

# ***RBBA BYLAWS***

***Redondo Beach Boaters Association, Inc.***

*(A California Non-profit Corporation, #2312891)*

***Redondo Beach, California***

*Original text prepared by: RBBA member Zeke Wheeler with significant input from Dick Krebs, Bob Douglas and all other RBBA Executive Board members between June 2001 and May 7, 2002*

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**RBBA BYLAWS**  
**Redondo Beach Boaters Association, Inc.**  
(A California Non-profit Corporation, #2312891)

**ARTICLE I- NAME, BOUNDARIES, DEFINITIONS**

**Section 1- Name**

*This association shall be known as **Redondo Beach Boaters Association, Inc.** hereafter known as “RBBA”.*

**Section 2- Boundaries**

*RBBA encompasses all boaters and boater friends in the Redondo Beach King Harbor area.*

**Section 3- Definitions**

*Boaters are defined as registered owners of any type of boat/watercraft operated by sail, power, steam, electric, solar, oars, foot or hand and located or used within the Redondo Beach King Harbor area.*

**ARTICLE II- PURPOSE AND POLICY**

**Section 1- Purpose**

- a) To actively work to further enhance the harbor experience;*
- b) To provide a cohesive voice for communications between the boating public, the city and other public and private institutions, including all Harbor Boating Organizations, whose functions are essential to the operation and management of the harbor and its facilities;*
- c) To keep all boaters informed on matters of interest;*
- d) To provide an open forum for discussion of boater’s concerns;*
- e) To have sufficient consensus to represent the best interests of the boating community; and*
- f) To ensure the harbor experience continues to be fun.*

**Section 2- Policy**

*The general policy of RBBA shall be to serve the boating community of King Harbor by:*

- a) Promoting the welfare and recreational use of the harbor and the ocean.*
- b) Maintaining awareness and cognizance of issues and events as determined by Executive Board officers as being important to boaters by:
  - 1. Supporting positions which further the majority interests of boaters and boater friends.*
  - 2. Opposing actions which are detrimental to boater’s interest.**
- c) Providing leadership in actions which contribute to improvement, maintenance, beauty and safety of King Harbor, harbor facilities and the ocean.*

**ARTICLE III- MEMBERSHIP AND DUES**

**Section 1- Membership**

- a) BOATERS- Membership shall consist of boaters as defined in Article 1, Section 3 within the boundaries of RBBA, who demonstrate and comply with RBBA’s Purpose and Policy and are current in their dues.*
- b) BOATER FRIENDS- Membership is also available to **boater friendly persons** who have demonstrated a sincere interest in supporting RBBA, its bylaws and are current in their dues. This group shall have the exact privileges and responsibilities as boaters, but shall never exceed ten percent (10%) of the total membership.*
- c) Type of membership, annual dues and payment schedule shall be set or amended by a majority vote of the Executive Board.*
- d) Membership shall be denied any member or prospective member who fails to demonstrate and comply with RBBA’s Purpose and Policy. Membership denial or termination requires two thirds majority vote of Executive Board Officers.*
- e) There shall be no discrimination based on age, race, sex, national origin or physical disabilities.*

**Section 2- Dues**

a) Dues are payable upon joining RBBA and renewable annually based on Table 1 below:

**Table 1- Dues Schedule**

<i>Month Joined</i>	<i>Dues are due Annually on</i>
<i>Jan., Feb., Mar.</i>	<i>April 1<sup>st</sup></i>
<i>Apr., May, Jun.</i>	<i>July 1<sup>st</sup></i>
<i>Jul., Aug., Sep.</i>	<i>October 1<sup>st</sup></i>
<i>Oct., Nov., Dec.</i>	<i>January 1<sup>st</sup></i>

- b) Members whose dues are delinquent over 30 days shall not be allowed to vote on any issue relating to the business of RBBA until 30 days after renewal of their membership.
- c) Late Dues Notice- See Article IV, Section 3, g)2. and g)3.
- d) Grandfather Clause: Original members who paid dues between March 1<sup>st</sup>, 2001 and March 31<sup>st</sup>, 2002 shall have their next dues payable annually starting April 1<sup>st</sup>, 2003.

**ARTICLE IV- EXECUTIVE BOARD OFFICERS (EBO)**

**Section 1- Executive Board Officer Listing**

*Executive Board Officers of RBBA shall be the following fourteen (14):*

- 1) President
- 2) First Vice President (Program)
- 3) Second Vice President (Membership)
- 4) Third Vice President (Planning)
- 5) Secretary
- 6) Treasurer
- 7) thru 13) Seven Directors
- 14) Sergeant at Arms

**Section 2- Executive Board Officers- Length of Service**

- a) Executive Board Officers elected at the annual election shall hold office for one (1) year or until their successor is elected. Any person chosen to fill a vacancy caused by death, resignation or removal of any officer shall be appointed by the executive board to serve only during the unexpired portion of the term of such officer until his successor is duly elected.
- b) No elected officer may hold the same office for more than two (2) consecutive terms, unless a 2/3 majority of the executive board approves a new term.
- c) In the event there is a shortage of members to fill each officer position, a dual role may be assumed by other officer's until filled by executive board or next election.

**Section 3- Executive Board Officers- Removal from Office**

- a) Any elected officer absent for three (3) consecutive board meetings during a single term without appropriate reason shall be removed from office for cause. His replacement for the remaining term shall be elected by a majority vote of the executive board.
- b) Any elected officer may be removed from office for cause by a two-thirds (2/3) vote of those present at a General Membership meeting, providing that at least three-quarters (3/4) of the voting members were notified in advance that a vote to remove an officer would be taken. Notification may be by way of Newsletter, bulletin, phone, fax or email.
- c) Notification to a removed officer shall be made by registered mail by highest remaining ranking officer.

**Section 4- Executive Board Officers- Duties**

- a) PRESIDENT- The president shall:
  - 1. Preside at all meetings of the members and at all meetings of the executive board;
  - 2. When available, co-sign all checks, drafts and other orders for the payment or disbursement of funds of RBBA;
  - 3. Select a parliamentarian from the general membership or the executive board.
  - 4. Appoint observers and committee chairmen, as needed;
  - 5. Select nominees for executive board vacancies, subject to ratification of the executive board;

- b) *FIRST VICE PRESIDENT-* The first vice president shall have and exercise all the powers, duties and authority of the president during the absence, disability or resignation of the president and shall serve as program chairman.
- c) *SECOND VICE PRESIDENT-* The second vice president shall be chairman of the membership committee and maintain a membership roster. S/he shall act as president in the event of temporary absence or disability of the president and first vice president. The membership roster shall be continuously updated and each member shall review and update their information as a minimum with payment of annual dues. Roster shall contain the following information when available: Members full name, home address, email address, home phone number, work phone number, boat marina, boat slip number, boat name, boat description, boat length and application approval date.
- d) *THIRD VICE PRESIDENT-* The third vice president shall be responsible for Long Range Planning. S/he shall prepare and submit each year by September 30<sup>th</sup> RBBA's Long Range Plan to the Executive Board for approval and changes if required. After board approval, third vice president shall prepare final Plan prior to December 31<sup>st</sup> each year. Planning for implementation of elements of the Long Range Plan shall be developed through cooperation with the First Vice President.
- e) *SECRETARY-* The secretary shall keep all necessary records of the proceedings of the general membership and executive board meetings and maintain an accurate set of the bylaws of RBBA and such standing rules as are in effect. The secretary shall conduct the correspondence of RBBA as required or as directed by the executive board. The secretary shall be responsible for the distribution of notices of elections and other important RBBA functions when such distribution is deemed by the executive board to be necessary to the orderly conduct of RBBA business.
- f) *TREASURER-* Financial year for RBBA shall be calendar year January 1<sup>st</sup> through December 31<sup>st</sup>.
1. The treasurer shall collect and disburse all moneys of RBBA.
  2. The treasurer shall prepare the notice to members regarding annual dues payment and coordinate with the secretary to send:
    - A. 1<sup>st</sup> Notice: Notify by email or regular mail each member two (2) to four (4) weeks before their dues are due.
    - B. Final Notice: Notify delinquent members two (2) to four (4) weeks after dues due date by email or regular mail. Members shall be given 30 days from receipt of email or postmark date of regular mail to renew their membership or their name will be removed from the membership roster.
    - C. The treasurer must deposit all moneys of RBBA in an accredited bank approved by the executive board.
  3. The bank account shall be established in the name of RBBA with the authority to draw checks or withdraw money from RBBA account as follows: Checks are drawn by the treasurer and counter-signed by the president, or in the case of the president's absence, by the 1<sup>st</sup> or 2<sup>nd</sup> vice president.
  4. A simple cash ledger must be kept by the treasurer to account for the receipts and disbursements of RBBA, and shall include supporting documents.
  5. A treasurer's report must be submitted to the executive board at regular meetings for approval and at General Membership meetings for information.
  6. An auditing committee must audit the financial records of RBBA prior to the installation of officers.
  7. The auditing committee's report must be presented to RBBA members at the June general meeting.
  8. The financial records of RBBA must also be audited whenever a vacancy occurs in the office of the treasurer caused by death, resignation or removal or at any other time deemed necessary by the executive board.
  9. All disbursements exceeding One Hundred Dollars (\$100.00) must be approved by the executive board, with the exception of premiums for insurance and bonding, when due.
  10. It shall be the responsibility of the treasurer to prepare or to arrange for the preparation of State and Federal tax returns if required.

- g) *DIRECTORS- Seven directors shall be elected from the membership to attend monthly board meetings and share in the direction and leadership of the organization.*
- h) *SERGEANT AT ARMS- The sergeant at arms shall keep proper order during meetings and identify members when necessary. S/he shall register guests and perform such other duties as may be required by RBBA Executive Board.*
- i) *PARLIAMENTARIAN- The parliamentarian shall be selected by the president, attend all meetings and shall advise on parliamentary procedure.*

**Section 5- Executive Board Officers Liability Insurance**

*Liability insurance shall be provided in the amount of \$1,000,000 minimum for each officer of RBBA. Insurance shall be paid from membership dues.*

**ARTICLE V- MEETINGS AND VOTING**

**Section 1- General Membership Meetings**

- a) *General membership meetings of RBBA shall be held at least annually during the month of June unless otherwise designated by the executive board. Special general membership meetings may be called at the discretion of the executive board. Time sensitive issues may also be coordinated with the general membership. Time sensitive issues can be voted on by email and/or regular mail or fax provided proper notification and quorum requirements of Table II are met.*
- b) *Quorum, notification and other voting requirements for general, special and time sensitive matters are defined in Table II.*
- c) *Political activities relating to all donations and all endorsements require two-thirds (2/3) majority approval from a quorum of the full membership. See Article X, Sections 2 and 2.*

**Section 2- Executive Board Officers Meetings**

- a) *The executive board shall conduct a general at least once a month unless a change is agreed upon by at least a two thirds (2/3) majority of the board. Special executive board meetings may be called at the discretion of the president.*
- b) *Quorum, notification and other voting requirements for executive board general, special and time sensitive matters are defined in Table II.*
- c) *Time sensitive issues can be voted on by email and/or regular mail or fax provided proper notification and quorum requirements of Table II are met. Records shall be maintained and properly recorded in the minutes. Only the president, first, second or third vice president are allowed to manage time sensitive issues and shall furnish secretary with the final voting tally for each issue.*
- d) *Executive Board Officer meeting notice shall be made to officer's email address of record. Officers without email address shall be mailed, phoned, faxed or hand delivered each meeting notice. It is each officer's responsibility to notify the secretary of any change of address, email address, phone or fax number.*

**Section 3- Voting**

- a) *Only dues paid members in good standing are eligible to vote and shall be notified per Table II. Each member shall have but one (1) vote. This one vote per member includes officers serving in a dual officer's role.*
- b) *A new or reinstated member's right to vote shall commence thirty (30) days after receipt of dues by RBBA. This does not apply to members who renew their membership on or before their annual dues due date as determined by Table 1.*
- c) *It is each member's responsibility to notify the secretary of any change to: address, email, phone number or fax number.*
- d) *Voting for the various types of meeting, notification, quorum and quorum vote requirements shall be as defined by Table II.*

**Table II- Voting Notification, Quorum and Votes Required to Approve an Issue**

Type of Meeting	Advance Notice	Official Notification means		Minimum Quorum Required	Quorum Votes required to approve
		Members with email	Members without email		
General- All members	2 to 4 weeks	email	Regular mail	12% of all paid members	<b>Officer Election:</b> Majority  <b>Issues, Donations and Endorsements</b> Two thirds
Special- All members	1 to 2 weeks		Phone, Fax or Hand delivery		
Time Sensitive Issues- All members	3 to 7 days				
General-Executive Board	2 to 4 weeks		Regular mail	Five executive board members with at least the President, 1 <sup>st</sup> or 2 <sup>nd</sup> VP	
Special- Executive Board	1 to 2 weeks		Phone, Fax or Hand delivery		
Time Sensitive Issues- Executive Board	1 to 7 days				

**ARTICLE VI- NOMINATIONS AND ELECTIONS**

**Section 1- Nominating Committee**

At the Executive Board meeting in April a nominating committee consisting of three (3) members ( with one (1) member as chairman) who are representative of the entire RBBA membership, shall be appointed by the president to present a slate of officers (one member for each vacancy for which elections are being held). This slate of candidates shall be presented to the membership via email, newsletter, fax or regular mail at least 2 weeks prior to the June general meeting.

**Section 2- Officer Election, Floor Nominations and Election Results**

At the general membership meeting in June, the nominating committee shall place its nominations before the members and the president shall call for nominations from the floor. When the nominations are closed, the president shall:

- a) 1<sup>st</sup>: Elect as a group those officer positions with only one candidate nominated for office.
- b) 2<sup>nd</sup>: Elect other officer positions with two or more nominees in sequence shown in Table III.
- c) 3<sup>rd</sup>: Announce election results and advise officers to attend monthly board meeting until they assume their new officer positions at the September board meeting.

Either a voice vote or a show of hands is acceptable. A majority vote shall elect each officer.

**Table III- Officer election sequence for positions with two or more nominees**

- |                                       |                             |
|---------------------------------------|-----------------------------|
| 1) President                          | 5) Secretary                |
| 2) First Vice President (Program)     | 6) Treasurer                |
| 3) Second Vice President (Membership) | 7) thru 13) Seven Directors |
| 4) Third Vice President (Planning)    | 14) Sergeant at Arms        |

**Section 3- Financial Report by Audit Committee**

Either before or after officer election, the auditing committee chairman shall present to members the financial status of RBBA.

**Section 4- New Officer Installation**

The previous president shall install the newly elected executive board at the September board meeting. The new executive board will assume their duties at that time but are expected to attend all board meetings between their June election and the September installation.

**ARTICLE VII- AMENDMENTS**

These bylaws may only be amended by a two-thirds (2/3) majority vote at any general or special membership meeting, provided that the proposed amendment shall have been emailed or mailed to each member at least two (2) weeks prior to a general membership meeting or at least one (1) week before a special meeting.

## **ARTICLE VIII- REDONDO BEACH BOATERS ASSOCIATION NEWSLETTER**

### **Section 1- Newsletter Definition & Distribution**

*RBBA shall publish and distribute to the membership and other interested parties, as deemed appropriate by the executive board, a newsletter dedicated to the fulfillment of RBBA objectives. The publication shall be titled, "Redondo Beach Boaters Association – News & Views", and shall be published quarterly, unless authorized by the executive board to deviate from this practice.*

### **Section 2- Newsletter Editorial Policy**

*The control of the editorial policy of the "Newsletter" shall be vested in the executive board. Officers and members are encouraged to submit articles and photos to the editor for consideration.*

### **Section 3- Newsletter Approval**

*The editor shall present each issue of the Newsletter for review and approval by the president prior to publication.*

### **Section 4- Newsletter Advertising**

*The executive board reserves the right to restrict types of advertising which is not compatible with RBBA's membership or policy.*

## **ARTICLE IX- COMMITTEES and OBSERVERS**

### **Section 1- Committees**

- a) There shall be such committees as deemed necessary by the president or executive board.*
- b) Committee reports shall be submitted to the executive board at regular board meetings and to the membership at general meetings after approval of the executive board.*

### **Section 2- Observers**

*Observers will be selected to attend city council meetings, planning commissions meetings and other such meetings deemed necessary by the president or executive board to keep RBBA informed as to what is happening that may impact boater's interest. These observers may be RBBA officers or regular members chosen on a voluntary basis, but the president has the right to appoint one or more to attend these meetings on a regular or rotating basis.*

### **Section 3- Reporting**

*Those attending these meetings shall submit a report to the newsletter editor and executive board for review prior to release to the general membership.*

### **Section 4- Removal from office**

*The executive board shall be empowered to remove any observer or committee chairman by a two-thirds (2/3) vote.*

## **ARTICLE X- POLITICAL ACTIVITY**

**Section 1- Donations** *RBBA does not support and the Executive Board shall not make donations to any political cause or candidate on behalf of RBBA, unless cause or candidate fully supports RBBA's Purpose and Policy. Any donation requires two-thirds (2/3) majority approval from a quorum of the full membership.*

**Section 2- Endorsements** *RBBA or Executive Board can make endorsements of any political candidate who supports our policy and purpose and provided at least a two-thirds (2/3) majority of the executive board approves Executive Board endorsements. Any RBBA endorsement requires two-thirds (2/3) majority approval from a quorum of the full membership.*

**ARTICLE XI- PARLIAMENTARY PROCEDURE & GENERAL**

**Section 1- Parliamentary Procedure**

*These bylaws shall govern the parliamentary procedure of RBBA. Robert's Rules of Order, Revised, shall be referred to on points not covered herein.*

**Section 2- General**

*These bylaws shall be governed by and construed in accordance with the laws of the State of California. If any Article, Section or any portion of any Article or Section violates any federal, California, Los Angeles County or Redondo Beach law, then that and only that Article, Section or portion thereof becomes void and does not apply to the bylaws.*

**ARTICLE XII- BYLAWS APPROVAL**

*These bylaws were formally adopted by the Executive Board Officers of RBBA on May 7, 2002 and approved by:*

\_\_\_\_\_  
*Chris Gerold- President*

\_\_\_\_\_  
*Richard Krebs- 1<sup>st</sup> Vice President*

\_\_\_\_\_  
*Bob Meistrell- 2<sup>nd</sup> Vice President*

\_\_\_\_\_  
*Robert Douglass- 3<sup>rd</sup> Vice President*

\_\_\_\_\_  
*Derek Tetlow- Secretary*

\_\_\_\_\_  
*Bill Paukert- Treasurer*

*Appendix A - BYLAWS Actions and Assignee by Date*

## Redondo Beach Boaters Association, Inc.

Date or Date Range	Action	Assignee
January 1	Dues due from members with anniversary of Oct/Nov/Dec	Treasurer & Secretary
January 1 to 31	Executive Board Meeting	President
January 15 to 31	Final Late Dues Notice to members with Jan 1 due date.	Treasurer & Secretary
February 1 to 29	Executive Board Meeting	President
March 1 to 15	Dues Notice to members with April 1 due date	Treasurer & Secretary
March 1 to 31	Executive Board Meeting	President
April 1	Dues due from members with anniversary of Apr/May/June	Treasurer & Secretary
April 15 to 30	Final Late Dues Notice to members with April 1 due date.	Treasurer & Secretary
April 1 to 30	Executive Board Meeting- Nominating committee of 3 must be selected by President	President
May 1 to 15	Notify all members of June General Membership Meeting and slate of officer candidates. Send proxy also.	Secretary
May 1 to 31	Executive Board Meeting	President
June- 1 to 30	Executive Board Meeting and General Membership Meeting- Nominated committee chairman shall present candidates and call for nominations from floor. Conduct election of new board. – Install new executive board officers- Audit Chairman presents financial report to members	President , Nominating committee chairman & Audit Chairman
June 1 to 15	Dues Notice to members with July 1 due date	Treasurer & Secretary
July 1	Dues due from members with anniversary of Apr/May/June	Treasurer & Secretary
July 15 to 31	Final Late Dues Notice to members with July 1 due date.	Treasurer & Secretary
July 1 to 31	Executive Board Meeting	President
August 1 to 31	Executive Board Meeting	President
September 1 to 15	Dues Notice to members with October 1 due date	Treasurer & Secretary
September 1 to 30	Long Range Planning Report	3 <sup>rd</sup> Vice President
October 1	Dues due from members with anniversary of Jul/Aug/Sep	Treasurer & Secretary.
October 15 to 31	Final Late Dues Notice to members with Oct. 1 due date.	Treasurer & Secretary
October 1 to 31	Executive Board Meeting- Review/approve LR Planning report	President
November 1 to 30	Executive Board Meeting- Review/approve LR Planning report	President
December 1 to 15	Dues Notice to members with January 1 due date	Treasurer & Secretary
December 1 to 31	Executive Board Meeting- Review/approve LR Planning report	President