

NORTH EAST RIVER YACHT CLUB Inc.



BY-LAWS OF THE NORTH EAST RIVER YACHT CLUB

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Immediate Past Commodore

**Philip DiPasquale,
Administrator**

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Revision History

Revision	Date	Author	Reason for Change	Nature of Change (Major/Minor)
V.001	1939	Board of Governors	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
V.007	10/6/2013	Board of Governors	Committee name changes. Membership year to twelve (12) calendar months following the applicant's approval for membership. Allow for notices, etc. to be sent to members electronically and for telephonic meetings. Typos & other minor.	Major
V.008	10/6/2014	Board of Governors	AGM approved changes to existing By-Laws	Minor
V.009	10/4/2015	Board of Governors	Uniform reimbursement reduced to \$200. Jr. Membership age increased to 21. Honorary Membership excluded from having an interest in the Club's assets. Associate Membership dues set at 50% of Full Membership.	Minor
V.010	10/2/2016	Club Administrator	Consolidation of Management Team and Administration Committee to Management Committee. Refine Administrator's title and role. Create the IT Manager position.	Major
V.011	9/6/2018	Board of Governors	Added to Article VI: Section 8 and 9 that provides two new membership categories, "Full Single Membership" and "Young Adult Single Membership"	Major

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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.

North East River Yacht Club, Inc.
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North East, Maryland 21901

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1 BY - LAWS
2 of the
3 NORTH EAST RIVER YACHT CLUB
4 ADOPTED 1930
5 REVISED OCTOBER 2, 2016
6

7 **ARTICLE I**
8

9 Section 1. The name of the corporation shall be the NORTH EAST RIVER YACHT CLUB, INC. All
10 subsequent references to the "North East River Yacht Club, Inc." or "Club" mean the North East
11 River Yacht Club, Inc. and any other corporate entities owned or controlled by the North East
12 River Yacht Club, Inc. The North East River Yacht Club, Inc. is a Maryland non-stock
13 corporation currently operating as a 501(c)(7) not-for-profit corporation.
14

15 Section 2. The corporate seal of the club is one and one-half inches (1-1/2") in diameter with the words
16 "NORTH EAST RIVER YACHT CLUB, INC." in one-eighth (1/8") letters around the periphery,
17 while in the center, in the form of arcs, are the words "CORPORATE" in three-thirty-second inch
18 (3/32") letters and "SEAL" in five-thirty-second inch (5/32") letters.
19

20 Section 3. Whenever the masculine gender is used throughout this document, it shall be deemed to
21 include the feminine gender, and whenever the feminine gender is used, it shall be deemed to
22 include the masculine gender. [\(RTOC\)](#)
23
24

25 **ARTICLE II**
26 **OBJECT**
27

28 Section 1. The object of the Club shall be to encourage the sport of yachting, to promote the science of
29 seamanship and navigation, to provide a suitable Clubhouse, Anchorage and Piers for the use of
30 its boating members and to provide facilities for the recreation and social activities of all its
31 members, both boaters and non-boaters. [\(RTOC\)](#)
32
33

34 **ARTICLE III**
35 **OFFICERS**
36

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

1
2 A member, when first elected to a bridge office, is entitled to an 80% one-time reimbursement
3 from the Club (up to a maximum of \$200) for the cost of his uniforms. That officer is expected to
4 pay the costs involved in upgrading such uniforms as he proceeds up the chain of command. If,
5 for any reason, he does not complete the chain through Commodore, he shall return the
6 uniforms in good repair to the Club. [\(RTOC\)](#)
7

8
9 **ARTICLE IV**
10 **DUTIES OF OFFICERS**

11
12 **Commodore**

13
14 Section 1. It shall be the duty of the Commodore to take command of the squadron and to preside at all
15 meetings of the Club and the Board of Governors. He shall, with the Board of Governors,
16 supervise the overall operation of the Club.
17

18 The Commodore shall select and submit to the Board of Governors for approval by the January
19 meeting the Chairperson of the Publicity Committee and shall provide guidance, direction
20 and support to the Chairpersons of the Administration Committee, the Finance Committee, the
21 Membership Committee, the Restaurant Committee, and the Publicity Committee. He shall
22 have the authority to establish other committees that, in his judgment, may be required, and to
23 select the Chairpersons of such Committees, submitting them to the Board of Governors for
24 approval. He shall be an ex officio member of all committees, except the Nominating
25 Committee.
26

27 He shall submit to the Finance Committee a detailed annual budget forecast for the Office of
28 Commodore covering anticipated expenses and planned additional funding requirements. He shall
29 also forward to the Finance Committee the budget forecasts from the Administration, Restaurant,
30 Membership, Publicity & or Marketing Committees.
31

32 He shall also appoint and provide advice and guidance to the CBYCA Delegate, the Club
33 Chaplain, the Club Safety Officer and the Club Parliamentarian, submitting their names to the
34 Board of Governors for their information.
35

36 The Commodore shall, with the Secretary, sign all contracts and other legal obligations for the
37 Club, and is authorized to sign checks in the absence of the Treasurer.
38

39 He may call a special meeting of the Board of Governors, in which case notice of such meeting
40 shall be emailed to all members of the Board at least (5) days in advance. He shall call a special
41 meeting of the General Membership at the request of thirty (30) or more members, with notice
42 emailed to all members at least thirty (30) days in advance. If a member does not have an email
43 address on file with the club, such notice will be sent via First Class Mail. Members are
44 responsible for providing the club Secretary with a current email address. The club will not be
45 responsible for emails that are undeliverable due to an out of date address.
46

47 Four weeks prior to the Annual Meeting, the Commodore shall send an email to the general
48 voting membership announcing the date, time, and location of the meeting. Attached to this

1 email will be the meeting agenda, the selections of the Nominating Committee for the Officers
2 and Board members to be elected, along with a short biography of each candidate, and a copy
3 of any and all By-laws changes approved by the Board of Governors. If a member does not
4 have an email address on file with the club, such notice will be sent via First Class Mail.
5 Members are responsible for providing the club secretary with a current email address. The club
6 will not be responsible for emails that are undeliverable due to an out of date address.

7
8 The Commodore shall be responsible for reporting to the membership, at each Annual Meeting,
9 the current estimated value of a “membership year” (see Distribution Plan) as determined by the
10 Finance function.

11
12 For consistency, the following formula will be used for this estimate:

13
14 Annual Maryland real estate tax value of land and improvements + (plus) The book value of all
15 other assets (as reported on the current tax return) + (plus) Cash and cash equivalents – (minus) all
16 outstanding liabilities.

17
18 In the event of dissolution of the Club, a more formal method of calculating the residual value of
19 a membership year is described in the Distribution Plan.

20
21 The Commodore shall be the editor of the Club newsletter, The Waterline, and may request the
22 assistance of the Chairperson of the Publicity & or Marketing Committee or appoint an assistant
23 Editor in accomplishing this duty. [\(RTOC\)](#)

24 25 Vice Commodore

26
27 Section 2. It shall be the duty of the Vice Commodore to assist the Commodore in the discharge of his
28 duties and in his absence to officiate in his stead. He shall have the authority to sign checks in the
29 absence of the Treasurer and the Commodore.

30
31 The Vice Commodore shall be Chairperson of the House Committee and the Legal Committee
32 and shall select other members of these committees, submitting them to the Board of Governors
33 for their information. He shall select and submit to the Board of Governors for approval by the
34 January meeting the name of the Legal Resident Agent, who shall be responsible for accepting
35 on behalf of the North East River Yacht Club the Service of Process of any legal documents
36 submitted to the Club. The Vice Commodore shall provide guidance, direction and support to
37 the Chairpersons of the Buildings and Grounds Committee, the Insurance Committee and the
38 Legal Resident Agent. He shall annually review and update as necessary the House Rules,
39 submitting recommended changes to the Board of Governors for approval.

40
41 He shall submit to the Finance Committee a detailed annual budget forecast for the Office of
42 Vice Commodore covering anticipated expenses and planned additional funding requirements.
43 He shall also forward to the Finance Committee the budget forecasts from the Buildings and
44 Grounds, House, Insurance and Legal Committees.

45
46 He may be assigned additional specific duties by the Commodore. [\(RTOC\)](#)
47

1 Rear Commodore

2
3 Section 3. It shall be the duty of the Rear Commodore to assist the Commodore and Vice Commodore in
4 the discharge of their duties, and in their absence officiate in their stead. The Rear Commodore
5 shall be Chairperson of the Activities Committee and shall select other members of the
6 Committee, submitting them to the Board of Governors for their information. He shall provide
7 guidance, direction and support to the Chairpersons of the Entertainment Committee, Sail
8 Program Committee, the Roster Committee, and the Ship's Store Supply Officer.

9
10 He shall submit to the Finance Committee a detailed annual budget forecast for the Office of
11 Rear Commodore covering anticipated expenses and planned additional funding requirements.
12 He shall also forward to the Finance Committee the budget forecasts from the Activities,
13 Entertainment, Roster, and Ship's Store.

14
15 He may be assigned additional specific duties by the Commodore. [\(RTOC\)](#)

16
17 Fleet Captain

18
19 Section 4. It shall be the duty of the Fleet Captain to organize, plan and direct the boating activities that
20 are under the auspices of the Club. During Club cruises, he shall assist Club boats with slip
21 assignments, help take lines of Club boats as they enter slips and organize activities for each port
22 of call.

23
24 The Fleet Captain shall provide guidance, direction and support to the Dockmaster (Piers and
25 Moorings Committee).

26
27 He shall submit to the Finance Committee a detailed annual budget forecast for the Office of
28 Fleet Captain covering anticipated expenses and planned additional funding requirements. He
29 shall also forward to the Finance Committee the budget forecasts from the Dockmaster (Piers
30 and Moorings Committee).

31
32 He shall be responsible for the reception of, and providing assistance to, visiting fleets or
33 representatives of other yacht clubs.

34
35 The Fleet Captain shall select an Assistant Fleet Captain, submitting his name to the Board of
36 Governors for approval. If the Fleet Captain is a member of the power boat fleet, he shall
37 preferably select a member of the sail boat fleet to serve as Assistant Fleet Captain. Conversely, if
38 the Fleet Captain is a member of the sail boat fleet, he shall preferably select a member of the
39 power boat fleet to serve as Assistant Fleet Captain.

40
41 The Fleet Captain may select an Assistant Fleet Captain submitting his name to the Board of
42 Governors for approval.

43
44 He may be assigned additional specific duties by the Commodore. [\(RTOC\)](#)

1 Secretary

2
3 Section 5. It shall be the duty of the Secretary to prepare the minutes of the meetings of the Club and the
4 Board of Governors; to maintain the current By-Laws, Rules and other written Club policies,
5 practices and procedures; to have custody of the Club Seal, of all trophies, and of all reports and
6 documents connected with the business of the Club. He shall post a copy of all Board meeting
7 minutes on the Club Bulletin Board. All records shall be maintained in the Club offices. The
8 minutes of all Board of Governors meetings shall include a listing of those Board members
9 present as well as those absent.

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

15
16 The Secretary shall be responsible for notifying members in writing, of any breach or impending
17 breach of any portion of their Member Agreement, as reported by the Chair of the Finance
18 Committee and/or as agreed by the Board.

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

24
25 He shall submit to the Finance Committee a detailed annual budget forecast for the Office of
26 Secretary covering anticipated expenses and planned additional funding requirements.

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

32
33 He may be assigned additional specific duties by the Commodore. [\(RTOC\)](#)

34
35 Treasurer

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

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

1 All checks issued by the Treasurer may be signed by the Commodore in his absence or by the
2 Vice Commodore in their absence. The Treasurer, along with the Commodore, Vice
3 Commodore and others designated to handle Club funds, shall be bonded in such sum as the
4 Board of Governors may elect, but not less than \$50,000, with the expense borne by the Club.

5
6 The Treasurer shall be responsible for seeing that all dues invoices are sent to members of record
7 no later than the first day of the month preceding their anniversary month. A notice shall
8 accompany all invoices stating that dues are due and payable on the first day of the members'
9 anniversary month. He shall be responsible for the receipt of and accurate recording of all dues
10 and other payments made to club by members.

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

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

18
19 He may be assigned additional specific duties by the Commodore. [\(RTOC\)](#)
20

21 Immediate Past Commodore

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

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

39 **ARTICLE V**

40 **BOARD OF GOVERNORS**

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

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

8
9 The Board shall have the power to replace any Officer or Board Member who is not actively
10 performing their responsibilities as stated in these By-Laws. The Board shall also have the
11 power to fill any vacancy that may occur in its membership. Both actions require a majority vote
12 of the entire Board.
13

14 Section 2. Nine (9) voting members of the entire Board of Governors shall be sufficient to constitute a
15 quorum to transact the business of the Corporation at any meeting of said Board. Proxies are not
16 allowed. In the event a quorum cannot be established, or in the opinion of the Commodore, there
17 is pending business of the Corporation that requires urgent attention, members may attend the
18 meeting via electronic communication. A speakerphone or other such device that permits all
19 members to hear everything that is communicated at the same time shall be utilized. The
20 requirement of nine (9) voting members participating remains.
21

22 Section 3. Consistent with the Member Agreement, the Board of Governors shall at all times have full
23 power to suspend or expel any member for good cause by a vote of nine (9) members of the entire
24 Board after written charges shall have been presented and a reasonable opportunity given the
25 member to present his defense, unless waived by his or her absence. The Board of Governors shall
26 have the right to reconsider the suspension or expulsion of any member for any cause at any time
27 and may, with a nine (9) member vote of the entire Board of Governors, reinstate such member
28 upon such terms and conditions as said Board of Governors may prescribe. Both resignation,
29 revocation and/or expulsion from the Club shall result in forfeiture of the member's share in the
30 Club's net assets (see Distribution Plan), unless the member rejoins or is re-instated within a
31 calendar year. When a member is so re-instated, the temporary resignation or expulsion shall have
32 no effect on the calculation of the member's years of continuous membership.
33

34 Section 4. The Board of Governors shall hold regular monthly meetings. Special Board meetings may be
35 called by the Commodore or may be called at the request of three (3) Members of the Board.
36 Notice of such meetings, made and received at least five (5) days in advance, shall be sent to all
37 Board Members and shall state the purpose, time and place of such meeting. The Secretary shall
38 prepare the minutes of all Board meetings. The minutes of all meetings shall include a listing of
39 those Board members present as well as those absent.
40

41 Section 5. The Board shall have the power to adopt such rules and regulations governing the Club and
42 its members, as may be found necessary from time to time, not in conflict with these By-Laws.
43 When so adopted, said rules shall have the same force and effect as if herein contained.
44

45 All rules heretofore adopted by the Board shall be recorded verbatim by the Secretary in the
46 Minutes of the Corporation. They shall also be recorded in an appropriate document and
47 properly displayed.

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

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

10
11
12 **ARTICLE VI**
13 **MEMBERSHIP**
14

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

- 16
17 a. Full Member
18 b. Junior Member
19 c. Legacy Member
20 d. Life Member
21 e. Honorary Member
22 f. Winter Dining Member
23 g. Associate Membership
24 h. Full Single Membership
25 i. Young Adult Single Membership
26

27 All members, regardless of class, shall be assigned a membership number and account. The
28 Board of Governors shall establish dues and fees for each class of membership and slip and
29 mooring rental rates for the coming year no later than the September BOG meeting. The
30 membership year shall run for 12 consecutive months from the month the membership is approved
31 by the Board. Dues delinquency shall be calculated from the first day of the members'
32 anniversary month. This provision shall be retroactive for all new memberships effective on or
33 after January 1, 2013. All members of record on December 31, 2012 will retain a January to
34 December membership year. [\(RTOC\)](#)

35
36 Section 2. Full Member

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

44
45 The privileges of Full Membership are extended equally to both spouses of a married couple (*or*
46 *to a couple who share a bank account and common address*) including the use of any and all
47 facilities, the participation in any and all Club social functions, the privilege of holding office in

1 the Club, except that the membership may cast only one vote at meetings of the corporation on
2 matters requiring member approval, may hold only one share in the net assets of the corporation
3 (subject to the limits and conditions set forth in the Member Agreement and Distribution Plan,
4 may have only one representative on the Club's Board of Governors, and may rent only one slip
5 in the Club Marina unless authorized by the board of governors.
6

7 Upon approval, such Membership shall extend all privileges of membership to any dependent
8 children up to and including those age 25 and who are claimed by their parent as dependent on
9 their Federal Tax Return. At age 26 Legacy Membership Category is applicable. Voting
10 privileges at all meetings of the Corporation on all matters requiring member approval, and the
11 privilege of holding office in the Club are excluded privileges.
12

13 It is also provided that any unmarried Full Member in good standing may upon marriage inform
14 the Club in writing and thereby extend the privileges detailed above to his new spouse and
15 dependent children under the age of twenty-one (21). [\(RTOC\)](#)
16

17 Section 3. Junior Member

18

19 Any person of good moral character within the ages of seven (7) through twenty one (21), 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 Junior Membership. When such
23 Application is properly signed by the applicant and their parent/guardian, it will be submitted to
24 the Board by the Membership Chairperson for its action.
25

26 The privileges of a Junior Member allow participation in NERYC Junior Sailing races and other
27 select youth appropriate Club activities, including the use of a Club boat if they don't have one of
28 their own, Travel Team participation (if qualified), access to the Restaurant and Club bathroom
29 facilities by the Junior Member and their family during Junior Sailing events and other youth-
30 specific activities, member pricing for activities such as Sail Camp, clinics, etc., and other Club
31 privileges as determined by the Junior Sailing Committee and Board of Governors.
32

33 The privileges of a Junior membership do not include a share or interest in the Club assets or any
34 voting privileges at any meetings of the Corporation on matters requiring member approval. The
35 membership is not subject to special assessments or other fees that may be approved by the Board
36 of Governors for other classes of membership.
37

38 Section 4. Legacy Member

39

40 Any person of good moral character within the ages of twenty-six (26) through thirty (30), who
41 is the child or grandchild of a Full Member in good standing, who shall agree in writing, upon
42 the Legacy Member Application Form of the Club, to abide by its By-Laws, Rules and
43 Regulations as then in force, or later amended, and who shall accompany such Application with
44 50% of the current full membership prorated dues shall be eligible for Legacy Membership.
45 When such Application is properly signed by the applicant, it will be submitted to the Board by
46 the Membership Chairperson for its action.
47

1 The privileges of a Legacy Membership are extended equally to both spouses of a married
2 couple (*or to a couple who share a bank account and common address*) and include all Club
3 privileges covered under Full Membership with the exception of: (1) voting privileges at all
4 meetings of the Corporation on all matters requiring member approval, and (2) the privilege of
5 holding office in the Club. The Membership is not subject to special assessments or other fees
6 that may be approved by the Board of Governors for other classes of membership. A Legacy
7 Membership must convert to a Full Membership in the following calendar year that the member
8 attains the age of 30. Upon approval, such Membership shall extend all privileges of membership
9 detailed above to any dependent children under the age of twenty-six (26).

10
11 The privileges of Legacy membership also do not include a share or interest in the club assets
12 until and when the Legacy Membership is converted to a Full Membership in the year following
13 the calendar year in which the Legacy Member reaches the age of 30. At that time, each calendar
14 year of Legacy Membership shall be counted the equivalent of one- half year of Full
15 Membership (provided that all years were consecutive) for the purposes of determining the
16 years of “continuous membership,; as defined in the Distribution Plan.”

17
18 It is also provided that any unmarried Legacy Member in good standing may upon marriage
19 inform the Club in writing and thereby extend the privileges detailed above to his/her new
20 spouse and dependent children under the age of twenty-six (26). [\(RTOC\)](#)

21 22 Section 5. Life Member

23
24 There are two types of Life Members in the Club: All Past Commodores and their spouses who
25 were awarded individual Life Memberships prior to the 1985 Annual Meeting; and those
26 members who have maintained twenty-five (25) years of continuous membership through the
27 prompt payment of each year’s dues. The clock shall start over for a member who rejoins after
28 expulsion or resignation (either in writing or through nonpayment of renewal dues).

29
30 The privileges of a Life Member are extended equally to both spouses of a married couple (*or to*
31 *a couple who share a bank account and common address*) and include all Club privileges and
32 exceptions covered under Full Membership. Upon the demise of either spouse, the Lifetime
33 Membership Number applies to the surviving spouse. This does not apply to Past Commodores
34 and their spouses who were both awarded individual Life Memberships prior to 1985.

35
36 Life Members are not required to pay dues. However, in order to maintain their Life Member
37 status, they must pay special assessments or other fees that may be approved by the Board of
38 Governors for all members. [\(RTOC\)](#)

39 40 Section 6. Honorary Member

41
42 The Board of Governors, by a vote of nine (9) members, may elect to Honorary Membership, on
43 an annual basis, such persons as they deem to have rendered important service or benefits to the
44 Club, or who for any reason, they may see fit to thus honor. Any member in good standing may
45 submit in writing to the Board of Governors at the December meeting the names of persons
46 proposed for Honorary Membership. Such proposal shall include the reason or justification. The
47 Chairperson of the Membership Committee shall present to the Board of Governors at the

1 December meeting the names of any Honorary Members elected the previous year for review
2 and consideration for the coming year.

3
4 Honorary Members are extended all Club privileges covered under Full Membership. However,
5 Honorary Members:

- 6
7 a. pay no dues or fees
8 b. have no voting privileges at meetings of the Corporation on matters requiring member
9 approval
10 c. may not hold any Club office
11 d. may not rent a slip or mooring
12 e. do not include a share or interest in the Club's assets.

13
14 The Board of Governors may define any other limitations on this class of membership. [\(RTOC\)](#)

15
16 Section 7. Winter Dining Member

17
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 Junior Member status by
32 submitting the appropriate Application Form accompanied by the proper fees and pro-rated
33 dues. [\(RTOC\)](#)

34
35 Section 8. Full Single Membership

36 Any person of good moral character over age 30, 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 Single Membership. When such Application is properly signed by the
40 applicant, sponsor and interviewer, it will be submitted to the Board by the Membership
41 Chairperson for its action. The qualifications for the Full Single Membership class shall be
42 reevaluated each year on the anniversary date.

43
44 The privileges of Full Single Membership are applicable to a Single person, not to a couple,
45 Married or not, who reside at the same address. The privileges include the use of any and all
46 facilities, the participation in any and all Club social functions, the privilege of holding office in
47 the Club, and may rent only one slip in the Club Marina unless authorized by the board of

1 governors.

2
3 Upon approval, such Membership shall extend all privileges of membership to any dependent
4 children up to and including those age 25 and who are claimed by their parent as dependent on
5 their Federal Tax Return. At age 26 Legacy Membership Category is applicable to these former
6 dependent children.
7
8

9 Section 9. Young Adult Single Membership

10
11 Any person of good moral character age 30 and under, who shall agree in writing upon the regular
12 Application Form of the Club, to abide by its By-Laws, Rules and Regulations as then in force,
13 or later amended, who shall accompany such Application with the required fees and dues, shall
14 be eligible for Young Adult Membership. When such Application is properly signed by the
15 applicant, sponsor and interviewer, it will be submitted to the Board by the Membership
16 Chairperson for its action. The qualifications for the Young Adult Single Membership class shall
17 be reevaluated each year on the anniversary date.
18

19 The privileges of Young Adult Membership are applicable to a Single person and not to a couple
20 who resides at the same address (married or not). The privileges include the use of any and all
21 facilities, the participation in any and all Club social functions and may rent only one slip in the
22 Club Marina unless authorized by the board of governors.
23

24 The privileges of a Young Adult Single Membership do not include a share or interest in the Club
25 assets or any voting privileges at any meetings of the Corporation on matters requiring member
26 approval. The membership is not subject to special assessments or other fees that may be
27 approved by the Board of Governors for other classes of membership.
28
29

30 Section 10. Other Classes of Membership

31
32 The Board of Governors, at its discretion, may establish additional classes of membership.
33 When established, the Board shall describe in writing and publicize the membership class,
34 including all privileges and limitations. [\(RTOC\)](#)
35

36 Section 11. Election of Members

37
38 The election of members shall be by vote of the Board of Governors at their regular monthly
39 meetings providing a quorum is present. The vote shall be by secret ballot at the request of any
40 one (1) member of the Board. Two (2) negative ballots shall reject such applicant. No rejected
41 applicant shall be proposed again within one (1) year thereafter. [\(RTOC\)](#)
42

43 Section 12. Sail Camp Trial Membership

44
45 Any person of good moral character age 21 or over, who shall agree in writing upon the Sailing
46 Camp Event Registration Form, to abide by its By-Laws, Rules and Regulations as then in force,
47 or later amended, who shall accompany such Registration with the required Trial Membership

1 Fee as established for the current year by the Board of Governors, shall be eligible for a Trial
2 Membership for a period equal to the duration of the camping sessions applied for and attended,
3 beginning with the date of application signature or event date.
4

5 The privileges of a Sail Camp Trial Membership are extended equally to both spouses of a
6 married couple (*or to a couple who share a bank account and common address*) or the attendee's
7 legal guardian(s), and shall be limited to only the use of any and all facilities and the participation
8 in any and all Club social functions for the duration of the trial period.
9

10 Such Sail Camp Trial Membership shall extend these same privileges of membership to any
11 dependent children under the age of twenty-one (21).
12

13 It is also provided that any unmarried Trial Member in good standing may, upon marriage,
14 inform the Club in writing and thereby extend the privileges detailed above to their new spouse
15 and dependent children under the age of twenty-one (21).
16

17 During, or at the end of, the Sail Camp Trial Membership period, the Trial Member(s) may
18 convert their Sail Camp Trial Membership to a Full Membership by completion of the NERYC
19 Membership Application Form submitted to the Board of Governors for approval. Upon approval,
20 any and all required fees and dues applicable at the time of conversion will be due. All fees and
21 dues payable must be submitted upon notification of approval to complete the conversion and
22 become a Club member in good standing. [\(RTOC\)](#)
23

24 Section 13. Associate Membership

25

26 Any person of good moral character within the ages of twenty-one (21) through thirty (30), who
27 shall agree in writing, upon the regular Application Form of the Club, to abide by its By-Laws,
28 Rules and Regulations as then in force, or later amended, and who shall accompany such
29 Application with the required fees and dues, shall be eligible for Associate Membership. When
30 such Application is properly signed by the applicant, sponsor and interviewer, it will be submitted
31 to the Board by the Membership Chairperson for its action. Dues shall be set at 50% of the
32 current full membership.
33

34 The privileges of an Associate Member are extended equally to both spouses of a married couple
35 (*or to a couple who share a bank account and common address*) and include all Club privileges
36 Covered under Full Membership with the exception of: (1) voting privileges at all meetings of the
37 Corporation on all matters requiring member approval; and (2) the privilege of holding office in
38 the Club. Upon approval, such Membership shall extend all privileges of membership detailed
39 here to any dependent children under the age of twenty-one (21).
40

41 The privileges of Associate Membership also do not include a share or interest in the Club's
42 assets, until and when the Associate Membership is converted to a Full Membership in the year
43 following the calendar year in which the Associate Member reaches the age of 30. At that time,
44 each calendar year of Associate Membership shall be counted the equivalent of one-half year of
45 Full Membership (provided that all years were consecutive) for the purposes of determining the
46 years of "continuous membership", as defined in the Distribution Plan.
47

1 It is also provided that any unmarried Associate Member in good standing may upon marriage
2 inform the Club in writing and thereby extend the privileges detailed above to his new spouse and
3 dependent children under the age of twenty-one (21). [\(RTOC\)](#)
4

5
6 **ARTICLE VII**
7 **DUES AND FEES**
8

9 Section 1. The dues, slip, and mooring rental fees for the coming year shall be set by the Board of
10 Governors no later than the September Board meeting. Assessments may be set by the Board of
11 Governors at any time during the year; however, the membership will be given thirty (30) days'
12 notice of such action, the reason for that action, and the effective date of any such assessment
13 shall not be less than thirty (30) days from the date of approval by the Board of Governors.
14 Assessments or other fees shall not be applied to any single class of membership only. New
15 members (within 12 months of application date) are not liable for assessments.
16

17 Section 2. Dues shall be considered delinquent if not paid by 30 days past invoice date. The first day of
18 the member's anniversary month shall be the date used in determining the extent of delinquency
19 in any case involving late payment of dues. A member shall be considered in good standing if
20 their dues are current and other indebtedness to the Club does not exceed sixty (60) days from
21 the date of first billing. [\(RTOC\)](#)
22

23 **ARTICLE VIII**
24 **RESIGNATIONS, SUSPENSIONS AND EXPULSIONS**
25

26 Section 1. Resignation
27

28 A membership is continuous from year to year, providing the member is in good standing, until a
29 resignation is received in writing. Resignation by a member shall be sent to the Secretary along
30 with the payment of any outstanding indebtedness to the Club. The Roster Committee Chairperson
31 shall update the Club records to reflect the change in status. Upon resignation, all rights and
32 privileges as a member of the Club shall cease with the termination of the membership.
33 Resignations will be acted upon by the Board of Governors at the next monthly meeting after
34 receipt.
35

36 A failure of a member to pay annual renewal dues by sixty (60) days past invoice date shall
37 result in an automatic resignation of membership, with no formal suspension or expulsion being
38 necessary or required, unless such member has initiated special payment arrangements in advance
39 with the Treasurer and the Administrator. Members who have resigned through nonpayment of
40 renewal dues shall have no different status than any other member of the Club who has
41 resigned his membership. A letter shall be written by the Secretary informing the member of
42 his resigned status and his loss of Club privileges. If a resigned member wishes to rejoin the
43 Club within one year of resignation, he shall be responsible for payment of any late payment
44 fees in force as well as the full annual dues. After one year, he shall be responsible for any
45 initiation fees in force and the full dues for that year. [\(RTOC\)](#)
46

47 Section 2. Charges

1
2 Any member of the Club may present to the Board of Governors a written Statement of Charges
3 against any other member for: conduct unbecoming a member; conduct likely to endanger the
4 good order and welfare of the Club; repeated insubordination or disobedience of officers when
5 acting in their official capacity or when in squadron; or violation of the By-Laws or Club rules,
6 where such violation is materially adverse to the Club or repeated after written warning.
7

8 Upon hearing such Statement of Charges in a regular or properly called special meeting of the
9 Board, the Board may, by majority vote (a) determine what action is appropriate and proposed for
10 the Charges, and (b) send a letter of notification to the member of the Charges and the proposed
11 action. After he shall have been notified in writing and given an opportunity to be heard and to
12 present evidence at a time mutually convenient, the Board of Governors shall vote to take
13 appropriate action. Such action may include, but is not limited to, a letter of reprimand, or a
14 warning of suspension or expulsion, which action shall require a majority vote of the Board.
15

16 If the action to be taken is suspension or expulsion, the member may request that a Committee of
17 three members be chosen, none of whom are members of the Board: one shall be chosen by the
18 Board, one by the charged member, and the third by agreement of the other two Committee
19 members. This third member shall be the Committee Chair. The Committee shall investigate the
20 charges and make a majority recommendation to the Board as to the appropriateness of
21 suspension or expulsion. If such recommendation is against such suspension or expulsion, the
22 final action shall be a written warning delivered to the member; if such recommendation is for
23 suspension or expulsion, the Board may then proceed with a vote to suspend or expel, which must
24 be by a vote of nine (9) members of the entire Board. No accused officer or member shall be
25 allowed to preside at or vote in such proceedings. Upon request of any one member of the Board,
26 the vote shall be by secret ballot. [\(RTOC\)](#)
27

28 Section 3. Suspension

29

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

39 In the case of Club indebtedness, a letter shall be written by the Secretary informing the
40 suspended member of his suspension and that full payment of all indebtedness must be made
41 immediately to reinstate the member's privileges. Where a suspension is the result of a Statement
42 of Charges, the letter shall state the reason for the suspension and the length of such suspension.
43 A copy of the applicable Sections of the By-Laws shall be included, along with a reminder that
44 the member agreed to abide by the Club By-Laws, Rules and Regulations when he joined. [\(RTOC\)](#)
45

46 Section 4. Expulsion

47

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

9
10 In the case of Club indebtedness (except renewal dues), a letter shall be written by the Secretary
11 informing the member of his expulsion and that full payment of all indebtedness must be made
12 immediately. Further, if payment is not forthcoming, legal action shall be initiated. Where an
13 expulsion is the result of a Statement of Charges, the letter shall state the reason for such
14 expulsion. A copy of the applicable Sections of the By-Laws shall be included, along with a
15 reminder that the member agreed to abide by the Club By-Laws, Rules and Regulations when he
16 joined. [\(RTOC\)](#)
17

18 Section 5. Reinstatement

19
20 Any member expelled for non-payment of indebtedness to the Club or expelled as the result of a
21 Statement of Charges may be reinstated by a vote of nine (9) members of the entire Board of
22 Governors upon such terms as the Board shall prescribe, but in no case shall they be reinstated
23 without payment in full of all indebtedness to the Club. [\(RTOC\)](#)
24

25 ARTICLE IX 26 DUTIES OF COMMITTEES

27 General

28
29
30 There shall be two groups of Committees required by these By-Laws: 1) those Committees
31 who's Chairpersons are Members of the Board of Governors, and 2) those Committees known as
32 Standing Committees.

33
34 The Commodore shall select the Chairpersons of the standing committees listed below, unless a
35 specific assignment is made by these By-Laws, and submit their names to the Board of Governors
36 for their approval by the January meeting. All Chairpersons of these standing committees shall
37 select the members of their committee and submit their names to the Board of Governors for the
38 Board's information, or their approval when required by these By-Laws. [\(RTOC\)](#)
39

40 BOARD OF GOVERNORS COMMITTEES

41 Section 1. Management Committee

42
43
44 The Chairperson of the Management Committee shall be a member of the Board of Governors,
45 shall be known as the Administrator, and shall be elected at the Annual Meeting to serve a two-
46 year term. He shall report to and be responsible to the Commodore.
47

1 The Management Committee's standing members shall be the following four elected members of
2 the Board of Governors: the Administrator, the Buildings and Grounds Committee Chairperson,
3 the Restaurant Committee Chairperson, and the Piers and Moorings Committee Chairperson
4 (Dockmaster). The Administrator shall select other members of the Committee, as appropriate or
5 necessary, and submit them to the Board of Governors for their information.
6

7 The specific purpose of the Management Committee and its members is to provide for the
8 continuous day-to-day operational management of the Club's business. As such, the standing
9 members of the Management Committee must meet certain additional qualifications not
10 necessarily required of Officers or other Committee Chairpersons. These are:

- 11 • Must be able and willing to devote the necessary time and effort to ensure the management
12 of Club operations and adequately fulfill the responsibilities of their position.
- 13 • Must have operational and/or business management experience commensurate with their
14 particular Committee.
- 15 • Must have sufficient knowledge of the other Management Committee member's
16 responsibilities to provide emergency, short-term support when another committee
17 member is not available.
18

19 It shall be the responsibility of the Administrator to manage the Club Office. And, acting as the
20 Secretary's agent, he shall organize all official Club files, correspondence, mail, licenses, permits,
21 and leases and records of rental properties. He shall be responsible for the supervision of any full
22 or part-time clerical employees of the Club.
23

24 The Administrator shall appoint an Information Technology Manager from the membership. The
25 Information Technology Manager shall be responsible for maintaining the Club's information
26 infrastructure, contracts and content; including but not limited to the Club's computers, website,
27 Wi-Fi, telephone, dining, point of sale, audio, cable and camera systems.
28

29 The Administrator shall appoint from the BOG an Email Net Coordinator who may be the IT
30 Manager if the IT Manager is a member of the BOG.
31

32 Acting as the Treasurer's agent, the Administrator shall be responsible for preparing payment of
33 all vendor's and contractor's bills after proper approval has been received. He shall be responsible
34 for preparing and mailing members' statements, receiving and posting member account payments,
35 and handling and depositing daily cash accounts.
36

37 The Administrator 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

1 The Administrator shall make a monthly report of the Club’s administrative operations to the
2 Board of Governors at their regular meeting. [\(RTOC\)](#)”

3
4 Section 2. Buildings and Grounds Committee

5
6 The Chairperson of the Buildings and Grounds Committee shall be a member of the Board of
7 Governors and shall be elected at the Annual Meeting to serve a two year term. He shall report
8 to and be responsible to the Vice Commodore, shall be a member of the Management Committee
9 and shall meet those qualifications. The cycle of selection and term shall be as stated under
10 the Management Committee. The Chairperson shall select other members of the Committee, if
11 necessary, and submit them to the Board of Governors for their information.

12
13 It shall be the responsibility of the Chairperson to inspect the condition of the Clubhouse and
14 Grounds and develop and implement a plan to ensure that they are maintained in the best and
15 safest condition, within the limits of prudent management, so they may serve the members as
16 they are intended. The buildings, grounds and equipment must comply with all local, county,
17 state and federal regulatory and licensing authorities. A list of recommended and experienced
18 contractors shall be maintained, together with procedures for contacting in case of emergency.
19 The Chairperson shall prepare a budget for inclusion in the Annual Budget covering regular
20 expenses for the proper operation of the buildings, equipment and ground maintenance and a
21 contingency fund based upon experience. Improvements and maintenance items involving capital
22 expense beyond normal budget shall be presented to the Board of Governors for individual
23 approval.

24
25 The Chairperson shall be responsible for arranging for the lease of the Club’s two cottages. In
26 this capacity, he shall be responsible for administering the Cottage Rental and Waiting List
27 Policy, and annually reviewing this Policy for updating as necessary, submitting recommended
28 changes to the Board of Governors for approval. He shall maintain and administer a Cottage
29 Rental Waiting List as required by the Policy.

30
31 The Chairperson shall submit to the Finance Committee through the Vice Commodore a detailed
32 annual budget forecast covering anticipated expenses as well as any planned additional funding
33 requirements.

34
35 The Chairperson shall make a monthly report of the Buildings and Grounds Operations to the
36 Board of Governors at their regular meeting. [\(RTOC\)](#)

37
38 Section 3. Restaurant Committee

39
40 The Chairperson of the Restaurant Committee shall be a member of the Board of Governors and
41 shall be elected at the Annual Meeting to serve a two year term. He shall report to and be
42 responsible to the Commodore, shall be a member of the Management Committee and shall
43 meet those qualifications. The cycle of selection and term shall be as stated under the
44 Management Committee. The Chairperson shall select at least two other members of the
45 Committee and submit them to the Board of Governors for their information.

1 He shall be the primary interface between the Board of Governors and the Restaurant staff and
2 the two should meet at least monthly. The areas of responsibility are: (1) the menus and prices;
3 (2) the quality of food and service; (3) the condition and appearance of the Commodore's Dining
4 Room, the Bridge Lounge and Dance Floor, the Burgee Lounge, and the restroom/shower
5 facilities; and (4) the condition and cleanliness of the kitchen and its equipment.
6

7 The Chairperson shall supervise menu content, general pricing policy, hours of operation, etc.
8 and review these regularly with the Board.
9

10 Further, the Chairperson shall forward to the Restaurant Manager a written list, as provided by
11 the Membership Chairperson, of the names and member numbers of all new members and all
12 suspended or expelled members immediately upon action of the Board.
13

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

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

21 Section 4. Piers and Moorings Committee 22

23 The Chairperson of the Piers and Moorings Committee shall be known as the "Dockmaster",
24 shall be a member of the Board of Governors and shall be elected at the Annual Meeting at
25 serve a two year term. He shall report to and be responsible to the Fleet Captain, shall be a
26 member of the Management Committee and shall meet those qualifications. In addition, it is
27 required that a candidate for this position must moor his boat at the Club in order to be available
28 to resolve slip and mooring holder questions and problems on a continuing basis. The cycle of
29 selection and term shall be as stated under the Management Committee. The Dockmaster shall
30 select other members of the Committee, if necessary, and submit them to the Board of
31 Governors for their information.
32

33 It shall be the responsibility of the Dockmaster to plan and organize the operation and maintenance
34 of the piers, moorings and beach areas. He shall determine the condition of the facilities and
35 see that they are maintained in the proper condition to ensure an established number of
36 slips and moorings for Club members' boats, and that the waterfront grounds and facilities are
37 protected from water, ice and storm damage.
38

39 The Dockmaster shall be responsible for arranging for the lease of the Club's slips and moorings.
40 In this capacity, he shall be responsible for administering the Dock Area Rules, and the Slip and
41 Mooring Policy, and annually reviewing these Rules and Policies for updating as necessary,
42 submitting recommended changes to the Board of Governors for approval. He shall maintain
43 and administer a Slip and Mooring Waiting List as required by the Policies.
44

45 The Dockmaster shall recommend to the Board rental rates for the slips and moorings which
46 will, as a minimum, provide an adequate income to cover all waterfront operational expenses,
47 loan payments, insurance, and adequate reserves to cover anticipated future expenses. The

1 waterfront facilities must comply with State and Federal laws covering marina operations.

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

5
6 The Dockmaster shall make a monthly report of the Piers and Moorings Operations to the Board
7 of Governors at their regular meeting. [\(RTOC\)](#)
8

9 Section 5. Finance Committee

10
11 The Chairperson of the Finance Committee shall be a member of the Board of Governors and
12 shall be elected at the Annual Meeting and shall report to and be responsible to the Commodore.
13 The Treasurer shall serve as a member of this Committee and the Chairperson shall select the
14 other members of the Committee, if necessary, and submit them to the Board of Governors for
15 information.

16
17 It shall be the responsibility of the Chairperson to act as the financial advisor to the Board of
18 Governors and to the Long Range Planning Committee, and should therefore have a financial
19 management background.

20
21 Each month, the Chair of the Finance Committee shall review the status of each member's
22 compliance with the requirements of the Member Agreement. He shall bring any member's
23 breach or default to the Board's attention for action as defined in the Agreement.
24

25 The Chairperson of each Committee shall submit to the Finance Committee an annual budget
26 forecast for their respective Committees. With the assistance of the Treasurer, the Finance
27 Chairperson shall prepare and submit to the Board of Governors at the December meeting a
28 detailed Annual Budget recommending the allocation of funds to the various Committees on the
29 basis of their budget forecasts and the anticipated revenue of the Club. He shall provide monthly
30 updates at the regular Board meetings.
31

32 The Chairperson shall arrange for an Annual Audit of the Club's finances by an outside licensed
33 accountant or by qualified Club members, but in no case shall a member of the Board of
34 Governors be directly involved in making this Audit. The results of the Audit shall be presented
35 to the Board of Governors for their review and approval. [\(RTOC\)](#)
36

37 Section 6. Membership Committee

38
39 The Chairperson of the Membership Committee shall be a member of the Board of Governors
40 and shall be elected at the Annual Meeting. He shall report to and be responsible to
41 the Commodore. The Chairperson shall select the other members of the Committee, if
42 necessary, and submit them to the Board of Governors for their information.
43

44 The Chairperson shall, with the cooperation of the Marketing Committee Chairperson, devise
45 and implement an annual program for the purpose of attracting new membership in the Club. He
46 shall also devise and implement an annual program for the purpose of retaining current members,
47 presenting these programs, together with any costs involved, to the Board of Governors for

1 approval.

2
3 All Applications for Membership shall be turned over to the Chairperson who will ensure that
4 the Application is properly completed and that all necessary fees are attached. The Chairperson
5 shall then submit all Applications together with his recommendation to the Board of Governors
6 for action. No applicant will be refused membership on the basis of sex, race, religion or
7 national origin.

8
9 The Chairperson shall submit to the Finance Committee a detailed annual budget forecast covering
10 anticipated expenses as well as any planned additional funding requirements. The Chairperson
11 shall be part of the Marketing Committee and shall make a monthly report of the
12 Membership Status to the Board of Governors at their regular meeting. [\(RTOC\)](#)

13
14 Section 7. Sail Program Committee

15
16 The Chairperson of the Sail Program Committee shall be a member of the Board of Governors
17 and shall be elected at the Annual Meeting. He shall report to and be responsible to the Rear
18 Commodore.

19
20 It shall be the responsibility of the Chairperson to:

- 21
22 1. Appoint at least two other NERYC members to serve with him on the Sail Program
23 Committee, and chair that committee in its governing of the NERYC racing program.
24 Consult with the committee on major policy matters regarding the program.
25
26 2. Make, subject to the general oversight of the Board of Governors, all major decisions
27 regarding the racing program, and take appropriate measures to delineate and enforce rules
28 to ensure, to the greatest degree possible, fair racing within the recognized rules,
29 harmony and good sportsmanship among the competitors, and the greatest possible
30 safety of the vessels and their crews.
31
32 3. Determine the schedule for the sail racing season, and supply it to the Fleet Captain on
33 a timely basis to be included in the NERYC Calendar for the ensuing year.
34
35 4. Create, and submit for approval, a budget for the season's racing program, identifying
36 revenue from entry fees and other sources, and expenses for equipment, trophies and
37 other tokens of appreciation, and after-race social hours. The budget shall clearly
38 identify the amount requested to be paid from NERYC general funds. An overall
39 statement of the scope of the coming year's program shall accompany the budget.
40
41 5. Take custody of the racing equipment of the Club, and make adequate arrangements for
42 its safekeeping, general good condition, and replacement if necessary.
43
44 6. Make a monthly report to the Board of Governors summarizing the status of the
45 racing program. In addition, he co-ordinates with the Publicity & or Marketing Chairman
46 and other Club Officers to provide information on race results for publicizing the clubs
47 racing activities.

- 1
- 2 7. Plan and organize the Sail Awards dinner, and/or any other function arising directly out
- 3 of the racing program.
- 4
- 5 8. Determine, at his discretion, the delegation of any of these duties except #1 or #2 to the
- 6 other members of the Sail Program Committee or other volunteering NERYC members as
- 7 available. [\(RTOC\)](#)
- 8

9 STANDING COMMITTEES

10

11 Section 8. Activities Committee

12

13 The Chairperson of the Activities Committee shall be the Rear Commodore. He shall select the

14 other members of the Committee, if necessary, and submit them to the Board of Governors for

15 their information.

16

17 It shall be the responsibility of the Chairperson to plan, organize, schedule and supervise the

18 Social and Educational Activities of the Club. The Committee shall coordinate the preparation of

19 the official Club Calendar with each of the Flag Officers and submit it to the Board of

20 Governors at the January meeting.

21

22 The Chairperson shall submit to the Finance Committee a detailed annual budget forecast covering

23 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 9. By-Laws Committee

29

30 The Chairperson of the By-Laws Committee shall be the Immediate Past Commodore. He shall

31 select the other members of the Committee, if necessary, and submit them to the Board of

32 Governors for their information.

33

34 It shall be the responsibility of the Chairperson to ensure that the By-Laws reflect the operational

35 needs of the Club and that they are followed by the Officers, the Board of Governors and the

36 membership. The By-Laws should be reviewed annually. If changes are necessary, the proposed

37 changes must first be submitted to the Board of Governors for approval and then to the

38 membership for final approval in accordance with Article XIV (Amendments).

39

40 The Chairperson shall submit to the Finance Committee a detailed annual budget forecast covering

41 anticipated expenses as well as any planned additional funding requirements.

42

43 The Chairperson shall make a monthly report on the Committee's actions to the Board of

44 Governors, describing the Committee's goals, problems, request for funding, etc. [\(RTOC\)](#)

45

46 Section 10. Entertainment Committee

47

1 The Chairperson of the Entertainment Committee shall be selected by the Rear Commodore and
2 submitted to the Board of Governors for approval. He shall report to and be responsible to the
3 Rear Commodore. The Chairperson shall select the other members of the Committee, if necessary,
4 and submit them to the Board of Governors for their information.

5
6 It shall be the responsibility of the Chairperson to research, select, negotiate with and contract for
7 the entertainment (bands, DJ's, etc.) for all Club functions where such entertainment is desired
8 (Birthdays Nights, Opening Day, Past Commodore's/New Member's Night, Commodore's Ball,
9 Sail Program Awards Banquet, etc.) He shall coordinate such selections with the Activities
10 Committee Chairperson and with each event chairperson.

11
12 The Chairperson shall submit to the Finance Committee through the Rear Commodore a detailed
13 annual budget forecast covering anticipated expenses as well as any planned additional funding
14 requirements.

15
16 While the Chairperson shall make a monthly report on the Committee's actions to the Rear
17 Commodore for inclusion in his report to the Board of Governors, the Chairperson may request
18 of the Commodore that he be placed on the agenda of any Board meeting in order to personally
19 describe the Committee's goals, problems, request for funding, etc. [\(RTOC\)](#)

20 21 Section 11. House Committee

22
23 The Chairperson of the House Committee shall be the Vice Commodore. He shall select at least
24 two other members of the Committee and submit them to the Board of Governors for their
25 information.

26
27 It shall be the responsibility of the Chairperson to review, update as necessary, and enforce the
28 House Rules. Any proposed changes shall be submitted to the Board of Governors for approval.
29 The House Rules, with date of adoption, shall be included in the Member's Manual and displayed
30 prominently in the Clubhouse.

31
32 The House Committee shall be responsible for selecting the décor in the Clubhouse interior,
33 including pictures, displays and furnishings. They shall coordinate their plans with the Restaurant
34 Committee chair. The plan, including cost and financing recommendations, shall be submitted to
35 the Board of Governors for their review and approval. Members wishing to donate pictures and
36 furnishings must submit them to the House Committee for their review and approval.

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

40
41 The Chairperson shall make a monthly report on the Committee's actions to the Board of
42 Governors, describing the Committee's goals, problems, request for funding, etc. [\(RTOC\)](#)

43 44 Section 12. Insurance Committee

45
46 The Chairperson of the Insurance Committee shall be selected by the Vice Commodore and
47 submitted to the Board of Governors for approval. He shall report to and be responsible to the

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

3
4 It shall be the responsibility of the Chairperson to act as the Risk Manager for the Club and
5 should therefore have a background in the insurance field. He shall review the existing insurance
6 program annually to ensure that risks to the Club assets and members are minimized within the
7 cost limitations of prudent management. Recommendations for changes to the program, should
8 they be required, shall be made to the Board of Governors together with the rationale for such
9 changes, six months prior to the renewal date for insurance policies.

10
11 The Chairperson shall arrange for the bonding of the Treasurer, the Bridge Officers and any
12 agent of the Club duly authorized to receive or disburse Club funds. The amount of such bond
13 shall be determined by the Board of Governors, but shall not be less than \$50,000, with the
14 expense being borne by the Club.

15
16 While the Committee may seek bids from both outside insurance agents and agents who are Club
17 members, no member of the Committee may submit bids or be in any way connected to a
18 company seeking to do business with, or doing business with, the Club. The Chairperson shall
19 submit to the Finance Committee through the Vice Commodore a detailed annual budget forecast
20 covering anticipated expenses as well as any planned additional funding requirements.

21
22 While the Chairperson shall make a monthly report on the status of the Committee's actions to
23 the Vice Commodore for inclusion in his report to the Board of Governors, the Chairperson may
24 request of the Commodore that he be placed on the agenda of any Board meeting in order to
25 personally describe the Committee's goals, problems, request for funding, etc. [\(RTOC\)](#)

26 27 Section 13. Legal Committee

28
29 The Chairperson of the Legal Committee shall be the Vice Commodore. It shall be his
30 responsibility to provide legal review of documents, letters and any official Club responses to
31 municipal, county, state or federal government correspondence where the Club's position must
32 be stated. It shall also be the sole responsibility of the Chairperson, with the approval of the
33 Board of Governors, to engage an attorney who is a Member of the Bar in the State of Maryland
34 and licensed to practice in Cecil County when professional legal advice or representation is
35 prudent or required.

36
37 Further, if a situation dictates, the Chairperson shall select a person to serve as Resident Agent,
38 submitting such name to the Board of Governors for approval. Such approval shall be in the form
39 of a separate written document signed by the Commodore and the Secretary, per Article V,
40 Section 6. The responsibility of the Resident Agent is to accept on behalf of the North East River
41 Yacht Club the Service of Process of any legal documents submitted to the Club.

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

45
46 The Chairperson shall make a monthly report on the Committee's actions to the Board of
47 Governors, describing the Committee's goals, problems, request for funding, etc. [\(RTOC\)](#)

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Section 14. Long Range Planning Committee

The Chairperson of the Long Range Planning Committee shall be the Immediate Past Commodore. The Committee shall also include the Commodore, the Vice Commodore, the Rear Commodore, the Fleet Captain, and the Chairpersons of the Finance, Administration, Building and Grounds, Restaurant, and Piers and Moorings (Dockmaster) Committees. In addition, the Committee shall include two Past Commodores and two members-at-large who are not Board members. These last four shall be selected by the Chairperson and submitted to the Board of Governors for their information.

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

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

The Plan should generally cover:

- Membership: The size, makeup and types of membership
- Operation: The services to be provided to the membership
- Facilities: The facilities required to provide the membership services
- Management: The method of managing the Club
- Financial: The method of providing operating funds for the services and facilities planned

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

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

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

Section 15. Nominating Committee

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

In the event of a vacancy on the Committee, the Chairperson shall select a replacement and submit that name to the Board of Governors for approval. Said replacement shall serve only

1 until the next General Meeting, at which time a permanent replacement shall be elected.

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

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

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

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

19
20 The Chairperson shall submit to the Finance Committee a detailed annual budget forecast
21 covering anticipated expenses as well as any planned additional funding requirements. [\(RTOC\)](#)
22

23 **Section 16. Junior Sailing Committee**

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

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

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

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

41
42 While the Chairperson shall make a monthly report on the Committee's actions to the Sail
43 Program Chairperson for inclusion in his report to the Board of Governors, the Chairperson
44 may request of the Commodore that he be placed on the agenda of any Board meeting in order to
45 personally describe the Committee's goals, problems, request for funding, etc. [\(RTOC\)](#)
46

47 **Section 17. Procedures Committee**

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

29

30 The Chairperson of the Marketing Committee shall be selected by the Commodore and submitted
31 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.
45

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

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

7 Section 19. Roster Committee
8

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

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

20 A list of those members having birthdays or anniversaries shall be prepared each month and
21 distributed to the Waterline publisher, the Membership Chairperson, all Bridge Officers, and
22 shall be posted on the Club Bulletin Board. A list of new members shall also be included.
23

24 The Chairperson shall submit to the Finance Committee through the Rear Commodore a detailed
25 annual budget forecast covering anticipated expenses as well as any planned additional funding
26 requirements.
27

28 While the Chairperson shall make a monthly report on the Committee's actions to the Rear
29 Commodore for inclusion in his report to the Board of Governors, the Chairperson may request
30 of the Commodore that he be placed on the agenda of any Board meeting in order to personally
31 describe the Committee's goals, problems, request for funding, etc. [\(RTOC\)](#)
32

33 ARTICLE X
34 MEETINGS
35

36 Section 1. The Annual Meeting of the Club shall be held on the first Sunday of October in each year at
37 the Clubhouse, for the election of Officers, and the transaction of such other business as may
38 properly come before said meeting. The Officers so elected shall be formally installed at the
39 Commodore's Ball which shall take place at some time between November 1 and November 30.
40 They shall take their respective offices at the first Board of Governors meeting following the
41 Commodore's Ball when the outgoing Commodore calls for "New Business".
42

43 Each Full and Life Member in good standing, representing a single Membership Number, shall
44 be entitled to one vote in the election of the candidates for the offices submitted by the
45 Nominating Committee and those submitted from the floor, and in all matters pertaining to the
46 real property of the Club, where the Board determines that the membership should be involved.
47

1 The selections of the Nominating Committee for Officers and Board Members to be elected shall
2 be emailed by the Commodore to the voting members in the announcement of the Annual
3 Meeting. This list shall also be posted on the Bulletin Board in the Clubhouse four (4) weeks
4 prior to the Annual Meeting. The emailed announcement shall include a short biography of
5 each candidate. Additional candidates will be considered for election only by petition of at least
6 ten (10) members in good standing filed with the Secretary at least ten (10) days prior to the
7 Annual Meeting. No candidate shall be considered for election unless he shall have agreed to
8 serve and is in good standing.
9

10 Section 2. Special Meetings may be called by the Commodore at any time and shall be called at the
11 written request of members in good standing representing thirty (30) or more Membership
12 Numbers, providing the business of the meeting is stated in the notification. At all such meetings,
13 a quorum being present, only the special business for which the meeting was called may be
14 considered. Notice of such meetings shall be sent via email at least thirty (30) days in advance. If
15 a member does not have an email address on file with the club, such notice will be sent via First
16 Class Mail. Members are responsible for providing the club Secretary with a current email
17 address. The club will not be responsible for emails that are undeliverable due to an out of date
18 address.
19

20 Section 3. A quorum of all regular and special Club meetings will consist of members in good standing
21 representing not less than thirty (30) Membership Numbers. A member shall be considered in
22 good standing if their dues are current and Club indebtedness does not exceed ninety (90) days
23 from the date of first billing. Only Full Members and Life Members in good standing may vote at
24 any Club meeting and all voting must be in person; no proxies are allowed.
25

26 Section 4. At the Annual Meeting, a quorum being present, the Order of Business shall be as
27 follows:
28

- 29 1. Pledge of Allegiance
- 30 2. Minutes of the previous meeting
- 31 3. Treasurer's Report
- 32 4. Officer's Reports
- 33 5. Committee Reports
- 34 6. Nominating Committee Report
- 35 7. Election
- 36 8. Unfinished Business
- 37 9. New Business
- 38 10. Adjournment
39

40 Robert's "Rules of Order" shall be the standard for procedure at all meetings and will be followed
41 unless in conflict with these By-Laws, which shall prevail.
42

43 Section 5. The Secretary is responsible for taking the minutes of all meetings of the Corporation. He
44 shall also have an accurate list of all Full and Life Members in good standing. In the absence of
45 the Secretary, the Commodore, or presiding officer, will designate an Acting Secretary for the
46 meeting. [\(RTOC\)](#)
47

1 for clearly stated reasons, the Board of Governors may over-ride this restriction. [\(RTOC\)](#)

2
3 **ARTICLE XIV**
4 **AMENDMENTS**

5
6 Section 1. Amendments to these By-Laws shall be submitted in writing first to the Board of Governors
7 and upon its approval shall be submitted for approval to the general membership Such
8 amendments shall become effective upon receiving an affirmative vote of two-thirds (2/3) of the
9 members present and entitled to vote at any Club meeting.

10
11 Section 2. All amendments shall contain language requiring that, if approved, the Bylaws be conformed
12 to reflect the impact of the amendment in all applicable areas, and the Conformed Copy shall
13 replace the existing Bylaws in its entirety. A historical record of approved amendments and
14 conformed Bylaws shall be maintained in the archives by the Secretary. [\(RTOC\)](#)