

**MID-ATLANTIC KOI CLUB
BYLAWS**



ARTICLE I

Name, Purpose and Geographic Area of the Organization

- A. The name of the organization is Mid-Atlantic Koi Club (MAKC)
- B. The purpose of the organization is to create, promote and expand the hobby of keeping, breeding, appreciating and exhibiting carp, a freshwater fish also known as Koi or Nishikigoi (Japanese fancy carp); to disseminate information about the hobby and garden ponds to the membership and public; to engage in educational and social activities related to the hobby; and to acquire and own such property as may be necessary for any or all of the foregoing purposes.
- C. The general geographic area served by the Mid-Atlantic Koi Club shall include the states of; Delaware, Maryland, New Jersey, New York, Pennsylvania, Virginia, West Virginia and the District of Columbia; however, there shall be no residency requirement for membership.

ARTICLE II

Membership

- A. Any person who has an interest in koi culture and related activities is eligible for membership in the organization. Upon application and payment of the dues as set forth in Article IV, the applicant will become a member in good standing of the Mid-Atlantic Koi Club.
- B. A member may voluntarily withdraw, or a member may be

**MID-ATLANTIC KOI CLUB
BYLAWS**

expelled by a majority of the members present at any regular or called special meeting for violation of the bylaws, non-payment of dues or conduct deemed detrimental to the organization.

C. Membership shall not be transferable, and membership and voting rights shall terminate upon withdrawal, expulsion or death of a member. Membership allows family members to participate in activities, however, each family is entitled to ONE vote.

ARTICLE III

Fiscal Year

The fiscal year begins on the first day of July and ends on the last day of June the succeeding year.

ARTICLE IV

Annual Dues

Dues as set by the executive committee are annual and expire on the last day of June. Included in the membership application shall be a prorated chart showing the dues required for memberships begun before the annual renewal date.

ARTICLE V

Chapters

A. The executive committee shall, from time to time at its discretion, establish chapters of the organization, although any member may attend meetings in any chapter.

**MID-ATLANTIC KOI CLUB
BYLAWS**

B. Each chapter shall have a chapter vice-president(s) nominated each year by that chapter and elected each year in accordance with Article VIII, who shall perform the duties as set forth in Article IX, C.

C. Each chapter, at the beginning of each club year (or as soon as possible thereafter), shall submit a tentative list of upcoming meeting dates, meeting topics and other events. The chapters, as much as possible, should coordinate activities with the other chapters' vice-presidents in order to minimize scheduling conflicts with MAKC as well as other chapters' meetings and events.

D. Regardless of the number of chapter vice-presidents, each chapter shall have one vote on the executive committee.

E. Each chapter shall have the following rights and privileges, including, but not limited to, access to the newsletter for announcements, to club equipment and sales supplies, to treasury funds for reimbursement of local chapter meeting/function expenses as approved by the executive committee, and to donated items to be used for raffles and fund raising activities. Each chapter shall, try to raise funds through local fundraising activities to offset their expenses. Any funds raised by the chapter shall be deposited in the MAKC Treasury; any equipment purchased is the property of the MAKC. As directed, each chapter shall submit in writing a proposed budget to the treasurer for the upcoming fiscal year.

F. New Chapters

1. In order to form a chapter, a group of MAKC members shall submit a proposal to the executive committee. In this proposal, they should state the need for the additional chapter, chapter goals, and chapter philosophies as they relate to MAKC's goals and philosophies. These goals should be for the benefit of MAKC as a whole and enhance

**MID-ATLANTIC KOI CLUB
BYLAWS**

management of the entire organization.

2. The proposal shall be distributed to all executive committee members. The president and the executive committee shall vote; a majority is needed to establish a new chapter.
3. If accepted, that chapter shall appoint a temporary chapter vice-president(s) to direct the chapter until the next regularly scheduled election.

G. A chapter may withdraw its chapter status by requesting withdrawal in writing from the executive committee. Withdrawal should only be requested with the consent of the majority of the members after a vote taken at an announced special chapter meeting called by the chapter vice-president(s) for that purpose. If a chapter withdraws, members continue to enjoy all the benefits afforded to all MAKC members. Chapter status may be withdrawn by the president, in consultation with the executive committee and chapter vice president at any time.

H. Any other chapter matters not covered in this Article will be brought before the president.

ARTICLE VI

Meetings

A. Reports of the retiring president, secretary, treasurer, committee chairpersons, and the installation of newly elected officers shall take place at the club annual meeting. Notice of the annual meeting shall be submitted in writing to the membership at least ten (10) days prior to such meeting.

B. The frequency and locations of chapter meetings of the organization shall be determined by the chapter vice-presidents in consultation with the executive committee. The date, time, place and written notice thereof shall be given to the members at

**MID-ATLANTIC KOI CLUB
BYLAWS**

least ten (10) days prior to each chapter meeting. C. Special meetings may be called by the president at any time and shall be called at the written request of at least five (5) members in good standing. The president shall set the date, time, place and agenda of such special meeting and cause written notice thereof to be given to all members at least ten (10) days prior to such meeting. The business conducted at a special meeting shall be limited to the matters set forth in the agenda sent to the members with the notice.

D. Written notice of all meetings shall be delivered via email or in an official publication of the organization.

E. Each paid membership has only one vote. Voting by absentee ballot shall be allowed at the discretion of the executive committee.

F. The elected officers of the organization, along with the chair of any standing committee and chapter vice presidents shall comprise the executive committee which shall meet when called by the president.

ARTICLE VII

Officers

A. The officers of the organization shall be that of president, vice-president, chapter vice-president(s), secretary, treasurer and membership chair who shall serve for a term of one year from their installation at the annual meeting until the next succeeding annual meeting.

B. A vacancy in any office shall be filled for the remainder of the term by appointment by the executive committee.

**MID-ATLANTIC KOI CLUB
BYLAWS**

ARTICLE VIII

Nomination and Election of Officers

A. The president shall appoint a nominating committee consisting of three (3) persons including the chairperson which shall present a slate of candidates for each office. At chapter meetings in April, the slate of the nominating committee shall be received into nomination followed by any additional nominations for the offices from the floor. At chapter meetings in May, votes shall be cast by secret ballot for each office and forwarded by the chapter VP to the nominating committee. Each member family (membership) in good standing may cast only one vote for each office. The nominee for each office receiving the highest number of votes shall be declared elected to that office. In the event there is a tie vote for an office, votes shall be recast at the annual meeting until one nominee receives the highest number of votes.

B. All officers shall be installed by the retiring president at the annual meeting.

ARTICLE IX

Duties of the Officers

A. The duties of the president are:

1. To preside at the annual meeting.
2. To create committees as necessary to assist in accomplishing the purpose of the organization and to appoint chairpersons and members of such committees.
3. To supervise the affairs of the organization.

MID-ATLANTIC KOI CLUB BYLAWS

4. To cause the periodic publication of a newsletter for the advancement of the purpose of the organization and to appoint and supervise an editor of such newsletter.
5. To appoint custodians of the property of the organization other than funds; and
 - a) Oversee yearly inventory of club property with the custodian of the property and at least two other club members in good standing. The results of the inventory will be published.
6. To take any other action as authorized or required by these bylaws.

B. The duties of the vice-president are:

1. To assume the duties of the president in the event of absence, withdrawal, inability or refusal to act by the president.
2. To perform the duties delegated by the president.
3. To set the date, time and place of the annual meeting in conjunction with the president; and
4. To be an ex officio member of all committees other than the executive committee.

C. The duties of the chapter vice-president(s) are:

1. To preside at each chapter meeting or designate an alternate.
2. To set the time and place of each chapter meeting.
3. To set the agenda for each meeting.
4. To send minutes of each meeting to the secretary
5. To establish chapter standing committees as directed by the executive committee and any other standing committee that are necessary to carry out these duties

D. The duties of the secretary are:

MID-ATLANTIC KOI CLUB BYLAWS

1. To cause notices to be served as required by the bylaws.
2. To keep minutes of all annual, special, chapter and executive committee meetings of the organization; and provide minutes to the executive committee and chapter vice-presidents within 5 business days.
3. To perform other duties as assigned by the president.

E. The duties of the treasurer are:

1. To collect all dues and handle money with high standards and set a tone of integrity
2. To have custody of the funds of the organization and reconcile bank statements
3. To keep regular books of account of the organization.
4. To pay pre-determined accounts as may be authorized by the membership and to pay those bills presented to and approved by the executive committee.
5. To prepare and submit a written, itemized report of receipts and expenditures for the past fiscal year as well as a budget for the upcoming fiscal year at the annual meeting and at any other time when directed by the president.
6. To prepare and submit all reports required by any governmental agency.
7. To perform other duties as from time to time may be assigned by the president; and
8. To provide the president with a quarterly report.

MID-ATLANTIC KOI CLUB BYLAWS

ARTICLE X

Standing Committees

The chair of standing committees shall be appointed by the president in consultation with the executive committee, and shall include, but not be limited to, the following committees:

- A.** Membership committee shall:
 - 1. cause a notice to be published in May on the website to the current membership to renew their dues by end of June.
 - 2. keep roster of members in good standing.
 - 3. after acceptance of a membership application, send a new member welcome packet which shall, at the least, include a letter from the president, chapter vice president contact information and a copy of the by-laws.
 - 4. the membership chair will send updated roster to the organization's officers as changes occur.
- B.** Newsletter committee shall:
 - 1. cause to be published on a regular basis and shall contain meeting notices.
 - 2. include any other club news or information on koi keeping at the discretion of the committee.
 - 3. submit club news to affiliated or other publications.

MID-ATLANTIC KOI CLUB BY LAWS

ARTICLE XI

Amendments to the Bylaws

- A. These bylaws may be altered, amended or repealed by two-thirds (2/3) affirmative vote of the members eligible to vote and present at the chapter meeting. If unable to attend the chapter meeting, a member may vote through email up to 2 days before the scheduled meeting.
- B. A complete copy of proposed alterations or amendments to the bylaws shall be served on each chapter VP at least 10 days prior to any meeting at which a vote is to be taken.

ARTICLE XII

Property of the Organization

The property and funds of the organization are irrevocably dedicated to the purposes as set forth in these bylaws. In the event of the dissolution of the Mid-Atlantic Koi Club all property and funds of the organization shall be given, without condition, to non-profit organization(s) selected by the executive board. Used property no longer required by the club may be sold at fair market value established by the property custodian, after all members have had an opportunity to review the inventory list.

No part of any earnings or assets of the Mid-Atlantic Koi Club shall benefit any member or individual.

ARTICLE XIII

Parliamentary Authority

To the extent not in conflict with these bylaws, Roberts Rules of Order (revised) shall govern all proceedings of this organization.

March 2020