

NORTH EAST RIVER YACHT CLUB Inc.



BY-LAWS OF THE NORTH EAST RIVER YACHT CLUB

Document Version: V-006
Status: Current
Ownership Committee: By-Laws Committee
Effective Date: October 7, 2012 Published October 7, 2012

By-Laws Committees

Immediate Past Commodore

Authors

Operational Committee Chairperson

Revision History

Revision	Date	Author	Reason for Change	Nature of Change (Major/Minor)
V-001	1939	Board of Govenors	Original By-Laws Creation	New
V-002	Various	By-Laws Committees	Revisions as necessary	Minor
V-003	October 2009	VC, By-Laws Committee, Committee on Loose Ends (COLE)	Recommendations for additions and changes made to then current (2007 version) of By-Laws	Major
V-004	10/3/2010	By-Laws Committee	AGM approved revisions to existing By-Laws	Minor
V-004	10/3/2010	Club Administrator	AGM approved addition of Sail Camp Trial Membership	Major
V-005	12/17/2010	Club Administrator	Correction of omission in Article V11, 2 nd paragraph	Minor
V-006	10/7/2012	Club Administrator	AGM approved revision to Section 2 & 3	Minor

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The information contained in this manual is subject to change. Revisions and updates will be issued from time to time to document changes and/or additions.

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Table of Contents

<u>Article I</u>	Page 6
<u>Article II -- Object</u>	Page 6
<u>Article III -- Officers</u>	Page 7
<u>Article IV -- Duties of Officers - Commodore</u>	Page 7
<u>Article IV -- Duties of Officers - Vice Commodore</u>	Page 7
<u>Article IV -- Duties of Officers - Rear Commodore</u>	Page 8
<u>Article IV -- Duties of Officers - Fleet Captain</u>	Page 9
<u>Article IV -- Duties of Officers - Secretary</u>	Page 9
<u>Article IV -- Duties of Officers - Treasurer</u>	Page 10
<u>Article IV -- Duties of Officers - Immediate Past Commodore</u>	Page 10
<u>Article V -- Board of Govenors</u>	Page 11
<u>Article VI -- Membership - General</u>	Page 13
<u>Article VI -- Membership - Full Member</u>	Page 13
<u>Article VI -- Membership - Associate</u>	Page 14
<u>Article VI -- Membership - Legacy</u>	Page 14
<u>Article VI -- Membership - Life</u>	Page 15
<u>Article VI -- Membership - Honorary</u>	Page 14
<u>Article VI -- Membership - Winter Dining</u>	Page 16
<u>Article VI - Membership - Other Classes</u>	Page 16
<u>Article VI -- Membership - Election of Members</u>	Page 16
<u>Article VI -- Membership - Sail Camp Trial Membership</u>	Page 17
<u>Article VII -- Dues and Fees</u>	Page 17

<u>Article VIII -- Resignations</u>	Page 18
<u>Article VIII - Charges</u>	Page 18
<u>Article VIII -- Suspension</u>	Page 19
<u>Article VIII -- Expulsion</u>	Page 19
<u>Article VIII -- Reinstatement</u>	Page 19
<u>Article IX -- Duties of BOG Committees - General</u>	Page 20
<u>Article IX - Duties of BOG Committees - Management Team</u>	Page 20
<u>Article IX -- Duties of BOG Committees - Administration Committee</u>	Page 21
<u>Article IX -- Duties of BOG Committees - Building & Grounds Committee</u>	Page 22
<u>Article IX -- Duties of BOG Committees - Restaurant Committee</u>	Page 22
<u>Article IX -- Duties of BOG Committees - Piers & Moorings Committee</u>	Page 23
<u>Article IX -- Duties of BOG Committees - Finance Committee</u>	Page 24
<u>Article IX -- Duties of BOG Committees - Membership Committee</u>	Page 25
<u>Article IX -- Duties of BOG Committees - Sail Race Committee</u>	Page 25
<u>Article IX -- Duties of Standing Committees - Activities Committee</u>	Page 26
<u>Article IX -- Duties of Standing Committees - By-Laws Committee</u>	Page 26
<u>Article IX -- Duties of Standing Committees - Entertainment Committee</u>	Page 27
<u>Article IX -- Duties of Standing Committees - House Committee</u>	Page 27
<u>Article IX -- Duties of Standing Committees - Insurance Committee</u>	Page 28
<u>Article IX -- Duties of Standing Committees - Legal Committee</u>	Page 29
<u>Article IX -- Duties of Standing Committees - Long Range Plan. Comm.</u>	Page 29
<u>Article IX -- Duties of Standing Committees - Nominating Committee</u>	Page 30
<u>Article IX -- Duties of Standing Committees - Junior Sailing Committee</u>	Page 31

<u>Article IX -- Duties of Standing Committees - Procedures Committee</u>	Page 31
<u>Article IX -- Duties of Standing Committees - Marketing Committee</u>	Page 32
<u>Article IX -- Duties of Standing Committees - Roster Committee</u>	Page 33
<u>Article X -- Meetings</u>	Page 33
<u>Article XI -- Colors and Pennants</u>	Page 34
<u>Article XII -- Liability</u>	Page 35
<u>Article XIII -- Paid Employees</u>	Page 36
<u>Article XIV -- Amendments</u>	Page 36

(When viewing electronically, hold down the “Control” [CTL] button on your keyboard and left click on the heading underline above and it will take you directly to that section. At the end of any selected section you will find a small “Return to Table of Contents”, (RTOC). Holding down the CTL and left clicking on any of them will return you to the top of the Table of Contents from anywhere in the document).

1 BY - LAWS
2 of the
3 NORTH EAST RIVER YACHT CLUB

4 ADOPTED 1930

5 REVISED OCTOBER 3, 2010

6 ARTICLE I
7

8 Section 1. The name of the corporation shall be the NORTH EAST RIVER YACHT
9 CLUB, INC. All subsequent references to the "North East River Yacht Club, Inc." or "Club"
10 mean the North East River Yacht Club, Inc. and any other corporate entities owned or controlled
11 by the North East River Yacht Club, Inc. The North East River Yacht Club, Inc. is a Maryland
12 non-stock corporation currently operating as a 501(c)(7) not-for-profit corporation.
13

14 Section 2. The corporate seal of the club is one and one-half inches (1-1/2") in diameter
15 with the words "NORTH EAST RIVER YACHT CLUB, INC." in one-eighth (1/8") letters
16 around the periphery, while in the center, in the form of arcs, are the words "CORPORATE" in
17 three-thirty-second inch (3/32") letters and "SEAL" in five-thirty-second inch (5/32") letters.
18

19 Section 3. Whenever the masculine gender is used throughout this document, it shall be
20 deemed to include the feminine gender, and whenever the feminine gender is used, it shall be
21 deemed to include the masculine gender. [\(RTOC\)](#)
22

23 ARTICLE II
24 OBJECT
25

26 Section 1. The object of the Club shall be to encourage the sport of yachting, to promote
27 the science of seamanship and navigation, to provide a suitable Clubhouse, Anchorage and Piers
28 for the use of its boating members and to provide facilities for the recreation and social activities
29 of all its members, both boaters and non-boaters. [\(RTOC\)](#)
30

31 ARTICLE III
32 OFFICERS
33

34 Section 1. The Bridge Officers of the Club shall be the Commodore, Vice Commodore,
35 Rear Commodore and Fleet Captain, with the Treasurer and Secretary being Flag Officers. Each
36 shall be elected at the Annual Meeting from the Full and Life Members in good standing. The
37 Commodore, Vice Commodore, Rear Commodore and Fleet Captain shall be eligible for their
38 respective offices for not more than two consecutive years. Any Full or Life Member in good
39 standing is eligible to be elected to any of the offices. Each Committee Chair shall be
40 responsible to and report to a Bridge Officer as outlined herein. Officers are expected to support
41 Club Activities by their presence.
42

43 A member, when first elected to a bridge office, is entitled to an 80% one time reimbursement
44 from the Club (up to a maximum of \$400) for the cost of his uniforms. That officer is expected

1 to pay the costs involved in upgrading such uniforms as he proceeds up the chain of command.
2 If, for any reason, he does not complete the chain through Commodore, he shall return the
3 uniforms in good repair to the Club. [\(RTOC\)](#)
4

5
6 **ARTICLE IV**
7 **DUTIES OF OFFICERS**
8

9 **Commodore**

10
11 Section 1. It shall be the duty of the Commodore to take command of the squadron and to preside
12 at all meetings of the Club and the Board of Governors. He shall, with the Board of Governors, supervise
13 the overall operation of the Club.
14

15 The Commodore shall select and submit to the Board of Governors for approval by the January meeting
16 the Chairperson of the Publicity Committee and shall provide guidance, direction and support to the
17 Chairpersons of the Administration Committee, the Finance Committee, the Membership Committee, the
18 Restaurant Committee, and the Publicity Committee. He shall have the authority to establish other
19 committees that, in his judgment, may be required, and to select the Chairpersons of such Committees,
20 submitting them to the Board of Governors for approval. He shall be an ex officio member of all
21 committees, except the Nominating Committee.
22

23 He shall submit to the Finance Committee a detailed annual budget forecast for the Office of Commodore
24 covering anticipated expenses and planned additional funding requirements. He shall also forward to the
25 Finance Committee the budget forecasts from the Administration, Restaurant, Membership, Publicity & or
26 Marketing Committees.
27

28 He shall also appoint and provide advice and guidance to the CBYCA Delegate, the Club Chaplain, the
29 E-mail Net Coordinator, the Internet Web Master, the Club Safety Officer and the Club Parliamentarian,
30 submitting their names to the Board of Governors for their information.
31

32 The Commodore shall, with the Secretary, sign all contracts and other legal obligations for the Club, and
33 is authorized to sign checks in the absence of the Treasurer.
34

35 He may call a special meeting of the Board of Governors, in which case notice of such meeting shall be
36 postmarked at least five (5) days in advance. He shall call a special meeting of the General Membership
37 at the written request of thirty (30) or more members, with notice postmarked at least thirty (30) days in
38 advance.
39

40 Four weeks prior to the Annual Meeting, the Commodore shall send a mailing to the general voting
41 membership announcing the date, time and location of the meeting. This mailing shall also include the
42 meeting agenda, the selections of the Nominating Committee for the Officers and the Board Members to
43 be elected, together with a short biography of each, and a copy of any By-Laws changes approved by the
44 Board of Governors.
45

46 The Commodore shall be responsible for reporting to the membership, at each Annual Meeting, the
47 current estimated value of a "membership year" (see Distribution Plan) as determined by the Finance
48 function.
49

1 For consistency, the following formula will be used for this estimate:

2
3 Annual Maryland real estate tax value of land and improvements + (plus) The book value of
4 all other assets (as reported on the current tax return) + (plus) Cash and cash equivalents –
5 (minus) all outstanding liabilities.
6

7 In the event of dissolution of the Club, a more formal method of calculating the residual value of
8 a membership year is described in the Distribution Plan.
9

10 The Commodore shall be the editor of the Club newsletter, The Waterline, and may request the
11 assistance of the Chairperson of the Publicity & or Marketing Committee or appoint an assistant
12 Editor in accomplishing this duty. [\(RTOC\)](#)
13
14

15 Vice Commodore

16
17 Section 2. It shall be the duty of the Vice Commodore to assist the Commodore in the
18 discharge of his duties and in his absence to officiate in his stead. He shall have the authority to
19 sign checks in the absence of the Treasurer and the Commodore.
20

21 The Vice Commodore shall be Chairperson of the House Committee and the Legal Committee
22 and shall select other members of these committees, submitting them to the Board of Governors
23 for their information. He shall select and submit to the Board of Governors for approval by the
24 January meeting the name of the Legal Resident Agent, who shall be responsible for accepting
25 on behalf of the North East River Yacht Club the Service of Process of any legal documents
26 submitted to the Club. The Vice Commodore shall provide guidance, direction and support to
27 the Chairpersons of the Buildings and Grounds Committee, the Insurance Committee and the
28 Legal Resident Agent. He shall annually review and update as necessary the House Rules,
29 submitting recommended changes to the Board of Governors for approval.
30

31 He shall submit to the Finance Committee a detailed annual budget forecast for the Office of
32 Vice Commodore covering anticipated expenses and planned additional funding requirements.
33 He shall also forward to the Finance Committee the budget forecasts from the Buildings and
34 Grounds, House, Insurance and Legal Committees.
35

36 He may be assigned additional specific duties by the Commodore. [\(RTOC\)](#)
37
38

39 Rear Commodore

40
41 Section 3. It shall be the duty of the Rear Commodore to assist the Commodore and Vice
42 Commodore in the discharge of their duties, and in their absence officiate in their stead.
43

44 The Rear Commodore shall be Chairperson of the Activities Committee and shall select other
45 members of the Committee, submitting them to the Board of Governors for their information.
46 He shall provide guidance, direction and support to the Chairpersons of the Entertainment

1 Committee, the Roster Committee, and the Ship's Store Supply Officer. He shall also offer
2 support to the Dockmaster (Piers and Moorings Committee).

3
4 He shall submit to the Finance Committee a detailed annual budget forecast for the Office of
5 Rear Commodore covering anticipated expenses and planned additional funding requirements.
6 He shall also forward to the Finance Committee the budget forecasts from the Activities,
7 Entertainment, Roster, Ship's Store as well as Piers and Moorings (Dockmaster) Committees.

8
9 He may be assigned additional specific duties by the Commodore. [\(RTOC\)](#)

10 11 12 Fleet Captain

13
14 Section 4. It shall be the duty of the Fleet Captain to organize, plan and direct the
15 boating activities that are under the auspices of the Club. During Club cruises, he shall assist
16 Club boats with slip assignments, help take lines of Club boats as they enter slips and organize
17 activities for each port of call.

18
19 The Fleet Captain shall provide guidance, direction and support to the Chairpersons of the Race
20 Committee and the Novice Sail Committee.

21
22 He shall submit to the Finance Committee a detailed annual budget forecast for the Office of
23 Fleet Captain covering anticipated expenses and planned additional funding requirements. He
24 shall also forward to the Finance Committee the budget forecasts from the Sail Race and the
25 Novice Sailing Committees.

26
27 He shall be responsible for the reception of, and providing assistance to, visiting fleets or
28 representatives of other yacht clubs.

29
30 The Fleet Captain shall select an Assistant Fleet Captain, submitting his name to the Board of
31 Governors for approval. If the Fleet Captain is a member of the power boat fleet, he shall
32 preferably select a member of the sail boat fleet to serve as Assistant Fleet Captain. Conversely,
33 if the Fleet Captain is a member of the sail boat fleet, he shall preferably select a member of the
34 power boat fleet to serve as Assistant Fleet Captain.

35
36 The Fleet Captain may select an Assistant Fleet Captain submitting his name to the Board of
37 Governors for approval.

38
39 He may be assigned additional specific duties by the Commodore. [\(RTOC\)](#)

40 41 42 Secretary

43
44 Section 5. It shall be the duty of the Secretary to prepare the minutes of the meetings of
45 the Club and the Board of Governors; to maintain the current By-Laws, Rules and other written
46 Club policies, practices and procedures; to have custody of the Club Seal, of all trophies, and of

1 all reports and documents connected with the business of the Club. He shall post a copy of all
2 Board meeting minutes on the Club Bulletin Board. All records shall be maintained in the Club
3 offices. The minutes of all Board of Governors meetings shall include a listing of those Board
4 members present as well as those absent.
5

6 He shall execute all papers, along with the Commodore, or in his absence the Vice Commodore,
7 or in their absence the Rear Commodore, required to be executed by the Corporation, when
8 authorized to do so by the Board of Governors. When necessary, the Secretary shall affix the
9 Seal of the Corporation to such papers.
10

11 The Secretary shall be responsible for notifying members in writing, of any breach or impending
12 breach of any portion of their Member Agreement, as reported by the Chair of the Finance
13 Committee and/or as agreed by the Board.
14

15 Further, he shall provide the Chairperson of the Restaurant Committee with a written list of the
16 names and members numbers of all new members and all suspended or expelled members
17 immediately upon action of the Board, such that coordination can be made with the Restaurant
18 Committee Chairperson.
19

20 He shall submit to the Finance Committee a detailed annual budget forecast for the Office of
21 Secretary covering anticipated expenses and planned additional funding requirements.
22

23 The Secretary shall be responsible for the administration of the Club's Document Retention
24 Policy. He will also be responsible for an annual review, and certification, of the Club's
25 compliance with all relevant corporate regulatory requirements for the recording and
26 maintenance of corporate records and filings.
27

28 He may be assigned additional specific duties by the Commodore. [\(RTOC\)](#)
29

30 Treasurer

31

32 Section 6. It shall be the duty of the Treasurer to have charge of the funds of the Club
33 and to keep accurate records of all receipts and disbursements, to receive all moneys collected
34 for the Club by any agent of the Club, to give receipt therefore, and to render a monthly financial
35 statement, at all regular meetings of the Board of Governors and at the Annual Meeting. These
36 financial statements shall detail assets, liabilities, income and expenses. The Treasurer shall
37 serve as a member of the Finance Committee.
38

39 It shall be the responsibility of the Treasurer to open all bank accounts in the name of the North
40 East River Yacht Club, Inc., and to close those accounts no longer necessary, subject to the
41 approval of the Board of Governors. He shall be the custodian of those funds and be the primary
42 person authorized to disburse funds for properly approved bills.
43

44 All checks issued by the Treasurer may be signed by the Commodore in his absence or by the
45 Vice Commodore in their absence. The Treasurer, along with the Commodore, Vice

1 Commodore and others designated to handle Club funds, shall be bonded in such sum as the
2 Board of Governors may elect, but not less than \$50,000, with the expense borne by the Club.

3
4 The Treasurer shall be responsible for seeing that all dues invoices are sent to the members of
5 record no later than the month of December prior to the January 1st due date, and that all dues
6 invoices are accompanied by a notice that the dues are payable on January 1st of the dues year or
7 as designated by the Board of Governors. He shall be responsible for the receipt of and accurate
8 recording of all dues and other payments made to the Club by members.

9
10 The Treasurer shall report monthly to the Secretary and to the Board of Governors the names of
11 all members whose dues or other indebtedness to the Club are delinquent over 60 days, 90 days
12 and 120 days from the date of first billing, together with the amounts owed.

13
14 He shall submit to the Finance Committee a detailed annual budget forecast for the Office of
15 Treasurer covering anticipated expenses and planned additional funding requirements.

16
17 He may be assigned additional specific duties by the Commodore. [\(RTOC\)](#)
18
19

20 Immediate Past Commodore

21
22 Section 7. The Immediate Past Commodore shall be a voting member of the Board of
23 Governors.

24
25 It shall be the responsibility of the Immediate Past Commodore to serve as the Chairperson of
26 the Long Range Planning Committee, the By-Laws Committee, the Procedures Committee and
27 the Nominating Committee.

28
29 Based upon his many years of experience as a Bridge Officer, the Immediate Past Commodore
30 shall provide advice and guidance to the current Officers and Board Members as requested.

31
32 He shall submit to the Finance Committee a detailed annual budget forecast for the Office of
33 Immediate Past Commodore covering anticipated expenses and planned additional funding
34 requirements. He shall also forward to the Finance Committee the budget forecasts from the By-
35 Laws, Long Range Planning and Nominating Committees. [\(RTOC\)](#)
36
37

38 ARTICLE V

39 BOARD OF GOVERNORS

40
41 Section 1. The affairs of the Corporation shall be managed by the Board of Governors
42 consisting of Fourteen Voting Members. Nine members of the Board are elected each year at the
43 Annual Meeting and shall serve for one year, or until their successors are duly elected. They are:
44 the Commodore, Vice Commodore, Rear Commodore, Fleet Captain, Treasurer, Secretary, and
45 the Chairpersons of the Finance Committee, the Membership Committee and the Sail Race
46 Committee. These Board Members shall stand election each year. Four additional Members shall

1 be the Chairpersons of the Administration Committee, the Buildings and Grounds Committee,
2 the Restaurant Committee, and the Dockmaster (Piers and Moorings Committee). These four
3 comprise the Management Team and shall be elected at the Annual Meeting to serve two year
4 terms, staggered so that two are elected each year. The other member of the Board shall be the
5 Immediate Past Commodore. All other Past Commodores shall retain a non-voting Membership
6 on the Board. Any Full or Life Member in good standing is eligible to serve on the Board.

7
8 The Board shall have the power to replace any Officer or Board Member who is not actively
9 performing their responsibilities as stated in these By-Laws. The Board shall also have the
10 power to fill any vacancy that may occur in its membership. Both actions require a majority vote
11 of the entire Board.

12
13 Section 2. Nine (9) voting members of the entire Board of Governors shall be sufficient
14 to constitute a quorum to transact the business of the Corporation at any meeting of said Board.
15 Proxies are not allowed.

16
17 Section 3. Consistent with the Member Agreement, the Board of Governors shall at all
18 times have full power to suspend or expel any member for good cause by a vote of nine (9)
19 members of the entire Board after written charges shall have been presented and a reasonable
20 opportunity given the member to present his defense, unless waived by his or her absence. The
21 Board of Governors shall have the right to reconsider the suspension or expulsion of any member
22 for any cause at any time and may, with a nine (9) member vote of the entire Board of
23 Governors, reinstate such member upon such terms and conditions as said Board of Governors
24 may prescribe. Both resignation, revocation and/or expulsion from the Club shall result in
25 forfeiture of the member's share in the Club's net assets (see Distribution Plan), unless the
26 member rejoins or is re-instated within a calendar year. When a member is so re-instated, the
27 temporary resignation or expulsion shall have no effect on the calculation of the member's years
28 of continuous membership.

29
30 Section 4. The Board of Governors shall hold regular monthly meetings. Special Board
31 meetings may be called by the Commodore or may be called at the request of three (3) Members
32 of the Board. Notice of such meetings, made and received at least five (5) days in advance, shall
33 be sent to all Board Members and shall state the purpose, time and place of such meeting. The
34 Secretary shall prepare the minutes of all Board meetings. The minutes of all meetings shall
35 include a listing of those Board members present as well as those absent.

36
37 Section 5. The Board shall have the power to adopt such rules and regulations governing
38 the Club and its members, as may be found necessary from time to time, not in conflict with
39 these By-Laws. When so adopted, said rules shall have the same force and effect as if herein
40 contained.

41
42 All rules heretofore adopted by the Board shall be recorded verbatim by the Secretary in the
43 Minutes of the Corporation. They shall also be recorded in an appropriate document and
44 properly displayed.

1 The Board shall also have the power to rescind any rules or regulations governing the Club and
2 its members, which in its judgment is in the best interest of the Club, providing such rescission is
3 not in conflict with these By-Laws.
4

5 Section 6. The Commodore, or in his absence, the Vice Commodore, or in their absence,
6 the Rear Commodore, and the Secretary shall execute all papers required to be executed by this
7 Corporation when authorized to do so by the vote of the Board of Governors. Whenever
8 necessary, the Secretary shall affix the Seal of the Corporation to any such papers. [\(RTOC\)](#)
9

10
11 **ARTICLE VI**
12 **MEMBERSHIP**
13

14 Section 1. The membership shall consist of the following classes of Members:
15

- 16 a. Full Member
- 17 b. Associate Member
- 18 c. Legacy Member
- 19 d. Life Member
- 20 e. Honorary Member
- 21 f. Winter Dining Member
- 22 g. Sail Camp Trial Membership
- 23 h. University of Delaware Sailing Club Membership
24

25 All members, regardless of class, shall be assigned a membership number and account. The total
26 membership of all classes is limited to five hundred (500) membership numbers. The
27 distribution of the number of each class of member shall be set by the Board of Governors. Said
28 Board shall also establish dues and other fees for each class of membership and slip and mooring
29 rental rates no later than the September Board meeting. The membership year shall be from
30 January 1st to December 31st and dues delinquency shall be calculated from January 1st. Dues
31 for new applicants will be reduced on a pro-rata straight line basis. Former members who have
32 resigned within the past two years are not eligible for the pro-rata reduction. [\(RTOC\)](#)
33

34 Section 2. Full Member
35

36 Any person of good moral character age 21 or over, who shall agree in writing upon the regular
37 Application Form of the Club, to abide by its By-Laws, Rules and Regulations as then in force,
38 or later amended, who shall accompany such Application with the required fees and dues, shall
39 be eligible for Full Membership. When such Application is properly signed by the applicant,
40 sponsor and interviewer, it will be submitted to the Board by the Membership Chairperson for its
41 action.
42

43 The privileges of Full Membership are extended equally to both spouses of a married couple(*or*
44 *to a couple who share a bank account and common address*), including the use of any and all
45 facilities, the participation in any and all Club social functions, the privilege of holding office in
46 the Club, except that the membership may cast only one vote at meetings of the corporation on

1 matters requiring member approval, may hold only one share in the net assets of the corporation
2 (subject to the limits and conditions set forth in the Member Agreement and Distribution Plan,
3 may have only one representative on the Club's Board of Governors, and may rent only one slip
4 in the Club Marina unless authorized by the board of governors.

5
6 Upon approval, such Membership shall extend all privileges of membership to any dependent
7 children up to and including those age 25 and who are claimed by their parent as dependent on
8 their Federal Tax Return. At age 26 Legacy Membership Category is applicable. Voting
9 privileges at all meetings of the Corporation on all matters requiring member approval, and the
10 privilege of holding office in the Club are excluded privileges .

11
12 It is also provided that any unmarried Full Member in good standing may upon marriage inform
13 the Club in writing and thereby extend the privileges detailed above to his new spouse and
14 dependent children under the age of twenty-one (25). [\(RTOC\)](#)

15 16 17 Section 3. Associate Member

18
19 Any person of good moral character within the ages of twenty-one (21) through thirty (30), who
20 shall agree in writing, upon the regular Application Form of the Club, to abide by its By-Laws,
21 Rules and Regulations as then in force, or later amended, and who shall accompany such
22 Application with the required fees and dues, shall be eligible for Associate Membership. When
23 such Application is properly signed by the applicant, sponsor and interviewer, it will be
24 submitted to the Board by the Membership Chairperson for its action.

25
26 The privileges of an Associate Member are extended equally to both spouses of a married couple
27 (*or to a couple who share a bank account and common address*) and include all Club privileges
28 covered under Full Membership with the exception of: (1) voting privileges at all meetings of the
29 Corporation on all matters requiring member approval; and (2) the privilege of holding office in
30 the Club. Upon approval, such Membership shall extend all privileges of membership detailed
31 here to any dependent children under the age of twenty-one (21).

32 The privileges of Associate Membership also do not include a share or interest in the Club's
33 assets, until and when the Associate Membership is converted to a Full Membership in the year
34 following the calendar year in which the Associate Member reaches the age of 30. At that time,
35 each calendar year of Associate Membership shall be counted the equivalent of one-half year of
36 Full Membership (provided that all years were consecutive) for the purposes of determining the
37 years of "continuous membership", as defined in the Distribution Plan.

38
39 It is also provided that any unmarried Associate Member in good standing may upon marriage
40 inform the Club in writing and thereby extend the privileges detailed above to his new spouse
41 and dependent children under the age of twenty-one (25). [\(RTOC\)](#)

42 43 Section 4. Legacy Member

44
45 Any person of good moral character within the ages of twenty-one (21) through thirty (30), who
46 is the child or grandchild of a Full Member in good standing, who shall agree in writing, upon

1 the Legacy Member Application Form of the Club, to abide by its By-Laws, Rules and
2 Regulations as then in force, or later amended, and who shall accompany such Application with
3 50% of the current full membership prorated dues shall be eligible for Legacy Membership.
4 When such Application is properly signed by the applicant, it will be submitted to the Board by
5 the Membership Chairperson for its action..
6

7 The privileges of a Legacy Membership are extended equally to both spouses of a married
8 couple (*or to a couple who share a bank account and common address*)and include all Club
9 privileges covered under Full Membership with the exception of: (1) voting privileges at all
10 meetings of the Corporation on all matters requiring member approval, and (2) the privilege of
11 holding office in the Club. The Membership is not subject to special assessments or other fees
12 that may be approved by the Board of Governors for other classes of membership. A Legacy
13 Membership must convert to a Full Membership in the following calendar year that the member
14 attains the age of 30. Upon approval, such Membership shall extend all privileges of membership
15 detailed above to any dependent children under the age of twenty-one (21).
16

17 The privileges of Legacy membership also do not include a share or interest in the club assets
18 until and when the Legacy Membership is converted to a Full Membership in the year following
19 the calendar year in which the Legacy Member reaches the age of 30.

20 At that time, each calendar year of Legacy Membership shall be counted the equivalent of one-
21 half year of Full Membership (provided that all years were consecutive) for the purposes of
22 determining the years of “continuous membership,; as defined in the Distribution Plan.”
23

24 It is also provided that any unmarried Legacy Member in good standing may upon marriage
25 inform the Club in writing and thereby extend the privileges detailed above to his/her new
26 spouse and dependent children under the age of twenty-one (21). [\(RTOC\)](#)
27

28 Section 5. Life Member

29
30 There are two types of Life Members in the Club: All Past Commodores and their spouses who
31 were awarded individual Life Memberships prior to the 1985 Annual Meeting; and those
32 members who have maintained twenty-five (25) years of continuous membership through the
33 prompt payment of each year’s dues. The clock shall start over for a member who rejoins after
34 expulsion or resignation (either in writing or through nonpayment of renewal dues).
35

36 The privileges of a Life Member are extended equally to both spouses of a married couple (*or to*
37 *a couple who share a bank account and common address*) and include all Club privileges and
38 exceptions covered under Full Membership. Upon the demise of either spouse, the Lifetime
39 Membership Number applies to the surviving spouse. This does not apply to Past Commodores
40 and their spouses who were both awarded individual Life Memberships prior to 1985.
41

42 Life Members are not required to pay dues. However, in order to maintain their Life Member
43 status, they must pay special assessments or other fees that may be approved by the Board of
44 Governors for all members. [\(RTOC\)](#)
45

46 Section 6. Honorary Member

1
2 The Board of Governors, by a vote of nine (9) members, may elect to Honorary Membership, on
3 an annual basis, such persons as they deem to have rendered important service or benefits to the
4 Club, or who for any reason, they may see fit to thus honor. Any member in good standing may
5 submit in writing to the Board of Governors at the December meeting the names of persons
6 proposed for Honorary Membership. Such proposal shall include the reason or justification.
7 The Chairperson of the Membership Committee shall present to the Board of Governors at the
8 December meeting the names of any Honorary Members elected the previous year for review
9 and consideration for the coming year.

10
11 Honorary Members are extended all Club privileges covered under Full Membership. However,
12 Honorary Members: (1) pay no dues or fees; (2) have no voting privileges at meetings of the
13 Corporation on matters requiring member approval; (3) may not hold any Club office; and (4)
14 may not rent a slip or mooring. The Board of Governors may define any other limitations on this
15 class of membership. [\(RTOC\)](#)

16 17 Section 7. Winter Dining Member

18 The Board of Governors, at its discretion, may establish a Winter Dining Membership Class for
19 the winter months of any year. If established, the following shall apply.

20
21 Any person of good moral character age 21 and over, who shall agree in writing upon the Winter
22 Dining Application Form, to abide by its By-Laws, Rules and Regulations as then in force, or
23 later amended, who shall accompany such application with the required fees and dues, shall be
24 eligible for Winter Dining Membership. When such Application is properly signed by the
25 applicant, it will be submitted to the Board by the Membership Chairperson for action.

26
27 The Winter Dining Membership shall be limited to the period November 1 through March 31.
28 The privileges of this membership are extended to both members of a married couple and are
29 limited solely to the use of the Restaurant and Bar Facilities.

30
31 A Winter Dining Member may apply for conversion to Full or Associate Member status by
32 submitting the appropriate Application Form accompanied by the proper fees and pro-rated dues.
33 [\(RTOC\)](#)

34 35 36 Section 8. Other Classes of Membership

37
38 The Board of Governors, at its discretion, may establish additional classes of membership.
39 When established, the Board shall describe in writing and publicize the membership class,
40 including all privileges and limitations. [\(RTOC\)](#)

41 42 43 Section 9. Election of Members

44
45 The election of members shall be by vote of the Board of Governors at their regular monthly
46 meetings providing a quorum is present. The vote shall be by secret ballot at the request of any

1 one (1) member of the Board. Two (2) negative ballots shall reject such applicant. No rejected
2 applicant shall be proposed again within one (1) year thereafter. [\(RTOC\)](#)
3
4

5 Section 10. Sail Camp Trial Membership 6

7 Any person of good moral character age 21 or over, who shall agree in writing upon the Sailing
8 Camp Event Registration Form, to abide by its By-Laws, Rules and Regulations as then in force,
9 or later amended, who shall accompany such Registration with the required Trial Membership
10 Fee as established for the current year by the Board of Governors, shall be eligible for a Trial
11 Membership for a period equal to the duration of the camping sessions applied for and attended,
12 beginning with the date of application signature or event date.
13

14 The privileges of a Sail Camp Trial Membership are extended equally to both spouses of a
15 married couple (*or to a couple who share a bank account and common address*) or the attendee's
16 legal guardian(s), and shall be limited to only the use of any and all facilities and the
17 participation in any and all Club social functions for the duration of the trial period.
18

19 Such Sail Camp Trial Membership shall extend these same privileges of membership to any
20 dependent children under the age of twenty-one (21).
21

22 It is also provided that any unmarried Trial Member in good standing may, upon marriage,
23 inform the Club in writing and thereby extend the privileges detailed above to their new spouse
24 and dependent children under the age of twenty-one (21).
25

26 During, or at the end of, the Sail Camp Trial Membership period, the Trial Member(s) may
27 convert their Sail Camp Trial Membership to a Full Membership by completion of the NERYC
28 Membership Application Form submitted to the Board of Governors for approval. Upon
29 approval, any and all required fees and dues applicable at the time of conversion will be due. All
30 fees and dues payable must be submitted upon notification of approval to complete the
31 conversion and become a Club member in good standing. [\(RTOC\)](#)
32
33

34 Section 11. University of Delaware Sailing Club Membership 35

36 Any University of Delaware Sailing Club member of good moral character who is at least 18
37 (eighteen) years of age, during the academic year (August 1 to July 31), who shall agree in
38 writing, upon the regular Application Form of the Club, to abide by its By-Laws, Rules and
39 Regulations as then in force, or later amended and who shall accompany such application with
40 the required dues, shall be eligible for University of Delaware Sailing Club Membership. When
41 such Application is properly signed by the applicant, sponsor and interviewer it will be
42 submitted to the Board by the Membership Chairperson for action.
43

44 Upon approval, the privileges of University of Delaware Sailing Club Membership include all
45 Club privileges with the exception of voting privileges and holding office privileges. It also does
46 not include a share or interest in the Club's assets. University of Delaware Sailing Club
47 Membership is exempt from Assessments, Restaurant Minimum and Initiation fee requirements

1 one year of resignation, he shall be responsible for payment of any late payment fees in force as
2 well as the full annual dues. After one year, he shall be responsible for any initiation fees in
3 force and the full dues for that year. [\(RTOC\)](#)
4
5

6 Section 2. Charges

7

8 Any member of the Club may present to the Board of Governors a written Statement of Charges
9 against any other member for: conduct unbecoming a member; conduct likely to endanger the
10 good order and welfare of the Club; repeated insubordination or disobedience of officers when
11 acting in their official capacity or when in squadron; or violation of the By-Laws or Club rules,
12 where such violation is materially adverse to the Club or repeated after written warning. Upon
13 hearing such Statement of Charges in a regular or properly called special meeting of the Board,
14 the Board may, by majority vote (a) determine what action is appropriate and proposed for the
15 Charges, and (b) send a letter of notification to the member of the Charges and the proposed
16 action. After he shall have been notified in writing and given an opportunity to be heard and to
17 present evidence at a time mutually convenient, the Board of Governors shall vote to take
18 appropriate action. Such action may include, but is not limited to, a letter of reprimand, or a
19 warning of suspension or expulsion, which action shall require a majority vote of the Board. If
20 the action to be taken is suspension or expulsion, the member may request that a Committee of
21 three members be chosen, none of whom are members of the Board: one shall be chosen by the
22 Board, one by the charged member, and the third by agreement of the other two Committee
23 members. This third member shall be the Committee Chair. The Committee shall investigate
24 the charges and make a majority recommendation to the Board as to the appropriateness of
25 suspension or expulsion. If such recommendation is against such suspension or expulsion, the
26 final action shall be a written warning delivered to the member; if such recommendation is for
27 suspension or expulsion, the Board may then proceed with a vote to suspend or expel, which
28 must be by a vote of nine (9) members of the entire Board. No accused officer or member shall
29 be allowed to preside at or vote in such proceedings. Upon request of any one member of the
30 Board, the vote shall be by secret ballot. [\(RTOC\)](#)
31
32

33 Section 3. Suspension

34

35 A member whose indebtedness to the Club (except renewal dues) is in arrears for over sixty (60)
36 days from the date of first billing shall be automatically suspended by the Board of Governors,
37 unless such member shall initiate special payment arrangements in advance with the Treasurer
38 and those arrangements are approved by the Board of Governors. Further, a member may be
39 suspended by the Board of Governors as the result of acting upon a Statement of Charges (See
40 Section 2). A suspended member shall be denied all privileges and access to the Clubhouse or
41 Grounds even if accompanied by a member in good standing, unless specifically authorized by
42 the Board of Governors.
43

44 In the case of Club indebtedness, a letter shall be written by the Secretary informing the
45 suspended member of his suspension and that full payment of all indebtedness must be made
46 immediately to reinstate the member's privileges. Where a suspension is the result of a

1 Statement of Charges, the letter shall state the reason for the suspension and the length of such
2 suspension. A copy of the applicable Sections of the By-Laws shall be included, along with a
3 reminder that the member agreed to abide by the Club By-Laws, Rules and Regulations when he
4 joined. [\(RTOC\)](#)
5
6

7 Section 4. Expulsion
8

9 A member whose indebtedness to the Club (except renewal dues) is in arrears for over ninety
10 (90) days from the date of first billing shall be automatically expelled by the Board of
11 Governors, unless such member shall initiate special payment arrangements in advance with the
12 Treasurer and those arrangements are approved by the Board of Governors. Further, a member
13 may be expelled by the Board of Governors as the result of acting upon a Statement of Charges
14 (See Section 2). An expelled member shall be denied all privileges and access to the Club
15 property and will not be permitted to visit the Clubhouse or Grounds even if accompanied by a
16 member in good standing.
17

18 In the case of Club indebtedness (except renewal dues), a letter shall be written by the Secretary
19 informing the member of his expulsion and that full payment of all indebtedness must be made
20 immediately. Further, if payment is not forthcoming, legal action shall be initiated. Where an
21 expulsion is the result of a Statement of Charges, the letter shall state the reason for such
22 expulsion. A copy of the applicable Sections of the By-Laws shall be included, along with a
23 reminder that the member agreed to abide by the Club By-Laws, Rules and Regulations when he
24 joined. [\(RTOC\)](#)
25
26

27 Section 5. Reinstatement
28

29 Any member expelled for non-payment of indebtedness to the Club or expelled as the result of a
30 Statement of Charges may be reinstated by a vote of nine (9) members of the entire Board of
31 Governors upon such terms as the Board shall prescribe, but in no case shall they be reinstated
32 without payment in full of all indebtedness to the Club. [\(RTOC\)](#)
33
34

35 ARTICLE IX
36 DUTIES OF COMMITTEES
37

38 General
39

40 There shall be two groups of Committees required by these By-Laws: 1) those Committees
41 whose Chairpersons are Members of the Board of Governors, and 2) those Committees known as
42 Standing Committees.
43

44 The Commodore shall select the Chairpersons of the standing committees listed below, unless a
45 specific assignment is made by these By-Laws, and submit their names to the Board of
46 Governors for their approval by the January meeting. All Chairpersons of these standing

1 committees shall select the members of their committee and submit their names to the Board of
2 Governors for the Board's information, or their approval when required by these By-Laws. [\(RTOC\)](#)

3 4 BOARD OF GOVERNORS COMMITTEES

5 6 Section 1. Management Team

7
8 The Management Team shall be made up of four elected members of the Board of Governors:
9 the Chairpersons of the Administration Committee, the Buildings and Grounds Committee, the
10 Restaurant Committee, and the Piers and Moorings Committee (Dockmaster). Each member
11 shall serve for a two year term staggered so that two are elected each year. The specific purpose
12 of the Management Team and its Committee Chairpersons is to provide the continuous day-to-
13 day operational management of the Club business. As such, the members should meet certain
14 additional qualifications not necessarily required of Officers or other Committee Chairpersons.

15
16 Qualifications for the positions of Management Team Committee Chairpersons are:

17
18 Must be able and willing to devote the necessary time and effort to ensure the
19 management of Club operations and adequately fulfill the responsibilities of the
20 positions.

21
22 Must have operational and/or business management experience commensurate with the
23 particular Committee.

24
25 Each must have a sufficient knowledge of other Team Member's responsibilities to
26 provide emergency short-term support when a Team Member is not available.

27
28 The Management Team Committee Chairpersons shall have the responsibility for managing the
29 day-to-day operations of the Club as follows:

- 30
31 a) Administration and Supervision of the Club Office
32
33 b) Operation and Maintenance of the Club Buildings and Grounds
34
35 c) Administration of the Bar and Restaurant Operation.
36
37 d) Operation and Maintenance of the Club Piers, Moorings and Beach Areas [\(RTOC\)](#)
38

39 40 Section 2. Administration Committee

41
42 The Chairperson of the Administration Committee shall be a member of the Board of Governors
43 and shall be elected at the Annual Meeting to serve a two year term. He shall report to and be
44 responsible to the Commodore, shall be a member of the Management Team and shall meet
45 those qualifications. The cycle of selection and term shall be as stated under the Management

1 Team. The Chairperson shall select other members of the Committee, if necessary, and submit
2 them to the Board of Governors for their information.

3
4 It shall be the responsibility of the Chairperson to manage the Club Office, and, acting as the
5 Secretary's agent, shall organize all official Club files, correspondence, mail, licenses and
6 permits, and leases and records of rental properties. He shall receive, review and distribute new
7 member applications and notify applicants of the Board's action. He shall maintain the official
8 Club Calendar and shall also have responsibility for the supervision of full or part-time clerical
9 employees.

10
11 Acting as the Treasurer's agent, the Chairperson shall prepare for payment all vendor's and
12 contractor's bills after proper approval has been received. He shall prepare and mail member's
13 monthly statements, receive and post member's account payments, and handle and deposit daily
14 cash accounts.

15
16 The Chairperson shall submit to the Finance Committee through the Commodore a detailed
17 annual budget forecast covering anticipated expenses as well as any planned additional funding
18 requirements.

19
20 The Chairperson shall make a monthly report of the Administration Operations to the Board of
21 Governors at their regular meeting. [\(RTOC\)](#)

22 23 24 Section 3. Buildings and Grounds Committee

25
26 The Chairperson of the Buildings and Grounds Committee shall be a member of the Board of
27 Governors and shall be elected at the Annual Meeting to serve a two year term. He shall report
28 to and be responsible to the Vice Commodore, shall be a member of the Management Team and
29 shall meet those qualifications. The cycle of selection and term shall be as stated under the
30 Management Team. The Chairperson shall select other members of the Committee, if necessary,
31 and submit them to the Board of Governors for their information.

32
33 It shall be the responsibility of the Chairperson to inspect the condition of the Clubhouse and
34 Grounds and develop and implement a plan to ensure that they are maintained in the best and
35 safest condition, within the limits of prudent management, so they may serve the members as
36 they are intended. The buildings, grounds and equipment must comply with all local, county,
37 state and federal regulatory and licensing authorities. A list of recommended and experienced
38 contractors shall be maintained, together with procedures for contacting in case of emergency.
39 The Chairperson shall prepare a budget for inclusion in the Annual Budget covering regular
40 expenses for the proper operation of the buildings, equipment and ground maintenance and a
41 contingency fund based upon experience. Improvements and maintenance items involving
42 capital expense beyond normal budget shall be presented to the Board of Governors for
43 individual approval.

44
45 The Chairperson shall be responsible for arranging for the lease of the Club's two cottages. In
46 this capacity, he shall be responsible for administering the Cottage Rental and Waiting List

1 Policy, and annually reviewing this Policy for updating as necessary, submitting recommended
2 changes to the Board of Governors for approval. He shall maintain and administer a Cottage
3 Rental Waiting List as required by the Policy.

4
5 The Chairperson shall submit to the Finance Committee through the Vice Commodore a detailed
6 annual budget forecast covering anticipated expenses as well as any planned additional funding
7 requirements.

8
9 The Chairperson shall make a monthly report of the Buildings and Grounds Operations to the
10 Board of Governors at their regular meeting. [\(RTOC\)](#)

11 12 Section 4. Restaurant Committee

13
14 The Chairperson of the Restaurant Committee shall be a member of the Board of Governors and
15 shall be elected at the Annual Meeting to serve a two year term. He shall report to and be
16 responsible to the Commodore, shall be a member of the Management Team and shall meet
17 those qualifications. The cycle of selection and term shall be as stated under the Management
18 Team. The Chairperson shall select at least two other members of the Committee and submit
19 them to the Board of Governors for their information.

20
21 He shall be the primary interface between the Board of Governors and the Restaurant staff and
22 the two should meet at least monthly. The areas of responsibility are: (1) the menus and prices;
23 (2) the quality of food and service; (3) the condition and appearance of the Commodore's Dining
24 Room, the Bridge Lounge and Dance Floor, the Burgee Lounge, and the restroom/shower
25 facilities; and (4) the condition and cleanliness of the kitchen and its equipment.

26
27 In order to preclude any misunderstandings, the Chairperson shall supervise menu content,
28 general pricing, hours of operation, etc., and submit it to the Board of Governors for approval.
29 The Chairperson shall periodically review the entire Restaurant/Bar Operation in cooperation
30 with the Restaurant staff with a view toward improvement, implementation of new ideas, etc.
31 Suggested changes shall be presented to the Board of Governors for approval.

32
33 Further, the Chairperson shall forward to the Restaurant Manager a written list, as provided by
34 the Membership Chairperson, of the names and member numbers of all new members and all
35 suspended or expelled members immediately upon action of the Board.

36
37 The Chairperson shall submit to the Finance Committee through the Commodore a detailed
38 annual budget forecast covering anticipated expenses as well as any planned additional funding
39 requirements.

40
41 The Chairperson shall make a monthly report of the Restaurant Operations to the Board of
42 Governors at their regular meeting. [\(RTOC\)](#)

43 44 45 Section 5. Piers and Moorings Committee

1 The Chairperson of the Piers and Moorings Committee shall known as the "Dockmaster", shall
2 be a member of the Board of Governors and shall be elected at the Annual Meeting at serve a
3 two year term. He shall report to and be responsible to the Rear Commodore, shall be a member
4 of the Management Team and shall meet those qualifications. In addition, it is required that a
5 candidate for this position must moor his boat at the Club in order to be available to resolve slip
6 and mooring holder questions and problems on a continuing basis. The cycle of selection and
7 term shall be as stated under the Management Team. The Dockmaster shall select other
8 members of the Committee, if necessary, and submit them to the Board of Governors for their
9 information.

10
11 It shall be the responsibility of the Dockmaster to plan and organize the operation and
12 maintenance of the piers, moorings and beach areas. He shall determine the condition of the
13 facilities and see that they are maintained in the proper condition to ensure an established
14 number of slips and moorings for Club members' boats, and that the waterfront grounds and
15 facilities are protected from water, ice and storm damage.

16
17 The Dockmaster shall be responsible for arranging for the lease of the Club's slips and moorings.
18 In this capacity, he shall be responsible for administering the Dock Area Rules, the and the Slip
19 and Mooring Policy, and annually reviewing these Rules and Policies for updating as necessary,
20 submitting recommended changes to the Board of Governors for approval. He shall maintain
21 and administer a Slip and Mooring Waiting List as required by the Policies.

22
23 The Dockmaster shall recommend to the Board rental rates for the slips and moorings which
24 will, as a minimum, provide an adequate income to cover all waterfront operational expenses,
25 loan payments, insurance, and adequate reserves to cover anticipated future expenses. The
26 waterfront facilities must comply with State and Federal laws covering marina operations.

27
28 The Dockmaster shall submit to the Finance Committee a detailed annual budget forecast
29 covering anticipated expenses as well as any planned additional funding requirements.

30
31 The Dockmaster shall make a monthly report of the Piers and Moorings Operations to the Board
32 of Governors at their regular meeting. [\(RTOC\)](#)

33
34
35 **Section 6. Finance Committee**

36
37 The Chairperson of the Finance Committee shall be a member of the Board of Governors and
38 shall be elected at the Annual Meeting and shall report to and be responsible to the Commodore.
39 The Treasurer shall serve as a member of this Committee and the Chairperson shall select the
40 other members of the Committee, if necessary, and submit them to the Board of Governors for
41 information.

42
43 It shall be the responsibility of the Chairperson to act as the financial advisor to the Board of
44 Governors and to the Long Range Planning Committee, and should therefore have a financial
45 management background.

1 Each month, the Chair of the Finance Committee shall review the status of each member's
2 compliance with the requirements of the Member Agreement. He shall bring any member's
3 breach or default to the Board's attention for action as defined in the Agreement.

4
5 The Chairperson of each Committee shall submit to the Finance Committee an annual budget
6 forecast for their respective Committees. With the assistance of the Treasurer, the Finance
7 Chairperson shall prepare and submit to the Board of Governors at the December meeting a
8 detailed Annual Budget recommending the allocation of funds to the various Committees on the
9 basis of their budget forecasts and the anticipated revenue of the Club. He shall provide monthly
10 updates at the regular Board meetings.

11
12 The Chairperson shall arrange for an Annual Audit of the Club's finances by an outside licensed
13 accountant or by qualified Club members, but in no case shall a member of the Board of
14 Governors be directly involved in making this Audit. The results of the Audit shall be presented
15 to the Board of Governors for their review and approval. [\(RTOC\)](#)

16 Section 7. Membership Committee

17
18
19 The Chairperson of the Membership Committee shall be a member of the Board of Governors
20 and shall be elected at the Annual Meeting. He shall report to and be responsible to the
21 Commodore. The Chairperson shall select the other members of the Committee, if necessary,
22 and submit them to the Board of Governors for their information.

23
24 The Chairperson shall, with the cooperation of the Marketing Committee Chairperson, devise
25 and implement an annual program for the purpose of attracting new membership in the Club. He
26 shall also devise and implement an annual program for the purpose of retaining current members,
27 presenting these programs, together with any costs involved, to the Board of Governors for
28 approval.

29
30 All Applications for Membership shall be turned over to the Chairperson who will ensure that
31 the Application is properly completed and that all necessary fees are attached. The Chairperson
32 shall then submit all Applications together with his recommendation to the Board of Governors
33 for action. No applicant will be refused membership on the basis of sex, race, religion or
34 national origin.

35
36 The Chairperson shall submit to the Finance Committee a detailed annual budget forecast
37 covering anticipated expenses as well as any planned additional funding requirements. The
38 Chairperson shall be part of the Marketing Team and shall make a monthly report of the
39 Membership Status to the Board of Governors at their regular meeting. [\(RTOC\)](#)

40 Section 8. Sail Race Committee

41
42
43 The Chairperson of the Sail Race Committee shall be a member of the Board of Governors and
44 shall be elected at the Annual Meeting. He shall report to and be responsible to the Fleet
45 Captain.

1 It shall be the responsibility of the Chairperson to:
2

- 3 1. Appoint at least two other NERYC members to serve with him on the Sail Race Committee,
4 and chair that committee in its governing of the NERYC racing program. Consult with the
5 committee on major policy matters regarding the program.
6
- 7 2. Make, subject to the general oversight of the Board of Governors, all major decisions
8 regarding the racing program, and take appropriate measures to delineate and enforce rules to
9 ensure, to the greatest degree possible, fair racing within the recognized rules, harmony and
10 good sportsmanship among the competitors, and the greatest possible safety of the vessels
11 and their crews.
12
- 13 3. Determine the schedule for the sail racing season, and supply it to the Fleet Captain on a
14 timely basis to be included in the NERYC Calendar for the ensuing year.
15
- 16 4. Create, and submit for approval, a budget for the season's racing program, identifying
17 revenue from entry fees and other sources, and expenses for equipment, trophies and other
18 tokens of appreciation, and apre-race social hours. The budget shall clearly identify the
19 amount requested to be paid from NERYC general funds. An overall statement of the scope
20 of the coming year's program shall accompany the budget.
21
- 22 5. Take custody of the racing equipment of the Club, and make adequate arrangements for its
23 safekeeping, general good condition, and replacement if necessary.
24
- 25 6. Make a monthly report to the Board of Governors summarizing the status of the racing
26 program. In addition, he co-ordinates with the Publicity & or Marketing Chairman and other
27 Club Officers to provide information on race results for publicizing the clubs racing
28 activities.
29
- 30 7. Plan and organize the Sail Awards dinner, and/or any other function arising directly out of
31 the racing program.
32
- 33 8. Determine, at his discretion, the delegation of any of these duties except #1 or #2 to the other
34 members of the Sail Race Committee or other volunteering NERYC members as available.
35 [\(RTOC\)](#)
36

37 STANDING COMMITTEES

38

39 Section 9. Activities Committee

40

41 The Chairperson of the Activities Committee shall be the Rear Commodore. He shall select the
42 other members of the Committee, if necessary, and submit them to the Board of Governors for
43 their information.
44

45 It shall be the responsibility of the Chairperson to plan, organize, schedule and supervise the
46 Social and Educational Activities of the Club. The Committee shall coordinate the preparation

1 of the official Club Calendar with each of the Flag Officers and submit it to the Board of
2 Governors at the January meeting.

3
4 The Chairperson shall submit to the Finance Committee a detailed annual budget forecast
5 covering anticipated expenses as well as any planned additional funding requirements.
6

7 The Chairperson shall make a monthly report on the Committee's actions to the Board of
8 Governors, describing the Committee's goals, problems, request for funding, etc. [\(RTOC\)](#)
9

10
11 Section 10. By-Laws Committee
12

13 The Chairperson of the By-Laws Committee shall be the Immediate Past Commodore. He shall
14 select the other members of the Committee, if necessary, and submit them to the Board of
15 Governors for their information.
16

17 It shall be the responsibility of the Chairperson to ensure that the By-Laws reflect the operational
18 needs of the Club and that they are followed by the Officers, the Board of Governors and the
19 membership. The By-Laws should be reviewed annually. If changes are necessary, the
20 proposed changes must first be submitted to the Board of Governors for approval and then to the
21 membership for final approval in accordance with Article XIV (Amendments).
22

23 The Chairperson shall submit to the Finance Committee a detailed annual budget forecast
24 covering anticipated expenses as well as any planned additional funding requirements.
25

26 The Chairperson shall make a monthly report on the Committee's actions to the Board of
27 Governors, describing the Committee's goals, problems, request for funding, etc. [\(RTOC\)](#)
28

29 Section 11. Entertainment Committee
30

31 The Chairperson of the Entertainment Committee shall be selected by the Rear Commodore and
32 submitted to the Board of Governors for approval. He shall report to and be responsible to the
33 Rear Commodore. The Chairperson shall select the other members of the Committee, if
34 necessary, and submit them to the Board of Governors for their information.
35

36 It shall be the responsibility of the Chairperson to research, select, negotiate with and contract
37 for the entertainment (bands, DJ's, etc.) for all Club functions where such entertainment is
38 desired (Birthdays Nights, Opening Day, Past Commodore's/New Member's Night,
39 Commodore's Ball, Sail Race Awards Banquet, etc.) He shall coordinate such selections with
40 the Activities Committee Chairperson and with each event chairperson.
41

42 The Chairperson shall submit to the Finance Committee through the Rear Commodore a detailed
43 annual budget forecast covering anticipated expenses as well as any planned additional funding
44 requirements.
45

1 While the Chairperson shall make a monthly report on the Committee's actions to the Rear
2 Commodore for inclusion in his report to the Board of Governors, the Chairperson may request
3 of the Commodore that he be placed on the agenda of any Board meeting in order to personally
4 describe the Committee's goals, problems, request for funding, etc. [\(RTOC\)](#)
5
6

7 Section 12. House Committee
8

9 The Chairperson of the House Committee shall be the Vice Commodore. He shall select at least
10 two other members of the Committee and submit them to the Board of Governors for their
11 information.
12

13 It shall be the responsibility of the Chairperson to review, update as necessary, and enforce the
14 House Rules. Any proposed changes shall be submitted to the Board of Governors for approval.
15 The House Rules, with date of adoption, shall be included in the Member's Manual and
16 displayed prominently in the Clubhouse.
17

18 The House Committee shall be responsible for selecting the décor in the Clubhouse interior,
19 including pictures, displays and furnishings. They shall coordinate their plans with the
20 Restaurant Committee chair. The plan, including cost and financing recommendations, shall be
21 submitted to the Board of Governors for their review and approval. Members wishing to donate
22 pictures and furnishings must submit them to the House Committee for their review and
23 approval.
24

25 The Chairperson shall submit to the Finance Committee a detailed annual budget forecast
26 covering anticipated expenses as well as any planned additional funding requirements.

27 The Chairperson shall make a monthly report on the Committee's actions to the Board of
28 Governors, describing the Committee's goals, problems, request for funding, etc. [\(RTOC\)](#)
29
30

31 Section 13. Insurance Committee
32

33 The Chairperson of the Insurance Committee shall be selected by the Vice Commodore and
34 submitted to the Board of Governors for approval. He shall report to and be responsible to the
35 Vice Commodore. The Chairperson shall select the other members of the Committee, if
36 necessary, and submit them to the Board of Governors for their information.
37

38 It shall be the responsibility of the Chairperson to act as the Risk Manager for the Club and
39 should therefore have a background in the insurance field. He shall review the existing
40 insurance program annually to ensure that risks to the Club assets and members are minimized
41 within the cost limitations of prudent management. Recommendations for changes to the
42 program, should they be required, shall be made to the Board of Governors together with the
43 rationale for such changes, six months prior to the renewal date for insurance policies.
44

45 The Chairperson shall arrange for the bonding of the Treasurer, the Bridge Officers and any
46 agent of the Club duly authorized to receive or disburse Club funds. The amount of such bond

1 shall be determined by the Board of Governors, but shall not be less than \$50,000, with the
2 expense being borne by the Club.

3
4 While the Committee may seek bids from both outside insurance agents and agents who are Club
5 members, no member of the Committee may submit bids or be in any way connected to a
6 company seeking to do business with, or doing business with, the Club.

7 The Chairperson shall submit to the Finance Committee through the Vice Commodore a detailed
8 annual budget forecast covering anticipated expenses as well as any planned additional funding
9 requirements.

10
11 While the Chairperson shall make a monthly report on the status of the Committee's actions to
12 the Vice Commodore for inclusion in his report to the Board of Governors, the Chairperson may
13 request of the Commodore that he be placed on the agenda of any Board meeting in order to
14 personally describe the Committee's goals, problems, request for funding, etc. [\(RTOC\)](#)

15 16 17 Section 14. Legal Committee

18
19 The Chairperson of the Legal Committee shall be the Vice Commodore. It shall be his
20 responsibility to provide legal review of documents, letters and any official Club responses to
21 municipal, county, state or federal government correspondence where the Club's position must
22 be stated. It shall also be the sole responsibility of the Chairperson, with the approval of the
23 Board of Governors, to engage an attorney who is a Member of the Bar in the State of Maryland
24 and licensed to practice in Cecil County when professional legal advice or representation is
25 prudent or required.

26
27 Further, if a situation dictates, the Chairperson shall select a person to serve as Resident Agent,
28 submitting such name to the Board of Governors for approval. Such approval shall be in the form
29 of a separate written document signed by the Commodore and the Secretary, per Article V,
30 Section 6. The responsibility of the Resident Agent is to accept on behalf of the North East River
31 Yacht Club the Service of Process of any legal documents submitted to the Club.

32
33 The Chairperson shall submit to the Finance Committee a detailed annual budget forecast
34 covering anticipated expenses as well as any planned additional funding requirements.

35
36 The Chairperson shall make a monthly report on the Committee's actions to the Board of
37 Governors, describing the Committee's goals, problems, request for funding, etc. [\(RTOC\)](#)

38 39 40 Section 15. Long Range Planning Committee

41
42 The Chairperson of the Long Range Planning Committee shall be the Immediate Past
43 Commodore. The Committee shall also include the Commodore, the Vice Commodore, the Rear
44 Commodore, the Fleet Captain, and the Chairpersons of the Finance, Administration, Building
45 and Grounds, Restaurant, and Piers and Moorings (Dockmaster) Committees. In addition, the
46 Committee shall include two Past Commodores and two members-at-large who are not Board

1 members. These last four shall be selected by the Chairperson and submitted to the Board of
2 Governors for their information.

3
4 The Committee may call upon other members of the Club, or non-members, who have special
5 expertise that may be useful to the Committee in developing their plans.

6
7 The Committee is advisory and its purpose is to update the existing Club Long Range Plan to
8 cover the next two to six years. The plan itself should provide guidance for the Board of
9 Governors in developing their operational plans for the following year. The Committee should
10 meet at least quarterly or as needed to update the long range plan document.

11
12 The Plan should generally cover:

13		
14	Membership	The size, makeup and types of membership
15		
16	Operation	The services to be provided to the membership
17		
18	Facilities	The facilities required to provide the membership services
19		
20	Management	The method of managing the Club
21		
22	Financial	The method of providing operating funds for the services and
23		facilities planned
24		

25 The Committee shall provide a copy of its update of the Long Range Plan to each Board member
26 for review in August.

27
28 The Committee shall then present its update to the Board of Governors at the September Board
29 meeting for review and approval.

30
31 The Chairperson shall submit to the Finance Committee a detailed annual budget forecast
32 covering anticipated expenses as well as any planned additional funding requirements. [\(RTOC\)](#)

33
34
35 **Section 16. Nominating Committee**

36
37 The Chairperson of the Nominating Committee shall be the Immediate Past Commodore, or his
38 replacement. In addition to the Chairperson, the Committee shall consist of four members who
39 are elected by the General Membership at the Annual Meeting for a two year term, two to be
40 elected each year. The two new Committee members for the coming year shall be nominated
41 from the floor by the General Membership at the Annual Meeting. No existing member of the
42 Committee shall be eligible for nomination by the membership.

43
44 In the event of a vacancy on the Committee, the Chairperson shall select a replacement and
45 submit that name to the Board of Governors for approval. Said replacement shall serve only
46 until the next General Meeting, at which time a permanent replacement shall be elected.

1
2 It shall be the responsibility of the Nominating Committee to nominate thirteen persons to serve
3 the Club in the positions of:

4
5 Commodore Administration Committee Chair *
6 Vice Commodore Buildings & Grounds Comm. Chair *
7 Rear Commodore Restaurant Committee Chair *
8 Fleet Captain Piers & Moorings Comm (Dockmaster) *
9 Secretary Finance Committee Chair
10 Treasurer Membership Committee Chair
11 Sail Race Committee Chair

12
13 * = Member of the Management Team – Staggered two year terms
14

15 The Committee shall meet as often as necessary to allow sufficient time to post the names of the
16 Nominees and to notify the General Membership of the nominated slate four weeks before the
17 Annual Meeting.

18
19 The Chairperson shall submit to the Finance Committee a detailed annual budget forecast
20 covering anticipated expenses as well as any planned additional funding requirements. [\(RTOC\)](#)
21

22 Section 17. Junior Sailing Committee

23
24 The Chairperson of the Junior Sailing Committee shall be selected by the Sail/Race Chairperson
25 and submitted to the Board of Governors for approval. He shall report to and be responsible to
26 the Sail/Race Chairperson. The Chairperson shall select the other members of the Committee, if
27 necessary, and submit them to the Board of Governors for their information.

28
29 It shall be the responsibility of the Chairperson to develop, coordinate and enhance a program of
30 instruction in basic sailing, seamanship and boating safety with the purpose of introducing new
31 boaters, both young and old, to the world of sailing. The goal of this program is to broaden the
32 activities available to Club members and their families, and to attract prospective new members.
33

34 The Committee shall plan for, procure and maintain a fleet of small sailboats for the specific use
35 of providing instruction to those enrolled in the program.
36

37 The Chairperson shall submit to the Finance Committee through the Sail/Race Chairperson, a
38 detailed annual budget forecast covering anticipated expenses as well as any planned additional
39 funding requirements.
40

41 While the Chairperson shall make a monthly report on the Committee's actions to the Sail/Race
42 Chairperson for inclusion in his report to the Board of Governors, the Chairperson may request
43 of the Commodore that he be placed on the agenda of any Board meeting in order to personally
44 describe the Committee's goals, problems, request for funding, etc. [\(RTOC\)](#)
45

46 Section 18. Procedures Committee

1
2 The Chairperson of the Procedures Committee shall be the Club Administrator. He shall select
3 the other members of the Committee, if necessary, and submit them to the Board of Governors
4 for their information.

5
6 He shall be responsible for the preparation, revision and up-dating as needed of the Club
7 Procedures Manual, submitting changes to the Board of Governors for approval. A copy of the
8 Manual shall be provided to each Board Member upon assuming office.

9
10 As a minimum, the Club Procedures Manual shall include:

11		
12	Current By-Laws	House Rules
13	Dock Area Rules	Cottage Rental and Waiting List Policy
14	Slip/Mooring Leasing Policy	Slip/Mooring Sub-Leasing Policy
15	Current Dues Levels and Policy	Current Slip and Mooring Fees
16	Authorized Spending Limits	Officer's Allowances
17	Officer's Guidelines	Check Request Procedure
18	Sail Fleet Racing Season Guide	Waterline Publication Policy
19	Death or Illness of Member or Family	Ship's Store Policy
20	Club History and Traditions	
21		

22 The Chairperson shall submit to the Finance Committee a detailed annual budget forecast
23 covering anticipated expenses as well as any planned additional funding requirements.

24
25 The Chairperson shall make a monthly report on the Committee's actions to the Board of
26 Governors, describing the Committee's goals, problems, request for funding, etc. [\(RTOC\)](#)

27
28 Section 19. Marketing Committee

29
30 The Chairperson of the Marketing Committee shall be selected by the Commodore and
31 submitted to the Board of Governors for approval. He shall report to and be responsible to the
32 Commodore. The Chairperson shall select the other members of the Committee, if necessary,
33 and submit them to the Board of Governors for their information.

34
35 It shall be the responsibility of the Chairperson to supervise, edit and review all copy pertaining
36 to Club matters which may be prepared for publication in newspapers, magazines, brochures and
37 other publications for public dissemination.

38
39 The Chairperson shall cooperate with and assist the Membership Committee Chairperson in
40 devising and implementing an annual program for the purpose of attracting new members in the
41 Club.

42
43 He shall assist the Commodore when requested in the editing and publishing of the Club monthly
44 newsletter, The Waterline.

1 The Chairperson shall submit to the Finance Committee through the Commodore a detailed
2 annual budget forecast covering anticipated expenses as well as any planned additional funding
3 requirements.

4
5 While the Chairperson shall make a monthly report on the Committee's actions to the
6 Commodore for inclusion in his report to the Board of Governors, the Chairperson may request
7 of the Commodore that he be placed on the agenda of any Board meeting in order to personally
8 describe the Committee's goals, problems, request for funding, etc. [\(RTOC\)](#)
9

10 Section 20. Roster Committee

11
12
13 The Chairperson of the Roster Committee shall be selected by the Rear Commodore and
14 submitted to the Board of Governors for approval. He shall report to and be responsible to the
15 Rear Commodore. The Chairperson shall select the other members of the Committee, if
16 necessary, and submit them to the Board of Governors for their information.
17

18 It shall be the responsibility of the Chairperson to maintain an accurate and current computer
19 database of the entire membership to include all pertinent data on each member. The
20 Chairperson should therefore have a working knowledge of computers and database
21 programming. He shall support the Club Officers and other Committee Chairpersons by
22 providing special reports, lists and data for studies or analysis to meet their particular needs.
23

24 A list of those members having birthdays or anniversaries shall be prepared each month and
25 distributed to the Waterline publisher, the Membership Chairperson, all Bridge Officers, and
26 shall be posted on the Club Bulletin Board. A list of new members shall also be included.
27

28 A set of mailing labels shall be prepared monthly for distribution of the Waterline and additional
29 labels shall be prepared as requested by any Officer or Committee Chairperson.
30

31 The Chairperson shall be responsible for the design, formatting, preparation, editing and
32 publication of the Club Member's Manual by April 1st of each year.
33

34 The Chairperson shall submit to the Finance Committee through the Rear Commodore a detailed
35 annual budget forecast covering anticipated expenses as well as any planned additional funding
36 requirements.
37

38 While the Chairperson shall make a monthly report on the Committee's actions to the Rear
39 Commodore for inclusion in his report to the Board of Governors, the Chairperson may request
40 of the Commodore that he be placed on the agenda of any Board meeting in order to personally
41 describe the Committee's goals, problems, request for funding, etc. [\(RTOC\)](#)
42
43

44 ARTICLE X 45 MEETINGS 46

1 Section 1. The Annual Meeting of the Club shall be held on the first Sunday of October
2 in each year at the Clubhouse, for the election of Officers, and the transaction of such other
3 business as may properly come before said meeting. The Officers so elected shall be formally
4 installed at the Commodore's Ball which shall take place at some time between November 1 and
5 November 30. They shall take their respective offices at the first Board of Governors meeting
6 following the Commodore's Ball when the outgoing Commodore calls for "New Business".

7
8 Each Full and Life Member in good standing, representing a single Membership Number, shall
9 be entitled to one vote in the election of the candidates for the offices submitted by the
10 Nominating Committee and those submitted from the floor, and in all matters pertaining to the
11 real property of the Club, where the Board determines that the membership should be involved.

12
13 The selections of the Nominating Committee for Officers and Board Members to be elected will
14 be mailed by the Commodore to the voting members in the announcement of the Annual
15 Meeting, and posted on the Bulletin Board in the Clubhouse four (4) weeks prior to the Annual
16 Meeting. The mailed announcement shall include a short biography of each candidate.
17 Additional candidates will be considered for election only by petition of at least ten (10)
18 members in good standing filed with the Secretary at least ten (10) days prior to the Annual
19 Meeting. No candidate shall be considered for election unless he shall have agreed to serve and
20 is in good standing.

21
22
23 Section 2. Special Meetings may be called by the Commodore at any time and shall be
24 called at the written request of members in good standing representing thirty (30) or more
25 Membership Numbers, providing the business of the meeting is stated in the notification. At all
26 such meetings, a quorum being present, only the special business for which the meeting was
27 called may be considered. There shall be notice of such Special Meetings postmarked at least
28 thirty (30) days in advance.

29
30 Section 3. A quorum of all regular and special Club meetings will consist of members in
31 good standing representing not less than thirty (30) Membership Numbers. A member shall be
32 considered in good standing if their dues are current and Club indebtedness does not exceed
33 ninety (90) days from the date of first billing. Only Full Members and Life Members in good
34 standing may vote at any Club meeting and all voting must be in person; no proxies are allowed.

35
36
37 Section 4. At the Annual Meeting, a quorum being present, the Order of Business shall
38 be as follows:

- 39
40 Pledge of Allegiance 5. Nominating Committee Report
41 1. Minutes of the previous meeting 6. Election
42 2. Treasurer's Report 7. Unfinished Business
43 3. Officer's Reports 8. New Business
44 4. Committee Reports 9. Adjournment
45

1 Robert's "Rules of Order" shall be the standard for procedure at all meetings and will be
2 followed unless in conflict with these By-Laws, which shall prevail.

3
4 Section 5. The Secretary is responsible for taking the minutes of all meetings of the
5 Corporation. He shall also have an accurate list of all Full and Life Members in good standing.
6 In the absence of the Secretary, the Commodore, or presiding officer, will designate an Acting
7 Secretary for the meeting. [\(RTOC\)](#)
8

9
10 **ARTICLE XI**
11 **COLORS AND PENNANTS**
12

13 Section 1. The Club Burgee shall be triangular in shape with a white circle on a navy
14 blue field. Within the white circle will be the four cardinal points and four inter-cardinal points
15 of the compass with the needle pointing appropriately to the point bearing the letters "N E", all in
16 white on the navy field.

17
18 Section 2. The Commodore's pennant shall be rectangular in shape with a Fouled Anchor
19 encircled by thirteen five-pointed stars in white on a blue field.

20
21 Section 3. The Vice Commodore's pennant shall be the same as the Commodore's,
22 except on a red field.

23
24 Section 4. The Rear Commodore's pennant shall be the same as the Commodore's,
25 except the Anchor and Stars are red on a white field.

26
27 Section 5. The Fleet Captain's pennant shall be rectangular in shape with a Fouled
28 Anchor in navy blue on a white field.

29
30 Section 6. The Past Commodore's pennant shall be rectangular in shape with a Fouled
31 Anchor and three five-pointed stars arranged vertically, all in white on a blue field.

32
33 Section 7. All members of the Club shall adhere to the prevailing Yacht Etiquette. [\(RTOC\)](#)
34

35 **ARTICLE XII**
36 **LIABILITY**
37

38 Section 1. NORTH EAST RIVER YACHT CLUB, INC., shall forever indemnify and
39 hold harmless any and all members of its Board of Governors, duly elected and in good standing
40 at the time of the event in question, from any and all claims, demands and lawsuits for
41 occurrences on or about the Club, except for their own individual willful misconduct or bad faith
42 and shall, at the request of a Board Member, provide counsel and other appropriate resources
43 sufficient to properly, adequately and completely address and defend against such claims,
44 demands and lawsuits, not withstanding the maintenance of Director's and Officer's Liability or
45 any other insurance.
46

1 This indemnification also covers Members and Employees acting for the Club, or at the Board's
2 request, under the same limits applicable to the Board Members. [\(RTOC\)](#)
3
4

5 **ARTICLE XIII**
6 **PAID EMPLOYEES**
7

8 Section 1. Under normal circumstances, no Club member or persons related by blood or
9 marriage to a Club member shall be hired as a paid employee of the Club. At its discretion,
10 however, and for clearly stated reasons, the Board of Governors may over-ride this restriction.
11 [\(RTOC\)](#)
12
13

14 **ARTICLE XIV**
15 **AMENDMENTS**
16

17 Section 1. Amendments to these By-Laws shall be submitted in writing first to the Board
18 of Governors and upon its approval shall be submitted for approval to the general membership
19 Such amendments shall become effective upon receiving an affirmative vote of two-thirds (2/3)
20 of the members present and entitled to vote at any Club meeting.
21

22 Section 2. All amendments shall contain language requiring that, if approved, the
23 Bylaws be conformed to reflect the impact of the amendment in all applicable areas, and the
24 Conformed Copy shall replace the existing Bylaws in its entirety. A historical record of
25 approved amendments and conformed Bylaws shall be maintained in the archives by the
26 Secretary. [\(RTOC\)](#)