

**JACKSONVILLE FAMILY CAMPERS
BY-LAWS
2022 (Amended 2/13/22)**

ARTICLE I - NAME & PURPOSE

SECTION A - NAME

The name of this organization shall be the Jacksonville Family Camper's Club, Inc., of Jacksonville, Illinois, Here in after referred to as JFC. (Amended 3/3/19)

SECTION B - PURPOSE

The purpose of this club is to promote interest in the sport of camping among the people of Jacksonville, Illinois and its vicinity, to encourage safe and courteous camping, to have a part in securing and maintaining facilities for camping in the vicinity of Lake Jacksonville, Illinois, and to arrange for outdoor fellowship.

SECTION C – SOCIAL MEDIA

- A. To encourage courteous camping, all interactions on the Jacksonville Family Campers Club website, Jacksonville Family Campers Club Facebook page, and other social media utilized by the club are for club members and club business only.
- B. Electronic communication will be utilized to replace the US Postal Service for normal club correspondence. (Amended 2/13/22)

ARTICLE II - MEMBERSHIP & APPLICATION PROCEDURES

SECTION A – MEMBERSHIP

- A. The membership in the club is open to all adults who love and participate in the sport of camping; any adult actively engaged in camping, is eligible for membership. Membership application is limited to those adults who have their primary residence within Morgan County or any adjoining counties.
- B. The membership shall be limited to a maximum of 68 memberships. (Amended 3/3/19)
- C. All members of this organization shall assume full responsibility for their own actions and the actions of their family and guests. The club, its officers, and its members are relieved of all responsibility inherent thereto.
- D. In the interest of maintaining harmony in the purposes of the organization, no group discussion of religion or politics will be allowed at club meetings.
- E. The club facilities are to be for the sole and exclusive use of the members of the Jacksonville Family Campers Club, Inc., and their guests. Guests must be accompanied on the premises at all times by a member in good standing, as required by the lease with the City of Jacksonville.
- F. Family members seeking a divorce should abide by their Judge's decision or parties' agreement as to who will retain their membership in the Jacksonville Family Camper's Club. Divorced member shall provide legal documentation of judge's decision as to who retains Jacksonville Family Camper's membership. There shall be no shared or joint membership. If determination for sole membership cannot be made, the entire membership shall be revoked.
- G. Attendance at monthly membership meetings are encouraged but not required. It will be the members' responsibility to obtain information on any business discussed or acted upon at these monthly meetings. The club will not be responsible for keeping members informed of business acted upon at the monthly meetings. Utility fees will still be due by the meeting following use. It will be the responsibility of the member to turn in applicable fees to the **Treasurer** on time. (Amended 2/13/22)

SECTION B - APPLICATION PROCEDURES

- A. Club members who wish to sponsor prospective members may pick up a membership application at any time. Dated applications must be returned to the membership committee at or before the February meeting. Club seniority will be based on the date and time the application is received by the Chairman of the membership committee or a Board member.
- B. Each applicant must be sponsored by three (3) member families in good standing at time of application.
- C. The list of prospective members will be submitted to the membership at the March meeting. Should a prospective member decline membership, they shall be removed from the waiting list. (Amended 3/3/19)
- D. At the annual meeting in April the members will vote on the prospective JFC applications necessary to reach the maximum membership list. Voting will be by secret ballot and a simple majority of votes cast shall rule. Should the maximum membership not be met by the April meeting then applications may be accepted and voted on at any meeting including the April meeting before adjournment until the limit is reached. When the applicant is voted into Jacksonville Family Campers they will be notified by the chairman of the membership committee or a member of the board. The new members will need to pay all dues and fees within 7 days of notification. If the new member does not pay the dues and fees within the 7 day period the membership in question will be null and void and the next applicant will be considered. Once the dues and fees have been paid, the new member will receive a copy of the bylaws, ground rules, gate key and their lot assignment.
- E. Dated applications remaining after the membership limit is reached shall comprise a waiting list. (Amended 3/3/19)
- F. Each applicant offered a membership, shall agree to uphold the provisions of the By-laws and ground rules and, upon payment of initiation fees and dues, become a member of Jacksonville Family Camper's Club, Inc. (Amended 5/7/17)
- G. Membership reserved for adult children or parents of members of the club will be accepted upon application any time during the club year, if membership and space is available. Dues and fees will be as per the Club's lease with the City of Jacksonville, Illinois, and all new member application rules will apply.
- H. If the membership of a member is terminated at any time during the fiscal year, that member's camping site is frozen for the remainder of the fiscal year except to be used as an overnight lot for visitors.

SECTION C - DUES AND FEES

- A. The amount of the annual dues for the following camping year shall be recommended by the Board of Directors in an email sent to the membership at the end of November and shall be voted on at a meeting in January with the date to be specified in that November email. (Amended 2/13/22)
- B. A one-time initiation fee for each camping family shall be \$90.00, assessed at the time of joining.
- C. Annual dues are payable at the February meeting. Dues may still be paid in two installments, at the February meeting and at the March meeting and, if not paid by the start of the March meeting the membership is terminated. It is the membership's responsibility to keep contact information current. (Amended 2/13/22)
- D. Special assessments made necessary by increased costs will be limited to the increased costs, and would become effective by majority approval at the second regular meeting following notification in a special newsletter.
- E. 1. If a member needs the overnight guest lot for his/her guest, he/she must sign up on the calendar in the pavilion. The member is responsible for paying a \$10 usage fee per night. Guests may only occupy the guest spot for a maximum of ten consecutive days. (Amended 2/11/18)

2. With member's approval a guest may occupy their lot and said member will be responsible for the electric fee. The \$10 usage fee and any other fees incurred and all actions of the guest are the responsibility of the sponsoring member of the guest. (Added 2/11/18)

F. Electricity

1. The Power Committee shall oversee all matters pertaining to the electric meters and shall be chaired by a board member.
2. The rate is to be determined by the Power Committee and approved by the Board of Directors.

A. Electricity Billing Procedures

1. Meters will be read on lot selection day, the last Sunday of every month and on closing day.
2. Bills will be posted no later than the 1st Sunday of the following month at:
 - A. At the JFC Pavilion
 - B. On the JFC Website
 - C. E-mailed to all members
 - D. For those members without access to the website bill will be mailed to them.
3. Payment is due by the 14th of every month.
4. A. Accounts not paid by the 14th will go into a delinquent status and members will be notified by text, e-mail or phone call. (Amended 2/11/18)
B. Accounts not paid for by the 25th will be charged a \$25 late fee.(Amended 2/13/22)

C. Accounts still delinquent by the end of the second month will be charged additional \$25, electric box will be locked out and membership privileges will be suspended until account is current. (Added 2/13/22)

D. Each month account is delinquent will incur another \$25 late fee. (Added 2/13/22)
5. All fees not paid by the adjournment of the January meeting will result in non-acceptance of membership dues/membership for the upcoming year. (Amended 2/13/22)
6. JFC will not be held responsible for any damage/loss caused by interruption of the power. It is the sole responsibility of the member.
7. JFC is responsible for providing the metered pedestal/RV outlet for each lot. Any extensions or equipment installed by the member, is the member's responsibility for installation and maintenance under the provisions stated in bylaws/ground rules. (Amended 2/13/22)

- G. When a complaint is made to the Board, in writing, concerning a lot with grass that is six (6) inches or higher, the Board will notify the member he has one (1) week to mow the lot. If it is not mowed within seven (7) days, this constitutes a minor infraction and the Board will have it mowed at a fee of \$40.00 to be paid by the member. This must be paid by the next regular club meeting. A lot includes camper lot, and any boat parking and dock areas occupied by the member.

SECTION D - DISCIPLINARY PROCEDURES

- A. Members wishing to register complaints will submit them in writing and properly signed to the Board.
- B. **Minor Infraction** is an inconvenience to a member and doesn't involve risk to health, safety, and the function of the club, which is to encourage safe and courteous camping.
1. The 1st offense for a minor infraction: A written reminder from the Board will be sent via Priority mail to the member.
 2. The 2nd offense for a minor infraction: Calls for an appearance before the Board, and a warning will be given for pattern behavior, along with a reminder that members who do not abide by the Bylaws can be expelled from the club.
 3. The 3rd offense for a minor infraction: Along with the two (2) previous warnings, will be disciplined as

a serious infraction.

- C. **Serious infraction:** Jeopardizes the safety and well being of another person or the club as a whole. This includes one or more of the following: Verbal abuse, physical altercations, threats, members or their guests out of control, physical violence or threats of physical violence by members or their guests toward any member or their guests present in the campers' club, or any proof of illegal activity by a member or their guests on the grounds of the campers' club.
Any of these incidents will result in an immediate appearance before the Board at the next regular meeting or a specially called meeting with NO exceptions. At this time the Board will refer to the most recent publication of ROBERTS RULES OF ORDER for proper investigative and disciplinary procedure which may result in termination of membership.
- D. Cancellation of membership will be the penalty for non-payment of dues, utilities and assessments, or a serious infraction.
- E. Discipline will be considered in a case by case basis and may be handed down in a progressive fashion based along the following model:
1. Verbal reprimand
 2. Written reprimand
 3. Probation
 4. Suspension of Club Privileges
 5. Membership termination
- F. Rights of members-A member has the right to defend themselves if he/she is being physically threatened by another member or a guest to remove themselves from the situation. (Amended 5/7/17)

ARTICLE III MEETINGS, OFFICERS, AND DIRECTORS

SECTION A - REGULAR MEETINGS

- A. All regular meetings shall be held on the first Sunday of March, April, May, June, August and October. The January and February meetings will be held the second Sunday. The Board of Directors will meet once a month. The President and the Board has the right to cancel/postpone any regular meeting if it poses a safety or health danger to the membership due to acts of nature, violence or terrorism. If the meeting can be safely rescheduled in a timely manner then it will be rescheduled with a five day notice given to the membership. (Amended 3/3/19)

SECTION B - ANNUAL MEETING

- A. The regular April meeting of each year shall be the annual meeting. At this meeting, the election of officers and at-large directors will be held. The President and the Board have the right to postpone the Annual meeting if it poses a safety or health danger to the membership due to acts of nature, violence or terrorism. The meeting will be rescheduled in a safe & timely manner with a five day notice given to the membership. (Amended 3/3/19)

SECTION C - SPECIAL MEETING

- A. Special meetings shall be held at such times as the president shall determine. Notice of special meetings shall be given to members five days in advance of the meeting. (Amended 3/3/19)

SECTION D - QUORUM

- A. The members present at the annual meeting, monthly meeting, or special meeting shall constitute a quorum.

SECTION E – OFFICERS

- A. The officers of Jacksonville Family Campers Club, Inc. shall consist of a president, vice-president,

secretary and a treasurer. The term for officers shall be of one year's duration.

1. **The President** shall preside at all meetings of the club and the Board of Directors. He/she shall enforce the rules and regulations of the club, call special meetings whenever necessary, organize the work of the club, and shall be in charge of administrative policies, expansion and general welfare programs. He/she shall serve as ex-officio member of all committees. The president may appoint committees, which will function from April through March to perform such duties as he/she sees fit. Such committees may include membership, publicity, properties, work, and others found to be necessary by the president. A committee chairmanship shall be one year's duration.
2. **The Vice-President** shall, in the case of the absence for any cause of the president, perform the duties of his/her office in their respective order. He/she shall also perform their duties as may be assigned.
3. **The Secretary** shall keep the records and minutes of the club, the minutes of the meetings of the Board, and shall keep a record of all applications for membership and a list of members, properly indexed. The secretary shall handle all correspondence as directed by the Board, and shall give due notice of all special meetings.
4. **The Treasurer** shall be the custodian of the funds, securities and assets of the club, and shall perform all the duties usually pertaining to such an office including but not limited to: providing copies at the monthly Board meetings of all bank statements and treasurer's report which includes beginning and ending monthly balance of all bank accounts, records of all monthly deposits and expenditures, monthly records of all dues, fees and assessments paid by each member. A written general overview report shall be provided to the membership at the monthly meeting. All checks over \$500 require two (2) authorized signatures. The Board may ask for an audit of the club's finances at any time.
5. The Secretary and Treasurer positions may be filled with two members creating a Co-Secretary and/or Co-Treasurer officer. Only one vote per officer position at Board meetings. If two members wish to fulfill the Secretary or Treasurer position in a Co capacity, then their names must be listed together on the ballot as one candidate. (Added 2/11/18)
6. All Board Members and Officers may vote at Board meetings with Co-Officers having only one vote between them. (Added 2/11/18)

SECTION F - BOARD OF DIRECTORS

- A. The Board of Directors of the Jacksonville Family Camper's Club, Inc., shall consist of seven (7) members, together with the elected officers. The members of the Board and officers shall serve without compensation. In the event of a tie vote for the board, both members will be allowed to serve as Board members.
- B. Three (3) members of the Board of Directors shall serve three-year terms, two (2) members of the board shall serve two-year terms, and two (2) members shall serve one year terms. The nominating committee for the year shall submit to the membership a Board of Directors, whose terms shall be for one, two and three years. Should the president be re-elected, the membership will elect a member to the Board to serve the remaining one-year term; if the President is not re-elected he/she shall serve said one year term. Should a vacancy occur on the Board, the officers shall appoint a member to serve the remainder of the said term.
- C. A Board of Director is required to attend at least 50% of all Board meetings, per camping year. Failure to attend 50% of regular board meetings will result in the loss of position. The position will be filled per by-laws Section F, Article B.
- D. **DUTIES OF THE BOARD:** All business conducted by the Board will refer to ROBERTS RULE OF ORDERS with the exception that the President may conduct business when deemed necessary via internet email or telephone conference call with majority approval of Board needed to act on said business.

SECTION G - NOMINATING COMMITTEE - OFFICERS AND DIRECTORS

- A. A nominating committee shall be appointed in February of each year by the president. The committee shall consist of three members. The nominating committee shall submit a slate of officers and directors to the club by the March meeting. Following the announcement of the slate of officers and directors, nominations will be accepted from the membership, and must be made at the March meeting. Between the March and April meeting, the nominating committee shall contact each member nominated for an office by the membership at the March meeting, to ascertain whether the said member would be willing to serve in that office. The election of officers shall be held at the next regular meeting, which will be the annual meeting in April, at which time the new officers will assume their duties.

SECTION H- TERM OF OFFICE

- A. All officers shall be elected by a plurality vote for a term of one year or until their successors are elected and qualified. All officers may succeed themselves.

ARTICLE IV - VOTING -RULES OF ORDER

SECTION A – VOTING

- A. Individual or family membership shall be considered as only one vote in any club election or vote.

SECTION B - RULES OF ORDER

- A. Robert's Rules of Order shall govern all parliamentary matters not otherwise covered by these by-laws, and shall be considered final in all parliamentary matters.

ARTICLE V - GROUND RULES

Existing Ground Rules from the previous year will remain in effect for the coming year unless the newly elected Board of Directors wishes to propose any changes, additions or deletions of the ground rules to club members at the May meeting. Only these changes, additions or deletions will be voted on with a yes or no vote by the members at the May meeting. Ground rules may only be changed as proposed by the Board at the May meeting. Each proposal will be voted on individually and a simple majority is all that is needed to approve said changes to the Ground Rules.

ARTICLE VI- AMENDMENTS

These by-laws may be amended at any regular meeting provided that the proposed amendments shall have been submitted in writing at the previous regular meeting or mailed to the members at least thirty (30) days prior to the meeting, which acts upon it. Amendments take a 2/3 majority of the votes cast for approval.

ARTICLE VII - DISBANDMENT

SECTION A

- A. All property will be sold, and after all bills are paid, the assets will be turned over to a non-profit organization to be determined by the membership.

ARTICLE VIII - CHANGING CAMPSITES

- A. Those who wish to change campsites will be ranked by seniority in the club. If two or more individuals have equal seniority, a lottery will be held to determine their rank. The current club president will conduct the lottery. Newer club members will not be ranked by lottery, as they have time and dated applications for their seniority date.
- B. The moving list will be available to members on moving day. The list will be in order of seniority rank, and available sites will be listed. The date of lot selection will be the 2nd Saturday of March at nine o'clock a.m. at the campgrounds. One of the members must be present to make a lot change unless a properly completed and signed proxy move form is on file with the Secretary.
- C. Procedure for lot selection on membership moving day: Member with the most seniority will have the option of first choice of available lot. They may pass at this time until another lot becomes available due to the moving procedure. When a member on the moving list selects another lot, then their lot is added to the list of lots available and the selection process will start over with the member at the top of the list. Once a member selects a new lot they are eliminated from the moving process.

ARTICLE IX - WORKDAYS

Workdays will be determined by the Board as needed.

ARTICLE XI –DOCKS

SECTION A –EXISTING DOCKS

- A. All docks must be maintained to ensure safety.
- B. Only secured deck boxes that do not exceed the measurements of 46"W X 21"D X 24"H may be allowed on a dock.

Article XII – Family Associate Membership

(Added 5/7/17)

- A. Family Associate Members shall be limited to adult children 18 years of age or older, of the current membership and shall be expected to uphold all By-Laws and Ground rules of the general membership. Any adult child of a current member in good standing, regardless of address, shall be eligible for a Family Associate Membership. When the parent membership is terminated then their adult children will no longer be eligible for a Family Associate Membership.
- B. All Family Associate Memberships shall assume full responsibility for their own actions and the actions of their family. The club, its officers, and its members are relieved of all responsibility inherent thereto.
- C. All Family Associate Membership applications must have a total of three signatures including that of their Parent membership and must have their Parent's approval to continue their membership each year. All Family Associate Membership Applicants must be approved by the general membership by secret ballot with a simple majority of votes cast shall rule.
- D. Family Associate members may use their parent's campsite. The parent membership is ultimately responsible for paying all utility expenses to the club incurred by their Family Associate Memberships. Family Associate members are welcome at all club events and have full rights to use campground facilities.
- E. Dues for Family Associate Membership shall be \$200 per year or as recommended by the board and approved by the membership when the annual dues for the general membership are recommended and approved. Family Associate Memberships shall be accepted at any time with full payment of dues.
- F. Family Associate Members are subject to the same disciplinary procedures outlined in Article II, Section D – Disciplinary Procedures.
- G. When a Family Associate Membership wishes to become a regular member of the Jacksonville Family Camper's Club they may fill out a regular membership application per Article II Sections A & B.