

Des Moines Kubb Club (DMKC)

Policies and Procedures

Contents

- Article I. Charter 3
 - Section 1.01 Guiding Principles..... 3
 - (a) General..... 3
 - (b) Our Vision..... 3
 - (c) Our Mission 3
 - (d) How do we achieve our Mission? 3
 - Section 1.02 Membership Types..... 3
 - (a) Club Membership:..... 3
 - (b) Additional Benefits of Club Membership:..... 4
 - (c) Web (Free) Membership:..... 4
 - Section 1.03 Dues Schedule:..... 4
- Article II. Des Moines Kubb Club By-Laws 5
 - Section 2.01 Organization Structure..... 5
 - Section 2.02 Responsibilities of the Board of Directors 6
 - (a) General..... 6
 - (b) Responsibilities of the President..... 6
 - (c) Responsibilities of the Vice-President 6
 - (d) Responsibilities of the Treasurer 6
 - Section 2.03 Responsibilities of Committees..... 6
 - (a) Appointments and Committees..... 6
 - (b) Responsibilities of DMKC Paid Members..... 7
 - Section 2.04 Board Meeting Guidelines 7
 - (a) Operating Protocol..... 7
 - (b) Frequency of Meetings 7
 - (c) Board Meetings..... 7
 - Section 2.05 Club Meeting Guidelines..... 8

(a) Frequency of Meetings 8

(b) Operating Protocol..... 8

Section 2.06 Ethics 8

(a) Code of Conduct..... 8

Section 2.07 Elections 8

(a) Eligibility 8

(b) Election Procedures 8

(c) Termination Of Membership 9

Section 2.08 Financial Matters 9

(a) Expenses..... 9

Article I. Charter

Section 1.01 Guiding Principles

(a) General

- (i) The Des Moines Kubb Club (DMKC) is a group of kubb enthusiasts from central Iowa, formed to represent their collective kubb related interests.

(b) Our Vision

- (i) The vision of the DMKC along with its Members is to make the game of kubb The Favored lawn, party, and tailgating game in the area, and to use kubb to help those in need.

(c) Our Mission

- (i) The mission of the DMKC along with its Club Members is to promote and increase the visibility of the game of kubb by providing a fun, social, and friendly atmosphere for local charitable causes.

(d) How do we achieve our Mission?

- (i) DMKC will coordinate our Club Members' efforts in matters of:
 - 1) Program and event scheduling and development
 - 2) Communication with Club Members, recreational kubb players, the community, the respective park departments, and other clubs
- (ii) DMKC will provide Club Members an organized and structured environment to:
 - 1) Promote kubb membership and participation locally and regionally
 - 2) Voice their opinions and participate in a kubb organization
 - 3) Provide credibility with park departments and potential sponsors
 - 4) Expand and promote kubb in the area

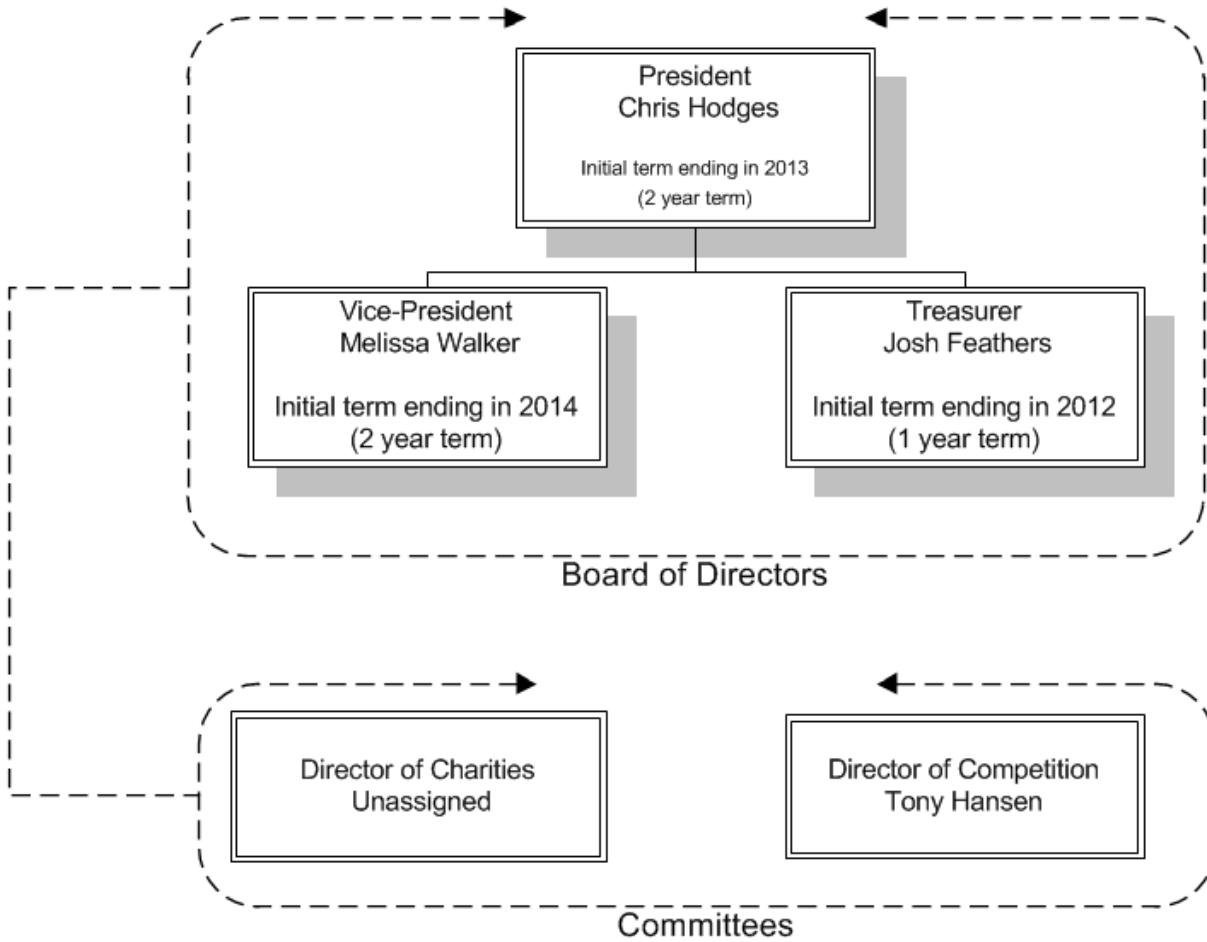
Section 1.02 Membership Types

(a) Club Membership:

- (i) Full Membership with voting rights
- (ii) Annual dues required
- (iii) Allowed to be nominated for DMKC Committee Director or Board of Directors

Article II. Des Moines Kubb Club By-Laws

Section 2.01 Organization Structure



Section 2.02 Responsibilities of the Board of Directors

(a) General

- (i) Official Club operations shall be overseen by the Board of Directors. The Board of Directors will also be referred to as Board Members. It shall be the duty of all elected Board Members to do their best to serve the Club and to fulfill their responsibilities. Board Members are required to attend Club and Board Meetings. Only active Members may be elected and hold office as Board Members. Terms for the Treasurer are for a one year period. President and Vice-President Terms are staggered, two year periods.

(b) Responsibilities of the President

- (i) The President shall preside over Board and Club Meetings and direct overall Club operations. The President shall review applications and volunteer appointments. The President may appoint temporary replacements for Board Members who can not complete their terms. The President is to be a standing member elected by the Board of Directors.

(c) Responsibilities of the Vice-President

- (i) The Vice-President shall assist the President and shall be in charge when ever the President is not available. The Vice-President shall be Sergeant-at-Arms and administer judgments related to Club rules. The Vice-President shall be a standing Director appointed by the President and approved by the Board of Directors.

(d) Responsibilities of the Treasurer

- (i) The Treasurer shall manage, account, and disperse common Club funds. The Treasurer's role is attached to the fiduciary responsibility of Club funds. This Board Member shall provide financial status reports at each Club and Board Meeting. The Treasurer is also responsible for Club records, communications, and documents, will attend Club and Board Meetings and compose the official minutes.

Section 2.03 Responsibilities of Committees

(a) Appointments and Committees

- (i) Committee Directors are encouraged to create committees, receive applications and make appointments for special assignments for their respective positions. It is not the intent that the Committee Director does all the work but that the work gets done. This also helps to develop future Board Members. Appointments shall be approved by a quorum of the Board of Directors.
- (ii) Appointments and committees shall be selected from volunteers and Board Members may not be drafted for the position. Appointees and committee Members must be Club Members in good standing.

(b) Responsibilities of Club Members

- (i) Club Members are required to abide by rules of courtesy, integrity, and responsibility, as defined in sanctioned tournament rules.

Section 2.04 Board Meeting Guidelines

(a) Operating Protocol

- (i) The Club shall conduct meetings and business in a parliamentary manner with voting Club Members nominating and electing a Board of Directors who then conduct Club business based on the input from Club Members
- (ii) A quorum is met by the presence of 2/3 of the standing Board of Directors.
- (iii) A simple majority is required to pass or deny a resolution
- (iv) A 2/3 Board of Directors majority is required to pass or deny a Referendum or Charter Amendment. The Club members will be notified of a Referendum or Charter Amendment 10 days prior to the Board Meeting where such will be voted on.

(b) Frequency of Meetings

- (i) The Board of Directors and Club Members shall meet following the Annual Fall Tournament. The annual “General Assembly” Meeting shall consist of the election of Board Members, voting for Referendums or Charter changes, Membership polls, and events scheduling and planning. The date of the “General Assembly” Meeting will be set prior to the Annual Fall Tournament.
- (ii) An “in-going” Board Meeting will be set prior to the “General Assembly” Meeting. The “in-going” Board Meeting will recognize newly elected Board Members and/or Committee Directors.
- (iii) Supplementary Meetings will be scheduled as required by the President to discuss long range goals, appointments, special projects, or emergency situations.
- (iv) Special Meetings or Elections may be requested by Club Members. The Treasurer will announce the date and venue not less than 7 days prior. In order for the Special Meeting or Election to be valid, a quorum of 2/3 of the Board of Directors must be present.

(c) Board Meetings

- (i) A call for agenda items will be communicated by staff at least 3 weeks before a scheduled Board Meeting
- (ii) Club Members submit agenda items to the President
- (iii) President sets the agenda

(iv) The following items are required to be documented in the minutes:

- 1) Motions
- 2) Votes and voting counts
- 3) Action items and assignee
- 4) Points of order should be noted in the minutes.

(v) Minutes are published to an location accessible to Club Members

Section 2.05 Club Meeting Guidelines

(a) Frequency of Meetings

- (i) The Club Members shall meet at least once a year with meeting date and venue announced by the Treasurer not less than 30 days prior. One of the meetings will be the “General Assembly” Meeting. Other meetings can be setup as needed, with a vote of 2/3 or the Board of Directors.

(b) Operating Protocol

- (i) Club Members in good standing attend Club Meetings
- (ii) Club Meetings will use the same operating procedures for Board Meetings
- (iii) Club Members shall conduct meetings and business in a parliamentary manner with voting Club Members nominating and electing a Board of Directors who then conduct club business based on the input from Club Members and the Board of Directors
 - 1) A quorum is met by the presence of 2/3 of the standing Board Members
 - 2) A plurality is required to pass or deny a resolution

Section 2.06 Ethics

(a) Code of Conduct

- (i) The Board of Directors is expected to conduct Club business using ethical, respectful, and lawful conduct.

Section 2.07 Elections

(a) Eligibility

- (i) Club Members are eligible for electing the Board Members.

(b) Election Procedures

- (i) Nominations will be in accordance to the nomination process published 30 days prior to the General Assembly Meeting.
- (ii) Any Club Member can nominate a candidate using the approved nomination process, to the Board of Directors at least one (1) month before the General Assembly Meeting.
- (iii) Another Club Member must second the nomination for the nomination to carry
- (iv) Club Members cannot nominate themselves or second themselves for nomination
- (v) Elected position terms will begin after the General Assembly Meeting at the scheduled "Ingoing" Board Meeting.

(c) Termination of Membership

- (i) Termination occurs due to any of the following events:
 - 1) Club Member not abiding by the responsibilities of Club Membership
 - 2) Suspension or termination of Club Membership determined by the Board of Directors for cause

Section 2.08 Financial Matters

(a) Expenses

- (i) Only the Board of Directors will be authorized to sign on behalf of the Club.
- (ii) Receipts are required for expenses.
- (iii) A minimum of two signatures shall be required for any expenses exceeding \$1,000.
- (iv) Expenses over \$20.00 require approval from the Board of Directors.
- (v) Board Members can approve expenses of \$20.00 or less
- (vi) Non-consumable items expensed using Club monies become the property of the Club.