



**BY-LAWS
OF THE
KWAJALEIN YACHT
CLUB
(As amended March 2016)**



BY-LAWS OF THE KWAJALEIN YACHT CLUB (As amended March 2016)

ARTICLE I – EXECUTIVE BOARD

A. Structure

The executive Board, the governing body of the Club, shall consist of: Commodore, Vice-Commodore, Yeoman, Purser, and Quartermaster.

B. Officer's Duties

1. The Commodore is the chief executive officer of the Club. He/she shall be responsible for, but not limited to:
 - a. Enforcement of the Constitution and By-Laws of the KYC.
 - b. Implementing and maintaining all policies established by the Executive Board.
 - c. Call and presiding over all meetings of the General Membership and Executive Board. Appointing committee chairmen with the approval of the Executive Board.
2. The Vice-Commodore shall be the first assistant to the Commodore, and shall be responsible for, but not limited to:
 - a. Officiating in the absence of the Commodore.
 - b. Arranging programs for the General Membership meetings.
 - c. Coordinating all KYC publicity.
 - d. The membership roster
3. The Yeoman is the principal clerical officer of the Club, and shall be responsible for, but not limited to:
 - a. Club correspondence.
 - b. Keeping clear minutes of all meetings.
 - c. Posting of Club bulletin board, and web site Constitution, By-Laws, and Club Policies
 - d. Maintaining Club records and archives.
4. The Purser shall be the principal fiscal officer of the Club and shall be responsible for, but not limited to:



- a. Maintaining the financial records of the Club.
- b. Collecting all monies due the Club.
- c. Depositing all receipts in the Club's account.
- d. Paying all bills owed by the Club.
- e. Submitting monthly written financial reports to the Executive Board, making copies available to the General membership, as requested.

5. The Quartermaster shall be responsible for, but not limited to:

- a. Keeping an inventory of all physical assets.
- b. Coordinating the maintenance of all Club property.
- c. Establishing routine procedures for access to Club property by the members.
- d. Keeping the Club's consumable supplies fully stocked and on hand.

C. Succession

If the Commodore cannot complete his/her term of office for any reason, the Vice-Commodore shall become Commodore for the remainder of his/her term of office

If the Vice-Commodore, Yeoperson, Purser, or Quartermaster cannot complete his/her term of office for any reason, The Club membership shall elect a replacement to serve for the remainder of the term of office.

ARTICLE II - MEMBERSHIP

A. Membership Categories

1. A regular member must be at least 18 years of age
2. Family membership provides for regular membership for both spouses.
3. An associate member must be at least 15 years of age and be a dependent of a regular member.
4. A junior member must be between 15 and 18 years of age and be ineligible for associate membership.
5. Honorary membership may be extended to any person held in high esteem by the membership of the Club.
6. Regular members in good standing at the time of their PCS may be granted the privilege of extended membership for a period of one (1) year upon prepayment of dues.



B. Membership Privileges

1. Regular, associate, junior, and honorary members will have equal privileges in the use of the Club facilities and participation in Club activities. Only regular members may vote and hold office.

C. Short Term Haul-out Member

1. Members of the Short Term Haul-out will have privilege of use of KYC jack-stands and access to the KYC boat lot for boat maintenance. Members will also be given use of the haul-out trailer at member rate. This group will be governed by the Short Term Haul-out Committee Chairperson.

The Executive Board is empowered to suspend the membership of any member who willfully abuses Club property or, by his/her conduct, is considered by the Executive Board to be a discredit to the Club.

ARTICLE III – FINANCES

- A. Annual dues are payable on 1 February. If dues are not paid by 1 March, membership may be terminated. Dues may be prorated for new members only.
1. Dues for regular membership shall be: **\$60.00.**
 2. Dues for family membership shall be: **\$100.00.**
 3. There are no dues for associate membership.
 4. Dues for junior membership shall be: \$6.00.
 5. There are no dues for honorary membership.
 6. Dues for extended membership shall be the same as for regular membership.
 7. Regular members will be entitled to join the Short Term Haul committee with a fee structure to be determined by the STH committee.
- B. Assessments may be levied, after prior notice, by a two-thirds majority vote at a regular or special meeting.
- C. All checks shall be signed by the Purser and one other member of the Executive Board. In the Pursers absence, the Commodore may sign in his/her place.
- D. The Executive Board is authorized to spend, between any two regular meetings, up to **\$300.00** without the approval of the general membership, but will notify the membership at the next general meeting.
- E. Financial Accounts
1. The club will have a number of special accounts, which may be separate checking accounts or memo accounts with the Club's primary checking account.



2. Moving funds from the general fund to the special funds or vice versa requires a majority vote of the members present at a meeting.
3. Use of special funds is only permitted for the purposes specified for that fund. The manager of the fund has authorization to expend monies within the fund with the oversight of the Executive Committee; approval of membership is not required.
4. Upon termination of any special fund, any monies in the fund will be transferred back to the general fund.
5. The special funds shall be:
 - i. *The Short Term Haul-out Fund* will be managed by the Short Term Haul-out Committee Chairperson and purser. Short Term Haul-out funds may only be used for equipment and supplies for Short-Term Haul-out members in conjunction with KYC assets. This will include but not limited to jack-stands and repair/maintenance, haul-out trailer maintenance. This fund will be funded by Short-term Haul-out dues and income from trailer usage.
 - ii. *The Ship Store Fund* will be managed by the Ship Store Chairperson and purser. The Ships Store fund may only be used to purchase Club merchandise for resale. All funds collected from sale of Club merchandise will be deposited in the Ship Store fund.
 - iii. *Building Fund* will be managed by the Quartermaster and purser. The Building Fund may be used to purchase equipment and material for the purpose of maintaining and upgrading the KYC facilities.

ARTICLE IV – MEETINGS

- A. Regular meetings of the general membership will be held on the last Saturday of each month, unless otherwise designated by the Executive Board and upon due notice to the membership.
- B. Executive Board Meetings will be held once each month prior to regular meetings.
- C. Special meetings of the general membership or Executive Board may be called as needed for urgent matters.
- D. Quorum
 1. Regular meetings: A quorum shall be 50% of the regular membership attendance at the three preceding regular meetings.
 2. Executive Board meetings: A quorum shall be no less than 50% of the Executive Board.



E. Voting

1. Voting on motions at membership and Executive Board meeting shall be by a show of hands, with the following exceptions:
 - a. When the presiding officer opts for a secret ballot.
 - b. When the majority of members present prefer a secret ballot.
2. A simple majority rules except for a voting on assessments and amendments to the constitution.
3. For voting on elections, see Article V.
4. For voting on assessments, see article II.

ARTICLE V - ELECTIONS

- A. The Nominating Committee will consist of five members selected by the Executive Board and announced at the September regular meeting. The nominating committee will elect its own chairman.
- B. The Nominating Committee will present its slate at the regular meeting in October. Nominations from the floor may be accepted at these meetings
 1. Prior consent must be obtained from any nominee not present at the meeting.
 2. The nominations will be closed and posted on the Club bulletin board after the meeting.
- C. Officers shall be elected at the November regular meeting. The Chairman of the Nominating Committee shall provide written ballots for this election. Election shall be by simple majority of members voting. If there is more than one nominee for any office, voting shall be by secret ballot. Write-ins shall constitute valid votes. In the case of lack of simple majority, the candidate with the least number of votes shall be dropped from the ballot and another vote taken.
- D. Any member who will be absent at the election meeting may leave his proxy with the Nominating Committee Chairman.
- E. The Chairman of the Nominating Committee shall be responsible for the integrity of the election.



ARTICLE VI – COMMITTEES

- A. Committees shall be established as the needs of the Club dictate.
- B. Committee Chairmen, except the Nominating Committee Chairman, shall be approved by the Commodore with the approval of the Executive Board.
- C. Short Term Haul-out Committee shall be responsible for writing the Short Term Haul-out rules and updating them as required. The committee members are responsible for enforcing these rules and operating the Short Term Haul-out activities and fee structure. (See Short Term Haul-out Rules.)
- D. Committee membership is open to all members.
- E. Policies and guidelines established by committees are to be reviewed as approved by the Executive Board. Such a review may be requested by any member.

ARTICLE VII – AMENDMENTS

The By-Laws can be amended as the membership of the Club deem necessary. An amendment must be proposed by a regular member at a regular or special meeting and shall be voted on at the next regular meeting. It must be passed by a majority of regular membership present. No amendment shall be effective until approved in writing by the Commanding Officer, USAGKA.

These Articles of the By-Laws have been ratified and accepted by the general membership of the Kwajalein Yacht Club as voted on this date: **26 March 2016**

Tim Roberge, Commodore Kwajalein Yacht Club
March 26, 2016

Ursula LaBrie, Yeoman Kwajalein Yacht Club
March 26, 2016