



**By-Laws  
Four Seasons Yacht Club**

**Last revised: August 4, 2016**

**ARTICLE I: NAME**

The name of this yacht club will hereafter be known as the Four Seasons Yacht Club.

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**ARTICLE II: PURPOSE**

The purpose of Four Seasons Yacht Club, as a Social Host organization, is to provide for social activity and fellowship of its members and for such other forms of entertainment as may from time to time be prescribed by its Directors and Committees; to provide a meeting place for the members; to foster the mutual exchange of ideas and the development of common interests with respect to yachts and yachting; to gather and disseminate such information as the members may desire; to aid them in the conduct of their boating activities; to encourage intellectual contact among the members of this club and the members of other associations devoted to similar pursuits; to encourage membership participation in various yachting association activities, achieved by the club's affiliation with those associations and to promote boating safety through education .

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**ARTICLE III: CLUB BURGEE**

All boats owned or exclusively controlled by Club Members may fly the Club burgee. The Club burgee shall be displayed at the Clubhouse and the Board of Directors may direct all other places as may be appropriate.

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**ARTICLE IV: MEMBERSHIP**

Membership term shall be for 1 year, beginning the 1<sup>st</sup> of June and ending the 31<sup>st</sup> of May of the following year. There shall be no requirements for membership in the Club, either formal or informal, that shall serve to restrict from membership any qualified applicant because of the applicant's race, religion, sex, national origin, sexual preference/orientation, color, familial status, disability or military status.

All new and renewing membership applications along with payment shall be submitted to the Treasurer. The Treasurer shall forward the applicant information onto the Membership Chairperson who shall update the Club membership rolls to include the new members name, address, etc.

The Board of Directors will vote at each monthly meeting to approve NEW member applications.

The Board of Directors may at any time limit the number of members or classes of membership the Club shall have.

There shall be the following classes of membership:

- **GENERAL**
- **SOCIAL**
- **LIFE**



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1. **GENERAL:** A General Membership shall be extended to those persons who have contracted to harbor their boats at Four Seasons Marina or who claim the majority of their boating activities within the Markland Pool. General memberships will also include past General Members no longer owning a boat; they shall be 21 years of age or more who have paid applicable initiation fees and dues. Member, mate and minor children shall constitute a single membership. General Membership includes the right or entitlement of voting by each member listed on the membership application, 21 years of age or older, or as they are listed in the club roster, during club meetings as directed by the Bridge Officers and its Board of Directors. General Members may also run for elected office within the club.
  
2. **SOCIAL:** Social Members shall be members who berth their boat on any body of water outside the Ohio River between the Markland and Meldahl Locks, locally known as the Markland pool. Social members may also be individuals who do not own a boat and/or who have not previously been a General Member. Social Members shall be entitled to all rights and privileges of General Members except the rights of voting and of holding office and may be required to pay initiation fees and dues.
  
3. **LIFE:** In order to recognize General Members of the Club for long or extraordinary service to yachting and the Club, the Board of Directors may recommend to the Club that an individual and spouse be granted Life Membership. The General Members may then approve the appointment by a majority vote of the membership present at a regular or special meeting. Life Members enjoy all the privileges of a General Member, including the right to vote, but pay no dues or assessments.

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### **ARTICLE V: INITIATION FEES, DUES AND ASSESSMENTS**

Initiation fees, dues, and payment schedules for all classes of membership shall be established by an approval of a majority vote of the Board of Directors and may be changed by them from time to time as the needs and the best interests of the Club shall require; provided, however, that the membership be notified in writing of any increase in dues no less than three months in advance of the effective date of any such increase. The assessment of extra fees and dues, upon recommendation of the Board of Directors, may be made only by a majority vote of the General Members of the Club present and entitled to vote at a duly called regular or special meeting.

**Members may invite a guest(s) to two events per year with no fee (TGIF's excluded). After a second event, the guest would be required to become a member to attend further events. Members are required to notify a member of the Bridge of their guest(s) names prior to the event.**

**Please see the Members Guide on our web site: [FSYC-Membership & Guest policy and Clubhouse Use Guidelines](#).**

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### **ARTICLE VI: RIGHTS AND PRIVILEGES OF MEMBERS**

**Four Seasons Yacht Club, as a Social Host organization, does not allow underage drinking by members or guests on its premises or as a consequence of its functions, events or activities.**

Only General Members and Life Members shall have voting rights and the privilege of holding elective office.



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The terms and conditions applicable to all classes of membership may be modified from time to time by the Board of Directors, except as otherwise specifically provided in these By- Laws.

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**ARTICLE VII: SUSPENSION AND REINSTATEMENT OF MEMBERSHIP**

A member whose dues or assessments are unpaid 30 days after the beginning of the period for which they are due (annually) shall not be considered in good standing and shall have no vote (General and Life members) in the meetings of the Club, nor shall they be entitled to the rights and/or privileges afforded to its members.

A member that is terminated for non-payment of dues may be reinstated to good standing upon application to the Board of Directors. The application must be accompanied by payment of delinquent dues plus initiation fees if applicable.

Any member who has or has had membership as part of a family membership may join at any time on his/her own behalf without the assessment of initiation fees, provided that person meets all criteria specified in these By-Laws.

The Board of Directors may grant a leave of absence to any member with good cause. During the granted time period the member will be relieved of membership dues or assessment requirements. Members in Leave-Of-Absence status shall have no vote in the meetings of the club and are not eligible to hold elective office in the club.

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**ARTICLE VIII: DISCIPLINE**

**Suspension:** A member may be suspended from the Club for the violation of Club By-Laws, rules or conduct detrimental to the good of the Club. Any member may be suspended from the privileges of the Club by a unanimous vote of the Board of Directors in attendance at a special meeting called by the Board Chairperson. Upon written request from any member, or acting on its own discretion, the Board of Directors shall conduct an investigation to gather information pertaining to charges warranting suspension made against a club member. The Board of Directors shall send a copy of the charges made to the affected member not less than ten (10) days before the special meeting on the charges and said member may present his/her defense during the special meeting. After the affected member's presentation, he/she will be asked to leave the meeting so the Board may conduct a closed door executive session for discussion and vote. If the Board of Directors finds probable grounds for suspension, the Board shall submit a full report of charges made, results of the investigation, and the Board's recommendation to the affected member. If suspension is recommended, he/she shall thereupon forfeit all rights and privileges of membership. The suspension period for any member shall not exceed that membership year. The suspended member may at the beginning of the next membership renewal year, apply for reinstatement into the club whereas the members of the Board of Directors currently holding office will review the application for reinstatement. A majority vote by the Board will be required for reinstatement at a special meeting called by the Board Chairperson.

**Expulsion:** A member may be expelled from the Club for the violation of Club By-Laws, rules or conduct detrimental to the good of the Club. Any member may be expelled from the privileges of the Club by a unanimous vote of the Board of Directors in attendance at a special meeting called by the Board Chairperson. Upon written request from any member, or acting on its own discretion, the Board of Directors shall conduct an investigation to gather information pertaining to charges warranting expulsion made against a club member. The Board of Directors shall send a copy of the charges made to the affected member not less than ten (10) days before its special meeting on the charges. The affected member may present his/her defense during this meeting. After the affected member's presentation, he/she will be asked to leave the meeting so the Board may conduct a closed door executive session for discussion and vote.

If the Board of Directors finds probable grounds for expulsion, the Board shall submit a full report of charges made, results of the investigation, and the Board's recommendation to the affected member. If expulsion is voted, he/she shall thereupon forfeit all rights and privileges of membership. Any member expelled will not be eligible for reinstatement into the club.

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**ARTICLE IX: MEETINGS**

The Bridge and Board of Directors shall conduct regular monthly meetings which will be held on the first Thursday of each month or as otherwise set by the Board of Directors with at least seven (7) days notice by way of email and postings at the marina. All members are encouraged to attend. Robert's Rules of Order shall govern the proceedings unless otherwise specified with in these By-Laws.

- There may be special meetings called by the Board of Directors held not less than seven (7) days after notice thereof to all voting members.
- At the request of five or more voting members, the Board of Directors shall call a special meeting to be held at such time and place as shall be designated by the Chairman of the Board/Commodore, upon not less than seven (7) days notice thereof to all voting members. During a special meeting, only the items on the announced agenda shall be discussed.
- Special meetings or committees, as assigned by the Chairman of the Board/Commodore shall be attended by those members volunteered or assigned as a committee and shall not be open to General Members. A committee Chairperson will be assigned by the Chairman of the Board/Commodore. Matters resulting from a special committee meeting which require a vote will then be added to the next scheduled monthly meeting agenda for approval by the general membership.

Unless otherwise provided herein, any matter may be passed upon by the members at a duly called meeting by a vote of the majority of the members-in-good-standing present and entitled to vote. There shall be no voting by proxy.

**Unless otherwise prescribed by the Chair, the order of the regular monthly meeting shall be as follows:**

1. **Call to order by the Commodore, or alternate;**
2. **Pledge of allegiance**
3. **Secretary's report followed by a motion to approve the minutes of the previous meeting. Motion is seconded and an all in favor/opposed call is made;**
4. **Treasurer's report followed by a motion to approve the report. Motion is seconded and an all in favor/opposed call is made;**
5. **Health & Welfare Committee Chairperson report;**
6. **Membership Committee Chairperson report;**
7. **Club News Letter and Clubhouse report by Vice Commodore**
8. **Quartermaster**
9. **Communications**
10. **Education Committee Chair**
11. **Social Events Chairperson report by Rear Commodore;**
12. **Fleet Captain report;**
13. **New business;**
14. **Old Business;**
15. **Adjournment.**

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**ARTICLE X: OFFICERS AND DIRECTORS OF THE CLUB**

The Officers and Directors of the Club shall be such as are elected by the members or appointed by the Commodore.

**The elective Officers of the Club shall be:**

- **COMMODORE**
- **VICE COMMODORE**
- **REAR COMMODORE**
- **SECRETARY**
- **TREASURER**
- **FLEET CAPTAIN**



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The elective Officers of the Club shall hold office for two years, commencing at the end of the swearing in ceremony during the biennial Change of the Watch.

The Commodore, with the approval of the Board of Directors, may appoint such standing committees with such titles and duties as the Board of Directors shall determine. (Section XV)

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### **ARTICLE XI: BOARD OF DIRECTORS**

The government of the Club shall be vested in a Board of Directors consisting of the elected Officers and Directors of the Club as appointed by the incoming Commodore in conjunction with his/her term of office, for a period of two years that they are to serve. The number of Board Members assigned shall not be less than 20 and not more than 25..

The Board of Directors shall manage the affairs of the Club, control its property, and enforce the preservation of order and obedience to its By-Laws, rules and regulations.

The term of office for members of the Board of Directors shall be two years or in conjunction with the sitting Commodore.

Any member of the Board of Directors who shall absent himself/herself from three (3) consecutive meetings of the Board without rendering a sufficient reason for such action shall forfeit his/her office. It shall be the duty of the Secretary to report to the Chair upon the absence of any Director from three (3) consecutive meetings.

In the event of the resignation or removal of a Board Member by the Chairperson, the Commodore may, at his/her discretion, fill the vacancy for the unexpired term.

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### **ARTICLE XII: DUTIES OF THE OFFICERS AND COMMITTEE CHAIRPERSONS**

The **Commodore** shall act as Chair of the Board of Directors. It shall be the duty of the Chair of the Board to act as Chief Executive of the Club. He/she shall, when present, preside at all meetings of the Board of Directors. He/she shall have the power to call special meetings of the Board of Directors for any purpose or purposes, to make and sign contracts and agreements in the name of and/or on behalf of the Club with the approval of the Board of Directors. In the event the Directors are not available, he/she shall have general management and control of the business affairs of the Club. He/she shall also see that the tax reports, statements and certificates required by the laws under which this Club is organized or any other laws applicable thereto, are properly kept, made and filed according to law. In addition, the Commodore shall:

- 1. Conduct the monthly club meeting;**
  - 2. Delegate tasks as necessary to accomplish club business;**
  - 3. Write an article for the quarterly newsletter;**
  - 4. Schedule speakers and presentations at meetings;**
  - 5. Act as liaison between our club, marina, and other clubs**
  - 6. Act as Chairperson to the Communication Committee.**
  - 7. Is a member pro tem of all committees, unless otherwise specified.**
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It shall be the duty of the **Vice Commodore** to assist the Commodore in the discharge of his/her duties and in his/her absence or in case of vacancy of the office of Commodore, to act as Commodore. The Vice Commodore may oversee the following which may be designated as committee activities:



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1. **Maintain and/or improve clubhouse facilities;**
  2. **Regularly check mail at marina;**
  3. **Act as Editor of Yacht Club newsletter;**
  4. **Maintain clubhouse stores and/or assign Quartermaster;**
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It shall be the duty of the **Rear Commodore** to assist the Commodore and Vice Commodore in the discharge of their duties, and in their absence or in case of vacancy of these offices, to act as Vice Commodore or Commodore. In addition, the Rear Commodore may oversee the following which may be designated as committee activities:

1. **Appoint not less than 12 and not more than 20 members to Social Committee in conjunction with his/her term of office, for a period of two years that they are to serve.**
  2. **Act as Chairperson to Social Committee;**
  3. **Scheduling & planning of land and in harbor social events;**
  4. **Delegate event Chairpersons**
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It shall be the duty of the **Secretary** to:

1. **Keep a written record of the proceedings of the Club;**
  2. **File all documents, records, reports, and communications connected with the business of the Club;**
  3. **Keep attendance record of Board of Directors at the regular monthly meetings**
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It shall be the duty of the **Treasurer** to:

1. **Receive all monies belonging to the Club and disburse the same under the direction of the Commodore and/or the Board of Directors;**
2. **Prepare and submit to the members at the monthly meeting, a report on the financial condition of the Club;**
3. **Provide a report whenever called upon by the Commodore or Board of Directors, of receipts and disbursements with a statement of the amount of money then in his or her custody, with proper vouchers;**
4. **Have custody of all funds of the Club, which he or she shall deposit and keep to the credit of the Club with a bank or banks designated by the Board of Directors, and in such separate accounts as they may from time to time prescribe;**
5. **Prepare annually and submit to the Board of Directors a tentative budget, as defined by the Budget Committee, for the ensuing fiscal year;**
6. **Perform such duties as may from time to time be assigned to him/her by the Board of Directors.**
7. **File annual tax return with the Federal Government (IRS Form 990 for Non-Profits)**

During an election year, the Treasurer elect shall assume the duties/responsibilities of the office of Treasurer as it coincides with the beginning of the fiscal year, Jan 1<sup>st</sup>, prior to being duly sworn in.

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It shall be the duty of the **Fleet Captain** to:

1. **Act as liaison between the Board and the Dock Captains;**
2. **Distribute information to Dock Captains as needed;**
3. **Plan and arrange trips and other on water boating events or activities**



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It shall be the duty of the **Membership Chairperson** to:

1. **Keep an up-to-date roll of all members of the Club;**
  2. **Process membership applications in accordance with the By-Laws;**
  3. **Maintain and publish the annual membership roster;**
  4. **Produce and distribute membership cards;**
  5. **Maintain member name badges in clubhouse**
  6. **Manage efforts of Membership Committee activities**
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It shall be the duty of the **Health & Welfare Chairperson** to:

1. **Monitor health and welfare of club members;**
  2. **Act on behalf of club on all matters relating to sending of cards, gifts and/or visits as directed by the Commodore for member's ill, hospitalized, or to the family following the death of a member.**
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It shall be the duty of the **Communications Chairperson** to:

1. **Keep the members informed of club activities and business as directed by the Board of Directors, the Bridge & Officers and Event Hosts;**
  2. **Communication methods to be used include, but are not limited to: The club web site, emails, mailings, information boards, posters and flyers**
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It shall be the duty of the **Education Chairperson** to:

1. **Manage relationship with True Course Captains Class;**
    - **Manage Host Agreement**
    - **Deliver materials & assist in setup/tear down of classroom facility**
    - **Manage Spending and Income per FSYC Budget and Host Agreement**
  2. **Manage Educational Classes scheduled during the season;**
    - **Identify class topics**
    - **Coordinate with Social Committee on class dates**
    - **Provide Class Instructors**
    - **Identify potential funding requirements at annual Budget Meeting**
    - **Provide gate/billboard posting data to Communications Chairperson**
  3. **Maintain relationship with USCGA & CSPA for Annual Vessel Safety Inspections;**
    - **Coordinate with Social Committee and USCGA/CSPA on inspection dates**
    - **Provide gate/billboard posting data to Communications Chairperson**
    - **Manage Spending and Income per FSYC budget**
  4. **Prepare annually and submit to the Budget Committee, a tentative budget for the ensuing fiscal year including forecasted income and expenses.**
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It shall be the duty of the **Historian** to:

- 1. Assign members to document by photograph, events both on water and on land;**
  - 2. Maintain and send photos to Communications officer to publish on the web site;**
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It shall be the duty of the **Quartermaster** to:

- 5. Supervise the purchase of all supplies for the Clubhouse except those under the direction of the Vice Commodore;**
  - 6. Administer and advise the Board of Directors on all matters pertaining to the Clubhouse stores at monthly meetings;**
  - 7. Prepare annually and submit to the Budget Committee, a tentative budget for the ensuing fiscal year including forecasted income and expenses.**
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### **ARTICLE XIII: ACCOUNTS AND FUNDS**

The Elected Bridge Officers, as a whole shall constitute the Finance Committee of the Club. They shall designate the bank or banks wherein its funds shall be deposited and shall be responsible for the Club's funds and financial affairs.

All checks drawn on the treasury of this Club for more than \$500 or such limit as determined by the Commodore shall be signed, or approved in writing or by email, by any two of the following:

- 1. The Treasurer**
- 2. The Commodore**
- 3. The Vice Commodore**
- 4. The Rear Commodore**

General funding for events by Committee/Event Chairpersons will not exceed that amount as identified by the Budget Committee. Any and all appropriations or funds of the Club less than \$500 for any single item not otherwise in the annual Budget, shall be made at the direction and with the majority approval, of the elected Bridge Officers as identified in Article X. Any and all appropriations or funds of the Club exceeding \$500 for any single item not otherwise in the annual Budget, shall be made at the direction and with the majority approval of the Board of Directors. The Club's fiscal year shall begin on January 1<sup>st</sup> of each year. In addition, during an election year, the Treasurer elect shall assume the duties/responsibilities of the office of Treasurer no later than Jan 1<sup>st</sup>, prior to being duly sworn in.

**All accounts of the club will be audited by an independent group as identified by the Commodore, Treasurer and the Chairman of the Finance Committee at the end of each fiscal year in conjunction with preparations for filing required tax documentation.**

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### **ARTICLE XIV: ELECTION OF OFFICERS AND DIRECTORS**

Preceding an election year, at the September meeting, members of the Board of Directors present shall appoint a Nominating Committee consisting of two incumbent Board members and three members at large. A Chairperson will be selected from within the Committee. The board may appoint alternate members to the Committee who will serve in the event that any of the appointed members are unable to serve.

The Nominating Committee shall nominate one General or Life member for each Bridge position. It shall require a majority vote of the Committee to nominate, and their report shall be signed by the Committee members who concur therein.





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The Nominating Committee shall present its report at the monthly meeting of the general membership in October. Additional nominations may be made from the floor providing the nomination has the support of at least seven General or Life members. This support may be in the form of a written petition or be made from the floor.

If after the Nominating Committee has presented its nominations to the general membership and no nominations from the floor are received so that any or all Bridge nominations are uncontested, a vote by the membership in attendance who are entitled to vote may issue a show of hands to approve the nominations and who will then be installed and sworn in as Officers of the Club at the next Change of the Watch.

If a Bridge position is contested by a member not submitted by the Nominating Committee, a formal balloting will be deemed necessary. Following adjournment of the October meeting, no further nominations will be accepted. The list of nominees shall be announced by the Communications Committee to all General and Life members and posted on the Clubhouse bulletin board for a vote at the November meeting. For this, The Secretary shall compose a ballot containing the nominees and the positions for which they are being considered. A ballot vote of the voting membership present and entitled to vote, will then take place at the November meeting. Ballots will be collected in a covered vessel during the meeting. Prior to adjournment, the Commodore shall appoint an Elections Committee for the purpose of counting the ballots. No incumbent Officer, Member of the Nominations Committee or Nominee shall serve on this Committee. The Committee shall certify in writing to the Board of Directors a correct count of the ballots cast.

The nominee receiving the largest number of votes for a position shall be declared elected to that position. In event of a tie vote, a second ballot containing only the positions involved in the tie shall be prepared. This ballot shall contain the names of the two nominees receiving the highest number of votes. In the event the second ballot results in a tie, the Elections Committee shall determine the winner by lot. The names of all elected officers and directors shall be posted by the Communications Committee.

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#### **ARTICLE XV: COMMITTEES**

With the approval of the Board of Directors, the Commodore may appoint such standing and special committees as he or she may deem necessary and advisable.

The following standing committees are approved and have been appointed by the Commodore of the Four Seasons Yacht Club:

- **Financial**
- **Social**
- **Health & Welfare**
- **Membership**
- **Communications**
- **Education**

The following special committees are approved and will be appointed as required by the Commodore of the Four Seasons Yacht Club:

- **Budget**
- **Nominating**
- **Election**

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#### **ARTICLE XVI: REGULATIONS**



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Robert's Rules of Order shall govern matters not covered herein. The Board of Directors shall have the power to adopt Club regulations not inconsistent with these By-Laws for the purpose of providing ways and means for the proper government and conduct of the business and affairs of the Club and shall likewise have the right and power to change the same from time to time. These regulations include;

- **Memorandum of Agreement with Towne Properties**
  - **Clubhouse Rules**
  - **Guest Policy**
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### **ARTICLE XVII: AMENDMENTS**

These By-Laws may be repealed, amended, and additional provisions added thereto. A motion may be made at any regular or special meeting by any member of the Board of Directors to convene a special committee for the purpose of amending these By-Laws. The Committee will be made up of a minimum of 6 Board Members. A minimum of fourteen (14) days must be given for review of the proposed amendment to the Board of Directors, at which time a majority vote of the board members will be required to approve the amendment. A motion would then be made at the following regular monthly meeting to incorporate the revised By-Laws. A synopsis of the approved change as well as a copy of the revised By-Laws will be made available to all club members through the Communications Committee.

*Updated July 2016 by Special Committee  
And approved by a majority vote of the Board of Directors @ August 4, 2016 meeting*