

# **BYLAWS**

**Springfield Yacht and Canoe Club**

1210 River Road  
Agawam, MA 01001

Approved at the December meeting 12/3/1998

Amended at the June 2022 meeting

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## **BYLAWS**

### **ARTICLE I. CLUB NAME**

The name of the club shall be the Springfield Yacht and Canoe Club.

### **ARTICLE II. CLUB PURPOSE**

The purpose of the club shall be to organize boaters who are dedicated to education in boating safety, seamanship and navigation, which will display community leadership in all boating skills, support boating related activities and will join for the common purpose in the pursuit of advancing the club's future.

### **ARTICLE III. LOCATION**

The clubhouse and principal location is 1210 River Road, Agawam, Massachusetts 01001. A second, seasonal facility is located at 68 Dock Road, Chester, Connecticut 06412.

### **ARTICLE IV. INDEMNIFICATION**

The Springfield Yacht and Canoe Club (SYCC), regardless of the adverse interest of any or all of the Board, shall indemnify and save harmless each Board member or employee of the SYCC, and his/her heirs, executors, administrators, against and make reimbursement to him, her or them for all reasonable loss, cost, expense and liability incurred by such Board member or such Board member's heirs, executors, administrators, in connection with the defense or reasonable settlement in any action, suit or proceeding in which he or she is or they are made a party by reason of such Board member being or having been a member of the Board or employee of the SYCC and related to their duties as a Board member of this Corporation except in instances where the Executive Board shall find that (1) such Board member or employee acted in bad faith or was guilty of willful misconduct in the performance of his/her duties on behalf of the SYCC, or (2) such indemnification and reimbursement would be contrary to public policy or the corporation laws of the Commonwealth of Massachusetts.

### **ARTICLE V. LEADERSHIP**

The Executive Board shall consist of the incumbent officers and a six-member Board of Directors; one of who shall be the most recent past commodore who will serve for a one-year term. The Executive Board shall henceforth be referred to as the Board. The following officers are elected annually to serve a one-year term. Officers must be voting members in good standing.

Commodore – President and Chief Executive Officer

Vice Commodore – Senior Vice President, Assist. to the President and Executive Officer

Rear Commodore Agawam – Vice President and Executive Officer of the Agawam basin

Rear Commodore Chester – Vice President and Executive Officer of the Chester basin

The following officers are elected annually to serve a one-year term but are not restricted to any consecutive terms. They must be voting members in good standing.

Treasurer – Chief Financial Officer

Secretary – Chief Recording Officer

The Directors of the Executive Board shall consist of six voting members in good standing, elected for a two-year term with a staggered election at each November election meeting.

The Board of Trustees shall consist of three voting members in good standing, elected annually for a three-year term with a staggered election at each November election meeting. The Trustees shall be responsible for the management of the Permanent Fund. They may appoint outside Investment Managers to provide discretionary investment advice provided cost of such appointment is included in the annual budget and approved by the Board.

Candidates will be announced by the Nominating Committee at the October meeting for all officers, directors, trustees and elected committee members. Any voting member in good standing who is not designated for elective office can accept a nomination from the floor at the October meeting before nominations are closed. If there is only one candidate for a position and if there are no objections by any voting member, the Commodore may proceed with the election by ordering the Secretary to cast one ballot for the nominee for said office after nominations are closed. In the election of a Secretary, the Treasurer shall cast the ballot. Elections will be held at each November meeting for the officers, directors, trustees and elected committee members proposed by the Nominating Committee. All voting shall be by secret ballot and election requires a majority vote.

## **ARTICLE VI. MEMBERSHIP**

Requests for membership shall be submitted on an application provided by the Membership Committee along with the application fee to the Membership Chairperson. Applicants may only be sponsored by Active, Honorary or Senior Members who are in good standing. Two sponsors are required.

- A. The Membership Committee will interview applicants when openings are available and shall report to the Board on all interviewed applicants. Sponsors must speak on behalf of the applicant's qualifications at a Board meeting before the Board votes to include the candidate's name for election at the next regular meeting. Applicant must be present at that meeting to also be interviewed by the Board.
- B. At the regular meeting, the applicant, along with a minimum of one sponsor must be present. The applicant's qualifications must be spoken for by one of the sponsors. In the absence of both sponsors and/or the applicant, the applicant cannot be voted upon at that meeting. With the absence of the applicant or sponsors for two regular meetings, the applicant's application must be resubmitted. Sponsors will be considered mentors for Flag members and are responsible for introducing them at club functions until they attain active status.
- C. Applications received during summer meeting break. Applications received between May 1 and August 31 will be processed by the membership committee. The membership

committee will interview the prospective member and if the committee deems appropriate initiate a “Flag member in waiting” status for the applicant. Membership will collect the application fee and non-refundable annual dues. The membership committee will arrange for a key card to be presented to the applicant. The Flag member in waiting will have access and use of SYCC facilities. A Flag member in waiting may request a temporary slip assignment at one of the basins, and request a permanent slip via the applicable cost share application process. The applicant will be presented to the board at the next regularly scheduled board meeting to continue the regular membership process.

The Treasurer will issue an annual membership card when all annual dues and fees are paid. Members are required to produce their membership card on request to verify their association with the club.

A member is considered “in good standing” only when all financial obligations are not delinquent and responsibilities to the club are currently in order. Members are classified as Flag, Active, Honorary, Senior, or Out-of-Port members. Membership shall be limited to 150 Flag and Active members.

### **Section 1. Flag Members**

Flag members are potential active members serving a one-year probationary period. They are non-voting members who will share in the privileges and responsibilities of the club. They cannot hold elected or appointed offices but will be appointed to serve on a committee. Flag members are not entitled to distribution of the assets, if any, in the event of dissolution of the club.

- A. Flag members must attend both the spring and fall work parties. They must also attend a minimum of three club functions, consisting of any combination of membership meetings, social functions (see membership newsletter or website for upcoming events) and serve on an approved committee.
- B. With Executive Board approval a Flag member may buy out of their committee requirements for a fee of \$1,000.00 dollars.
- C. Upon their first anniversary, the membership chairperson will send or electronically mail a letter to the Flag member and their sponsors requesting an appearance at the next board meeting to interview for consideration for active membership. Only one sponsor is required to attend. Failure of parties to appear before the Board for an interview shall result in the termination of membership. After the interview the Board will vote upon the status change and the member will be notified by mail or electronic mail of the outcome and any following proceedings. Five negative votes by the Board will terminate membership.

If the Board approves the change to active status, the Secretary will advise all members of the impending election by including the Flag member’s name in the Board of directors monthly meeting minutes and will then be voted on at the next Member Meeting. The Flag member and at least one sponsor must be present.

- A. The vote shall be by secret ballot at a specified regular meeting and five negative votes will result in a termination of membership. Applicants shall be notified of vote results by mail.

- B. An applicant not elected shall not be re-proposed for membership within a one-year period from the date of the rejection.

## **Section 2. Active Members**

Active Members comprise the governing body and voting membership of the club. They shall share all the rights, privileges and responsibilities of the club. Active members are eligible to hold elective or appointed office. They shall be entitled to a proportionate share of the assets, if any, in the event of dissolution of the club.

- A. Only voting members in good standing may vote upon active status applicants. The vote shall be by secret ballot at a regular meeting and five negative votes shall reject it and membership will be terminated. Applicants shall be notified of the results by mail.
- B. Active or Flag members can designate their spouse or significant other as a family member. The definition of a family member is that of a Flag member with no obligation for work parties, attending meetings or becoming an active member after one year.
- C. Exception – a family member, who was an active member before June 2017 will have grandfathered voting rights, can hold elective or appointed office. No other rights will be extended to the grandfathered member. The grandfathered member will pay 50% of the annual dues for this right.
- D. Active members must attend both the spring and fall work parties. They must also attend a minimum of three club functions, consisting of any combination of membership meetings, social functions (see membership newsletter or website for upcoming events) and serve on an approved committee. Any member may request a waiver from the executive board if they are unable to fulfill this requirement. I.E health reasons etc.

## **Section 3. Honorary Members**

Honorary members shall be members of privilege, exempt from all dues, assessments, and club liabilities. They are entitled to all the rights, privileges and benefits of Active members. They are entitled to vote and share in the proportionate distribution of the assets, if any, in the event of the dissolution of the club.

- A. To qualify, any nominee being considered should be an Active member who has performed meritorious deeds or other exceptional service for the club above and beyond that of their fellow members.
- B. A nomination for Honorary Membership shall be by written petition to the Board by at least ten voting members, excluding the Executive Board and the proposed member, stating the exemplary merits and unique qualifications of the proposed.
- C. A unanimous vote by the Board members present at a duly called Board meeting followed by a two-thirds majority vote at the next regular meeting is required to elect a member to honorary membership. Applicants shall be notified of vote results by mail.
- D. Honorary members shall not be subject to assessments or work parties. Members



formerly called life members shall be honorary members upon the adoption of these bylaws.

#### **Section 4. Senior Members**

Any member with twenty-five years Active membership status who reaches age sixty-five may apply for Senior Membership. Senior members:

- A. Are liable for one-third the annual dues.
- B. Must request senior membership status in writing and must be approved by the Board followed by a two-thirds majority vote at the next regular meeting. Applicants shall be notified of vote results by mail.
- C. They are entitled to all the rights, privileges, and benefits of Active members. They are entitled to vote and share of the proportionate distribution of the assets, if any, in the event of dissolution of the club.
- D. Shall not be subject to assessments or work parties. They may continue to serve on committees and be elected or appointed to office.

## **Section 5. Out-of-Port Members**

Members who require only transient use (at the discretion of the Commodore) of the club's facilities and have been an Active member for at least five years may apply for Out-of-Port status. Out-of-Port members:

- A. Are liable for one-third the annual dues and are exempt from other membership liabilities.
- B. Must request Out-of-Port status in writing and must be approved by the Board. Applicants shall be notified of vote results by mail.
- C. Are non-voting members not entitled to share in the distribution of the club's assets, if any, in the event of the dissolution of the club.
- D. Shall not have the use of the club facilities on a regular basis.
- E. Shall have seniority to return at last status achieved before Out-of-Port status, provided an opening exists. An application with an application fee must be submitted in writing and approved by the Board. Applicants shall be notified of vote results by mail.

## **Section 6. Right of Survivorship**

In the event of the death of a member in good standing, the membership status at the time of death shall be offered to the surviving spouse or domestic partner. If accepted, the spouse or domestic partner will assume all the privileges and obligations of the deceased member (excluding any office the deceased may have held). The right of survivorship is a one-time membership transfer to the surviving spouse or domestic partner only and does not extend to any other family member.

## **Section 7. Resignations and Reinstatements**

All resignations must be presented in writing and will only be accepted when the member is clear of all indebtedness to the club. Any former member, who resigned in good standing and wishes to reapply, may do so within five years without payment of the application fee. A former member applying for reinstatement must appear before the Board of Directors and Membership Committee to be voted back in. An application with the annual dues must be submitted to the Membership chairperson. A re-application within

five years will be at the membership status achieved before resignation. The time absent will be bridged. A member who resigned more than five years ago, will be considered a new applicant.

## **ARTICLE VII. DUTIES OF OFFICERS**

### **Section 1. Commodore**

The Commodore is the Chief Executive Officer and is directly responsible for the assets, liabilities and total operations of the club. The Commodore will:

- A. Preside at all regular, board and any special meetings of the club.
- B. Enforce the bylaws and regulations of the club.
  1. Levy fines or penalties on a member for any violation of the club rules, subject to final approval of the Board.
- C. Direct pertinent information to and from other officers, coordinating the operation, maintenance and the well-being of the club.
- D. Be the club's chief spokesperson in handling club matters and dealing with outside community affairs.
- E. Promote incentive and encourage involvement of each member in an area of their personal expertise so as to create an active working environment.
- F. Appoint committees as described in the article on committees, serve as member's ex-officio of all such committees and dissolve any committees that are unnecessary.
- G. Inform the membership of any day-to-day occurrences that will impact the financial, legal or general existence of the club.
- H. Review all annual budgets, long range plans and any abnormal expenditure not covered by the budgets.
  1. Discuss submitted budgets with officers and committee leaders, and give recommendation to the Finance Committee before approval at the March Board meeting.
- I. Review the audited financial statements submitted by the treasurer with the Board before the annual meeting, to compare actual income and expenses with the budgeted amounts.
- J. Submit a written report to the membership at the annual meeting, detailing all club activities that occurred during the present term of office that was the direct responsibility of the Commodore

## **Section 2. Vice Commodore**

The Vice Commodore is the assistant chief executive officer and in the absence of the Commodore, is directly responsible for controlling the assets, liabilities and total operations of the club, the Vice Commodore will:

- A. Preside at all meetings of the club in the absence of the Commodore.
- B. Assist the Commodore in enforcing the bylaws and regulations of the club.
  - 1. Adopt and enforce written rules specifically dealing with the clubhouse operation. These rules are subject to change as necessary as determined by the Vice Commodore and require Board approval.
- C. Inform the Commodore of any emergency expenditure not covered in the budget and any day-to-day occurrences in the performance of duties that will affect the well-being of the club.
- D. Manage the clubhouse facilities and grounds.
  - 1. Appoint and preside over a House Committee consisting of at least four members. The House Committee will:
    - a. Provide a detailed work program.
    - b. Keep the facility clean, laboratories stocked, and kitchen appliances in order.
  - 2. Coordinate the scheduling of the semi-annual work parties with the Rear Commodores to perform necessary maintenance at both facilities.
  - 3. Oversee the leasing of the Agawam facilities to the responsible parties, act as a rental agent, review rental collection status, make available routine maintenance to the renter, update new leases and assist with arrangements in case of emergencies.
    - a. Lease the apartment on the top floor of the clubhouse. Verify the existence of renter's insurance, appropriate security deposit, valid references and dependability of the renter.
    - b. Rent the club facilities to members in good standing for member sponsored functions, obtaining rental fee and any security deposit in advance.
- E. Prepare an annual budget for the fiscal term of office.
  - 1. The annual budget will start with expected income from dues and facility rents and project recurring expenses by category. The net budget will be compared to the actual income and expenses of the previous year.
  - 2. Submit the annual budget to the Finance committee and the Commodore before

February 1st for comments before final approval at the March Board meeting.

- F. Submit a written report to the Commodore prior to presenting it at the annual meeting, detailing all activities that occurred during the present term of office that were the direct responsibility of the Vice Commodore.

### **Section 3. Rear Commodores Agawam and Chester Basins**

The Rear Commodores are the executive officers in charge of the basin operations. It is the responsibility of these officers to directly assist the Commodore and Vice Commodore in the management of the assets, liabilities, and total operations of the club.

- A. The Rear Commodore Agawam shall act as the Commodore in the absence of the Commodore and Vice Commodore. The Rear Commodore – Chester shall be next in succession. The Rear Commodore will:
  - B. Assist the Commodore in enforcing the bylaws and regulations of the club.
    - 1. Adopt and enforce written rules specifically dealing with the basin operation. These rules and penalties are subject to change on an annual basis at the March meeting and shall be adopted only by a two-thirds majority vote.
  - C. Inform the Commodore of any emergency expenditure not covered in the budget and any day-to-day occurrences in the performance of duties that will affect the well-being of the club.
  - D. Manage the basin operations.
    - 1. Appoint and preside over a Basin Committee consisting of at least four members.
      - a. Provide a detailed work program
      - b. Assign at least one Basin Committee member to be available on weekends to assist, supervise and assume the responsibility of making decisions for the well-being of the club.
    - 2. Schedule the installation and removal of docks and moorings, and perform any necessary area maintenance at the semiannual work parties.
    - 3. Oversee the operation of the basin and be responsible for the facilities. Any unauthorized use of the ramp, docks, etc., will be the Rear Commodore's responsibility and has the authority to take appropriate action.
      - a. Assign available slips and moorings. (For Chester Basin Rear Commodore: Authorize member-sponsored use of the Chester Basin facilities.)
      - b. Review and direct proper security measures at the basin site

- E. Prepare an annual budget.
  - 1. The annual budget will start with expected income from slip and mooring rentals, etc., and project recurring expenses by category. The net budget will be compared to the actual income and expenses of the previous fiscal year.
  - 2. Submit a copy of the annual budget to the Finance Committee and the Commodore before February 1st for comments before final approval at the March Board meeting.
- F. Submit written reports to the Commodore prior to presenting them at the annual meeting, detailing all activities that occurred during the present term of office that were the direct responsibilities of the Rear Commodores.

#### **Section 4. Treasurer**

The Treasurer is the chief financial officer in charge of processing the funds for the income and expenses of the club and is bonded by the club's indemnification insurance policy. The Treasurer is exempt from annual dues and assessments. The Treasurer will:

- A. Act as the financial representative of the club in accordance with the financial policy.
  - 1. Make timely deposits from dues, assessments, rentals and any other income in the approved club's bank account.
  - 2. Maintain an account of all income and expenses.
  - 3. Shall file all required state and federal forms with appropriate fees within established deadlines.
    - a. Annual Report to be filed with the Secretary of the Commonwealth
    - b. Federal and state forms as applicable
  - 4. Prepare, record and mail payments for invoices only after the following conditions are met
    - a. Invoices, covered by budgets that have been approved by the submitting officer.
    - b. Non-budgeted invoices that have been approved by the Board.
    - c. Record all paid invoices by expense category as detailed in the annual budgets.
  - 5. Provide a current financial statement at each Board meeting. This report will be made available to any voting member in good standing by a written request.
  - 6. Report the monthly income and expense at each regular meeting.
- B. Maintain a current membership listing, (provided by the Secretary), that includes name,

address, home or work phone number, type and date of membership, financial standing. (Treasurer's responsibility) and participation status (provided by Rear Commodores).

1. Notify each member by mail or electronic mail the due date and the annual dues amount.
  2. Issue annual membership cards when dues are paid.
  3. Provide a list of any members who failed to pay dues at March board meeting.
- C. Act as custodian of all financial papers, deeds, insurance policies, leases, tax filings and any other legal documentation. All such records are to be filed in the approved safe deposit box.

### **Section 5. Secretary**

Is the chief recording officer in charge of maintaining the written activities of the club and must be a resident of the Commonwealth, unless the club shall have a duly appointed resident agent. The Secretary is exempt from annual dues and assessments. The Secretary will:

- A. Act as the recording officer at regular, board and any special meetings of the club.
  1. Record the date time, roll of officers, number of members present, and the general context of each meeting.
- B. Conduct all general correspondence with the membership.
  1. Notify all members of meetings ten days prior to the meeting date and Board members seven days prior to board meetings.
  2. List membership applicants to be voted on in the monthly meeting notice.
  3. Note any upcoming social events in the monthly meeting notice.
  4. Notify all members of any messages to be conveyed from other officers or committees.
  5. Notify all members of the nominees for annual election of officers and directors.
- C. Record the names of all applicants submitted by the Membership committee.
- D. Assist the Treasurer with any information necessary to compile an up-to-date listing of the membership.
- E. Provide the necessary books and records at all meetings. Provide an alternate for taking minutes if unable to attend a meeting.

- F. The records will be made available to any voting member in good standing by a written request.

## **Section 6. Executive Board**

The Executive Board will be the approval body of the club which approves the operations of the elected officers in conducting their duties and responsibilities. The Executive Board will:

- A. Meet monthly except during July and at any special meetings that may be requested.
  - 1. Special meetings shall be held at the request of the Commodore or petition of five Board members.
  - 2. A two-thirds majority vote shall be required to pass upon any measure brought before the Board, and must be on the agenda. A tie vote at a Board meeting shall revert to the full Board for a re-vote.
  - 3. Failure by a Director to attend three consecutive meetings or to perform assigned duties shall be declared a vacancy and they shall be ineligible to hold any elected office for the remainder of the term. The Secretary will send proper notification.
- B. Review the financial affairs of the club in accordance with the club's financial policy.
  - 1. Review and approve the club budget by the March board meeting, before submitting the club budget to be approved by two-thirds majority vote at the April meeting.
  - 2. Appoint two members to audit the account records for the current fiscal year. The auditors will confirm the Treasurer's, Vice, and Rear Commodores' financial reports and submit their report to the Board.
  - 3. Approve the financial institutions within the Commonwealth with whom the club conducts business and the Treasurer will use.
  - 4. Approve any special assessments to be levied in the case of extraordinary expenses.
- C. Review the membership status.
  - 1. Review the Membership Committee's report recommending applicants for Flag membership. Hear qualifications for applicants from sponsors. A two-thirds majority vote is necessary to include the candidate's name for election at the next regular meeting.
  - 2. Review the status and participation of new Flag members and conduct their interview on their first anniversary. Vote on status change to Active membership. Five negative votes will terminate membership. Applicants will be notified of vote results by mail.
  - 3. Vote unanimously on petitions requesting honorary status, written requests for Out-



of-port status, former members requesting reinstatement within five years of their resignation or any other reinstatement request. Applicants will be notified of vote results by mail.

4. Review the Treasurer's report of members who have failed to meet their financial or participation obligations. A two-thirds majority vote is necessary to reinstate any member in question.
  5. Review and approve the Commodore's assessments and enforcement of penalties for violation of club rules and by two-thirds majority vote, expel or suspend any member whose conduct has been detrimental or prejudicial to the club. The normal course of action will be 1<sup>st</sup> offense – A verbal warning, 2<sup>nd</sup> offense – A written warning, 3<sup>rd</sup> offense – Dismissal from the club. If violation of the club rule is so warranted, then dismissal can be the first step.
  6. Conduct a hearing on all written complaints against any member and decide on action to be taken.
    - a. Request the Secretary to mail notification to the member of any decision or action against that member. The member can file an appeal of the Board's decision with the Secretary within ten days of the Board's notice.
    - b. Call a special meeting within thirty days of an appeal. A two-thirds majority vote is necessary to either sustain or reverse the action. All balloting must be written.
    - c. If the Board fails to call a special meeting within thirty days of the receipt of an appeal, any decision previously imposed by the Board will be rescinded. The member's club rights and privileges will be restored.
- D. Review the legal status of the club.
1. Meet and act upon any legal action brought against the club or any legal action necessary to protect the club. The Board will approve the use of any outside counsel.
- E. Fill an unexpired term of Secretary, Treasurer or Director, by a majority vote of the remaining Board at a regular or special board meeting.
- F. An action taken by the Board may be reversed by a two-thirds majority vote of the membership at a meeting.
- G. Assume and/or assist with the duties of a committee that is not fully staffed.

## **ARTICLE VIII. COMMITTEES**

All budgeted committees shall remit all remaining funds to the Treasurer.

### **Section 1. Membership Committee**

The Membership Committee shall consist of two members and meet as necessary. The Commodore will appoint one voting member as chairperson. The chairperson, with the Commodore's assistance, will appoint an additional member. The Membership Committee will:

- A. Interview each applicant in person, review the application and determine whether the applicant will meet the club's purpose.
- B. Record and advise the Board of its recommendations of any applicant.
- C. Provide the Secretary with a list of the applicants for vote to be included in the monthly meeting notice.
- D. Maintain a permanent file of all applications noting actions taken on each.
- E. Inform the applicant of their club rights and privileges until voted on at a regular meeting.
  - 1. All applicants shall be notified by mail of the outcome of the vote. Application fees of any rejected applicant shall be refunded.
  - 2. Prepare and send out Welcome Packets to new Flag members.

## **Section 2. Nominating Committee**

The Nominating Committee shall consist of three voting members in good standing, not to include any incumbent elected officers or directors. The Commodore will appoint one member as chairperson. The chairperson, with the Commodore's assistance, will appoint two additional members. The Nominating Committee will:

- A. Recommend nominees at the October meeting for the various officers, directors and elected committee member positions to be voted in the November election.
  - 1. A complete list of nominees, including any nominations from the floor, shall be posted on the club bulletin board for at least ten days prior to the November meeting.
  - 2. The complete list of all nominees shall be given to the Secretary for listing in the monthly meeting notice for November.
- B. Propose a candidate for Commodore, Vice Commodore or Rear Commodores if a vacancy occurs prior to the annual elections.
  - 1. The nominee(s) shall be given to the Secretary for listing in the monthly meeting notice.
  - 2. The Board shall handle the filling of any vacancy in the office of Secretary, Treasurer or Director.

## **Section 3. Finance Committee**

The Finance Committee shall consist of three members in good standing, elected for a three-year

term with a staggered election of one member at each November election meeting. Physical handling of cash and day-to-day financial matters are the duty of the Treasurer and not the function of this committee. The Finance Committee will:

- A. Meet at least twice a year.
  - 1. At year-end to audit the annual expenses.
  - 2. Review proposed budgets after the January annual meeting and before the first of March and submit their recommendations to the Commodore before budget approvals.
  - 3. They will consider and recommend to the membership through the Board of Directors any change in the annual dues, fees and assessments of the Club.
- B. Act as the financial advisors of the club, audit the fiscal financial statements, recommend to the membership through the Board of Directors any change in the annual dues, fees and assessments of the club, and arrange the financial strategy of the club.

#### **Section 4. Planning Committee**

The Planning Committee shall consist of the most recent Past Commodore and three members in good standing. The Club House, Agawam Basin, and Chester Basin shall have one member elected to represent that entity. Each member will be elected for a three-year term with a staggered election of one member at each November election. The Planning Committee will:

- A. Identify the long-term goals of the club and investigate the feasibility of those goals. The long-term goals may be submitted to the committee from the membership.
- B. Meet at least twice each year. They will submit a summary report to the Board, and present it to the membership at the annual meeting. Planning Committee meetings shall be published in the monthly notice and will be open to all members.
- C. Ensure that anyone working on club property that is being paid has proper Liability insurance, and Workman's Compensation as per State requirements.

#### **Section 5. Bylaws Committee**

The Bylaws Committee shall consist of three members and shall meet as necessary to review the bylaws and recommended changes. The Commodore will appoint one voting member as chairperson who will also serve as Parliamentarian. The chairperson, with the assistance of the Commodore, will appoint additional members. The bylaws committee will:

- A. Update the bylaws for clarity and phrasing. The general intent and purpose of the club shall not be changed without approval from the Secretary of the Commonwealth by submission of an Article of Amendment.
- B. Submit updates to the Board for recommendation, before being submitted to the voting membership at the June meeting.

## **Section 6. Entertainment and Education Committee**

The Entertainment Committee will:

- A. Plan and organize entertainment and educational programs.
- B. Plan and organize the club's social events for the year.
  - 1. Included are the Commodore's Ball, 4th of July Picnic, Fall Social, Christmas Gathering, etc.
- C. Maintain a record of income and expenses for each event.

## **Section 7. Social Media Committee**

The Social Media Committee shall consist of three members and meet as necessary. The Commodore will appoint one voting member as a chairperson. The chairperson with the Commodore's assistance, will appoint two additional members. The Social Media Committee will:

- A. Promote and monitor social media accounts such as Facebook, Instagram and Twitter with all SYCC club activities and information.

## **Section 8. Non-Funded Committees**

Committees or groups that are not directly funded by the Club and are, therefore, self-supporting with operating expenses less than \$1,000 annually, need not submit an annual budget. They should, however, submit a financial report at the annual meeting.

## **Section 9. Quartermaster**

The Quartermaster is a voting member in good standing appointed annually by the Commodore and is responsible for disseminating club products to members.

# **ARTICLE IX. CLUB MEETINGS**

## **Section 1. Regular Meetings**

Regular meetings shall be held on the first Thursday of each month, except in January, when it shall be held on the second Thursday immediately following the annual meeting. Regular meetings will not be scheduled during July and August. In the event a regular or board meeting is canceled, the agenda for the canceled meeting shall be in effect at the next regular or board meeting.

## **Section 2. Annual Meeting**

The Annual Meeting shall be held on the second Thursday in January. Once the Annual meeting is adjourned, the newly elected officers will assume their duties.

### **Section 3. Special Meetings**

A Special Meeting may be called at any time by the Commodore, or by written request of five voting members. The request shall explain the reason for the meeting and be published by the Secretary. Other business shall not be transacted at any special meeting.

### **Section 4. Board Meetings**

The Board shall meet on the third Tuesday of each month, excluding July, unless otherwise voted and due notice is included in the monthly meeting notice. A special meeting of the Board shall be called prior to the March board meeting to consider budget requests and the recommendations from the Finance Committee. The Board will review the club budget and determine the financial plans for the current fiscal year. The approved budget reports will be presented for membership voting at the regular April meeting.

### **Section 5. Notice of Meetings**

Notice of every regular, annual or special meeting shall be mailed or electronically mailed to each member seven days prior to the date of such meeting. Notice of a special meeting shall clearly state the reason for the meeting.

## **Section 6. Order of Business**

The order of business shall be as follows:

1. Call to order by presiding Officer
2. Roll call of Officers and Board members
3. Self-introductions of all other members present
4. Minutes of the previous meeting
5. Report of Secretary
6. Report of Treasurer
7. Report of Vice Commodore
8. Report of Rear Commodore Agawam Basin
9. Report of Rear Commodore Chester Basin
10. Report of Committees
11. Report of Board Meeting
12. Elections
13. Unfinished business
14. New business
15. Adjournment

Robert's Rules shall be the authority to decide all questions of order.

## **Section 7. Voting and Quorums**

Only members with voting rights and in good standing are entitled to vote. No proxy or absentee votes are allowed at any meetings. Twenty voting members including the presiding officer shall constitute a quorum. All voting, unless otherwise stated, shall require a two-thirds majority of the quorum to pass on any issue. The Secretary will provide ballots only to voting members in good standing. A Board quorum will consist of six members, a minimum of two officers and two directors must comprise the combination of the quorum.

## **ARTICLE X. DUES, FEES AND ASSESSMENTS**

### **Section 1. Annual Dues**

Annual membership dues are \$434.00 effective 2023.

Annual membership dues shall be used to fund the SYCC House budget.

The Finance Committee shall recommend any increase in the annual dues, fees and assessments to the membership through the Board of Directors. The annual dues shall not be increased more than 10% in any year. Any membership dues increases must be approved by a two-thirds majority vote at the June meeting. Dues are payable to the Springfield Yacht and Canoe Club at 1210 River Road, Agawam, MA 01001 to the attention of the treasurer. An invoice will be mailed or electronically mailed to each member prior to the due date. The annual dues shall be paid no later than the February member meeting or the membership will be terminated. The Board will retain the option to review and reinstate a member providing that the reinstatement application, application fee, and annual dues are presented in person at the February board meeting.

### **Section 2. Application Fees**

An application fee of \$25.00 is required for application for membership. Any application for reinstatement of membership is a \$100.00 fee.

### **Section 3. Initiation Fee**

A non-returnable initiation fee of \$200.00 shall be required of all newly elected members. This fee shall be transferred to the Permanent Fund. No initiation fee shall be required of a member's spouse who applies for membership.

### **Section 4. Work Party Assessments**

All Active and Flag members must attend the designated spring and fall work parties in either Agawam or Chester. If a member is unable to attend, a legitimate explanation must be conveyed to the appropriate Rear Commodore or Vice Commodore prior to the work party and the member shall accept an alternate work assignment. The alternate work assignment must be completed within 30 days of the missed work party. If the work party requirements are not met, membership will be terminated. The board will retain the option to review provided the reinstatement application, application fee, and work party assessment equal to one half the annual dues are presented at the board meeting immediately following termination. Full members may purchase a waiver for a work party for \$100.00. This option is limited to 20 members on a first come basis. Request must be emailed to the commodore or vice commodore prior to the day of the work party

## **Section 5. Other Assessments**

The Board may assess all Active and Flag members, for extraordinary (more than the club's liquid assets) expenses, or any other emergencies for not more than two-thirds of the annual dues. Assessments for other expenditures must be approved by a two-thirds majority vote. Only one assessment can be levied in any fiscal year.

## **ARTICLE XI. PERMANENT FUND**

### **Section 1. Payments**

The initiation fees received from each applicant for membership shall be set aside for the purpose of establishing and maintaining a fund, to be called the Permanent Fund.

### **Section 2. Management**

The immediate management of said Fund shall be vested in three trustees, who may appoint one or more outside Investment Managers to provide discretionary investment management of all or part of the Fund's property. They may delegate investment authority to such Managers with respect to the Fund Property committed to such Manager's discretion. The Trustees; may compensate any such Investment Manager for its services. An investment advisory agreement or similar document shall evidence any such delegation. If the Trustees choose to invest these funds, independently, into any unsecured, uninsured or non-warranted stocks, mutual funds or other instruments, they must seek approval of the membership prior to making those investments. The trustees are to be elected by a two-thirds majority vote on the adoption of this amendment. At the first election, the first Trustee chosen shall serve for three years, the second for two years, and the third for one year, and thereafter one Trustee shall be elected at the November meeting, to serve for three years. The Trustees shall submit a written report on the condition of the Fund at the Annual Meeting.

### **Section 3. Use**

Interest from this Fund shall be used only for the maintenance and improvement of the Club's property or the purchase of new property. No part of said Fund, either principal or interest shall be expended for refreshments or defraying the expenses of any presentation or social gathering. A sum not to exceed one-half the interest income of said Fund for the preceding year shall be available in any year for improvements to the Club at the request of the Commodores. The Trustees warrant for such disbursement being an order duly signed by the Commodore, Vice Commodore and both Rear Commodores, nor shall any other disbursement of said Fund or income therefrom be made for any purpose whatever unless authorized by two-thirds majority vote, provided that notice of such action has been presented in writing at the previous meeting and notice of said action has been published in the monthly meeting notice. The Secretary's certificate of such vote, countersigned by the Commodore, shall be the Trustee's Warrant for making such other disbursement.



## **ARTICLE XII. GENERAL RULES**

### **Section 1. Basin and Clubhouse Rules**

The clubhouse rules will be established and enforced by the Vice Commodore. The accepted basin rules will be established and enforced by the Rear Commodores as described in the Agawam or Chester basin rules and clearly posted at the Agawam or Chester facility. The designated person, in charge of the Agawam or Chester basin, has the responsibility to enforce the rules, and if necessary extricate any offender.

### **Section 2. Club Liability**

The club is not responsible for any loss of property by either members or their guests.

### **Section 3. Club Courtesy**

All visiting members of organized yacht and canoe clubs shall be extended the courtesy of the club.

### **Section 4. Club Seniority**

Club seniority (length of time as a member in good standing with the club) shall be the only form of seniority recognized within the club.

## **ARTICLE XIII. DISTINGUISHING FLAGS & SIGNALS**

Yacht burgee shall be a pointed pennant. The device to be a white cross on a blue field (cross bars to be one-eighth of the base in width, and extend to the outer edges of the Flag, intersecting one-third the length of the signal from its base) with a white disc (the diameter to be one-half the base) at the intersection of the cross, with a five-pointed red star, with the single point up, extending to the edge of the disc.

1. The night signal shall be a Coston light showing red, white and red in succession.
2. The Canoe burgee shall be a pointed pennant in width two-thirds of length: design dark navy blue with circle of white, with a five-pointed star of red, with the single point up, in center of white circle. The totem shall be the Caduceus.
3. The Commodore's pennant shall be rectangular; the height two-thirds of the length, with twelve white stars circling one white anchor on a blue field.
4. The Vice Commodore's pennant shall be rectangular, the height two-thirds of the length, with twelve white stars circling one white anchor on a red field.
5. The Rear Commodore's pennant shall be rectangular; the height two-thirds of the length, with twelve red stars circling one red anchor on a white field.

6. The Treasurer's pennant shall be rectangular, the height two-thirds of the length, with an acorn on a blue field.
7. The Secretary's pennant shall be rectangular, the height two-thirds of the length, with crossed quill pens on a blue field.
8. The Past Commodore's pennant shall be rectangular, the height two-thirds of the length, with three white stars in a vertical line of left side of Flag and white anchor on blue field.

#### **ARTICLE XIV. AMENDMENTS OR ALTERATIONS**

The Bylaws may be amended by a two-thirds majority vote at the June meeting provided the proposal is submitted in writing 30 days prior to the meeting, with a copy to the Bylaws Committee for recommendations. The Secretary shall then notify all voting members of the impending action by hand delivering or sending by first-class mail, or E-Mail a copy of the proposed amendment at least seven days before the meeting at which the action is to be taken. If necessary, the appropriate form for filling articles of amendment (Massachusetts General Laws, Chapter 180, s.7,) will also be filed and approved by the Secretary of the Commonwealth.

All bylaws heretofore made by this club are hereby repealed.

END