

Constitution & Bylaws

South Shore Yacht Club Auxiliary

Revised and Approved – November 2, 2004

Reprinted -

Article I

Name

This organization shall be known as South Shore Yacht Club Auxiliary.

Article II

Object

To assist the South Shore Yacht Club when requested and available, and to promote sociability.

Article III

Membership

Section 1. Membership Eligibility and Admission Procedure. Membership in this Auxiliary is open to spouses of Active, Associate and Life members in good standing. Active, Associate and Life members in good standing of South Shore Yacht Club may also join this Auxiliary. The eligibility of each candidate for membership in the Auxiliary shall be certified by the Membership Committee chairperson of South Shore Yacht Club prior to acceptance. A candidate shall become a member immediately upon approval of the candidate's application and the payment of required fees and dues.

Section 2. Dues and Initiation Fee. The annual dues of this Auxiliary and/or any dues or initiation fee increases shall be recommended to the membership by the Auxiliary Board of Directors. Notice of a proposed dues/initiation fee increase shall be sent to the membership two (2) weeks prior to the vote. A two-thirds (2/3) vote of the members present and voting at any regular meeting shall be required to change the dues and/or initiation fee.

The annual dues shall be net of any taxes, surcharges or fees and shall not be prorated during the year. Dues are payable January 1st, or upon application for membership by a new member.

An initiation fee shall be paid upon application for membership.

Section 3. Privileges. Auxiliary membership entitles the auxiliary member to participate in all auxiliary functions. The use of club facilities and participation in SSYC functions is a benefit of SSYC membership and spousal privileges.

If the auxiliary member severs ties with the SSYC member and does not join SSYC, privileges shall be limited to auxiliary functions. In the case of death of the auxiliary member's spouse, Article III. Membership, Section 8. Surviving Life Member and/or Section 18. Survivorship Privileges, of the SSYC bylaws shall apply.

Section 4. Resignation from Membership. Any member desiring to resign must be in good standing and present resignation in writing, to be filed with the financial secretary. Any former member wishing to rejoin the Auxiliary must meet the requirements of Article III, Section I of the Constitution and Bylaws.

Section 5. Suspension and Termination. Any member who fails to pay Auxiliary dues within thirty (30) days after the same becomes due shall be notified of delinquency and have a period of fifteen (15) days to pay dues. If dues are not paid by the end of this period, membership will automatically be terminated and membership privileges revoked.

Members terminated for nonpayment of dues must meet the requirements of Article III, Section I of the Constitution and Bylaws and pay one year's back dues plus current dues before being reinstated.

Section 6. Life Membership. A member in good standing for a total of thirty (30) years is eligible for Life Membership. A Life Member has full voting power and all other privileges under the Constitution and Bylaws of the Auxiliary.

Article IV Officers

Section 1. Officers. The officers of this Auxiliary shall consist of President, Vice President, Corresponding Secretary, Financial Secretary, Recording Secretary, Treasurer, Auditor and six (6) Directors.

Section 2. Nominating Procedure, Time of Elections. It is the duty of the Nominating Committee chairperson to call a meeting of the committee no later than thirty days prior to the November meeting, at which time it will nominate one candidate for each office, and two directors. In the year the President's term is completed, the President becomes a director and only one director is nominated. A list of the candidates shall be presented in writing to the Corresponding Secretary and mailed to each member ten days prior to the November meeting. Election shall be by ballot when there are nominations from the floor.

Section 3. Election, Term of Office. The officers and directors shall be elected and installed at the November meeting and shall commence their duties at the beginning of the new year.

The officers' term of office shall be one year or until their successors are elected. Directors are elected for a term of three (3) years or until their successors are elected.

Article V Duties of Officers

Section 1. President. The President shall be executive head of the Auxiliary and execute the instructions of the Board of Directors, see that the Constitution and Bylaws and governing rules and regulations are enforced, and perform all duties pertaining to said office. The President shall preside at all meetings of the Auxiliary and of the Board of Directors, and shall have a vote at the Board of Directors' meetings in case of ties, and at the meeting at large on any written ballot.

The President shall serve as an ex-officio member on all committees except the Nominating Committee; shall appoint the Historian, Parliamentarian and chairpersons of the following committees: Entertainment, House, Life Membership, Sunshine, Hostess, Ways and Means, and Nominating. The respective duties of said committees' chairpersons shall be as set forth in this Constitution and Bylaws. The President shall appoint chairpersons of any committees necessary to carry on the work of the Auxiliary, and appoint any chairperson to fill an unexpired term, should a vacancy occur.

Section 2. Vice President. The Vice President shall assist the President in the discharge of the above duties and act as President in the President's absence, and shall preside and assume all responsibilities of that office. The Vice President shall be in charge of attendance records, door prizes and collect special fees as needed at special events. The Vice President shall act as Membership chairperson, distribute membership applications, welcome new members and provide them with copies of the membership directory and Constitution and Bylaws. The Vice President shall distribute to the membership the annual Auxiliary Directory and the Constitution and Bylaws as needed.

Section 3. Recording Secretary. The Recording Secretary shall keep an accurate and complete record of the proceedings of all meetings of the Auxiliary and of the Board of Directors, noting the number of members present at each general meeting and the names of the officers and directors present at each board meeting.

Section 4. Corresponding Secretary. The Corresponding Secretary shall issue notices at least three (3) times a year of all meetings. The Corresponding Secretary shall send written notice two (2) weeks before the November meeting to all members of the Auxiliary, announcing the slate of candidates chosen for officers and directors, and notifying members that dues are payable on January 1.

Section 5. Financial Secretary. The Financial Secretary shall collect all dues and shall remit to the treasurer. The Financial Secretary shall process all membership applications and notify the Vice President of new members to be welcomed into the Auxiliary. The Financial Secretary shall keep a financial record of all members of the Auxiliary and notify delinquent members by mail by January 31st. After payment of dues, the financial secretary shall distribute membership and Life membership cards. The Financial Secretary shall notify the Board of Directors of all members suspended for nonpayment of dues.

The Financial Secretary shall submit, at the first meeting of the new year, a report which will include the following: number of members, new members, members who resign, number of members dropped for nonpayment of dues, number of life members, and amount of dues collected.

Section 6. Treasurer. The Treasurer shall receive all monies and furnish receipts thereof; shall pay from such income all bills, and shall deposit all funds belonging to the Auxiliary in a financial institution. The Treasurer shall make a report at each regular meeting, and at any other time when called upon to do so by the President, and shall submit a written report at the end of the year. The Treasurer shall purchase the Past President's pin or a gift of equal value.

Section 7. Auditor. The Auditor shall audit the books of the Treasurer at the end of the fiscal year and submit a report at the next meeting of the Auxiliary.

Article VI Meetings

Section 1. Regular Meetings. The regular meetings of this Auxiliary shall be held on the first Tuesday of each month except January and July.

Section 2. November Meeting. The November meeting shall be held for the purpose of election and installation of officers and directors.

Section 3. Quorum. Twenty members shall constitute a quorum at any meeting of this Auxiliary.

Section 4. Authorization for Expenditures. A written ballot will be cast by the membership for any monies spent of \$1,000 or more for a single expenditure. A show of hands will be taken for expenditures under \$1,000.

Article VII Board of Directors

Section 1. Board Composition. The Board of Directors shall be made up of the Executive Officers, six elected Directors, and the Committee Chairpersons, all of whom are to be members in good standing.

Section 2. Board's Duties and Powers. Between general membership meetings, the government and management of this Auxiliary shall be entrusted to the Board of Directors. The President of the Auxiliary shall be chairperson of the Board of Directors and the Recording Secretary of the Auxiliary shall act as secretary of the Board of Directors.

The duty of the Board of Directors shall be to pass on and approve such matters pertinent to the Auxiliary's welfare, to enforce such actions as will maintain high standards of behavior, and to adhere to the guidelines set forth by the South Shore Yacht Club.

A majority vote of the members of the Board of Directors at a regularly convened meeting of the Board shall be necessary to make a recommendation to the Auxiliary. Proceedings and/or recommendations of said Board of Directors shall be presented to the membership at large.

If needed the Board of Directors shall have the ability to authorize payment of expenses to an amount not exceeding one thousand (\$1000.00) dollars.

The Board of Directors shall first obtain the consent of the Auxiliary before engaging in any enterprise requiring a larger amount. Any committee chairperson or officer requiring money in the discharge of duty must first obtain approval from the Board of Directors or Auxiliary.

Before purchasing any gift, alteration or addition to South Shore Yacht Club, the approval of the Yacht Club Board of Directors must be obtained.

The Board of Directors may create additional or special committees at any time for special purposes of definite periods, with power to abolish the same.

The Board of Directors of the Auxiliary shall have one member, either the President or someone appointed by the President, to act as a liaison to the SSYC Board of Directors.

Section 3. Board Meetings. The President shall call board meetings a minimum of two(2) times a year.

Section 4. Quorum. Seven members of the Board of Directors shall constitute a quorum.

Section 5. Vacancies. Vacancies in the membership of the Board of Directors shall be filled by the President with a majority vote of the remaining members of the Board, until the vacancy can be filled at the next regular election.

Section 6. Termination from Board of Directors. If any director shall be absent from two meetings of the Board of Directors without an excuse acceptable to the Board, that director shall forfeit the position of Director. A majority vote by the Board of Directors shall remove such director from office.

Section 7. Grievances, Complaints. Individual members shall have the right to appear before the Board of Directors at any time to state any grievances or urge special action upon any matter pertaining to the welfare of the Auxiliary.

Any complaint registered against a member of the Auxiliary by the SSYC Board of Directors shall be reviewed by the Auxiliary Board of Directors. Each complaint will be issued in writing to the concerned person with a request to appear before the Auxiliary Board.

Article VIII Committees

Section 1. Appointment of Committees. Immediately upon assuming office, the president shall appoint the chairpersons for all functioning committees as stated in Article V, Section 1; shall also appoint such other committee chairpersons as are deemed necessary, supplying each with a list of duties and rules governing the committees.

Section 2. Committee Reports. At each general meeting the chairperson of each committee shall report the activities of that committee as needed.

Written annual reports of all committee Chairpersons, Treasurer, Financial Secretary, and Auditor shall be given to the President by the February meeting.

Section 3. Entertainment. It shall be the duty of the Entertainment Chairperson to arrange entertainment during the year. The chairperson shall be given a budget at the beginning of the year to facilitate the selection of programs and provide for necessary fees.

Section 4. House. It shall be the duty of the House chairperson to carry out, to the extent practicable, suggestions and requests of the SSYC Board of Directors and the Auxiliary for the care and improvement of the club.

Section 5. Nominating. The Nominating Committee shall consist of the Chairperson, the immediate Past President, as advisor and two (2) members appointed by the Chairperson. The Nominating Chairperson will chair the election.

Section 6. Life Membership. It shall be the duty of the Life Membership Chairperson to have a complete list of all active members available at all times for information on Life Membership status. The Life Membership Chair shall coordinate with the Entertainment Chairperson and the Vice President for the Life Members and Past President's Dinner.

Section 7. Sunshine. When notified it shall be the duty of the Sunshine Chairperson to send cards to members for extended illness. A sympathy card and a donation to a charity or a floral arrangement is sent at the time of death of a member or member's spouse.

Section 8. Hostess. It shall be the duty of the Hostess Chairperson to arrange for at least three (3) members to prepare refreshments to be served after each meeting except the May, October and December meetings. The Hostess Chairperson shall coordinate with the club for Shipmates Night. The Hostess chairperson shall circulate a sign-up sheet at the meeting prior to the May, October and December meetings.

Section 9. Ways and Means. It shall be the duty of the Ways and Means committee to raise funds for the Auxiliary

Section 10. Historian. It shall be the duty of the Historian to collect all old and up-to-date records, posters, photos, news clippings and any materials pertaining to the Auxiliary. All these items shall be kept in a book, album or facility to be preserved.

Section 11. Parliamentarian. It shall be the duty of the Parliamentarian to interpret at the request of the President or presiding officer the Constitution and Bylaws of the Auxiliary or the rules of order governing the conduct of business of the Auxiliary as prescribed in the current edition of *Robert's Rules of Order, Newly Revised*.

Article IX Parliamentary Authority

Section 1. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Auxiliary in all points not covered by this Constitution and Bylaws.

Article X Amendments

Section 1. The Constitution and Bylaws may be amended by a two-thirds (2/3) vote of the members present at any regular meeting of the Auxiliary, provided that the proposed amendment shall have been presented at the previous meeting and notice of proposal to amend sent to all members. A copy of the amended Constitution and Bylaws is to be sent to the SSYC Board of Directors.

Article XI Fiscal Year

Section 1. The fiscal year shall be from January first through December thirty-first, inclusive.

Article XII Order of Business

1. Reading and approval of minutes of previous meeting
2. Reading of pertinent correspondence
3. Report of Treasurer
4. Report of the Committees
5. Old Business
6. New Business
7. For the Good of the Auxiliary
8. Adjournment