

*Kent Island Yacht Club*

*Constitution*

*And*

*Bylaws*

August 2018

**Kent Island Yacht Club, Inc.**

**Constitution & By-Laws**

**ARTICLE I – NAME**

SECTION 1. The name of this corporation shall be the KENT ISLAND YACHT CLUB, INC.

# SEAL

SECTION 2. The seal of the Club shall be circular in form with a diameter of one and five-eighths inches (1 -5/8").

**COLORS**

SECTION 3. The colors of the Club shall be Red, White, and Blue.

# BURGEE

SECTION 4. The Club Burgee shall be a pointed flag consisting of a white background with a diamond shape of blue starting at the smallest point and a red K in the center of the white.

# ARTICLE II - OBJECT

The object of this Club shall be to encourage the sport of yachting and boating, to promote the science of seamanship and navigation, to provide and maintain a suitable club house, docks and other facilities for the recreation and use of its Members, and to encourage, perpetuate and promote an atmosphere conducive to the safety, convenience, and enjoyment of its Membership.

# ARTICLE III - OFFICERS

SECTION 1. The elected Flag Officers of the Club shall be the Commodore, Vice Commodore, Rear

Commodore, Fleet Captain, Secretary and Treasurer. The Bridge Officers shall be the Commodore, Vice Commodore, Rear Commodore, and Fleet Captain. The Bridge Officers cannot succeed themselves in office.

SECTION 2. An expense account not exceeding one thousand dollars ($1,000.00) per annum shall be made available to the Commodore as a draw commencing at the beginning of the Commodore’s term. The Commodore shall provide receipts for expenditures from the account. In addition, the Commodore shall be excused from payment of slip rental and slip electric. The Commodore and spouse/significant other shall receive meal service at all official Club functions without payment. Other expenses may be provided for within the budget, subject to the approval of the Board of Governors.

# ARTICLE IV - ELECTION OF OFFICERS

SECTION 1. Election by a plurality of the Memberships voting is necessary for election to any office, the candidate receiving the most votes being declared elected, except for Members of the Board at Large; the two receiving the most votes shall be declared elected.

SECTION 2. Any Officer or Member of the Board of Governors at large may, by a 2/3 majority vote of the

Board of Governors, be removed from the office and the vacancy filled by the Board of Governors for malfeasance, fraud, nonfeasance or for absence from two (2) successive regular Membership or Board meetings for reasons other than illness or exigent circumstances.

SECTION 3. The ballot shall be in the following form.

# OFFICIAL BALLOT Candidate (Vote for each one)

FOR COMMODORE

□\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FOR VICE COMMODORE

□\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FOR REAR COMMODORE

□\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FOR FLEET CAPTAIN

□\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FOR SECRETARY

□\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FOR TREASURER

□\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FOR MEMBER OF BOARD AT LARGE

(Vote for two)

□\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECTION 4. The Voting Members in good standing will indicate their choice clearly, marking the square by their selection.

SECTION 5. The method of voting will be by secret ballot as follows:

1. The polls will be at the Clubhouse, Buck Horn
2. The polls will be open between 12:00 Noon and 7:00 P.M. on Election Day.
3. All Members in line at 7:00 P.M. and eligible to vote shall be given the opportunity of voting.
4. In order to vote, a Member must receive his/her ballot from one of the judges or representative who shall determine the Member's eligibility from a list of Voting Members in good standing supplied by the Treasurer.
5. When a ballot is handed to a voter, the voter's name and number shall be crossed off the eligible voters list by the judge or representative in order to ensure no more than one ballot per Membership number.
6. The judges or their representatives shall not give a ballot to anyone except the Member presenting himself/herself and shall give him/her but one ballot for the voter's own use. A Member may not receive a ballot on behalf of another Member.
7. Upon receiving a ballot, the Member shall mark it. The ballot is then to be placed in a ballot box by the Member in the presence of the judge or representative who will check the Member's name and number off as having voted.
8. The ballot box shall be opaque material and shall be locked by the Chief Judge before the polls open and unlocked by him or her at their close. The Chief Judge shall keep the key on his/her person during this period. If for any reason the Chief Judge is unable to perform his/her duty, it may be performed by one of the other judges.
9. A Member need not vote for every office. However, if he/she votes for more persons than indicated for any office, the vote for that office shall be void.
10. Proxy votes will not be allowed in any form or under any circumstances.

SECTION 6. At the October meeting, the Commodore shall appoint, with the approval of the Board of

Governors, three judges from the Voting Membership, one of whom shall be designated as "Chief Judge" whose duties, besides those outlined above, shall be to count and make a correct return of the results of the election. Anyone running for office shall be ineligible to serve. If anyone selected as a Judge is unwilling or unable to serve, the Board of Governors shall appoint his/her successor.

# ARTICLE V - DUTIES OF OFFICERS

## COMMODORE

SECTION 1. The Commodore shall be the chief executive of the Club. It shall be the Commodore's duty and responsibility to take command of the Club and to preside at all meetings of the Membership and Board of Governors.

The Commodore may appoint, subject to a majority vote of the Board of Governors, a Member of the Board of Governors at Large as chairperson of the committees of Sunshine, Pool, Entertainment, House, Grounds, and Membership.

The Commodore may remove any Chairperson or Member of a committee subject to a majority vote of the Board of Governors.

The Commodore shall approve all committees, except the Nominating Committee, subject to the approval of the Board of Governors.

The Commodore shall be ex-officio, a non-voting Member of all committees, standing and temporary, except the Nominating Committee.

The Commodore shall execute or cause to be executed in the name of the Club, all written contracts, bonds, covenants, mortgages, notes and obligations of the Club, upon authority of the Board of Governors or the Membership.

The Commodore shall supervise the General Manager or Club Manager as appropriate.

The Commodore shall have the duty to discipline in accordance with Article XII, Section 11 any Member, subject to the approval of the Board of Governors at its next meeting, for violating the By-Laws and the Rules or Regulations of the Club.

## VICE COMMODORE

SECTION 2. It shall be the duty of the Vice Commodore to assist the Commodore in the discharge of the Commodore's duties and, in the Commodore's absence, to officiate in the Commodore's stead.

The Vice Commodore shall be the Chairperson of the Kitchen and Food Service Committee and oversee the Chairpersons of the Entertainment, House, and Grounds Committees.

The Vice Commodore shall cause an inventory of kitchen food and supplies to be conducted at the end of each month and a report detailing gross sales, labor costs, material costs and net income to be submitted at the monthly Board of Governors and Quarterly Membership meetings.

The actions of the Vice Commodore and his/her committees are subject to the oversight of the Commodore the Board of Governors.

## REAR COMMODORE

SECTION 3. It shall be the duty of the Rear Commodore to assist the Commodore and the Vice Commodore in the discharge of their duties and, in their absence, to officiate in their stead.

The Rear Commodore shall be the Chairperson of the Bar and the Emergency Preparedness and Response Committees, and shall oversee the Chairpersons of the Membership and Pool Committees.

The Rear Commodore shall cause an inventory of bar stock to be conducted at the end of each month and a report detailing gross sales, labor costs, material costs and net income to be submitted at the monthly Board of Governors and Quarterly Membership meetings.

The actions of the Rear Commodore and his/her committees shall be subject to the oversight of the Commodore and the Board of Governors.

## FLEET CAPTAIN

SECTION 4. It shall be the duty of the Fleet Captain to assist the Commodore in the discharge of the Commodore's duties and, in the absence of the Commodore, Vice Commodore, and Rear Commodore, to officiate in their stead.

The Fleet Captain shall, under authority of the Commodore, direct all movements of the Fleet on the annual or any special cruise.

The Fleet Captain shall be the Chairperson of the Docks & Slips Committee.

The Fleet Captain shall maintain a separate Kent Island Yacht Club account, to be known as the Cruise Account. This account will be maintained to receive all monies due from the activity indicated and to pay all bills contracted from this activity. Two signatures will be required for the Cruise Account: any two of the Fleet Captain, Commodore and/or Treasurer. A complete and final financial report for the account will be prepared and presented to the Board of Governors and the Membership prior to the end of the Fleet Captain's term. This account will be audited by the Audit Committee at the end of the Fleet Captain's term.

The Fleet Captain shall be responsible for the reception, berthing, and collection of fees of all visiting vessels. The Fleet Captain shall cause a financial report concerning such fees to be prepared and presented at the monthly Board of Governors and Membership meetings, together with a separate financial report on the status of the Kent Island Yacht Club Docks and Slips account.

The Fleet Captain shall keep a correct list of the ownership, name, dimensions, current liability insurance and type of each yacht permanently docked at the Club facilities.

The Fleet Captain shall be responsible for seeing that the marina facility and operation are in compliance with all federal, state, and local laws and regulations.

The actions of the Fleet Captain shall be subject to the oversight of the Commodore and the Board of Governors.

## SECRETARY

SECTION 5. It shall be the duty of the Secretary:

To have custody of the Club Seal.

To keep a true record of the proceedings of the Club in a book provided for that purpose.

To keep a correct roll of Members.

To keep a correct list of the ownership, name, dimensions, current liability insurance and type of each yacht permanently docked at the Club facilities, such list to be furnished by the Fleet Captain.

To be responsible for all Kent Island Yacht Club correspondence and file all documents, records, reports and communications connected with the business of the Club.

To notify each Member-elect of his or her election and to inform those not elected that they may apply again in 6 months.

In case of inability to attend any meeting, to cause the necessary books and papers to be conveyed to the place of meeting.

To notify Board Members and the Advisory Council Representative of special Board meetings.

To maintain an up-to-date Policy Book containing all motions, Rules and Regulations passed by the Membership or Board of Governors. A copy of each new motion shall be placed in the Policy Book, and furnished to each office employee within one week, and shall be read at the following Membership Meeting. The Policy Book, and the official minutes of the Membership and Board of Governors meetings, shall be kept in the Club office and shall be available to all Members.

To perform all of the above and such other duties as may be described by the Constitution and By-Laws.

The actions of the Secretary shall be subject to the oversight of the Commodore and the Board of Governors.

## TREASURER

SECTION 6. It shall be the duty of the Treasurer to have charge of and be responsible for all funds, securities, receipts and disbursements of the Club. Specified duties may be delegated to office personnel or Kent Island Yacht Club Member(s) qualified for those duties. Bonded duties must be delegated to bonded Club personnel.

The Treasurer shall arrange for deposit, in the name of the Club, of all monies or other valuable effects in banks or other depositories designated by the Board of Governors.

The Treasurer shall maintain, or cause to be maintained by qualified financial persons, a correct record of all receipts, disbursements and accounts of the Club, and shall make a report of the financial condition of the Club at each regular meeting of the Membership and Board of Governors.

The Treasurer shall engage the services of a public accounting firm approved by the Board of Governors to review the accounts and accounting procedures of the Club on an at least annual basis or with such frequency as may be directed by the Commodore and Board of Governors.

The Treasurer shall submit annually, no later than the February Board of Governors meeting, a detailed financial report showing all receipts and disbursements, assets and liabilities for the previous fiscal year. Said reports, ledgers, check books, etc., shall be made available to the Audit Committee for their audit at the end of the year.

The Treasurer shall obtain the Board of Governors approval for all disbursements, outside the normal operations of the Club.

The Treasurer will be bonded each year for an amount to be determined by the Board of Governors.

The Treasurer's actions shall be subject to the oversight of the Commodore and the Board of Governors.

## FLEET CHAPLAIN

SECTION 7. The Fleet Chaplain shall be appointed by the Commodore and shall perform the usual functions of the office.

# ARTICLE VI - MEETINGS

SECTION 1. The regular meetings of the Club shall be held quarterly at the Club House, Buck Horn, in the months of February, May, August and October. Meeting dates may be changed at the discretion of the Board of Governors.

SECTION 2. The Annual Meeting of the Club shall be the February Meeting.

SECTION 3. At the October Meeting of the Club, the following business will be transacted:

a) Presentation of the annual budget approved by the Board of Governors for the forthcoming year. b) Setting of dues for the coming year.

1. Presentation of the Planning Committee Report as approved by the Board of Governors. Such report will include a list of major projects that are contemplated for the following year and a proposed mechanism for their funding.
2. The annual budget and schedule of dues must be approved by a majority of the Voting Members present and voting at the meeting, each membership number being counted as one vote or Member present.
3. Election judges shall be appointed.
4. In the event that the October meeting is not held for a lack of quorum, or for any other reason, the budget and dues approval business shall be continued to a meeting to be convened on the date of the November Election or to a special meeting to be held prior to the end of the year to determine these matters.

SECTION 4. The election of the officers of the Club shall be held in November at the Club House, Buck Horn. The Chief Judge shall announce the results of the election to the Membership after the close of the polls and the counting of the ballots, at which time the officers for the coming year will be installed.

SECTION 5. Meeting dates and the date of the Annual Election of Officers shall be set by the

Commodore with the approval of the Board of Governors at the December meeting of the Board of Governors and announced to the Membership by the Secretary. Special meetings may be held at the call of the Commodore with the approval of the Board of Governors. A special Membership Meeting may also be called, with the approval of the Board of Governors, upon written request of forty Voting Members, providing the purpose of the meeting is stated in the request, each membership number being counted as one Voting Member.

# ARTICLE VII - VOTING AND QUORUM

SECTION 1. Voting Members shall be entitled to vote and cast their ballot when their indebtedness to the Club shall be paid in full.

SECTION 2. All voting at meetings must be done in person and only ballots from Voting Members in good standing will be counted, each Membership number being counted as one vote or Member present.

SECTION 3. Forty Voting Members in good standing will be sufficient to constitute a quorum to transact the business of the Club, each Membership number being counted as one Member present.

# ARTICLE VIII - ELECTION OF MEMBERS

SECTION 1. Applications for Membership in the Kent Island Yacht Club shall be distributed under the supervision of the Membership Chairperson, and only upon the request of a Member in good standing. The number of applications to which a Member shall be entitled each year shall be established at the discretion of the Board of Governors and be based upon the numbers on the Membership Roster. At the time of distribution, the Membership Chairperson shall advise the sponsoring Member of the extent of any waiting list and whether the applicant's check for the initiation fees and dues should accompany the application.

SECTION 2. Upon receipt of the applications, the sponsor will be responsible for its proper completion by the applicant. The completed application must be returned to the Membership Chairperson within thirty (30) days. When directed by the Membership Chairperson, the sponsor will arrange for the applicant to be interviewed by a Member of the Board of Governors at Large or a Flag Officer.

SECTION 3. Upon receipt of a properly completed application, the Membership Chairperson will have the application numbered with the next available number from a pre-numbered register. The Membership Chairperson will also arrange to have entered in the register the date of entry, the applicant's name and the sponsor's name. As vacancies occur applicants will be contacted by the Membership Chairperson to determine continued interest in Membership, and if not previously received, obtain the necessary initiation fee and dues payment. The Board of Governors will hold such payment until action on the application is completed. The Membership Chairperson may have a Temporary Membership Card issued to the applicant pending the Board of Governors’ vote on the application.

SECTION 4. The election of new Members shall be by the Board of Governors. Any member of the Board of Governors may request a secret ballot for the election of a new Member. An applicant must have a majority of affirmative ballots to be elected. No rejected applicant shall be proposed again within six months.

SECTION 5. Following approval by the Board of Governors, the applicant shall be notified of acceptance into the Club and installed as a Member.

SECTION 6. In the event of a vacancy or vacancies, and the Membership Chairperson is unable to contact the first name or names listed (due to illness, absence from the area, etc.), such name or names shall remain at the top of the list for contact at the time of the next vacancy. The Membership Chairperson will contact persons listed after the unavailable applicants as appropriate.

SECTION 7. The register of applicants will be permanent records of the Kent Island Yacht Club, and pass each year to the custody of the newly appointed Membership Chairperson.

# ARTICLE IX - MEMBERSHIP TYPES

SECTION 1. Membership Requirements and Privileges

1. Any persons of good moral character who shall agree in writing upon the regular application blank of the Club to abide by its Constitution, By-Laws and Rules as now in force or later amended, and who shall submit with the application the required initiation fee, dues and taxes, shall be eligible to the appropriate Membership category when such application is properly endorsed. No application is to be considered by the Board of Governors unless accompanied by the appropriate, if any, initiation fee, full or partial, and dues for the current calendar year, which may be prorated from time to time during the year by the Board of Governors.
2. Membership is defined to include both spouses or significant others living at one address, each membership number being counted as one vote or member present.
3. The Membership shall consist of the following types to be known as:
4. Full Members
5. Young Adult Members (until age 35 only);
6. Social Members
7. Past Commodore Members
8. Golden Members
9. Non-Resident Members
10. Honorary Members
11. Pool Members

(d) Voting Members are, Full Members, Young Adult Members, Golden Members, and Past Commodore Members, each Membership number being counted as one vote or Member present where applicable.

SECTION 2.

1. FULL MEMBER Those elected to Membership who have paid the initiation fee and the dues for the current calendar year shall have full use of the facilities, the right to vote, and the right to apply for a boat slip in the marina. Membership privileges, including the right to vote and to serve as an Officer or member of the Board of Governors at Large shall be extended to both Members living at the same address, except that only one vote may be cast for each paid Membership and at no time may more than one person from such Membership serve on the Board of Governors as Board Member or Flag Officer, nor may more than one person from such Membership serve on the Budget, Nominating Planning, Rules, or Audit Committees.
2. YOUNG ADULT MEMBER Young Adult Membership is for new Members between the age of 21 and 35. Young Adult Members shall have full use of the facilities, the right to vote, and the right to apply for a boat slip.
3. SOCIAL MEMBER Unmarried spouses of deceased Voting Members shall be eligible for Social Membership status without the requirement of paying initiation fees; annual dues will be required. All Social Members shall have full use of the facilities, no right to vote, and no right

to apply for a boat slip. Social Members may be elected without regard to any numerical limitations on Membership as may be determined from time to time by the Club Membership or by the Board of Governors.

1. PAST COMMODORE MEMBER Past Commodores of KIYC who shall have served for at least three (3) years as an elected Flag Officer, may, if they choose, become Past Commodore Members, who shall have all rights and privileges of membership, including full use of the facilities, the right to vote and hold office, and the right to apply for a boat slip. This privilege is also extended to the surviving spouse or significant other of a qualified Past Commodore.
2. GOLDEN MEMBER Members 70 years of age or older who have been Full Members for a minimum of 10 years. Golden Members shall have full use of the facilities, including the right to vote and the right to apply for a boat slip.
3. NON-RESIDENT MEMBER. Members in good standing, who have been Members in good standing for a period of five years and whose permanent residence is more than 200 miles from the KIYC clubhouse may, at the discretion of the Board of Governors, apply for and be granted Non-Resident Membership. A Non-Resident Member is defined as a person who is a permanent resident of State other than Maryland, as evidenced by driver’s license, voter registration, or other government issued documentation, and does not maintain any residence (house, boat, condo, RV, for instance) within 200 miles of the KIYC clubhouse. Non-Resident Members shall have full use of the Club facilities, no right to vote, and no right to apply for a boat slip.
4. HONORARY MEMBER. The Board of Governors, by unanimous vote, may elect such persons Honorary Members as it may deem to have performed important service or benefits to the Club or for whom, for any reason, they may see fit to thus honor. Honorary Members shall be entitled to the privileges of the Club with the exception of voting, holding office and making a base for their yacht at the Club Basin.
5. POOL MEMBER. Pool Members have full use of pool facilities beginning on Memorial Day through Labor Day and can use the bar and restaurant from the time the pool opens until 6:00 or 8:00 pm, have no right to vote and no right to apply for a boat slip.
6. Any son, daughter, step-son, step-daughter, son-in-law, daughter-in-law, or ward, twenty-one (21) years of age and over, of any Voting Member of this Club who shall have been a Voting Member for at least one year, upon application and election in the same manner as a Full Member may become a Full Member of the Club without paying an initiation fee, provided that they comply with other sections of this Article.
7. All Members in good standing will be issued a Membership card indicating the year of validity and the type of Membership.
8. Spouses/significant others of Full Members, Young Adult Members, Golden Members, and Past Commodores will be issued a Kent Island Yacht Club Membership card.

## ARTICLE X - COMMITTEES

SECTION 1. The Chairperson of each Standing Committee, subject to the approval of the Commodore or the Commodore may appoint, the Members of the respective Standing Committees, except as for hereinafter provided. The Commodore shall appoint Members of the Temporary Committees with the exception of the Nominating Committee. All Committees shall be subject to the approval of the Board of Governors, except the Nominating Committee as provided for below. The Standing Committees shall be as follows:

1. Bar
2. Docks and Slips
3. Entertainment
4. Grounds
5. House
6. Kitchen and Food Service
7. Membership
8. Planning
9. Pool
10. Rules
11. Sunshine
12. Emergency Preparedness and Response

The Temporary Committees shall be as follows:

1. Auditing
2. Budget
3. Nominating

SECTION 2. The Board of Governors and/or the Commodore may create additional Committees and may add to or reduce the number of Members of all committees. The actions of all Committees are subject to the review of the Board.

# ARTICLE XI ORGANIZATION AND DUTIES OF COMMITTEES

## BAR COMMITTEE

SECTION 1. The Bar Committee shall consist of the Rear Commodore as Chairperson, and Members. Among the duties of the Bar Committee shall be to cause for there to be a month-end inventory of bar stock and reviews of the physical maintenance and sanitary conditions of the bar, together with any recommendations to the Board of Governors, and consultation with the General Manager on menus, pricing, marketing, and Special Affairs. Recommendations may be reported to the Board of Governors.

## DOCKS AND SLIPS COMMITTEE

SECTION 2. The Docks and Slips Committee shall consist of the Fleet Captain as Chairperson and Members. They shall have general supervision of the docks, wharves and piers and shall cooperate with the House and Grounds Committee in the maintenance and beautification of the grounds adjacent to the bulkheads; shall establish rules of conduct in consultation with the Rules Committee to be applicable to all Members while on or in the vicinity of the docks and slips, and consultation with the General Manager. Recommendations may be reported to the Board of Governors.

## ENTERTAINMENT COMMITTEE

SECTION 3. The Entertainment Committee shall consist of the Board Member at Large appointed as Chairperson and Members. It shall be their duty to provide and schedule all entertainment and to consult with the General Manager. Recommendations may be reported to the Board of Governors. The Chairperson may appoint additional Members of the committee at such times, for such duties and for such periods of time as deemed expedient for the successful performance of the duties of the Committee.

## GROUNDS COMMITTEE

SECTION 4. The Grounds Committee shall consist of the Board Member at Large appointed as Chairperson and Members. Among the responsibilities of the Committee shall be the general supervision of the grounds and bathhouse and beautification thereof and the good repair of the roads, grounds and bathhouse and consultation with the General Manager. Recommendations may be reported to the Board of Governors. They shall obtain the approval of the Board of Governors for any expenditure.

## HOUSE COMMITTEE

SECTION 5. The House Committee shall consist of the Board Member at Large appointed as Chairperson and Members.

Among their responsibilities shall be the general supervision of the building and the beautification thereof and the good repair of the club house and consultation with the General Manager.

Recommendations may be reported to the Board of Governors. They shall obtain the approval of the Board of Governors for any expenditure.

## KITCHEN AND FOOD SERVICE COMMITTEE

SECTION 6. The Kitchen and Food Service Committee shall consist of the Vice Commodore as Chairperson and Members. Among their duties shall be: a review of the operation and sanitary conditions of the kitchen; and consultation with the General Manager on menus, pricing marketing, and Special Affairs. Recommendations may be reported to the Board of Governors.

## MEMBERSHIP COMMITTEE

SECTION 7. The Membership Committee shall consist of the Board Member at Large appointed as Chairperson and Members who shall arrange for election of new Members in accordance with the procedures for election of new Members as described in Article VIII.

## PLANNING COMMITTEE

SECTION 8. The Planning Committee shall consist of Members. They shall be appointed by the Board of Governors and shall have the responsibility of developing and maintaining a long range financial plan and a master plan for such improvements, changes and expansion of the Club facilities as may be required or deemed necessary or desirable for the comfort and benefit of the Club Membership.

They shall coordinate their planning with the Officers and Board of Governors on a continuing basis, so as to assure that any plans or programs developed are not in conflict with critically required maintenance and financial capability of the Club. No action will be undertaken without specific approval of the Board of Governors and Membership.

The term of each Committee Member will be five years, with one Member being elected each year at the February meeting of the Board of Governors.

The Committee Members will elect one of its Members as Chairperson, who will serve for a one year term.

In the event a vacancy shall occur, the Board of Governors will, at their next regular meeting, elect a replacement to serve for such time as is remaining in the vacant term.

The Committee shall submit its long range financial plan and master plan to the Board of Governors for approval at its June regular meeting. The Board of Governors, upon approval of this plan, shall report its conclusions at the August Membership Meeting.

## POOL COMMITTEE

SECTION 9. The Pool Committee shall consist of the Board Member at Large appointed as Chairperson and Voting Members. Among the responsibilities of the Committee shall be the general supervision of the swimming pool, swimming pool staff, swimming pool equipment, and the grounds associated with the pool; the establishment of rules of conduct and use of the pool in consultation with the Rules

Committee; beautification thereof and the good repair of the pool, equipment, and grounds associated with the pool and consultation with the General Manager. They shall cause the operation of the pool and equipment to be in compliance with all relevant laws and standards. Recommendations may be reported to the Board of Governors. They shall obtain the approval of the Board of Governors for expenditures.

## RULES COMMITTEE

SECTION 10. The Rules Committee shall consist of Members, at least one of whom, when willing to serve, shall be a Past Commodore Member of the Club. The term of each Committee Member will be two years, with two Members being elected each year at the January meeting of the Board of Governors. The Committee Members will elect one of its Members as Chairperson, who will serve for a one-year term.

In the event a vacancy shall occur, the Board of Governors will, at their next regular meeting, elect a replacement to serve for such time as is remaining in the vacant term.

It shall be the duty of the Rules Committee to review the Constitution, Bylaws, House Rules, Pool Rules, Marina Rules, and any other rules or actions of the Board or Membership on at least an annual basis. The Rules Committee may initiate suggestions to the Board of Governors for amendments or revisions to the Constitution or Bylaws, with the proviso that such amendments must be supported by a petition signed by Voting Members in compliance with ARTICLE XV of the Constitution.

## SUNSHINE COMMITTEE

SECTION 11. The Sunshine Committee shall consist of one appointed Board Member-at-Large, who shall be responsible for sending convalescent and/or bereavement cards to Members or their survivors, and sending floral (or other appropriate) tributes to convalescent and/or bereaved Members or survivors as dictated by the individual requests and circumstances involved.

The Sunshine Committee shall also be responsible for determining if the prescribed Yacht Club Memorial

Service is desired by survivors of a Member, and contacting Officers, Board Members, and Past

Commodores to inform them of such service, and requesting their participation. Content of such service shall be pre-determined by the Officers and Board of Kent Island Yacht Club.

The Sunshine Committee shall interface with the Auxiliary Sunshine Chairperson in order to enhance the effectiveness of this committee.

## EMERGENCY PREPAREDNESS AND RESPONSE COMMITTEE

SECTION 12. The Emergency Preparedness and Response Committee shall consist of the Rear

Commodore as Chair and the Chairs of the House, Docks and Slips, Grounds, House, Kitchen and Food Service, and Pool Committees. The Chair may add other members as appropriate. This Committee shall meet at least annually in the month of April to review and update the Club Emergency Plan. Each member of the Committee shall have a copy of the updated Plan and a notice of the Committee’s actions at its annual meeting shall be made in writing to the Membership.

## AUDITING COMMITTEE (Temporary)

SECTION 13. The Auditing committee, appointed by the Commodore with the approval of the Board of Governors, shall consist of Members and a designated Voting Member Chairperson. It shall be their duty to audit, or have audited by an independent Certified Public Accountant, other than that regularly employed by the Club, the Club's books as of December 31 each year. The Auditing Committee shall report the results thereof to the Board of Governors at the regular Meeting in June.

## BUDGET COMMITTEE (Temporary)

SECTION 14. The Budget Committee shall consist of Members: a Voting Member as Chairperson appointed by the Board of Governors; the Yacht Club Flag Officers: and one At Large Member of the Board of Governors. The Committee shall prepare a budget and schedule of dues, for the fiscal year and submit it to the Board of Governors for review and approval. The Board approved budget shall then be submitted to the Membership for approval at the Membership Meeting in October.

## NOMINATING COMMITTEE (Temporary)

SECTION 15. The Nominating Committee shall consist of Members, one of whom shall be a Past Commodore of the Kent Island Yacht Club. They shall be appointed by the Board of Governors at the regular Board meeting in July. They shall: by August 1st notify all members of the vacant positions, solicit candidates for the vacant positions, interview each candidate, and submit their report recommending one name for each office and for each vacancy on the Board of Governors at Large, not later than the first of September. After these recommendations have been submitted to the Board of Governors, the Secretary shall immediately thereafter mail to each Voting Member recommendations of the

Committee. Nominations, other than those submitted by the Nominating Committee, must be received by the Secretary in writing, together with the nominee's consent to run, not later than two weeks prior to the annual election. The Secretary shall post on the bulletin board all nominees and the positions they are running for. No Member may be a candidate for two or more offices at the same election.

In the event any Member at Large of the Board of Governors should be nominated for election as an Officer and subsequently be elected by the voting members, such Member at Large shall immediately resign from the Board of Governors. The resulting vacancy will then be filled by majority vote of the Board of Governors at their next meeting.

No Member of the Nominating Committee shall be eligible to run for any office.

# ARTICLE XII - MANAGEMENT OF CORPORATION

## BOARD OF GOVERNORS

SECTION 1. The affairs of this corporation shall be managed by a Board of Governors, which shall consist of twelve Voting Members who shall be elected in November or as hereinafter provided and who shall serve until their successors are elected and installed. The Board shall, by a majority vote, have power to fill all vacancies upon said Board, which shall occur for any cause during their terms.

SECTION 2. The Board of Governors of the Club shall be the Commodore, Vice Commodore, Rear

Commodore, Fleet Captain, Secretary, Treasurer, and six Voting Members to be known as the AT LARGE Members to be elected from the Voting Membership. Two of the AT LARGE Members shall be elected annually to serve a period of three years

SECTION 3. The Board of Governors shall regulate the prices to be paid for all services and for all articles; shall receive and consider complaints; shall engage, discharge and have general supervision over all persons employed by the Club and may at their discretion delegate these duties and powers to the General Manager of the Club, and make such House Rules and Regulations as they may deem advisable and post the same on the Bulletin Board and other conspicuous places around the Club. They shall be responsible for the assignment of all slips and anchorages and arrange for the billing of all charges.

SECTION 4. The Board of Governors is authorized to employ a General Manager whose duties shall come under the direct supervision of the Commodore. This General Manager shall take complete charge of all of the duties in the Club's Office, Clubhouse and Marina, and shall be responsible for the welfare and maintenance of same. The General Manager shall have full authority over all Club employees and employ and discharge upon the General Manager's judgment all employees other than those designated by the Board of Governors. The General Manager shall also see that the By-laws and House Rules are followed by the Members and others. If a Member makes an infraction of the rules of the Club, the General Manager may present a complaint in writing to the Board of Governors at its next regular meeting, together with signed written statements of witnesses to such infractions. In the performance of assigned duties, the General Manager shall be guided by the Commodore and the Board of Governors. The General Manager’s job performance will be reviewed annually by the Commodore, Vice Commodore, Rear Commodore, and Immediate Past Commodore. A written review of the General Manager’s performance shall be provided and made a part of the General Manager’s personnel file.

SECTION 5. When willing to serve, all Past Commodores shall serve as Members of the Advisory Council.

The Advisory Council shall be represented at regular Board meetings by the most recent Past

Commodore available at the time of the meeting. This representative shall have no vote, and shall have no voice unless recognized by the Commodore. The Advisory Council may be called on by the Commodore to act for the good of the Club.

SECTION 6. The Board of Governors shall meet each month; the Commodore will select the day and time with the advice and approval of the Board. The Secretary shall notify all members of the Board of Governors and the Advisory Council representative of the date and place of the meeting at least seven days in advance thereof. Special meetings of the Board may be called at any time by the Commodore or at the written request of three Members of said Board, provided the purpose of the meeting is stated in the request, upon seven days’ notice to all Board Members and Advisory Council Representative of the date, time, and place of said meeting.

SECTION 7. The Board of Governors shall have oversight of all Club functions; Committees and funds, Auxiliary, and Outrigger Club, and all expenditures.

SECTION 8. The Board of Governors shall make arrangements for the expenditures necessary for the normal operations of the Club, as provided for in the budget, and shall have all invoices therefore paid promptly for the preservation of the credit of the Club.

SECTION 9. Subject to limitations contained in the Articles of Incorporation, no expenditure for additions to the property of the Club, including Structures, shall be made without the approval of a majority of the Voting Members of the Club present and voting at any regular or special meeting each Membership number being counted as one vote or Member present. All such expenditures shall be screened by the Board of Governors before submission to the Membership and their approval or disapproval reported to the Membership.

SECTION 10. Nothing in this article shall preclude the Board of Governors from taking such action they deem necessary for the protection of life, limb, or property.

SECTION 11. Any Member of the Club may present to the Board of Governors written charges against any individual Member for conduct unbecoming a Member or conduct likely to endanger the good order and welfare of the Club.

Upon receipt of such charges, the Board of Governors shall first determine if they are well-founded. The Board may either: (1) dismiss the matter; or (2) the Member so charged and the Member making the charge shall be notified in writing by the Secretary of the date, time and place of the meeting of the Board of Governors to consider such charges. A copy of the charges shall be mailed to the Member charged, so that he/she may prepare a defense. The meeting, which shall be held in Executive Session, should not be less than 30 days from the date of written notice to the Member charged. For the purpose of this section, "Executive Session" means only Board of Governors Members, the Member so charged and the Member making the charge. Each party, however, shall have the right to call witnesses. If, after the accused Member shall have been given an opportunity to be heard in answer to the charges, the Member is found not guilty by majority vote of the Board of Governors, the Board of Governors will prepare and provide the accused with a resolution of exoneration. If, however, the Member is found guilty, the Board of Governors may impose disciplinary action upon the Member as follows: (1) a letter of reprimand over the Commodore's signature; (2) suspension from all Club privileges not to exceed six (6) months with a majority vote; or (3) dismissal from Membership in the Club with a 2/3 vote. Once disposition of the charges has been made by the Board both parties shall be notified of the outcome.

Any Member of the Club may, by majority vote of the Board of Governors, be suspended for insubordination or disobedience of orders of Officers or for violation of the requirements of the Constitution, Bylaws or House Rules and Regulations. Such Member will be notified in writing of such suspension and the reason thereof by the Secretary within five days of the suspension. The suspended Member will be given an opportunity to be heard in defense at the next regular meeting of the Board of

Governors. If such Member is found not guilty of the offense, the Board of Governors will arrange for a resolution in writing removing the suspension. Should the Member be found guilty, the Board of Governors may impose disciplinary action as follows: Dismissal from Membership in the Club with a 2/3 vote or suspension from all Club privileges not to exceed six months with a majority vote.

No Member of the Board of Governors against whom any charges shall be preferred shall be allowed to preside over or vote at the hearing considering the charge.

SECTION 12. The Board of Governors shall have the power by a 2/3 vote, on recommendation of the Membership Committee, to reinstate Members or omit penalties.

SECTION 13. Eight Members of the Board of Governors shall be sufficient to constitute a quorum to transact the business of the Club.

SECTION 14. Roberts Rules of Order, Newly Revised, shall be the standard for procedure at all meetings to the extent that they do not conflict with the Constitution and Bylaws of the Club.

# ARTICLE XIII SUPPORTING ORGANIZATION

SECTION 1. Kent Island Yacht Club, Inc. provides an Auxiliary. The purpose of the Auxiliary is to provide social functions in cooperation with the Kent Island Yacht Club, assist in the improvement of the physical facilities of the Club and function as an aid to the Kent Island Yacht Club. All assets of the Auxiliary are part of the Kent Island Yacht Club.

SECTION 2. The Auxiliary shall maintain separate Kent Island Yacht Club bank accounts to be known as the Auxiliary Accounts. These accounts will be maintained to receive all monies from Auxiliary activities and to pay all bills contracted from Auxiliary activities. Three signatures will be authorized (Auxiliary President, Auxiliary Vice President, and Auxiliary Treasurer) with two signatures required for disbursements. All supporting documentation for disbursements will be retained in the club office and will be subject to review by the assigned Club Officer. The frequency of providing such records shall be determined by the Board of Governors and the Auxiliary Board. A complete and final financial report for the account will be prepared and presented to the Board of Governors and the Membership at the end of the Auxiliary fiscal year. The Auxiliary account will be audited by the Kent Island Yacht Club Audit Committee at the end of the Auxiliary fiscal year. For tax purposes, Auxiliary financial records will be stored in the office with Club records.

# ARTICLE XIV OUTRIGGERS

SECTION 1. Kent Island Yacht Club, Inc. provides for the Kent Island Outrigger Canoe Club. The purpose of the Kent Island Outrigger Canoe Club is to provide social functions in cooperation with the Kent Island Yacht Club, to offer an athletic alternative to boating for Kent Island Yacht Club Members through an organized, competitive program, to generate income and advertisement for Kent Island Yacht Club via the yearly Kent Island Cup Race, and to promote good will on behalf of Kent Island Yacht Club through community involvement and competition in the East Coast Outrigger Racing Association's race circuit and beyond.

SECTION 2. The Kent Island Outrigger Canoe Club shall maintain a separate Kent Island Yacht Club account, to be known as the Outrigger Account. This account will be maintained to receive all monies due from the activity indicated and to pay all bills contracted from this activity. Two signatures will be required for the Outrigger Account: one being the Commodore, or Vice Commodore and One being the Club Treasurer. A complete and final financial report for the account will be prepared and presented to the Board of Governors and Membership at the end of the Outrigger year. This account will be audited by the Kent Island Yacht Club Audit Committee at the end of the Board year. Outrigger records for tax purposes will be stored in the office with club records.

# ARTICLE XV - AMENDMENTS

SECTION 1. Proposed amendments to the Constitution and By-Laws must be submitted in writing at a monthly meeting or to the Board of Governors. Proposed amendments must be endorsed by signature by a minimum of 40 Voting Members in good standing at the time of submittal.

SECTION 2. All Members must be notified in writing of the proposed amendments a minimum of thirty (30) days prior to the meeting at which the amendments are to be voted upon.

SECTION 3. Action on any proposed amendment must be taken at the next regularly scheduled Quarterly Membership Meeting following introduction or Special Meeting called for this purpose.

SECTION 4. This Constitution and By-Laws shall not be amended, modified or repealed except by a two-thirds vote of the Voting Members present and voting at any Quarterly meeting, each Membership number being counted as one vote or Member present.

SECTION 5. There shall be at least three copies of this Constitution and By-Laws in the possession of the Club at all times, one for the use of the Commodore and two copies for general reference in the office. It shall be the duty of the Commodore and Secretary to assure that amendments approved by the

Membership are attached in a timely manner to the official copies of the Constitution and Bylaws.

# ARTICLE XVI - CONSTITUTIONAL AUTHORITIES

SECTION 1. The Constitution and By-Laws are the basic operating documents of the Kent Island Yacht Club and the interpretation of their provisions and intent will be vested in the Board of Governors.

SECTION 2. The rules contained in the current edition of Robert’s Rules of Order, Newly Revised shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and the Constitution of the Club and any special rules of order that may be adopted by the Board of Governors.

**By-Laws**

# CHAPTER I -INITIATION FEES AND DUES

SECTION 1. The **initiation fee** for Membership Types is as follows:

1. Full Members: shall be $520
2. Young Adult Membership has a $50 initiation fee. This initiation fee may not be waived. Young Adult Members must convert to Full Membership at age 35. No additional initiation fee will be due upon conversion.
3. Pool Membership has no initiation fee.
4. Social Membership shall have no initiation fee.
5. Past Commodore Membership has no additional initiation fee
6. Golden Membership has no additional initiation fee.
7. Distant Membership shall have no additional initiation fee.
8. Honorary Membership shall have no initiation fee.
9. The Board of Governors shall have the right to suspend and/or reduce initiation fees during any designated Membership drive, as requested by the Membership Committee. Such drives will have a posted start and end date.

SECTION 2. The annual dues for Membership Types are determined annually by the Membership at the October Meeting within the following guidelines:

(a) Full Members’ dues are determined annually,

1. Young Adult Members: 70% of Full Membership dues, rounded up to the nearest $5.00.
2. Social Members: 25% of Full Membership dues; dues, rounded up to the nearest $5.00.
3. Past Commodore Members with service of at least three years at an elected officer rank shall pay dues at the Golden Membership rate. Beginning with the year following the year in which Past Commodores reach the age of 70 they will be exempt from paying dues, but from no other fees or assessments. This privilege is also extended to the surviving spouse or significant other of a qualified Past Commodore. The immediate Past Commodore will be exempt from paying dues in the year following his/her term of office, but from no other fees or assessments*.*
4. Golden Membership dues not to exceed 75% of Full Membership dues. Dues to be determined annually by the Board of Governors
5. Distant Membership dues shall not exceed 50% of Full Membership dues. Dues are to be determined annually by the Board of Governors,
6. Honorary Members shall pay no dues.
7. Pool Members: Not more than 60% of Full Membership dues, rounded up to the nearest $5.00 per family not to exceed four (4) people. Additional family members can be added for not more than 10% per person. Final pricing and payment date(s) decisions shall be made by the Board of Governors based upon local comparisons. If the Pool Member decides to convert their Membership to another Membership Type, then the dues paid will be credited to the selected Membership Type. The credit will be applied to the initiation fee and the prorated dues for the remainder of the year. Dues are to be determined annually by the Board of Governors.

SECTION 3. The Board of Governors may propose Voting Member assessments to fund non-emergency club improvements and/or major repairs.

SECTION 4. All Members shall be notified in writing of any proposed assessments during the month following the Board’s approval of said assessments but in no case later than 30 days in advance of the quarterly meeting at which the Membership will be asked to vote.

SECTION 5. Action on assessments must be taken at the next quarterly meeting or Special Membership Meeting called for this purpose following the Board of Governors approval.

SECTION 6. Voting Members' assessments shall not be considered approved except by a two-thirds vote of the Voting Members present and voting at any quarterly meeting or Special Membership Meeting called for this purpose, each Membership number being counted as one vote or Member present.

SECTION 7. Honorary Members shall not be required to pay initiation fees or dues.

SECTION 8. Any Member may resign by way of a letter of resignation sent to the Secretary of the Club. This letter will be kept on file for five years. This Member may be reinstated during this 5-year period without payment of initiation fee as provided in Chapter XIII. Resignations shall be accepted only when all indebtedness to the Club is paid.

SECTION 9. A member shall stand suspended from the Membership without action of the Board of Governors when in arrears for dues after January 1 of each year or assessments 60 days after the invoice date. A delinquent Member shall be notified by mail in the month of December if the dues are not paid. In addition, a list of the delinquent Members shall be posted on the Club Bulletin Board at the time. A Member in arrears for 60 days’ indebtedness other than dues or assessments shall by majority vote of the Board of Governors be suspended. The Board of Governors shall have the power to grant exceptions.

SECTION 10. A Member suspended or removed from the Club in accordance with Article XII, Section 11 of the Constitution or Section 9 of this Chapter shall, under no circumstances, even though the Member is a member of another organization to whom the facilities of the Club have been extended, be permitted to visit the Club House, Piers, and/or grounds even though accompanied by a Member in good standing.

SECTION 11. The Fiscal Year is the period from January 1 to December 31, inclusive, of the same calendar year.

SECTION 12. Membership dues shall be determined and paid as follows:

1. Membership dues for the upcoming year are due and payable December 1 of each year. Members may elect to pay dues for the upcoming year on December 1 or to pay in three equal payments on December 1, February 1 and March 1, each of these three payments to be one-third of the annual dues as determined by the membership at the October meeting plus an administrative charge of 5% of the annual dues, rounded up to the next dollar. Members shall be delinquent and suspended in accordance with Section 9 above if February and March payments are not paid when due.
2. Current Full Members have the option to determine in which month their dues will be payable. When the member selects the month for their annual payment they will, on December 1, pay a pro-rata amount in cash for the number of months they are deferring their dues. When the chosen month arrives the member’s annual dues as determined by the membership at the October meeting are due and payable. This will now be the month for which all future years’ dues will become due and payable. Members may elect to pay the annual portion of their dues on the first day of the selected month or to pay in three equal payments starting with the first day of the selected month and the first day of the two following months, each of these three payments to be one-third of the annual dues plus an administrative charge of 5% of the annual dues, rounded up to the next dollar.
3. Full Members who are new or reinstated members will pay for their annual dues, in full, when they join the club. After one year of membership they will have the option to reset their annual dues payment month as described in paragraph (b) above.

SECTION 13. Membership dues or any payment thereof are not refundable and are considered when paid to have been paid unconditionally and without contingency.

# CHAPTER II - MEETINGS

SECTION 1. Regular meetings of the Club Membership shall be held as specified in the Constitution.

SECTION 2. The dates of these meetings shall be kept posted by the Secretary in the monthly Calendar.

SECTION 3. At all meetings, a quorum being present, the order of business shall be as follows:

1. Call to Order
2. Report of Secretary
3. Report of Treasurer
4. Report of Vice Commodore
5. Report of Rear Commodore
6. Report of Fleet Captain
7. Report of the General Manager or Club Manager as appropriate
8. Committee Reports
9. Old or Unfinished Business
10. New Business or Suggestions for the Good of the Club 11. Adjournment

# CHAPTER III - NOTICES

SECTION 1. Notice shall be sent to each Member of all Regular Membership Meetings at least seven days before such meetings and of all Special Membership Meetings with the purposes for which they are called at least fifteen days before such meetings. The business of any Special Meeting shall be strictly confined to the purpose stated in such notice.

SECTION 2. Every Member shall furnish the Secretary a mailing address and/or electronic mail address to which all notices and documents shall be sent and any change in same shall be promptly sent to the Secretary.

SECTION 3. All notices and documents required by the Constitution and By-Laws or Rules to be sent to Members shall be sent by electronic mail or regular mail. If by regular mail, it shall be prepaid to their residence or place of business as it appears on the Club books and the same shall be deemed to be duly sent or served when mailed or otherwise forwarded to the address furnished and, in default of a Member having a furnished address, when so mailed to the club. However, a Member may elect to receive notices by electronic mail instead of regular mail.

# CHAPTER IV - CLUB BURGEE

SECTION 1. Each yacht owned by a Member shall fly the Club Burgee when under way and when visiting other Clubs.

# CHAPTER V - LOCATION

SECTION 1. The Club House and grounds of the Corporation shall be located at Chester, Maryland, on Kent Island in Queen Anne's County, on the land known as "Buck Horn.”

# CHAPTER VI - FLAGS AND SIGNALS

SECTION 1. Commodore's pennant shall be rectangular in shape with a fouled anchor encircled by thirteen five-pointed stars in white on a blue field.

SECTION 2. Vice Commodore's pennant shall be the same as the Commodore's on a red field.

SECTION 3. Rear Commodore's pennant shall be the same as the Commodore's except anchor and stars are red on a white field.

SECTION 4. Fleet Captain's pennant shall be rectangular in shape with a fouled anchor in blue on a white field.

SECTION 5. Secretary's pennant shall be rectangular in shape with white crossed quills on a blue field.

SECTION 6. Treasurer's pennant shall be rectangular in shape with a white acorn on a blue field.

SECTION 7. Fleet Chaplain's pennant shall be rectangular in shape with a white cross on a blue field.

SECTION 8. Princess pennant shall be rectangular in shape with a white crown on a pale blue field.

SECTION 9. The private signal of a yacht owner shall be as selected.

# CHAPTER VII - SENIORITY

SECTION 1. In the absence of the Commodore, Vice Commodore, Rear Commodore, and the Fleet Captain, the senior yacht owner present shall be the acting Commodore and in command of the fleet while cruising.

# CHAPTER VIII - CRUISES AND REVIEWS

SECTION 1. Cruises. At least once a year there shall be a Club cruise, the date and itinerary of which shall be determined by the Fleet Captain subject to the oversight of the Commodore. The Commodore, Flag Officer, or Senior Officer present shall command the squadron. That person will be obeyed and respected as provided in these By-Laws and in Yacht Routine.

SECTION 2. Reviews. There shall be at least once in a season a Fleet Review at which time all yachts owned by Club Members shall be invited to participate. The Reviewing Officer shall be the Commodore or any Club Official or distinguished person or persons upon whom this honor may be conferred.

# CHAPTER IX - YACHT ROUTINE

SECTION 1. The yacht routine adopted by the Club shall be observed by all Yachts entitled to fly the Club Burgee.

# CHAPTER X – UNIFORM

SECTION 1. The official uniform of the Club shall be any of three (3) uniforms as determined from time to time by the Commodore:

Blue Winter

Salt & Pepper Spring & Fall

Summer White

1. The Blue uniform shall be the exact counterpart of the blue uniform of Officers of the United States Navy. The Commodore may on occasion call for formal attire, and order the substitution of a black bow tie in lieu of the black four-in-hand normally worn.
2. The Salt and Pepper uniform shall consist of the approved blue uniform coat, uniform cap, plain white shirt without insignia, black four-in-hand black tie, white slacks and socks, white web belt with Club buckle, and white shoes.
3. The Summer uniform shall consist of uniform cap, white short sleeved shirt with epaulets, open collar, two pockets, gold buttons and collar insignia, white slacks and socks, white web belt with Club buckle, and white shoes. The Commodore may authorize white shorts in lieu of white slacks and in such event knee high socks are required.
4. The Lady Officer's uniform shall be the same as SECTION 1 above. Lady Officers shall have a choice of slacks or skirt.

SECTION 2. Buttons: Black hard rubber buttons for coat bearing as a device a fouled anchor with a star on each side or the regulation yachting buttons in their stead.

SECTION 3. Sleeve Designations of Rank: The Commodore shall wear on each sleeve five stripes of black tubular braid 3/8" wide 1/4" apart, the top one forming a trefoil, the bottom one placed two inches from the bottom of the cuff, one gold star to appear in the center of each loop of the trefoil on each sleeve.

SECTION 4. The Vice Commodore - Four stripes as above, one gold star to appear in the center of each of the lower loops of the trefoil.

SECTION 5. The Rear Commodore - Three stripes as above, one gold star placed in the center loop of the trefoil.

SECTION 6. The Fleet Captain, Secretary, Treasurer, Fleet Surgeon, Fleet Chaplain - Two stripes as above with the trefoil. The Members ¬ One stripe as above with the trefoil.

SECTION 7. The Club Cap shall be an exact counterpart of that worn by the United States Navy Junior Officers. White cover shall be worn at all times.

1. For Commodore, two crossed fouled anchors, each to be 1 7/8" long and at their intersection a raised disc showing a miniature Club Burgee enameled to show the Club colors, the anchors to be in embroidered gold. Chin strap to be of tubular gold braid, fastened with gold buttons and embroidered five pointed star 5/8" in diameter on each side and one over the device.
2. For Vice Commodore, same as for the Commodore, omitting the stars above the device.
3. For Rear Commodore, same as for Commodore, omitting the two side stars.
4. For Fleet Captain, same as for Commodore, omitting stars and with fouled anchor in gold 1/2" long placed above device and placed horizontally.
5. For Secretary, same as for Fleet Captain, substituting a maple leaf in gold.
6. For Treasurer, same as for Fleet Captain, substituting an acorn in gold.
7. For Fleet Chaplain, appropriate apparel.

SECTION 8. At all Club functions when Club Officers wear uniforms, Members of the Board of Governors at Large shall wear: Winter - single breasted blue blazers, oxford gray slacks, white shirt, tie as selected by the Board, black shoes belt and socks. Women may wear slacks or skirt. Spring & Fall - Single breasted blue blazers, white slacks, white shirt, and tie as selected by the Board, white shoes, belt and socks. Women may wear slacks or skirt. Summer - White short-sleeved shirts, open collar with Club Burgee pin on left point, white slacks, white shoes, belt and socks. Women may wear slacks or skirt

SECTION 9. Nameplates shall be worn by all Officers and Members of the Board of Governors at Large on the right side of the blue coat, blue blazer, or summer shirt. Nameplates of other yachting organizations may be worn on the left side of the blue coat, blue blazer or summer shirt.

SECTION 10. Insignia to be worn by all Officers shall be the appropriate gold insignia pin of their rank. Such insignia will be placed one inch from the edge of the right collar centered between the collar point and the neck roll. The Club Burgee pin will be worn in the same manner on the left collar.

SECTION 11. Past Officers shall be entitled to wear the insignia of their former rank but substituting silver for gold.

# CHAPTER XI - GUESTS

SECTION 1. Any Member in good standing may bring guests to the Club House and premises. Members shall be responsible for their conduct and for any debts incurred by their guests while at the Club. Guests shall be accompanied and signed in by the host Member.

# CHAPTER XII - RESIGNATIONS

SECTION 1. The rights and interests of any Member in the property and privileges of the Club shall cease with the termination of Membership.

# CHAPTER XIII - REINSTATEMENTS

SECTION 1. Requests for reinstatement to Membership in the Club must be made in writing to the Club Secretary who shall refer such requests to the Membership Chairperson within seven (7) days. In the event of a vacancy in the Club roster and a recommendation for favorable action by the Membership Chairperson, the Membership Chairperson shall so recommend to the Board of Governors for their review and vote at their next regular meeting. Two-thirds majority of those present and voting shall be necessary for reinstatement. A resigned, suspended, or removed Member shall not be eligible for reinstatement within eighteen months of the date of resignation and/or expulsion except by payment of all indebtedness incurred prior to suspension or removal from the Club, the full amount of the year's dues, assessments that may have been levied or due during the period of suspension or removal, if any, and taxes, Suspended or removed Members will also be liable for a 10% late penalty. Any Member applying for reinstatement after having been removed from Membership shall be required to pay the initiation fee required of new members at the time of reinstatement. A resigned Member shall be ineligible for reinstatement after five years but shall not be required to pay an initiation fee upon reinstatement during that period. After that time, a resigned Member may be considered for application as a new Member.

# CHAPTER XIV - SPECIAL PRIVILEGES

SECTION 1. The Board of Governors may extend any of the privileges of the Club upon such terms and conditions and for such defined period as they may deem advisable, to any person whose position, attainments and character or whose intended use of such privileges will, in their opinion, justify such action.

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WITNESS Walt Crouse, Commodore DATE