSC will be responsible for approving jumpers. Jumpers must be members in good standing of the LLWSC and members of USA Waterski.
2. Any first time jumper must be instructed thoroughly and cleared by a LLWSC Ski Coach before jumping. To do this, the person must demonstrate ability on two skis and knowledge of jumping technique to the Ski Coach.
3. All jumpers must have signed waivers and must have parental signatures if under 21 years old.
4. When not in use, the gates on the ski jump must be put up and locked.
5. The ski jump shall have a working and reliable light easily visible from all directions.
6. The tow boat must display the red and white exhibition flag.
7. The jump may be used for jumping only during approved times for LLWSC practices and shows.
8. Prior to any use of the jump for any practice, show or competition, a Fire and Rescue Unit shall be contacted and informed of the estimated time of usage.
9. All practices, shows, and competitions shall be sanctioned by USA Water Ski. As such, all safety standards and rules established in the USA Water Ski Official Safety Manual must be followed. Here follows some examples of those rules:
 - a. All jumpers must wear a personal flotation device that will float the skier. (rule 5.02 c)
 - b. At least one rider in each tow boat and safety boat shall also wear flotation while skiers are on the water. (rule 5.02 NSSA d.7)
 - c. Adequate medical personnel shall be on-site or available within a reasonable period of time. (rule 3.00)
 - d. Transportation to a medical facility shall be available within a reasonable period of time. (rule 3.00)

Lake Lotawana Water Ski Club

2007 Membership Application

Last Name First Name

Address

Home Phone () Work Phone () Cell Phone

E-Mail

Please List All Family Members:

Name	Age	Cell Phone	E-Mail	Work Phone
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

_____ Total Dues (Scholarships may be available)

Insurance: Member of USA Waterski (required for participation in Ski Shows and practices)

_____ Current member of USA Waterski

_____ Not a current member of USA Waterski.

The Lake Lotawana Water Ski Club is an all-volunteer organization. By accepting membership I/we agree to give time and effort which will enable successful club activities.

Liability Release

We, the _____ family, who will participate in the shows, practices, tournaments, clinics, or any activity of the Lake Lotawana Water Ski Club do hereby consent to so participate and will hold the Lake Lotawana Water Ski Club, officers, chairs, coaches, and its members harmless from any injury, damages, property damage, medical expense or any claim that might occur while participating, and we assume all these risks for ourselves and on behalf of all children and family members listed above.

Signed and Accepted _____

Date _____

Please make check payable to: Lake Lotawana Parks & Rec

Return to:

Club Use Only: Check Number _____ Total Amount _____

Lake Lotawana Water Ski Club

2007 Skier Signup Sheet

Skier's Name _____ T-Shirt size: Adult: S M L XL XXL Youth: M L
 Phone Number _____ Cell Phone _____ Age _____
 E-mail _____

My current ski level is (check all that you can do):

Ski on two skis___ Kneeboard___ Barefoot (drop ski)___ Ballet Line___
 Slalom___ Wakeboard___ Barefoot (deepwater)___ Ballet Alone___
 Trick skis___ Ski Jump___ Shoe ski___ Swivel___
 Pyramid climber___ Pyramid base___

Please check below which acts and teams you would like to participate in:

<input type="checkbox"/>	
<input type="checkbox"/>	Junior Line, beginner act
<input type="checkbox"/>	Junior Slalom, beginner act
<input type="checkbox"/>	Kneeboard
<input type="checkbox"/>	Around the boat, superior slalom ability required
<input type="checkbox"/>	Barefoot
<input type="checkbox"/>	Boys' Line, slalom ability required
<input type="checkbox"/>	Duos
<input type="checkbox"/>	Flag Line
<input type="checkbox"/>	Jump
<input type="checkbox"/>	Pyramids
<input type="checkbox"/>	Shoe Ski
<input type="checkbox"/>	Swivel, slalom ability required
<input type="checkbox"/>	Trick
<input type="checkbox"/>	Trios
<input type="checkbox"/>	Ballet Lines, slalom ability required
<input type="checkbox"/>	Junior Ballet
<input type="checkbox"/>	Ladies Ballet
<input type="checkbox"/>	Over/Under
<input type="checkbox"/>	Wakeboard Beginner
<input type="checkbox"/>	Wakeboard Advanced
<input type="checkbox"/>	Other: