

LAKE HAVASU YACHT CLUB
Constitution and Bylaws
Approved Revision by the General Membership April 2011

ARTICLE I Name

Section 1 The name of this non-profit corporation is the "Lake Havasu Yacht Club" and shall be referred to hereinafter as the "Club".

Section 2 The Home Port of the Club shall be Lake Havasu City, Mohave County, Arizona.

ARTICLE II Objectives

Section 1 Promote water safety in accordance with the established laws pertaining to water.

Section 2 Provide instruction in boating skills for both power and sail.

Section 3 Further the sport of boating through the promotion and management of both power and sail regattas.

Section 4 Support and sponsor youth activities.

ARTICLE III Membership

Section 1 Membership shall be accepted into the Club in the following manner:

- A. Candidate(s) shall submit an application signed by two members.
- B. The application and the appropriate fees (Family or Individual) shall be submitted to the Membership Committee; said committee to forward to the Board for approval.
- C. Candidate(s) shall not be approved if there are two (2) or more nay votes from the Board.

Section 2 Membership categories

- A. Individual
- B. Family membership includes two people with or without dependent children who reside in the same dwelling.
- C. Associate Membership
 - (1) To be an associate member, the members' permanent residence must be outside the state of Arizona and the member must not reside in the state of Arizona longer than 120 consecutive days.
 - (2) Associate members must meet the membership requirement as stated in Article III, Section 1 of these By-Laws.
 - (3) The associate membership card shall carry an (A) designation.
 - (4) No associate member (A) shall have voting rights, hold an office nor Article XII dissolution privileges.
- D. Annual Honorary Membership
 - (1) Individual who has performed in an exemplary and extraordinary manner to the greater benefit of the Club, or is a private citizen whose honorary membership is of benefit to the Club, as determined by the Board.
 - (2) All Honorary members shall be exempt from dues for a period of one year. Said members to be chosen by the Board at the December Board meeting.
 - (3) An Honorary member that is not otherwise an Individual or Family Member, shall have no voting rights nor ARTICLE XII: Dissolution privileges shall be provided.
- E. Life membership issued prior to the 2006 bylaw revision will grandfathered in, and no subsequent bylaw revision and/or amendment shall revoke this category.

Section 3 Duties

- A. Payment of dues and/or assessments in a timely manner.
- B. Abide by the rules and regulations of the Club.

Section 4 Revocation

- A. Following shall be considered cause:
 - (1) Delinquency of dues, fees and assessments.
 - (2) Willful violation of Club bylaws, House rules and regulations.
 - (3) Conduct unbecoming, or injurious to the Club.
- B. The Board, upon notification of cause for revocation of membership of a member, shall begin an immediate investigation to determine the validity of the notice.
 - (1) Only a member shall be authorized to request revocation of membership of an individual.

- (2) The Board shall afford the accused the opportunity to appear and testify.
- (3) Both the accused and the accuser may be allowed to present witnesses.
- C. Nine (9) members of the Board must vote in favor of revocation or the action shall not be enacted.
- D. The Board shall call a special meeting of the voting membership for the sole purpose of revocation should revocation be the recommendation of the Board.
- E. A two-thirds (2/3) vote of the membership in attendance at the special meeting shall be required to enforce a revocation of membership without a dues refund.

Section 5 Reinstatement

Past member(s) shall petition, in writing, to the Board. The Board shall establish the reinstatement requirements based on the content of the petition. A two-thirds (2/3) vote of the membership in attendance at the next General Meeting shall be required for ratification. No individual whose previous membership has been revoked under Article III, Section 4, paragraph A. (1) and (2) shall be considered for reinstatement.

ARTICLE IV Dues and Fees

Section 1 Dues shall be a sum of money paid to the Club on an annual basis; due January 1, delinquent March 1.

Section 2 The amount of dues for each membership category shall be recommended by the Board and submitted to the membership. A majority vote of the membership in attendance at a General Membership Meeting shall be required.

Section 3 Pro-rated dues for new memberships shall be based on the initial month the Club accepts membership.

Section 4 An initiation fee shall be imposed and shall accompany the membership petition. Said fee shall be established by the Board.

Section 5 The Commodore and Treasurer shall be exempt from payment of dues during his/her term of office.

Section 6 A Special Assessment Fee per Member may be initiated by the Board. A two-thirds (2/3) vote of the membership in attendance at the next General Membership Meeting shall be required for approval.

ARTICLE V Officers and Duties

Section 1 The elected officers of the Club shall be the seven (7) Flag Officers and the five (5) Trustees.

- A. Commodore
- B. Vice Commodore
- C. Rear Commodore
- D. Fleet Captain Power
- E. Fleet Captain Sail
- F. Secretary
- G. Treasurer
- H. Five (5) Trustees

Section 2 Duties

- A. Commodore shall
 - (1) Preside at all meetings of the membership and Board.
 - (2) Convene Special Meetings of the Board.
 - (3) Appoint all standing committee chairs with the approval of the Board. Board approval shall be required for any changes.
 - (4) Appoint a Parliamentarian.
 - (5) Appoint a liquor license agent with approval of the Board.
- B. Vice Commodore shall
 - (1) Perform duties of the Commodore in his/her absence or inability to serve.
 - (2) Serve on the House Committee.
 - (3) Perform such other duties as may be assigned by the Commodore or the Board.
- C. Rear Commodore shall
 - (1) Serve on Social Activities Committee.
 - (2) Perform duties of the Vice Commodore in his/her absence.
 - (3) Perform such other duties as may be assigned by the Commodore or the Board.
- D. Fleet Captain Power shall

- (1) Plan and manage power boating events and regattas.
- (2) Perform such other duties as may be assigned by the Commodore or the Board.

E. Fleet Captain Sail shall

- (1) Plan and manage sail boating events and regattas.
- (2) Perform such other duties as may be assigned by the Commodore or the Board.

F. Secretary shall

- (1) Keep accurate minutes of all meetings of the Club.
- (2) Be custodian of all records pertaining to the Club with the exception of monetary records.
- (3) Issue membership cards to be signed by the Commodore.
- (4) Issue dues statements and delinquent dues notices with the coordination of the Treasurer.
- (5) Disburse and keep records of all facility keys.
- (6) Perform such other duties as may be assigned by the Commodore or the Board.

G. Treasurer shall

- (1) Be custodian of all monetary records.
- (2) Collect all funds and deposit in an institution approved by the Board.
- (3) Remit payment of all bills incurred by the Club.
- (4) Submit a written report of all transactions and balances at each meeting of the Board and General membership.
- (5) Prepare and issue monthly tax reports and issue all required County, State and Federal tax filings.
- (6) Perform such other duties as may be assigned by the Commodore or the Board.

H. Trustees

- (1) There shall be five (5) Trustees, each elected for a two-year term.
 - i. Three (3) Trustees shall be elected in odd years.
 - ii. Two (2) Trustees shall be elected in even years.
- (2) One (1) Trustee shall be in charge of Officer of the Deck.
- (3) One (1) Trustee shall serve as Chair of the Membership Committee.
- (4) Perform such other duties as may be assigned by the Commodore or the Board.

I. The seven (7) Flag Officers shall serve a one-year term.

Section 3 Vacancies

- A. The commodore shall submit the name of a willing candidate to the Board.
- B. A majority vote of the Board shall be required.
- C. If the office of Commodore becomes vacant, the Vice Commodore will automatically become the Commodore.
- D. Officers and Trustees may be removed from office by a two thirds (2/3) vote of the members attending a Special Meeting called for that specific purpose.
- E. The meeting shall be called as per ARTICLE VII, Section 2.

Section 4 Nominations

- A. A Nomination Committee, composed of five (5) members, is to be elected at the General Membership Meeting in September. Nominations will be allowed from the floor. No elected officer may serve on the Nomination Committee.
 - (1) The committee shall elect a chairman to preside at all meetings of the committee and report to the Board and the membership.
 - (2) Have "Application for Office" forms available to any member wishing to become a candidate for office.
 - (3) Solicit candidate(s) for any office still open up to the General Membership Meeting for elections.
- B. Candidates
 - (1) Must request a "Application for Office" from a member of the Nomination Committee.
 - (2) Return the Application for Office up to and during the general meeting for elections.
- C. Voting
 - (1) Secret ballot will be required if more than one candidate seeks election to a specific office.
 - (2) A candidate receiving a simple majority shall be considered elected.

- (3) Nominations shall be allowed from the floor. Candidate(s) nominated from the floor must be present or completed an application in order to be elected.
- (4) In the event of a tie, a second vote shall be conducted. If a tie still exists, the election shall be determined by a coin toss.

ARTICLE VI The Board

Section 1 The Board shall consist of the seven (7) Flag Officers and the five (5) Trustees. The immediate past Commodore shall serve in an ex-officio capacity.

Section 2 Duties

- A. Be the governing body between meetings of the General Membership.
- B. Direct disbursement of funds. An item exceeding two thousand dollars (\$2000.00) requires General Membership authorization.
- C. Designate the location of any and all meetings of the Club.
- D. Appoint and supervise the Club manager, if applicable.
- E. Maintain an emergency reserve fund of no less than ten thousand dollars (\$10,000.00) to be used for operational purposes only.
- F. Recommend changes in Club dues to the members for their vote.
- G. Serve in position until officially relieved of duty at Change of Watch.
- H. Shall seek professional advice/service when specific need(s) occur.

ARTICLE VII Meetings:

Section 1 General Membership Meetings

- A. Meeting days shall be established by the membership upon recommendation from the Board.
- B. A quorum shall consist of the members in attendance.
- C. Election of officers shall take place at the November meeting.
- D. Change of Watch shall take place at the December meeting.

Section 2 Special Meetings of the General Membership

- A. May be called by the Commodore or the Board.
- B. May be called by petition of no less than 20% of the voting membership.
- C. Must be for a specific purpose(s) clearly defined in the petition. No other items may be discussed at the meeting.
- D. The petition must be issued to all voting members no less than ten (10) days prior to the meeting date.
- E. A quorum shall consist of the members in attendance unless these bylaws specify differently.

Section 3 Meetings of the Board

- A. Meet prior to General Membership Meetings if necessary.
- B. A quorum shall consist of seven members in attendance unless the bylaws specify differently.

Section 4 Executive Meetings of the Board

- A. May be called by the Commodore.
- B. May be called by no less than three (3) members of the Board.
- C. Must be convened for a specific purpose which is urgent and clearly defined. No other items may be discussed at the meeting.
- D. Quorum shall consist of no less than five (5) members in attendance. One member must be one of the three Commodores.

ARTICLE VIII Committees

Section 1 Composition

- A. Only members shall serve as members of a committee.
- B. The Commodore shall be an ex-officio member of all committees, except the Nomination Committee, and shall be notified of each committee meeting.
- C. Each Standing Committee shall submit a final report at the end of the year.
- D. At completion of the term, each committee chairman shall deliver to his/her successor, all materials pertaining to the work of the committee.

Section 2 Standing Committees

A. Audit

- (1) Three (3) members shall comprise the committee.
- (2) A report of the committee shall be submitted to the Board no later than April 1.

B. Budget

- (1) Prepares Budget of Club finances by April 1st. A report of the committee shall be submitted to the Board no later than April 1st.

C. Bylaws

- (1) Three (3) or more members shall comprise the committee, one of whom shall be a Staff Commodore.
- (2) A bylaw review shall be made in even numbered years.

D. Social Activities

- (1) Develop Civic Activities and events for the Club.
- (2) Develop Social Activities and events for the Club.
- (3) Assure that appropriate committees are identified for each activity/event and monitor the status of same.
- (4) Publish the Club newsletter each calendar month for delivery by e-mail or US mail.

E. House

- (1) No less than five (5) members shall comprise the committee.
- (2) Manage the Club Bar.
- (3) Manage the Club kitchen.
- (4) Manage Club maintenance and use.
- (5) Submit Club rules and regulations for Board approval.

F. Lighthouse Memorial Fund

- (1) Collect donations to be used for Club improvements.
- (2) Donations shall be in recognition for, or tribute to, a member, his/her family or friends.

G. Mailings

- (1) At the behest of the Board or committee chair, be responsible for mailings to members.
- (2) A due date of the mailing(s) shall be set by the Board or committee chair.
- (3) Keep accurate records of all costs and submit to the Treasurer on a monthly basis.

H. Membership

- (1) No less than three (3) members shall comprise the committee.
- (2) Submit complete application for membership to the Board for approval, accompanied with all appropriate fees.
- (3) Upon Board approval, submit the application to the General Membership for ratification.
- (4) Maintain an accurate list of members by name and membership category and submit copy of list to the Secretary, the Treasurer and the Membership Committee on a monthly basis.

I. Officer of the Deck

- (1) Perform Sergeant-at-Arms duties.
- (2) Manage the Greeters desk as per posted guidelines.
- (3) The Officer of the Deck shall be responsible for and assure security closing of the Club.
- (4) The Commodore, Vice Commodore, Rear Commodore, Treasurer and Secretary shall be exempt from Officer of the Deck duties.
- (5) The Flag Officers and Staff Commodores may volunteer to participate with Officer of the Deck duties.

J. Order of the Anchor

- (1) Immediate Past/Staff Commodore shall serve as Chairperson.
- (2) All Staff Commodores shall be members.
- (3) To qualify as a Staff Commodore, an individual must have served a complete term as Commodore and maintain membership dues.
- (4) Conduct Change-of-Watch Ceremony.
- (5) Serve in an advisory capacity to the Board.

K. Scholarship

- (1) No less than five (5) members shall comprise the committee.
- (2) Solicit applications from Lake Havasu High School(s).
- (3) Present nominees to the Board for approval.

L. Ship's Store

- (1) Purchases must be approved by the Board.
- (2) Recommend retail pricing to the Board.
- (3) Submit a financial report to the Treasurer on a monthly basis.

M. Telephone

- (1) As many members as are necessary to contact all Club members shall be utilized.
- (2) Maintain a current membership listing from the Membership Committee on a monthly basis.

ARTICLE IX Burgee Girls

Section 1 The Burgee Girls is an auxiliary composed of women who are members of the Club.

Section 2 The purpose is to raise funds for budgetary needs, special projects and purchases for the Club.

Section 3 Officers:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer

Section 4 Shall submit a monthly report to the Board.

Section 5 All monies collected and disbursed shall be to the benefit of the Club or the auxiliary.

Section 6 Shall submit a bank statement and check stubs to the Treasurer on a monthly basis.

ARTICLE X Parliamentary Procedures

Roberts Rules of Order Newly Revised shall govern the proceedings in all cases not provided for in these bylaws.

ARTICLE XI Amendments

Section 1 Proposals may be made in even-numbered years by a Bylaw Committee.

Section 2 "Petition to amend" may be proposed by no less than one half (1/2) of the voting membership.

Section 3 Board approval required before presentation to a General Membership Meeting.

Section 4 Two thirds (2/3) of members attending a General Membership Meeting will be required for ratification.

Section 5 Proposed amendment(s) must be mailed to every qualified voting membership a minimum of twenty (20) days prior to the General Membership Meeting at which the vote will be taken.

Section 6 A copy of proposed amendment(s) and/or revisions is to be posted on the Club bulletin board.

ARTICLE XII Dissolution

In the event the Club shall dissolve, all assets are to be sold and all funds on hand after the sale, and payment of all liabilities, shall be equally divided among the voting members who have been members of the Club for a minimum of three (3) years and such dissolution shall be in compliance with Arizona law.