

**Navy Yacht Club Everett**  
**By-Laws**  
(Revised 21 September 2017)

**ARTICLE I**  
**Navy Yacht Club Everett**

**Section 1.** Organization. This organization shall be known as Navy Yacht Club Everett. The Club is home ported at Naval Station Everett on the inner basin of Port Gardner Bay. The Navy Yacht Club Everett is a private organization and not an instrumentality or agency of the United States Government.

**Section 2.** Objectives.

- A. Establish and support a training program, which will encourage development of boating skills and fundamentals.
- B. Advise and assist the Commanding Officer of Naval Station Everett in matters relating to operation of the Naval Station Everett small boat Marina.
- C. Promote opportunities for club members to participate in all types of boating activities and related social functions.
- D. Encourage and facilitate recreational and competitive boating activities encouraging interaction between members of this club and those of other boating organizations.
- E. Support, participate in, and conduct activities such as racing, cruising, parades, displays and waterfront social events.
- F. Encourage active duty sailors to participate in boating activities.

**ARTICLE II**  
**Membership**

**Section 1.** There shall be two categories of membership in the Navy Yacht Club Everett. They are identified as follows:

Regular Membership shall be available to all active and retired members of the Armed Services, DOD, USPHS, USCG Auxiliary and those individuals who possess a valid United States Uniformed Services Identification Card.

Associate Membership shall be available to those who do not meet requirements for Regular Membership as described above. Associate members must be sponsored by a regular member and shall constitute not more than 1/3 of the club membership. In the event that resignation of regular members causes associate memberships to exceed 1/3 of the total membership, there will be a freeze on addition of new associate members until addition of regular members brings the proportion back into balance.

All applications shall be reviewed by the Board of Directors before membership is granted. The Board of Directors will establish dues for each type of membership. All members will be entitled to a membership card.

**Section 2.** Privileges pertaining to MEMBERSHIP shall include eligibility to:

- A. Vote on all issues presented for consideration of the membership at the general meetings and appropriate special meetings of the club, providing the member is at least 18 years of age or is currently on active duty. Each membership is entitled to one vote, regardless of

- the number of members on that membership.
- B. Participate in all training, racing and cruising programs, when appropriately qualified.
  - C. Hold any elective or appointed club office, if at least 18 years of age or on active duty.
  - D. Fly the club burgee on club, privately owned, or chartered boats.
  - E. Participate in appropriate club social functions.
  - F. Participate in reciprocal privileges, which are specifically extended to the club and its members by other boating organizations.

Section 3. No more than one associate member at a time may serve as a flag officer.

### **ARTICLE III Guests**

A member may invite guests aboard their boat on cruises. While on board Naval Station Everett, guests are subject to all laws and regulations regulating conduct aboard the installation. Members may also invite guest boat(s) to join in scheduled cruises. The member will be responsible for the conduct of the guest(s) and the notification of the Cruise Captain that guest boat(s) will be participating on a scheduled cruise.

### **ARTICLE IV Club Operation**

Section 1. The operating year begins on 1 January and ends on 31 December. The "Robert's Rules of Order" shall be used as the standard guide for conducting business at club meetings.

Section 2. General membership meetings will normally be held monthly (excluding July and August) but may be held more frequently if warranted.

Section 3. The September meeting will serve as the Annual Membership Meeting with elections held for the Board of Directors for the following operating year.

Section 4. Dues shall be developed as appropriate in the following categories:

- Regular membership
- Associate membership
- New membership

Section 5. Dues become payable October 1. Any member whose dues remain unpaid after December 1 will be considered delinquent. If the dues remain unpaid after January 1, the membership shall be considered canceled unless a payment is waived or the payment period is extended by the vote of at least five Directors.

Section 6. The election of officers and Board members shall take place in September. The majority of Club memberships present shall determine the elections. The installation of officers and Board members shall be in January at the Commodore's Ball (or at a January General Membership Meeting).

Section 7. Members of the club and invited guests are authorized to use boats, equipment and consumable supplies which belong to the club, providing they are properly qualified for such use. Such use shall normally be under the control and coordination of the Vice Commodore or, in his absence, one of the other Flag Officers.

## ARTICLE V Officers

Section 1. The elected officers of the club shall be: Commodore, Vice Commodore, Rear Commodore, Secretary, Treasurer, and Fleet Captain. In addition, two to five additional members shall be elected to serve as directors. The outgoing Commodore shall be an officer and a Board Member and will assume the office of Past Commodore, without election. Other positions may be appointed by the Commodore but must be approved by the Board of Directors.

Section 2. At the discretion of the Board, the office of any elected officer or member of the board shall become vacant if the incumbent is absent for more than three (3) regular meetings of the Board, without prior notification to the Board, during his/her term of office. In such case, or in the event an officer or Board member, other than the Commodore cannot complete his/her term of office, an interim officer will fill that vacancy or Board member appointed by the Board. If for any reason, the Commodore cannot complete the term of office; the Vice Commodore shall immediately assume the office and the duties of the Commodore.

Section 3. The Commodore shall appoint standing Committee chairpersons, with concurrence of the Board of Directors.

Section 4. If in the best interest of the club, an incumbent officer or Board member may be removed from office by a two thirds majority vote of members present at a meeting specifically scheduled for the purpose. Notice of the special meeting shall be sent out by mail at least two weeks prior to the commencement of proceedings.

Section 5. The duties of the elected officers shall be as follows:

Commodore: The Commodore shall be the chief executive officer of the club. The Commodore shall enforce the by-laws, rules and regulations of the club, preside at all meetings of the club and of the Board of Directors, appoint Standing Committee Chairs as prescribed elsewhere in the by-laws and as agreed upon by the Board of Directors; represent the club at all matters affecting the club, and shall keep the membership of the club adequately informed of all club activities. The Commodore shall sign on behalf of the club, all contracts, insurance commitments, bonds and other written instruments approved by the Board of Directors. The Commodore shall be the ex-officio member of all committees and shall sign membership cards.

Vice Commodore: The Vice Commodore shall perform the function of the Commodore in the Commodore's absence. The Vice Commodore shall supervise the various committees to ensure the committee is functioning and that the task assigned will be properly prepared and carried out on time. The Vice Commodore shall solicit speakers and programs for Club General Membership Meetings.

Rear Commodore: The Rear Commodore shall assist the other officers in their duties, as requested, and shall perform the functions of these officers in their absence. In addition, the Rear Commodore shall investigate and pass on the eligibility of all applicants to the Board of Directors for review and membership approval. At his/her discretion, the Rear Commodore may select additional Club members to assist him/her with the application process. The Rear Commodore shall keep an accurate membership roster and make it available to all members. The Rear Commodore will encourage new members to attend club functions and introduce them to the members. The Rear Commodore shall give a summary of membership activities as an annual report to the membership.

Secretary: The Secretary shall keep accurate records of the proceedings of all meetings of the Board of Directors, the September Annual Membership Meeting and such other records as might be deemed necessary. The Secretary shall also prepare, at the direction of the Board, the outgoing correspondence of the Board.

Treasurer: The Treasurer shall collect all dues and other moneys of the club and keep an accurate accounting thereof, and shall maintain a bank account in the name of Navy Yacht Club Everett. Checks may be drawn for expenses called for in the Club's approved budget. Expenses greater than \$100 above the budgeted amount or not currently in the budget must be approved by the Commodore or an officer acting in his/her place. The Treasurer shall keep a running balance of the financial status of the club and prepare at least quarterly reports and an annual balance sheet plus present a summary to the members annually.

Fleet Captain: The Fleet Captain shall be in overall charge of all official cruising events of the club. The Fleet Captain shall promote, coordinate and organize the respective cruises. The Fleet Captain shall also be responsible for the recruiting or appointing of Cruise Captains for each scheduled cruise.

Past Commodore: The Past Commodore shall be a voting member of the Board of Directors.

Members at Large: The Members at Large will represent the entire membership and will bring to the Board any concerns requested by the members.

## **ARTICLE VI**

### **Standing Committees**

Section 1. Permanent standing committees shall consist of:

A Nominating Committee which will be composed of at least four members. A Past Commodore as selected by the Commodore will be the chair. The Committee chair will select three additional members from the general membership

A Budget Committee consisting of the Past Commodore, the past Treasurer, the incoming Treasurer and one other member appointed by the Commodore.

Section 2. The Commodore shall appoint the chair of any other standing committee deemed necessary. This person shall select the necessary committee members.

## **ARTICLE VII**

### **The Board of Directors**

Section 1. The Board of Directors shall be composed of the Commodore, Vice Commodore, Rear Commodore, Immediate Past Commodore, Secretary, Treasurer, Fleet Captain and two (2) to five (5) Members at Large.

Section 2. Four (4) members of the Board at least one of whom must be a flag officer shall constitute a quorum for normal Board meetings. 50% of Board membership is required for a "virtual" (online) meeting or a conference call meeting.

Section 3. The Board of Directors shall hold at least ten regular monthly meetings each year as

required to conduct the business of the club. Special meetings of the Board may be called by the Commodore or by three or more Members of the Board; notice of which shall be given in sufficient time for all Board members to attend. All meetings will be open to the membership unless a disciplinary matter is to be discussed. At its discretion, the Board may choose to hold "virtual" meetings using the internet and email or by telephone conference call. However, if either of these methods is used, voting must be decided by at least 50% of the full Board's membership, not the simple quorum requirement.

### **ARTICLE VIII Amendments**

These bylaws may be amended at any regular or special meeting of the club, by a majority vote of the Club memberships present at such meeting. Each Membership shall be notified in writing of the meeting and the proposed amendment to be considered at least thirty (30) days prior to the meeting.

### **APPENDIX ONE Meetings**

The standard calendar of events for the Navy Yacht Club Everett operating year is as follows:

January	Installation of Officers (Commodore's Ball)
February	"Everybody's Birthday Party"
April	Fleet Captain develops and the Board of Directors approves Cruise Schedule for the following year. Nominating committee meets
May	Budget Committee meets and plans Budget for next calendar year.
August	Nominations sent to all Members by Newsletter
September	Annual Financial Summary Report Approve Budget for next calendar year. Board of Director Elections/NYCE Annual Meeting
December	Christmas Party

This standard calendar may be revised as necessary by the Board of Directors to facilitate Club operations.