

# **SAN CARLOS YACHT CLUB**

## **STANDING RULES**

**November 2018**

## **Standing Rules - Approved November 2018**

- 1.** There will be maintained a permanent record of the Minutes of the Membership meetings.
- 2.** There will be maintained a permanent record of the Minutes of the Board of Directors.
- 3.** There will be a permanent and published Roster of the Board Members with dates of election or appointment. This Roster will be maintained in the permanent Minutes of the Board of Director's meetings. There will be maintained a permanent and published Roster of members and their addresses. There will be maintained a permanent Registry Book of incoming members.

### **4. MEMBERSHIP**

#### **A. Resignation, Suspension, and Removal of Members**

- 1.** A member may resign in writing at any time from the Club. Any dues or fees paid previous to the resignation will not be refunded. (Article 7, 8, Charter).
- 2.** A member may be suspended for non-payment of dues and fees. Reinstatement will only be made after all dues and fees in arrears and all dues and fees for the current year have been paid in full. Any member suspended for this reason for a period of nine (9) months requires a new application for membership and initiation fee. Any suspended member no longer has the privileges of a Flag or Honorary Member.
- 3.** Any member may be censored, suspended, placed on probation, or expelled from The Club for conduct injurious to the welfare or economic wellbeing of The Club or the harmful or malicious injury to any member. A procedure seeking discipline of a member shall be instituted by a written complaint signed by two Flag members.
- 4.** The Board of Directors shall act on the complaint by appointing an ad hoc hearing Committee consisting of a hearing officer and two committee members, all of whom must be Flag Members of The Club. The Committee shall act on the complaint by holding a hearing on it at a date certain. Reasonable notice of the hearing shall be given to the person who is the subject of the complaint. The hearing officer shall preside over the hearing in a balanced and

impartial manner, and question all persons having knowledge of the subject including the person who is the subject of the complaint. The person who is the subject of the complaint may also give a statement, call witnesses and present evidence in his behalf as well as question all witnesses. Written evidence by someone not in attendance at the hearing may be considered if the hearing officer considers it reliable and the person who is the subject of the complaint has a reasonable opportunity to rebut it. Neither the Club nor the person who is the subject of the complaint shall be represented by legal counsel.

5. When testimony is concluded, the ad hoc Committee shall go into a non-public, executive session and consider the merits of the complaint. If members of the Committee determine, by majority vote, that the allegations of the complaint have been established by a preponderance of the evidence, they shall determine an appropriate penalty and prepare a written report to the Board of Directors of their findings and conclusions.
6. If the allegations of the complaint are found not to be established by the Committee, the person subject to the complaint shall be exonerated and the matter shall end then and there.
7. If the Committee makes a written report recommending a penalty to the Board of Directors, the person who is the subject of the complaint shall receive a copy of it. At its next meeting, the Board of Directors shall consider the matter. The Board of Directors shall consider the written report of the Committee, any written statement by the person who is the subject of the complaint as well as any additional evidence considered relevant. If additional evidence is considered, the person who is the subject of the complaint shall be given the opportunity to rebut it.
8. After being fully informed, the Board of Directors shall consider the matter in a non-public executive session and make a final decision (not necessarily the same decision made by the ad hoc Committee) of exoneration, or any discipline authorized in the first sentence of this subsection. A written record of the proceedings shall be filed in the Club Archives. (Article 8, Charter).

## **B. Identification of Members.**

The Club shall publish a list of Voting and Non-voting members in good standing by 1 April each year. Member may request an annual identification card, if they choose, for reciprocal privileges or other purposes. At each meeting of the Membership, the Commodore will announce the total number of Flag Members in good standing in The Club and the number of Flag Members needed to constitute a quorum for that meeting in accordance with these bylaws.

## **C. Membership Committee.**

The Board shall annually appoint a Membership Committee of at least three (3) Flag Members, including at least one board member. The names and telephone numbers of the Membership Committee shall be permanently posted in The Club. The activities of this committee are as follows:

Upon completing the review of the formal application, the Committee shall post the application in the Clubhouse for a period of 30 days and email notification of the application to all Flag Members. The Committee shall vote for a recommendation of acceptance or rejection of the applicant. A recommendation vote by the Committee will require a majority vote of the members of the Committee.

Upon acceptance, the Committee will advise the applicant of the amount of fees and pro rata amount of dues if any and allocate a flag number.

Upon rejection of an applicant, a member of the Board of Directors will return the application marked "rejected" to the applicant. No explanation as to the rejection need be made. The rejection does not preclude the applicant from making a new application at a later date. The Committee shall accept applications throughout the year.

**D. Membership Limitation.** The Flag Members shall, by two-thirds (2/3) vote of those in attendance, in person or by proxy, at the Annual Meeting, set the number of total membership in the Club that is allowable. Failing a two-thirds (2/3) vote, the membership shall remain at the current number authorized by the Flag Members the last time they considered the question.

## **E. Non-voting Memberships:**

**Honorary Members** may attend all Club activities including the Membership Business meetings.

Honorary members are **Staff Commodores and Life Members and** those individuals who the Club wishes to honor for their service to the community or the Club. **Other than Staff Commodores and Life Members, Honorary members** are elected by the Board of Directors for a period of one year and are not required to pay dues.

Members from other yacht clubs residing in San Carlos may be issued a temporary 30-day membership. This membership has all of the privileges of an Honorary Membership and the fee for this membership is established by the Board of Directors.

Honorary Members cannot vote on any Club matters or hold office in The Club.

Honorary Members shall pay the same activity fees as the Flag Members for any Club activity or event.

## **5. FEES, DUES, AND FINANCIAL INFORMATION**

A. New Member Fee. A new member, upon applying to join The Club, shall be assessed a one-time initiation fee that is due with the application. This initiation fee is established by the General Flag Membership at the Annual or Semi-Annual Meeting by a two-thirds (2/3) vote of the Flag Members in attendance in person or by proxy. Failing a two-thirds (2/3) vote, the fees shall remain the same.

The Board of Director's may approve a membership drive from time to time, with the initiation fee set at a discount of up to 50% of the regular initiation fee, and the drive can last up to one month in duration.

B. Facility Use Fees. The Board shall establish fees for use of the Club facilities. These fees shall be communicated to the members and posted at The Club.

C. Other fees. The Board shall establish fees for events and activities sponsored by The Club. These fees will be communicated to the participants in the events and activities.

D. Annual Dues.

1. The Board shall propose at the Semi-Annual Meeting the annual dues for the ensuing year.
2. Any change to the existing dues must be approved by a two-thirds (2/3) vote of the Flag Members in attendance in person or by proxy.
3. If the dues change is not approved, the dues shall remain the same.
4. Dues shall be due 1 January. Anyone who has not paid their dues by 1 March will be considered suspended per Article 5, Section 3B of the Bylaws.
5. The dues may be adjusted at any meeting of the Flag Members in accordance with Section 4B above.
6. Single members will pay annual membership dues that are 75% of a couple's membership dues.

E. Special Assessment. The Board may request a special assessment be made to the Flag Members. This may be considered at any general membership meeting. A detailed justification will be included in the notification of the meeting. A quorum for this meeting shall be fifty-one (51) percent of the current Flag Members. The assessment must be ratified by two-thirds (2/3) of those in attendance in person or by proxy.

F. Fiscal Year. The Fiscal Year shall be from 1 January to 31 December.

G. Budget. The Budget must be presented by the Treasurer at the Semi-Annual Meeting. The budget will be for the fiscal year of The Club. Approval of the budget requires a majority of the Flag Members in attendance in person or by proxy. The Budget Committee shall consist of the Commodore, Vice Commodore, Treasurer, and one additional Flag Member.

H. Expenses. Expenses incurred by any member, officer, or appointee, without authorization from the Board of Directors shall be the sole responsibility of the individual incurring said expenses. The Board may authorize expenditure as a Club responsibility if the expense is for Club purposes, agreeable to the Board and the individual incurring the expense acted in good faith.

**6.** Each member is responsible for reading and understanding the Bylaws and Standing Rules.

**7.** The Officers of the Club shall be functional managers of the Club.

A. The **Commodore** shall serve as the Chairman of the Board and shall :

- i. Preside over meetings
- ii. Preside over the Audit
- iii. Oversee the Performance of the officers

B. The **Vice Commodore** shall be in charge of General Club Operations and shall

- i. Preside over the Bar Commander
- ii. Preside over the Club Manager (employee)
- iii. Preside over the Galley Commander
- iv. Preside over the Facilities Commander

C. The **Rear Commodore** shall

- i. Preside over the Fleet Commander (Boating, Navigation & Education)
- ii. Preside over the Quartermaster
- iii. Preside over the Social Commander
- iv. Preside over the Membership Commander

D. **The Secretary** shall be the Secretary and Office Manager and preside over the Records and documentation

E. The **Treasurer** shall manage the financial aspects of the Club and shall

- i. Maintain the books
- ii. Preside over the Budget Committee
- iii. Preside over the Cashier

F. The Commodore may change delegated responsibilities commensurate with the qualifications of the elected Board Officers.

**8.** All Board meetings will be open to all members to participate in a passive mode. (Silent listening only). The schedule of all Board Meetings will be posted on the bulletin board.

**9.** Upon written request from the member, for medical reasons, and upon approval by the Board of Directors, that member may be put on Inactive Status, and will pay dues of \$25.00 USD per year, due January 1, and delinquent March 1. (In conjunctions with active membership dues). Continuing sick leave must be applied for by December 31 of each year.

**10.** The Club shall annually sponsor and conduct the Amundson Christmas Light Parade.

**11.** The Club shall annually sponsor and conduct a Fishing Tournament.

**12. Club Use.** Facilities of the Club House are available to the members of the Club for their own personal use. The Board of Directors shall annually prepare a set of rules and regulations and fees for such use.

- A. Private use by Member  
(Birthdays and Anniversaries, etc.)
  - 1. Must have Board approval
  - 2. Requires advance reservations
  - 3. Fee will be set by Board
  
- B. Non-Profit Organizations (Churches, Service Organizations, etc.)
  - 1. Must have Commodore approval
  - 2. Requires advance reservation by the sponsoring member
  - 3. Fees will be set or waived by the Board

**13. Guests**

- A. There shall be four (4) categories of guests allowed
  - 1. Legitimate Visitors - Persons who are specifically to visit a member
  - 2. Prospective Members - Those persons who have expressed an interest in joining the Club and who are considered by the sponsoring member to be a good candidate.
  - 3. Dates
  - 4. Dignitaries invited by the Commodore or Vice Commodore.

- B. The Club member who is the sponsor at that particular activity shall pay all costs incurred by their guests.
  - C. The Commodore or Vice Commodore may grant a temporary membership (30-day annual limit) to visiting yacht club members. The temporary membership will include the use of restaurant and bar privileges.
  - D. Boaters visiting San Carlos Marinas may be granted a special thirty (30) day membership once annually for a fee of \$100.00 USD with approval from the Commodore.
  - E. Prospective Club members are limited to attend no more than three (3) Club functions prior to submitting an application to the Membership Committee. There is no attendance limit during the Club's dark months, June 1 through October 15.
  - F. All guests must be introduced to the members at each function by their host.
  - G. Single members may bring a date to any function allowing guests and there shall be no restriction to the number of times this person may attend activities.
  - H. A list of all guests at each function must be maintained by the Secretary or appointed representative. This list must include the name of the guest, the sponsor and the category of guest.
  - I. Members who make reservations for activities and do not cancel prior to the closing date and time may be fined up to the full amount of the reservation. In case of illness or an emergency, a member will not be fined. This action will be at the discretion of the Commodore or acting Commodore.
  - J. "Reserved tables are only allowed for the Commodore's Ball, New Year's Eve, or for any other dinner where you and your family/ guests total 6 or more persons."
- 14.** The season will begin the middle of October and run through the end of April.
- 15.** Memorial services for members. The Club will be available at no charge and the Club will supply maid service and miscellaneous supplies. The Club will supply a memorial wreath at no charge. The Club will not be responsible for any food or beverage cost.

- 16.** Yacht Club equipment will NOT be loaned to any member or any organization or removed from the premises except for approved Yacht Club functions.

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