

Ventura County Sportfishing Club | Officers and Elections

Sec. 1

The title of elected and appointed officers of the VCSC shall be as follows:

ELECTED:

President

Vice-President

Secretary

Treasurer

Member-at-Large (4 positions)

Charter Master

Membership Chairperson

APPOINTED:

Chumline Newsletter Editor

Raffle

Elections will be held each year at the November Club meeting.

Elected officials shall assume their duties on January 1 of the new year

Sec. 2. Elected Officials

- a. Elections will be held each year at the November Club meeting.**
- b. Prior to each election, the Board of Directors will appoint a chairperson to assemble the election committee, conduct the election process, tally the votes, and announce the results.**
- c. The nominating committee will be announced at the September General meeting.**
- d. Candidates for office can announce their intent to run for office at Club meetings, in the Chum Line, to the election committee chairperson, or be nominated by another member.**
- e. Elected officials shall assume their duties on January 1 of the new year.**
- f. If a vacancy exists of an elected official, a special election will be held at a general meeting to fill that vacancy.**

Sec. 3. Appointed Officials

All appointments will be made by the Board of Directors for a term to be decided by the Board.

- a. If a vacancy exists of an appointed official, that vacancy will be filled by a majority vote of the Board of Directors.**

Sec. 4. Board of Directors

- a. All Board of Directors members, whether elected or appointed, will serve as voting members of the Board.**
- b. The Board may appoint additional non-voting members to the Board for specified periods of time when required.**
- c. All past presidents of the VCSC who are active members of the club will be voting members of the Board of Directors for an indefinite term.**

Sec. 5. Elected Officials, Appointed Officials, and Nominated Officials

- a. Nominated officials must be 6 months of good standing prior to nomination of Board positions.**
- b. Appointed officials must be 3 months good standing prior to the appointment.**
- c. Nominations will be tendered by voice and seconded at the October meeting of the current year.**
- d. Voting ballots will be issued, marked, and counted at the November meeting of the current year.**
- e. A candidate may not accept a nomination for more than one office per year.**
- f. Term of office shall be one year for all seats on the Executive Board.**
- g. It shall take a two-thirds majority of the Executive Board present to revise bylaws.**

Sec. 6.

Upon expiration of term, all elected officials and appointed board members shall deliver to their successors all books, papers, moneys, ledgers, or other property of the VENTURA COUNTY SPORTFISHING CLUB in their possession.

Sec. 7. PRESIDENT

- a. The President shall provide leadership for all activities of the Club.**
- b. The President will preside at the Club's Board and General Meetings.**
 - 1. Conduct and maintain order at both meetings.**
 - 2. Prepare an agenda before the Board and General meetings.**
 - 3. Vote at Board meetings only to break a tie or when his/her vote constitutes a quorum.**
- c. Assist in establishing Club policies and planning all activities.**
- d. Prepare the "President's Letter" article for the monthly Chum Line.**
- e. Coordinate with the Program Director for all speakers for the year.**

Sec. 8. VICE-PRESIDENT

- a. The Vice-President shall assist the President in performing duties prescribed by Bylaws, policies, and parliamentary procedures.**
- b. The Vice-President shall assume the duties of the President in his/her absence.**
- c. Compile and present a report of club activities at the Board and General meetings.**
- d. Provide club activities report to Chum Line editor no later than the 18th of the month.**
- e. Serve as a voting member of the Executive Board.**
- f. Receive special assignments from the President as needed.**

Sec. 9. SECRETARY

The Secretary is responsible for recording the minutes of all General and Board meetings and is also responsible for all other records not specifically charged to another officer. Other duties include:

- a. Prepare and maintain Bylaws and Policies**
- b. Maintain Rules of Order**
- c. Prepare correspondence to speakers, raffle suppliers, etc.**
- d. Serve as a voting member of the Executive Board.**

Sec. 10. TREASURER

- a. Serves as a voting member of the Executive Board**
- b. Maintains a bookkeeping process approved by the Executive Board.
Records will be kept up to date and be available for audit at any time.**
- c. Collects all income, makes bank deposits of all Club funds in a VCSC account at a commercial bank, and writes receipts.**
- d. Checks treasury records against bank monthly statements and resolves differences.**
- e. Pays all bills for authorized expenditures which include those approved by the Executive Board, expenses incurred from directed assignments, and expenses incurred by Club officers and Board members in the pursuit of their duties.**
- f. Coordinates with Charter Master to ensure chartered fishing trips are financially self-sustaining.**
- g. Prepares and submits the following State Forms, or substituted forms, required from tax-exempt organizations:**
 - Statement of Information to the California Secretary of State**
 - California Attorney General Form RRF-1**
- h. Prepares and submits the following State and Federal forms, or substituted forms, only when gross revenues exceed \$25,000 for the accounting year:**
 - California Form 199 to the Franchise Tax Board**
 - IRS Form 990-EZ to the Internal Revenue Service**
- i. Maintains and updates VCSC document "Instructions for VCSC Treasurer" dated 15 September, 2006 which provides guidance for the preparation and submittal of the required documents.**

Sec. 11. CHARTER MASTER – LOCAL, SHORT RANGE, LONG RANGE

- a. Develops a yearly plan for club-sponsored chartered fishing trips in local waters and submits to the Board for approval by February 1 of each year.**
- b. Surveys vessel operators to select the best arrangements for the club.**
- c. Submits the plan for Board approval in advance of any agreements with vessel operators.**

- d. Provides each club member with a copy of the yearly plan and solicits participation in the trips. Advance payments by members are sent to, collected from, and recorded by the Treasurer from the VSCS PO Box as prescribed by the plan.
- e. In cases where the chartered trip is under-subscribed, the Charter Master may solicit nonmembers to participate.
- f. All funds for fishing charters will be paid to the Treasurer.
- g. In cases where a chartered trip is under-subscribed, the Charter Master, in consultation with the Treasurer and with the approval of at least two elected officers, can cancel the trip. If the trip is cancelled, the Treasurer will authorize credit to the participants for a future trip or issue a refund. In cases where the Charter Master and the Treasurer cannot agree on cancellation, the President or Vice-President will make the decision.
- h. The Charter Master may modify the yearly plan as necessary and may add special trips when unique fishing opportunities arise and there is enough interest to warrant a special charter.
- i. The Charter Master will be present on all club charters. In the event he/she is unable to attend a charter, he/she will appoint another club member to represent him/her and the club on the trip, and his/her charter fee will be refunded.

Sec. 12. CHUM LINE EDITOR

- a. Serves as a voting member of the Executive Board.
- b. Collects articles of interest to club members from various sources.
- c. Compiles, edits, formats, and publishes a monthly newsletter.
- d. Draft newsletter shall be approved by the President prior to publication.
- e. Mails or e-mails newsletters to all members to arrive one week in advance of the Club monthly meeting.
- f. Will, when appropriate, write editorials for the newsletter.
- g. Distributes appropriate copies of the Chum Line to local tackle stores.

Sec. 13. MEMBERSHIP CHAIRPERSON

- a. Serves as a voting member of the Executive Board.
- b. Maintains, publishes, and distributes a roster of active members:
 - to the VCSC Board each month
 - to the VCSC general membership each quarter
- c. Develops and conducts a recruiting program to acquire new members.
- d. Gives membership status report at each scheduled Club meeting.
- e. Sends notices to members for dues payment.
- f. Collects dues payments and transfers them to the Treasurer.
- g. Provides the Board with a list of members who are in arrears on dues payments.
- h. Supplies membership cards to all active members.
- i. Provides the Chum Line editor with continuous updates on mail and e-mail address changes and new member addresses.
- j. Provides all new club members with:
 - a. Copy of the Bylaws
 - b. Copy of Club Policies
 - c. Roster of all members
 - d. Name Tag
 - e. Membership card
- k. Maintains sign-in sheet at Club functions.
- l. Monitors wearing of club name tags at meetings.

Sec. 14. MEMBER-AT-LARGE

- a. Members-At-Large will perform functions as required by the Executive Board.
- b. There will be four Member-At-Large positions each year.
- c. Serves as a voting member of the Executive Board.

Sec. 15. RAFFLE CHAIRPERSON

- a. Appointed by the Board
- b. Provides a yearly forecast of funds required for the purchase of raffle prizes and apparel and submits estimates to the Board for approval.
- c. Obtains items for Club raffles after receiving