

Constitution and Bylaws

Article I – Name

Section 1. The name of this corporation is The Club @ The Boatyard, hereinafter referred to as the “Club”. The Club location is 3117 Harborview Drive, Gig Harbor, WA 98335.

Article II – Purpose

Section 1. The purpose for which the corporation is organized are as an entity to provide for social, educational, and technical training in boating, water safety, and urban waterfront living and working.

Article III – Membership

Section 1. New membership shall require an initiation fee. Membership and initiation fees will be assessed annually, the amount to be determined by the Executive Board prior to December 31, 2015. Membership fees may be pro-rated as determined by the Board. Fees for 2015 are \$1.00.

Section 2. New members will receive a Membership Roster, a Membership Card and a copy of the Bylaws. All renewing members will receive a Membership Roster, a Membership Card and a copy of the Bylaws.

Section 3. Full term membership is one year beginning January 1st and ending December 31st. A grace period shall be allowed for renewals extending to January 31st, and between February 1st and the last day of February a \$1.00 late fee will be charged, after which all membership applications shall require an initiation fee. Voting Membership is open to those persons not less than 21 years of age. Member meetings will be held annually.

Section 4. Membership rosters will be made available to all members. These rosters are for personal use only. They are not to be used for solicitation purposes or personal gain.

Section 5. A member assumes all responsibility for his or her own actions and agrees to waive all claims which he or she or any heir, representative, successor, or assignee may have against the Club and hold harmless its respective officers, Board Members, committees, or agents arising out of or in any way connected with participation in Club events.

Section 6. The Executive Board shall have the right by majority vote to remove any member whose actions are determined to be detrimental to the Club.

Article IV – Executive Officers and Responsibilities

Section 1. The Club shall have three (3) elected executive officers: President, Vice President, Secretary and Treasurer.

Section 2. No person may hold the same executive officer position for more than five (5) consecutive elected terms of office.

Section 3. Duties of the President

Presides at all meetings of the Club and Executive Board.

Serves as the official representative of the Club.

Arranges for a review of the Club books and proposed operating budget during the month of January. Enforces the Bylaws of the Club.

Section 4. Duties of the Vice President:

Assists the President in the discharge of his/her duties.

Officiates at meetings in the event of the Presidents absence.

Oversees Club publicity.

Section 5. Duties of the Secretary:

Prepares minutes of all Club meetings.

Distributes copies of the minutes to the Executive Board Members and Club members on request.

Sees that application forms are available for those interested in joining the Club.

Completes annual membership cards and obtains signatures for the President.

Collects and sorts Club mail.

Maintains the Bylaws and makes them available to all members on request.

Section 6. Duties of the Treasurer:

Prepares annual budget for Executive Board approval.

Furnishes the Executive board with a financial report at each meeting.

Collects for deposit and disburses Club money in payment of Club obligations using an interest bearing checking account and exercises responsible money management in maintaining the account.

Provides the President with a complete set of books during the month of January.

Completes all tax reports required by government authorities.

Submits signature card to the bank with appropriate signatures showing the Treasurer as primary signer and the other Executive Officers as alternates.

Obtains renewals of Club registration with the Secretary of State.

Section 7. The duties and responsibilities of the Club officers shall include but not limited to the above.

Article V – At Large Board Members

Section 1. There will be three (3) elected At Large Board Member positions. These positions shall be named 1, 2, and 3 and shall serve two (2) year terms of office. Positions 1 and 3 shall be elected to take office in odd years and Position 2 in even years.

Article VI – Executive Board and Responsibilities

Section 1. The Executive Board, herein referred to as the “Board” shall consist of three members.

Section 2. Board meetings will be governed by Roberts Rules of Order and will require (2) board members present to constitute a quorum.

Section 3. Board Responsibilities:

Adopts and administers financial plan year including:

Pricing policy for social events and leasing of Club.

Policy and plans for fund raising events.

Membership and initiation fees.

Annual operating budget.

Identifies and resolves other Club policy and program issues as required.

Board decisions will be final unless challenged and changed by a majority of voting membership at a General Membership meeting.

Section 4. The Board will assure that General Membership meetings are held no less than once a year. Members will be notified by mail and/or email of time, date and location of the meetings. Roberts Rules of Order shall govern the meetings. Two (2) elected board members and five percent (5%) of the general membership constitute a quorum.

Section 5. An annual Board meeting will be held not later than January 15th of each year. Both outgoing and ingoing board members are to be invited.

Section 6. Failure by any Board member to attend four (4) board meetings may constitute a vacancy of the position.

Section 7. The Board is responsible for resolving vacancies in elected and appointed positions.

Article VII – Appointed Positions, Committees and Responsibilities

Section 1. The Board will appoint qualified Club members to the positions listed below. Appointed positions serve at the will of the Board. General responsibilities of these positions may be changed by the Board and additional appointed positions may be established a required to manage the activities of the Club.

Elections Committee Chairman:

Reviews Club memberships for the names of those who are able to hold the various offices by November 1st.

Secures approval of nominees to serve if elected to office.

Closes nominations two weeks (14 days) prior to the annual meeting and submits a minimum of two (2) names for each office (if possible) to be placed on the bulletin board at the Club, or distributed by email to the membership.

Membership/Data Chairman:

Maintains membership files including names, addresses, phone numbers, email addresses, and boat information.

Provides current mailing labels for newsletters and makes necessary information available to the Club Handicapper and Secretary.

Collects initiation fees and membership dues and transmits these funds to the Club Treasurer.

Article VIII – Elections

Section 1. Voting members are entitled to one (1) vote.

Section 2. Only official ballots provided by the Elections Committee may be used to vote. It is the responsibility of the Elections Committee to assure that only eligible members vote.

Section 3. Club elections will take place during the annual meeting.

Section 4. Absentee ballots may be requested prior to the election but must be received by the Elections Committee by election closing time.

Section 5. Elections will be officially closed before tallying.

Section 6. At least three (3) Club members including the President will count and tally votes.

Article IX – Fund Raising Events

Section 1. Fund raising events will comply with existing local, state and federal laws.

Article X – Salaries and Compensation

Section 1. The Club is a volunteer organization. As such, all work performed by Club members including any materials or computer software applications developed in support of Club activities becomes the sole property of the Club.

Section 2. No salaries will be paid to any Board Member.

Section 3. No personal compensation in any form shall be accepted by any board member for services provided on behalf of the Club.

Article XI – Amendments

Section 1. These Bylaws may be amended by a two-thirds (2/3rds) vote of a quorum, as set forth in Article VI, Section 4 herein, at the next General Membership Meeting of the Club after the members have been notified in writing or email of the proposed changes.

Article XII – Discontinuance

Section 1. In the event the Club should disband, after the expense obligations are liquidated, the Treasurer will distribute all funds in the treasury to charities or to the Gig Harbor Chamber of Commerce with the approval of Club members. No member of the Club shall benefit.