

South Whidbey Yacht Club Rules

Effective March 13, 2024

Section 1: Volunteerism

The effectiveness of any Club lies in the strength and spirit of its members who actively participate. Our Club Rules align with the Club's core values by placing equitable and broad member based volunteerism at the center of how the club operates. Any member interested in volunteering to participate in Board, Committee or event affairs shall advise the Membership Chair and shall be provided with information to participate in his or her area of interest.

Section II: Membership

The membership process will be administered by a Membership Chair appointed by the Commodore with Board of Director concurrence, recruited from the membership in good standing. The scope of responsibilities for the Membership Chair is as follows:

- Organize and implement the membership process
- Organize and maintain membership records
- Maintain accurate lists of member contact, boat and experience information
- Develop and provide prospective and new member packages
- Promote membership of the club
- Identify membership sponsors for new members
- Review and recommend on any membership issues or violations

A member in good standing must sponsor and nominate prospective members. Application for admission to membership must be made in writing on such form, which is, from time to time, prescribed by the Membership Chair with endorsement from the Board. The Membership Chair will review the prospective member's application and confirm that the applicant supports the goals and vision of the Club and is prepared to abide by the Club Bylaws and Rules. At the Membership Chair's discretion a prospective member may be invited for an interview. The Board shall approve new memberships by majority vote. The Membership Chair will make a recommendation at the first Board meeting following the nomination. The Membership Chair will notify the prospective member of the Board's decision on the following day.

Every member, upon joining the Club and thereafter, is deemed to have notice of, and implicitly undertakes to comply with, the Club Rules and current Club By-Laws. Any refusal or neglect to do so, or any conduct that, in the opinion of any member of the Board of Directors is a nuisance interfering with the rights of other members or visitors or in a manner injurious to the interests of the Club, shall render a member liable to expulsion by the Board of Directors majority vote.

Rights & Responsibilities:

- There shall be a one-time initiation fee payable by a nominee immediately upon application for membership, the sum of which shall be set from time to time by the Board of Directors.
- The annual dues shall be set by the Board of Directors.
- Any member who fails to pay annual dues within 60 days of the due date will be deemed in arrears and will not be eligible to participate in any club activities. Any member in arrears may restore their membership status by paying membership dues for the current year. After three years in arrears a former member must reapply for membership and pay the current initiation fee.
- Membership does not mean or imply representative of SWYC relative to liability or authority on behalf of the club. Members are not representatives of the Club unless acting in an elected or appointed capacity and such role is disclosed.
- Members will be provided club identification cards. Members are also authorized to fly the Club Burgee. The Club Burgee is an equilateral white triangle with one edge against the hoist on a red background superimposed with a black Orca on the white portion.
- Family or Individual Membership shall be accorded one vote. When a decision is required to be reached by vote, the membership present shall be called to vote and the vote tallied and followed by the Proxy votes that shall be read and counted by the Secretary.
- A proxy vote from an absent member in good standing is permitted for any item of business that is published for consideration at a Regular Meeting, an Extraordinary Meeting, or an Annual General meeting. The Proxy must be delivered in writing to the Secretary of the Club 7 days prior to the meeting at which it may be used.
- Any accident to a member, visitor or guest during Club activities must be promptly and within 24 hours reported to an officer of the SWYC.
- The Club will not accept any liability for personal injury arising out of use of the Club premises, and any

other facilities of the Club either sustained by members, their guests or visitors whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of them, the Officers, Committee or employees of the Club.

- Each individual member shall sign, as a condition of membership, an indemnity statement holding harmless the Club and/ or its officers, members of the Club, for their guests or visitors use the Club premises, and any other facilities of the Club, entirely at their own risk. The Club will not accept any liability for any damage to or loss of property belonging to members, their guests or visitors to the Club.
- Any member's complaint or grievance relating to the affairs of the Club or against another member, guest or visitor, must be made in writing or electronic means to the Secretary who shall acknowledge receipt in writing. The Secretary shall bring the complaint to the attention of the Board and it shall be considered at the next meeting. The findings of the Board shall be communicated to the complainant within 30 days.

Section III: Information

In order to encourage the widest possible participation and information gathering, on matters requiring a Club decision which are brought to the attention of the Membership at a Regular Meeting by a member shall not be brought to a vote unless the topic was first submitted to the Secretary in writing 14 days prior to the meeting in question, and by whom the membership is informed of the topic before bringing it onto the Agenda of the Club's next regular meeting.

Meeting agenda topics, all notices, demands, bills, statements or other communications shall be in writing.

Mailing of notices of meetings and any announcements pertinent to the affairs of the Club may be by e-mail, U. S. Mail, fax, other mail delivery service, or by inclusion in a monthly newsletter.

Officers and Committee Chair persons, charged with specific tasks and projects will informally and formally seek input from the membership in a timely manner by either direct contact, through emails or Club publications.

The Club will periodically carry out surveys to determine interests, experience, ownership, and preferred contact methods. Survey results will be available to members and a Club Directory will be kept and periodically updated.

Section IV: Committees

Club standing committees shall have a chairperson appointed by the Commodore with Board of Directors concurrence, recruited from the membership in good standing. Members of a committee shall also be recruited from the membership in good standing, as the chairperson may deem necessary for the fulfillment of the task. Committees shall have a minimum of three persons and are authorized to co-opt expert opinion from persons outside the club as needed to fulfill the committee tasks.

A member of any committee or officer transacting business for the Club shall disclose to third parties that he or she is acting in such specific capacity. In any matter referred to any committee or meeting in which any committee member has a financial, monetary or business interest he shall declare his/her interest and withdraw from the relevant topic under consideration. Such interest shall be recorded in the minutes of the meeting.

Committees shall meet either face to face or virtually by common accord and as required to get the job done in the time allotted. Committee chairs shall produce a monthly report for the Board of Directors and General Membership meetings. Committee recommendations shall be made by majority vote/concurrence of committee members. Unresolved discord or dissent may be put before the Board of Directors, or at the Board's decision to the general membership for resolution. All Committee chairs are ex-officio members of the Board and without Board voting privileges. Responsibilities and authority of each committee shall be approved by the Board on an as needed basis and circulated to the membership in a timely way.

Scope of Responsibilities:

- Monthly Program Committee (Co-Chairs plus 2 members)
 - Plan and organize a monthly calendar of events.
 - Prepare membership announcement information for the Communications Chair to distribute.
 - Recruit presenters and coordinate set up, introduction and breakdown on the scheduled presentation date.

- Publicity (Chair plus 2 members)
 - Identify contributors to the Club's website.
 - Oversee the 'historian' in the maintenance and development of archives and photo records.
 - Seek and organize publicity opportunities that will advance the Club's Vision and Purpose.

- Marketing (Chair plus 2 members)
 - Identify marketing opportunities that will advance the Club's Vision and Purpose
 - Prepare and distribute Marketing materials

- Annual Events Committee (Chair)
 - Identify, plan and recommend to the Board, a calendar of annual events that are in keeping with the Vision and Purpose of the Club.

- Recruit a coordinator from the membership for each event and oversee planning, budget preparation and event production

- House/Storage Committee (Chair plus two members)
 - Maintain inventory of Club supplies for social gatherings.
 - Purchase additional supplies as needed in advance of programs and events.
 - Deliver and then securely store supplies.

- Education Committee (Chair plus two members)
 - Identify educational resources available throughout the Puget Sound region and advertise for members through the Club website
 - Build relationships with educational resources to facilitate the delivery of events that meet membership needs
 - Recruit experienced members to provide education for members and for special programs the Club may offer in the community

- Strategic Resources Committee (Chair plus four members)
 - Monitor and maintain interaction with local Port Commission representatives
 - Consider opportunities for long-range development and stability of the Club
 - Keep in touch with other marine developments that may positively or negatively affect the future of the Club
 - Develop links and recommend partnerships with other organizations with similar goals
 - Consider the long-range financial implications of Club development

Section V: Guests & Reciprocity

We welcome guests to club events and activities as a way to determine if membership is of interest. In that spirit, we ask that members accompany guests and introduce the guests to other members. Consecutive visits by the same guest ~~shall~~ should be limited to three visits within a six-month period. Spouses or partners of Individual Members are welcome at all annual events but may not participate in other club activities as Guests except on terms and conditions as the Board of Directors may at its discretion determine.

Members of reciprocating Clubs shall be welcomed as visitors may enjoy the privileges of a Member except voting, for a continuous period of not more than two weeks.

Proposals to invite another Club to reciprocate shall be given to the Reciprocal Manager, who after consultation with the Board may contact the Club to seek reciprocal agreement. The Reciprocal Manager shall maintain and publish a list of reciprocating Clubs.