

Rockland Yacht Club

By-Laws



Revised By-Laws As Approved on 27-Sept-2008

Article I
Organization Name

The name of the organization shall be The Rockland Yacht Club.

Article II
Club Purpose

The purpose of the Club is to promote recreational boating in the Rockland area and work with the community to develop the waterfront of Rockland Harbor, particularly for the recreational boater.

Article III
Membership Requirements

Qualifications to be a member are to be interested in the purposes of the Club, pay the current dues and fees, and comply with the rules of the organization. Members not in compliance with club rules, or who are deemed inappropriate by the Executive Committee, may have their membership revoked. It is not required that members own a boat, but members shall have a sincere interest in yachting and an awareness of the need to keep it safe and pleasurable.

Membership begins January 1st and ends December 31st of each calendar year. A prior member joining after March 1st becomes a new member and is required to pay the initiation fee.

Membership and Initiation Fees: The Executive Committee shall, from time-to-time, determine and recommend appropriate fees to the Members. If changes are proposed, they shall be voted on at a special Club Meeting as provided for in Article VIII.

Full Membership: Includes all rights and privileges as outlined in the By-Laws.

Membership Types:

Family: Full membership includes:

1. Full and equal memberships for two individuals, who are in a spousal or domestic relationship with each other, with one vote for each.
2. Children under the age of 18, but no vote

Single: Full membership with one vote.

Life: Full membership privileges, including full voting privileges, extended for combination of:

1. Exemplary service to the Club over several years
2. A full member for 10 years
3. Being of age at least 65 years
4. Having been nominated by a Member to the Executive Committee for consideration and subsequent presentation to the Membership for vote during a regular or special club meeting

Honorary: Shall be appointed by the Executive Committee. Examples of honorary status include Harbormaster, Assistant Harbormaster, State Legislator, Governor, *et al.* Is non-voting and for term-of-office, unless revoked.

Article IV Club Officers

The officers of the Club shall be: Commodore (President); Vice-Commodore (Vice-President); Rear Commodore (Sergeant-at-Arms); Secretary; and Treasurer. All officers shall be elected by the majority of members submitting ballots at the annual election meeting and shall serve a term of one year, or until the next annual election meeting.

COMMODORE: Shall preside over all meetings. Shall act as coordinator of all activities and see that the goals of the Club are pursued and realized as much as possible within his or her ability.

Specific Duties:

1. Set date, time, and place of each Club meeting.
2. Conduct all meetings in accordance with Robert's Rules of Order.
3. Appoint and coordinate the activities of Committee chairpersons and committee members as necessary.
4. Convene an Executive Committee meeting on a regular basis to achieve Club goals..
5. Maintain liaison with local and regional officials, boat clubs, yacht clubs, and other groups that have an interest in promoting recreational boating.
6. Provide oversight and guidance to other Club officers as they execute their duties, ensuring that all records and documentation necessary for Club business are appropriately maintained.
7. Represent the Rockland Yacht Club and its membership in any official capacity required.

VICE-COMMODORE: Shall assist the Commodore in the discharge of his or her duties.

Specific Duties:

1. Preside at Club activities or meetings in the absence of the Commodore.
2. Cause a newsletter to be published monthly, except those months when meetings are not held, to insure all members are informed of club activities.
3. Research and compile information on possible new projects and activities, check viability of such, and present them to the Club for consideration.
4. Maintain a supply of Club burgees and officer flags for sale to members.
5. Shall serve as a member of the Executive Committee.

REAR-COMMODORE: Shall assist the Commodore and Vice-Commodore in the discharge of their duties.

Specific Duties:

1. Preside at Club activities or meetings in the absence of the Commodore or Vice-Commodore.
2. Act as the Club historian.
3. Shall serve as a member of the Executive Committee.

SECRETARY: Shall record and keep available all information which is discussed at regular or special meetings.

Specific Duties:

1. Take minutes of each official Executive Committee and other Club meetings and make them available to the Commodore and Executive Committee.
2. Advise the Commodore on Robert's Rules of Order in conducting a meeting.
3. Maintain all current administrative documents, reports, and communications connected with the business of the Club.
4. Be the focal point for communication to Club members of all official business, as directed by the Executive Committee. This includes maintaining distribution lists, and other means of reaching Club members, as necessary, to facilitate Club-wide communication in a timely fashion.
5. Assist the Executive Committee in the conduct of Club officer elections.
6. Assist the Vice-Commodore by publishing the RYC newsletter for distribution to Club members.
7. Assist all officers and chairpersons in the area of Club administrative needs as necessary.
8. Shall have all the powers and duties of the Club Treasurer if needed.
9. Shall serve as a member of the Executive Committee.

TREASURER: Shall receive all monies due the Club and pay the bills contracted by it.

Specific Duties:

1. Maintain a financial program that shall insure funds are available for Club activities.
2. Coordinate all financial activities with the Commodore, Club officers, and committee chairpersons.
3. Make an annual financial report at the end of the fiscal year as indicated in Article IX (Club Budget Process) to be presented to the members at the first meeting of the year and/or when requested by the Commodore.
4. Shall pay all properly authorized expenses incurred on behalf of the Club.
5. Shall maintain a separate account known as "Reserve Fund". The amount of dues paid into this Fund and expenditures from this Fund shall be approved by the membership in accordance with provisions of Article VIII (Special Club Meetings) of these By-Laws.
6. Maintain all necessary documents, reports, and communications connected with the financial business of the Club.
7. File any and all required financial documents required of the Rockland Yacht Club by local, State or Federal authorities.
8. Shall serve as a member of the Executive Committee.

Article V
Temporary Officers

Temporary Officers

If the Commodore is unable to serve the full term of office, the Vice-Commodore shall assume the position of Commodore until the next annual meeting. If both the Commodore and Vice-Commodore are unable to serve their terms of office, the Rear Commodore shall assume the position of Commodore until the next annual meeting.

If the Vice-Commodore, Rear Commodore, Secretary, or Treasurer are unable to serve their full terms, the Commodore, with the approval of the majority of other officers, shall appoint a successor to serve until the next meeting.

Article VI
Club Committees

COMMITTEES:

Executive Committee - The Executive Committee shall be comprised of all Club elected officers, the immediate past Commodore and no less than three members of the general membership designated by the Commodore. The Executive Committee shall act as an advisory group to insure the goals of the Club are maintained, protocol and procedures are correct, and to assist the Club officers and committee chairpersons in accomplishing their responsibilities. In conjunction with the Nominating Committee, conduct the annual officer election. Executive Committee members both elected and appointed shall serve one year terms from date of election of Club Officers. The Executive Committee shall provide guidance and oversight of the Committees established by the Club.

These Committees shall consist of the following:

Nominating Committee - An ad hoc committee appointed by the Commodore prior to the annual election meeting. The Nominating Committee shall present the Executive Committee with a slate of nominees for election as officers for the coming year.

Membership Committee - The Membership Committee shall coordinate the collection of annual dues, supply membership information to prospective members and publish an annual membership roster and boat listing.

Activities Committee - The Activities Committee shall plan social activities and advise the Commodore on any programs to be presented to the membership for consideration.

Cruise Committee - The Cruise Committee shall establish a cruise schedule each spring for the coming summer's on water activities. They shall publish said schedule and insure the information is communicated to the Club membership.

Race Committee - The Race Committee shall organize any racing activities desired by the membership. This may include handicapping of boats and judging the conduct of individual races.

Special Committees - The Commodore may appoint members to committees established for special tasks.

Committee Chairmen shall be responsible for the Budget established by the Club for their Committee. Expenditures exceeding 110% of the approved Budget for each Committee shall be referred to the Executive Committee for appropriate action.

Article VII
General Club Meetings

Meetings – General Club meetings shall be set as part of the Commodore's duties. General meetings shall be held at least quarterly. Special Club meetings shall be at the discretion of the Commodore.

Article VIII
Special Club Meetings

Special Club meetings shall be called for specific purposes by the Commodore. Such Special meetings shall be called for:

- the annual election of Club Officers
- approval of changes to Club By-Laws
- significant changes in Club financial or administrative procedures that would impact all Club members

or for

- other situations as determined by the Executive Committee.

Formal notification of such a general membership (Special Club) meeting shall be done via U.S. mail to all RYC members in good standing at least ten days in advance of the meeting, and shall include complete documentation describing the changes proposed. Additional notice may also be sent by e-mail, monthly Newsletter, or other means as may be available.

Such a Special Club meeting requires that quorum of 20 percent of the current year's Membership be present. Unless otherwise specified, passage of proposed changes can be authorized by a two-thirds vote of the members present at such a Special Club meeting. In the case of proposed changes to the Club's By-Laws, each attending member may present one written proxy from an absentee member to be counted against the quorum.

Article IX
Club Budget Process

The Officers of the Club shall prepare an annual spending budget for the coming Club fiscal year (January 1 to December 31) to be presented to the membership for approval at the first regular meeting of the calendar year. Upon approval of the budget by a majority of members attending the meeting, the Commodore is authorized to direct the Treasurer to expend funds within the Budget parameters. The Vice-Commodore may act in the absence of the Commodore. If expenditures are expected to exceed the total budget amount at any time during the year by an amount greater than ten percent, the Officers of the Club shall notify the membership at the next regular meeting and shall give notice of the budget variance at least ten days prior to that meeting. A vote by a majority of members attending the meeting shall determine the action to be taken to resolve the budget variance. Mailing of the notice of meeting may be made by, but is not limited to, inclusion in the monthly newsletter, e-mail, U. S. Mail, or other mail delivery service.

Article X
Ownership of Club Member Information

Personally identifiable information supplied to the Rockland Yacht Club by individual members, such as, but not limited to, that provided on new and renewal membership forms, remains the property of each individual Club member. Officers and members of the Rockland Yacht Club shall only use such information for the purpose of conducting RYC business, and for no other. This specifically excludes any transfer of information for non-Club commercial purposes by RYC members or non-members, whether given, sold or used at no charge. In this regard, RYC Officer's and Members are bound to respect any relevant Data Privacy policies that may be in place or be applicable in the future to such individual identifiable personal information. The information that is collected may be used in RYC membership databases and documents, distribution lists, RYC Member Handbooks, and other items derived from such electronic information sources. Any posting of such information on any publicly accessible Rockland Yacht Club Web site is expressly forbidden. Secure areas of the any developed RYC Web site shall include appropriate privacy policies, and shall only include selected individual information if expressly permitted by each individual Club member via an opt-in/opt-out process. If a member leaves the Club, all individual information shall be removed from existing hardcopy and electronic files and destroyed appropriately. Members are asked to treat such outdated information, such as previous RYC Handbooks, in a similar fashion. Archival information for historical purposes only may be retained if appropriately secured at RYC premises.

Article XI
Club Sponsored Activities and Awards

Members can request that the Club formally propose, recognize, or reward specific activities performed by Club members or others in support of the Club as a whole. To ensure that any cost or liability to the Club is adequately reviewed, the Executive Committee shall require a formal written request identifying the nature of the Club-sponsored activity or award proposed, supporting rationale and any proposed expenses involved be brought forward by any Club member in good standing. Upon the discretion of the Executive Committee, they may require that this proposal be presented in person to the Executive Committee, or to the Club as a whole for additional input. Final action on such requests remains with the Executive Committee. In the event of approved awards, formal presentation shall be done at General or Special Club meetings.

Rockland Yacht Club Burgee

Hoist two-thirds fly. Blue edge one twentieth the fly in width. Blue center three-fifths the fly in length. Edges of blue center to be parallel to the edges of flag. Three red, five pointed stars, such as would be circumscribed by circle, of diameter one-twelfth the fly of the burgee. One star to be located on white portion of the burgee, apex up, at a point on the center line of fly, two-thirds of way from hoist. Two other stars to be located, apex up, on white portion of burgee at points distant one-tenth of fly, from hoist, one star to be at the top and one at bottom of flag. Only members of the Club are entitled to purchase, carry or display the burgee.