

WEST SHORE SAIL CLUB

CONSTITUTION and BY-LAWS

Amended - 2008 Calendar Year

WEST SHORE SAIL CLUB

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*Amended June 5, 2008

WEST SHORE SAIL CLUB

CONSTITUTION

Article I - Name and Incorporation

The name of this organization shall be the **WEST SHORE SAIL CLUB**, hereinafter called the **CLUB**. The Club shall be incorporated as a non-profit organization under the pertinent laws of the State of Michigan.

Article II - Principles

- Section 1 To promote the sport of sailing and seamanship at a moderate cost to the members
- Section 2 To promote competitive aspects of sailing
- Section 3 To bring to the sailing family the pleasure and good fellowship to be found in yachting

Article III - Burgees and Flags

- Section 1 The burgee shall consist of a triangular pennant with a blue sail and four red letters (WSSC) on a field of white.
- Section 2 Officer Flags shall be as follows:
- a. Commodore Thirteen stars encircling a white fouled anchor on a field of blue.
 - b. Vice Commodore Thirteen stars encircling a white fouled anchor on a field of red.
 - c. Rear Commodore Thirteen stars encircling a white fouled anchor on a field of white.
 - d. Past Commodore Thirteen stars parallel or adjacent to a white fouled anchor on a field of blue.

Article IV - Membership

- Section 1 The membership shall consist of regular, associate members and Senior members.
- a. A Regular member shall be a sailboat owner and family. A partial owner of a sailboat so registered on a registration certificate shall be considered a sailboat owner within the intent of this section. Regular members who sell their boats and do not buy another shall be considered as regular members.
 - b. An Associate member shall be a non-sailboat owner.
 - c. A Senior member shall have been a member in good standing for fifteen seasons and has discontinued boating. Senior members are exempt from activity requirements

- Section 2 Applications for membership shall be made only upon the current year form supplied by the Club and submitted to the membership chairperson accompanied by an initiation fee as provided in the By-laws. The Executive Committee shall determine requirements for membership and state same in the By-laws of the Club.
- Section 3 Initiation fees, dues and assessments shall be determined from time to time by the voting membership. These shall be stated in the By-laws of the Club.
- Section 4 The definition of a family unit, for the intent of this document, shall be that a family unit is comprised of a maximum of two names as they appear on a yearly application. The acceptance of a family-unit application for membership or renewal will be without regard to marital status; but, if that relationship discontinues, both parties must re-apply the following year for individual membership and subject to the confines of this Constitution. Each party shall retain rights and will not be subject to new member initiation fees.
- Section 5 When the dependent child of a member reaches the age of 21, said child is to be dropped from the family membership. However, said child will be afforded the opportunity to apply for regular membership subject to the current membership rules and criteria.
- Section 6 Honorary membership may be bestowed by the present year's flag officers. That honorary membership shall last for a period of one year from the date bestowed.
- Section 7 Life membership is an honor conferred upon an individual as a result of years of active participation and contributions to the club. It may be bestowed subject to the following:
- a. Nomination by an active club member, in writing, listing the reasons the nominee is deserving of the honor.
 - b. Approval of a committee consisting of the Commodore's Committee and the current flag officers.
 - c. Approval of the majority of the general membership present at any regular membership meeting.
 - d. The individual must return the yearly renewal application with the dues crossed out and replaced with the statement -- "Life Member".

Article V - Officers

- Section 1 The Club shall have three (3) Flag Officers, a Secretary, a Treasurer and a Membership Officer.
- Section 2 The Flag Officers shall be:
- a. A Commodore
 - b. A Vice Commodore
 - c. A Rear Commodore

Article VI - Duties of Officers

Section 1 The Commodore shall:

- a. Be the ranking officer of the Club.
- b. Preside over all meetings of the Club.
- c. Execute all written instruments in the name of the Club.
- d. Be an ex-officio member of all committees.
- e. Perform the duties required herein, and enforce the provisions of this Constitution and any By-laws adopted pursuant hereto.
- f. Fill by appointment any chair vacated by a member who is unable or unwilling to perform that member's duties.
- g. Be responsible for the delegation of all activities and functions.
- h. Be a member of the nomination and forward planning committee consisting of all Past-Commodores and the current Commodore.

Section 2 The Vice Commodore shall:

- a. Assist the Commodore in the discharge of duties and in the absence of the Commodore act for the Commodore.
- b. Be Chairperson of the Race Committee and in that capacity appoint a Race Committee and be responsible for the operations of that Committee.
- c. Be an ex officio member of the Cruising Committee.
- d. Be the Club liaison between other organizations for the purpose of organizing inter-club racing, and to appoint delegates to Inter-Lake Yachting Association (I-LYA), Performance Handicap Racing Fleet – Lake Erie (PHRF-LE) and other yachting affiliates.

Section 3 The Rear Commodore shall:

- a. Assist the Commodore and Vice Commodore in the discharge of their duties and in their absence act for them.
- b. Be Chairperson of the Cruising Committee and in that capacity appoint the membership of the Cruising Committee and be responsible for the operations of that Committee.
- c. Be the Club liaison between other clubs for the purpose of organizing Club cruises.
- d. Be an ex officio member of the Race Committee.

Section 4 The Secretary shall:

- a. Have custody of all Club records.
- b. Keep minutes of the proceedings of all meetings of the Club and keep true records and files of all matters of which a record may be deemed advisable other than membership records and financial records.
- c. Conduct the correspondence of the Club and report external correspondence to the Commodore.
- d. Turnover to the incoming secretary all records and documents pertaining to this office.

Section 5 The Treasurer shall:

- a. Be the chief financial officer of the Club.
- b. Collect and preserve all Club funds and disburse such funds by check for Club purposes.
- c. Prepare and deliver an accurate report of the Club's present financial activities and status each membership meeting and prepare and prepare to be published in the Starboard Tack a report of the year's financial activities and current financial status immediately following the end of the fiscal year.
- d. Record the source and character of all funds received; secure and preserve proper vouchers for all disbursements made; and preserve all financial records of the Club.
- e. Prepare and file all financial reports and returns required by the federal, state, and municipal authorities.
- f. Properly turn over to the incoming treasurer all of the Club's funds, records, accounts, and supplies in the possession of or directly under the control of that office.

Section 6 The Membership Officer shall:

- a. Work with the Executive Committee and the race committee in the collection of the necessary member data and records.
- b. Keep an up-to-date record and file of all members of the Club including, for each member family, their name, address, telephone number, membership data, family data, and vessel data (limited to make, length, hailport, and number), and from time-to-time (but not less than once a year) distribute a copy of a membership roster to the Club Members.
- c. Sign all applications for membership and present to the Executive Committee for membership consideration.

Article VII - Meetings

- Section 1 There shall be a monthly general membership meeting.
- Section 2 There shall be a monthly Executive Committee meeting for the purpose of considering organizational issues and scheduling of Club events.
- Section 3 Special meetings may be called by the Commodore as required or by petition of a simple majority of the members.
- Section 4 A quorum shall consist of 20% (twenty percent) of the Club membership after prior notification of a meeting.
- Section 5 There shall be an annual meeting conducted in the month of December for the purpose of election of new officers and final reports to the membership by outgoing officers and committee chairpersons.

Article VIII - Conduct of Meetings

All meetings shall be conducted according to Robert's Rules of Order except where otherwise directed in the Constitution.

Article IX - Nominations, Elections and Terms of Office

- Section 1 The Commodores Committee shall be responsible for Officer nominations and long-range planning. Further, the Commodores Committee shall act as the By-Laws Committee and, as such, its duties will be to review the Constitution and By-Laws and to recommend any possible changes. In addition, The Commodore's Committee shall appoint, from among its membership, a three (3) member Teller's Committee to receive all ballots and to tabulate the results of any ballot or election conducted by the Club.
- Section 2 Selection of Candidates
- a. Candidates for Commodore shall be selected from the present year's flag officers. In the event that none of these is willing to serve, nominations will then be open from the general membership.
 - b. Candidates for all other offices shall be selected from the membership at large.
- Section 3 Nominations and Elections Procedures:
- a. The Commodore's Committee shall announce the candidates for the election verbally at the November general membership meeting.
 - b. If the Commodore's Committee has nominated two candidates for an elected office, nominations from the general membership will be accepted prior to the close of nominations at the November general membership meeting only if submitted in written form and supported with the signatures of at least ten percent (10%) of the current member family units.

- c. In the event that there are still less than two candidates for an office, nominations will be open from the general membership at the November general membership meeting.
- d. The ballot reflecting the final slate of candidates shall be mailed to each registered member family unit no later than twenty-five (25) days prior to the annual meeting held in December of each year. In the event that the ballot reflects only one (1) candidate for each office, no ballot will be mailed.

Section 4 The ballot must be returned to the Teller's Committee no later than fifteen minutes after the published start of the annual meeting. A two envelope system will be used in the voting. This consists of an outer envelope with the member's name and signature to ensure voter eligibility and an unmarked inner envelope to be separated to maintain the ballot confidentiality.

Section 5 Election of officers shall be determined by a count of the ballots returned by the membership the Teller's Committee prior to the close of balloting at the annual meeting. The elected candidates will be the one with the highest number of votes received.

Section 6 The normal term of office shall be one (1) year or until an official election.

Article X - Committees

Section 1 Committees shall consist of standing and special committees to be appointed by the Commodore as needed.

Section 2 The Standing Committees shall consist of:

- a. The Activities Committee - it's duties will involve social and safety.
- b. Race Committee - consisting of the Chairperson and other Club members selected from the general membership as defined in the Race Committee Guidelines.
 - 1. The Race Committee is responsible for the planning and operation of the racing program.
 - 2. The Race Committee candidates will be selected from the general membership as detailed under the Guidelines of that Committee.
 - 3. Must maintain a written set of procedures governing it's operation.
- c. Commodores Committee - consisting of all Past Commodores and the present Commodore. It's duties include appointing from within it's membership a replacement for any current flag officer that is unable or unwilling to fulfill the duties of that office. The Committee shall also appoint from within it's membership a chairperson who will name a co-chairperson. This chairperson shall be decided at the yearly nominating meeting in October of each year.
- d. The Executive Committee - shall consist of the Commodore, Vice Commodore, Rear Commodore, Secretary, Treasurer and Membership Officer.

- e. Cruising Committee – consisting Chairperson and other Club members selected from the general membership as defined in the Cruising Committee Guidelines.
 - 1. The Cruising Committee is responsible for the planning and operation of the cruising program.
 - 2. The Cruising Committee candidates will be selected from the general membership as detailed under the Guidelines of that Committee.
 - 3. Must maintain a written set of procedures governing it's operation.

Article XI - Other Associations

The Club is authorized to be affiliated with other yacht clubs and associations.

Article XII - By-laws and Club Rules

- Section 1 By-laws and rules of the Club shall be implemented as necessary provided that they do not conflict with this Constitution.
- Section 2 By-laws shall be adopted upon a simple majority vote of the Club membership who vote
- Section 3 Changes in the By-laws shall be mailed to members thirty (30) days prior to the vote on the change.

Article XIII - Amendments

- Section 1 This Constitution may be amended upon two-thirds vote of the Club membership (who vote).
- Section 2 The Commodores Committee shall handle changes to this Constitution in the same manner as changes to the By-laws; that is, changes and mail-in ballots shall be mailed to members twenty-five (25) days prior to the vote on the change. For a members vote to be valid it must be sent to the Club address.

Article XIV - Operating Budgets

- Section 1 The then current Executive Committee of the Club will bring a proposed annual operating budget to the February general membership meeting for discussion.
- Section 2 Non-budgeted expenditures over \$150 must have the approval of the general membership prior to disbursement.
- Section 3 The fiscal year for the purpose of budget considerations shall be from February 1 through January 31 of each year.

Section 4 Committee Chairperson spending:

- a. Committee spending shall be within guidelines established in the approved annual budget.
- b. Committee chairpersons shall submit two copies of a financial report, for the event, to the Executive Committee within thirty (30) days of the event.
 1. A hard copy shall be filed in the appropriate flag officer's handbook/event book
 2. An electronic copy shall be filed on the appropriate flag officer's media.

WEST SHORE SAIL CLUB

BY-LAWS

Article I - General

Section 1 Initiation Fees

- a. The initiation fee for non-members shall be forty dollars (\$40.00) and should accompany the application for membership.
- b. Membership will be automatically terminated for non-payment of dues. A reinstatement fee shall be assessed if membership dues are not received by March 1st. The reinstatement fee for members who have left the Club in good standing shall be ten dollars (\$10.00).
3. The child of a member family may at the renewal period following his/her twenty-first birthday apply to join the Club with the initiation fee waived by submitting of a completed application and annual dues.
4. To qualify for WSSC Members Discounts for WNATR, you must be listed in the current roster.

Section 2 Dues

- a. The annual dues shall be \$30.00 (thirty dollars).
- b. All dues are payable by February General Membership Meeting.
- c. New member's dues shall be payable upon acceptance.
- d. New members who are accepted after October 1, shall pay twenty-five percent of the annual dues.
- f. Renewals received after March 1st will not be listed in the annual Roster.
- g. Member families that qualify for senior status shall pay dues of ten dollars (\$10).

Section 3 Activity, Organization and Operation

- a. all members are expected to actively participate in Club activities as committee members, officers, or in the performance of duties as directed by the executive committee.
- b. The minimum time to be devoted by a member family shall be designated by the executive committee within the first two months of their office. This information shall be promulgated in writing, within this period to all members. New members, accepted after July 1, shall be excused for that year.

- c. Failure of a member family to volunteer/work in at least one (1) Club event may result in loss of Membership privileges.
- d. Reinstatement of membership can only be made upon written request to and with the concurrence of the executive committee.

Section 4 Conduct

- a. Members shall conduct themselves in a manner so as not to dishonor the burgee or the Club.
- b. Members shall respect the privacy of other members' boats and shall refrain from boarding a member's boat without permission.

Section 5 Reports

The executive committee is responsible for presenting a formal report of goals, objectives and the methods to achieve them at the February meeting. A report of accomplishments will be presented at the annual meeting in December of each year.

Section 6 Associations

The Club shall maintain its membership in good standing with existing associations such as Inter-Lake Yachting Association (I-LYA) and Performance Handicap Racing Fleet – Lake Erie (PHRF-LE).

Article II - Membership

Section 1 Application Form

The membership officer will provide an application form which will request information pertinent to Club membership.

Section 2 Application Procedure

- a. A prospective member must attend at least three functions prior to being considered for membership.
- b. Applicants must be recommended by two regular members of the Club and will submit their application to the membership officer who will review the application and make a recommendation to the executive committee.
- c. Admission to membership will be determined by a unanimous vote of the executive committee.
- d. The membership officer will notify the members of the Club of a new member's acceptance, preferably by personal introduction at meetings or functions. New members must be present to receive their membership packet.

Section 3 Charter Membership

The following are Charter Members of the West Shore Sail Club:

1. James A Neylans
2. Randolph C. Owens
3. Ronald N. Cole
4. Richard L. Brewer
5. Edward S. DeChant
6. Alan Richie
7. Richard F. Synowiec
8. George R. Baker (deceased)
9. Gary D. Martell
10. Jay T. Tarcsay
11. Theodore Moscynski

Section 4 Membership Restrictions

- a. The membership of the Club will be maintained to that a majority of the regular members will be cruising sailboat owners. A cruising sailboat is one which has permanent bunks installed below decks.
- b. No more than a number equal to fifteen percent (15%) of the regular members will be admitted as associate members. Associate members will be reviewed annually by the executive committee.
- c. There will be no restrictions based on age, sex, race, creed, religion or national origin.

Section 5 Expulsion or Penalties

- a. Members will automatically expelled for non-payment of dues, thirty (30) days from the due date.
- b. The treasurer will notify the members by mail when dues are payable and issue no more than two reminders.
- c. Members may be expelled for a just cause upon recommendation of the executive committee and a two-thirds vote of the membership who vote.
- d. The treasurer may impose an administrative fee equal to all bank fees assessed for a check that is returned unpaid.

Section 6 Privacy Policy

- a. Membership data will not be shared with any external entity.
- b. Each member is responsible for safe-guarding membership data.