

Standing Rules of the Clear Lake Sailing Club

Amended March 18th, 2001

ARTICLE I. PURPOSE

The purpose of this document is to specify the policies set forth by the Board of Directors of the Clear Lake Sailing Club by the powers vested in them through the bylaws of the Clear Lake Sailing Club.

Section 1.01 PRECEDENCE

In the event the Bylaws and this document conflict, the Bylaws shall take precedence.

Section 1.02 CHANGES TO THESE POLICIES

The majority of the returned membership votes shall be required to amend these Standing Rules unless otherwise stated.

Section 1.03 PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the club in all meetings to which they are applicable and in which they are not inconsistent with these policies and any other special rules of order the club may adopt.

ARTICLE II. MEMBERSHIP

Section 2.01 ELIGIBILITY FOR MEMBERSHIP

Membership in Clear Lake Sailing Club is open to all adults with an interest in sailing.

Section 2.02 CLASSES OF MEMBERSHIP

The classes of membership as determined by the Board of Directors per Section 3.01 of the Bylaws are as follows:

Regular
Additional
Honorary Lifetime

Section 2.03 MEMBERSHIP RIGHTS AND QUALIFICATIONS

- A. Regular Membership entitles an individual to:
 - 1. serve as an officer
 - 2. serve on the Board of Directors
 - 3. 1 vote per membership in Annual and Special club meetings,
 - 4. receive one copy of the newsletter.
- B. Additional Membership entitles an individual residing within a regular members household to:
 - 1. serve as officers
 - 2. serve on the Board of Directors
 - 3. 1 vote per membership in Annual and Special club meetings.
- C. Honorary Lifetime membership is given to an individual who has been a member of the club and who is recommended by the Board of Directors for distinguished and meritorious service. Honorary Lifetime membership requires a two thirds vote of the voting Membership in good standing, and will be voted upon by the members at annual or special meetings. Honorary Lifetime members will have all the same rights and privileges as a Regular Membership. When an honorary lifetime member is

recognized, The board of Directors shall adopt by resolution, a change to the appropriate Article of these standing rules policies to record the names of the Honorary Lifetime members.

Section 2.04 FEES AND DUES

- A. Dues will be billed in January and must be received by the beginning of the Fiscal Year to be in good standing. Dues are as follow:
Regular Membership is \$50.00. (1/2 if joining after Sept. 1)
Additional Membership is \$25.00 (1/2 if joining after Sept. 1)
Honorary Lifetime Membership is \$0.00.
- B. Assessments not to exceed \$150.00 may be levied against all members by a two-thirds vote of the Board of Directors to cover critical costs incurred by the club. Assessments in excess may be levied only with a two-thirds vote of the voting membership. This vote shall be taken by ballot. Honorary Lifetime Members are exempt from assessment.
- C. A yearly racing fee shall be paid to help support the housing, registration and maintenance of the club boat and trailer as well as the maintenance and acquisition of Race Program equipment, and trophies or awards. The costs are as follows:
- \$25 per racing team, where a racing team is defined as skipper and crew.

ARTICLE III. MEETINGS OF MEMBERS

Section 3.01 ANNUAL AND SPECIAL MEETINGS

The purpose of annual and special meetings shall be to decide upon major policy and operational changes which require a vote of the voting Membership including:

1. Amendments to the Articles of Incorporation and/or Bylaws,
2. Assessments outside the power of the Board of Directors,
3. Approval of spending plans greater than a deficit of \$500.00,
4. Election of Officers and Directors,
5. Election and induction of new Honorary Lifetime members,
6. Other business as deemed necessary by the Board of Directors,
7. Amendment to the Standing Rules.

Section 3.02 PROXIES

Proxies may be used for voting at the annual and special meetings. The form of proxies shall include at a minimum:

- A. to whom the proxy is given,
- B. from whom the proxy is given, signed and dated by the voting member
- C. at which meeting the proxy is given,
- D. the nature of the proxy, (i.e. General or Specific)

ARTICLE IV. MEETINGS OF THE BOARD OF DIRECTORS

Section 4.01 ANNUAL BOARD MEETING

The first meeting of the new Board of Directors shall be called the Annual Board Meeting and will include the members of the new and outgoing board.

Section 4.02 PROXIES

Proxies may be used for voting at meetings. The form of proxies shall include at a minimum:

- A. to whom the proxy is given,

- B. from whom the proxy is given, signed and dated by the voting member
- C. at which meeting the proxy is given,
- D. the nature of the proxy, (i.e. General or Specific)

ARTICLE V. OFFICERS

Section 5.01 **COMMODORE**

The President, as defined in ARTICLE SIX of the Bylaws shall be commonly referred to as the Commodore. In addition to the duties delineated in the Bylaws, the Commodore shall:

- A. promote the setting and accomplishment of goals for the club,
- B. identify and ensure the timely coordination of activities between club programs, officers, and committees where necessary,
- C. Preside at all meetings of the club, and to preserve order and see that the bylaws of the club are enforced,
- D. Appoint all committees, assign their duties with the advice and recommendation of the Board of Directors, and shall be a member ex officio of all committees,
- E. establish meeting agendas,
- F. Present a report at the annual meeting,
- G. Maintain a set of operating procedures to be handed over to the succeeding Commodore,
- H. Send acknowledgment for every charitable donation in a timely fashion. Provide the Secretary with a record copy of each acknowledgment.
- I. Collect and receive all donations made to the club.

Section 5.02 **RACE OFFICER**

The 1st Vice President as defined in ARTICLE SIX of the Bylaws shall be referred to commonly as the Race Officer. In addition to the duties delineated in the Bylaws, the Race Officer shall:

- A. Propose a race schedule to the Board of Directors for coordination and approval by the Board of Directors,
- B. Assign race committees for the series races,
- C. Maintain the race committee boat,
- D. Compute and report the results of the races, including any handicapping to the Newsletter Editor for inclusion to the newsletter, web page and for other purposes,
- E. Procure and present any Race Program awards,
- F. Present a Race Program report at the annual meeting,
- G. Serve on the Sailing Instructions Committee,
- H. Ensure sufficient copies of the Sailing Instructions are available for the series races,
- I. Maintain a set of operating procedures to be handed over to the succeeding Race director.

Section 5.03 **NEWSLETTER EDITOR**

The 2nd Vice President as defined in ARTICLE SIX of the Bylaws shall be referred to commonly as the Newsletter Editor. In addition to the duties delineated in the Bylaws, The Newsletter Editor shall:

- A. Collect information and publish the club newsletter,
- B. Promote the club activities with the various media organizations,
- C. Maintain or oversee the maintenance of the club web site, and notify the membership of changes to the web site,
- D. Present a report at the annual meeting,
- E. Maintain a set of operating procedures to be handed over to the succeeding Newsletter Editor.

Section 5.04 SECRETARY

In addition to the duties delineated in the Bylaws, The Secretary shall:

- A. Notify the various Fleet Representatives of the membership status of the boats in the fleets,
- B. Turn over to the club at the close of the Secretary's term of office all property belonging to the club, including all records and books in the Secretary's possession,
- C. Have custody of all records and documents connected with the proceedings of the club,
- D. Report at the annual meeting,
- E. Maintain a set of operating procedures to be handed over to the succeeding Secretary.

Section 5.05 TREASURER

In addition to the duties delineated in the Bylaws, The Treasurer shall:

- A. Serve as budget coordinator for the Board of Directors,
- B. Present financial reports to the Board of Directors,
- C. Present annual financial reports to the club membership,
- D. Maintain a set of operating procedures to be handed over to the succeeding Treasurer,
- E. Keep financial and personal data private and confidential from persons and entities outside the club,
- F. Keep a correct roll of the members with their addresses and phone numbers, and to coordinate with the other Officers on the status of those memberships,
- G. Keep the correct list of the sailboats enrolled in the club and to coordinate with the Race Officer on the status of those sailboats,
- H. Turn over to the club at the close of the Treasurer's term of office all funds and records belonging to the club in both electronic and print media and any and all club property in the Treasurer's possession.
- I. Collect and receive all donations made to the club.

Section 5.06 EDUCATION DIRECTOR

The Education Director shall:

- A. Propose a sailing education program to the Board of Directors for coordination and approval,
- B. Manage the sailing education program,
- C. Coordinate education scheduling with other activities of the club, identifying support needs,
- D. Plan and manage the boat loan program for the club. This program shall support the club education goals. This program includes maintenance of the loaner boats, a maintenance fee may be charged,
- E. Submit budget estimates for the education program,
- F. Submit budget estimates for the boat loan program,
- G. Maintain a set of operating procedures to be handed over to the succeeding Education Director.

Section 5.07 COMMUNITY RELATIONS DIRECTOR

The Community Relations Director shall:

- A. (To be determined)

ARTICLE VI. STANDING COMMITTEES

The Committee Standing Chairperson is responsible for forwarding all donations made to either the Treasurer or the Commodore. The following Standing Committees are established by the Board of Directors in accordance with ARTICLE SEVEN of the Bylaws:

Section 6.01 ANNUAL REGATTA COMMITTEE

It shall be the duty of the Annual Regatta Committee to organize and conduct a regatta that shall be open to sailboats both inside and outside the club. Details may be found in the Regatta Operating procedures.

Section 6.02 **NOMINATION COMMITTEE**

The Nomination Committee will be appointed by the commodore and will not be members of the Board of Directors.

Section 6.03 **SAILING INSTRUCTION COMMITTEE**

When the club series Sailing Instructions need revision, the Commodore shall appoint a three-member committee, one of which must be the Race Officer to consider and approve changes to the series Sailing Instructions. When revisions are approved, club members will be notified by mailed hardcopy. (E-mail transmission shall suffice only with a positive confirmation that the instructions were received in good order). A narrative of the changes shall accompany the revised Sailing Instructions. The effective date shall be at least two weeks after the initial notification. Hard copies of the revised sailing instructions **must** be available on the committee boat and be published on the CLSC web site by the effective date. Revisions to these Sailing Instructions shall be discussed at the first effective Competitors' Meeting.

ARTICLE VII. FISCAL YEAR

Section 7.01 In accordance with Article Ten of the Bylaws, the Fiscal Year is designated to begin on April 1st and shall continue through the last day of the following March.

ARTICLE VIII. PERPETUAL TROPHIES

Section 8.01 **PURPOSE AND PROCEDURES**

- A. The purpose and procedures for Specific Perpetual Trophies shall be described in succeeding sections of this Article.
- B. The format for the purpose and procedures for the specific trophies shall be described as follows:
 - 1. criteria for the award - reasons why the trophy was created,
 - 2. purpose of the award - reasons and criteria for awarding the trophy
 - 3. perpetual trophy - Description of the Perpetual Trophy to be retained by the club, and how long the trophy will be kept by each recipient
 - 4. keeper trophy - Description of the keeper trophy to be retained by the award recipient
 - 5. selection procedure - Description of how recipients are to be chosen,
 - 6. Background - Information regarding the history of the trophy and other information of interest regarding the trophy
 - 7. Recipients of the award and the reason for presentation

Section 8.02 **DEEDS OF GIFT**

Acceptance of a new "Deed of Gift" for a perpetual award, along with Board of Directors estimates of any costs to the club shall be voted on by the voting membership with a majority of those voting required for acceptance.

Section 8.03 **CLSC HARRINGTON AWARD**

- A. Background:

Mr. Harrington was instrumental in helping to form the Clear Lake Sailing Club between 1967 and 1969. Purpose:

To recognize "*significant*" contributions to the "*improvement*" of any aspect of the CLSC activities during the previous year.
- B. Perpetual Trophy

A Silver-plated serving tray serves as the perpetual trophy. The name of each recipient and the year is to be engraved on the tray until full, at which time a suitable add-on device shall be affixed to the tray for additional names and year engravings. This trophy is to be kept in the possession of the

recipient during the one-year following its award. The Board of Directors shall request its return a minimum of one month prior to the next annual meeting.

C. Keeper Trophy

A suitable keeper trophy is to be purchased by the board of Directors, and presented to the recipient at the same time as the perpetual trophy is presented.

D. Selection Procedure

The Board of Directors shall select the next recipient and present the award at an annual meeting.

Further, the award need *not* be presented each year, but only when the Board of Directors can support the selection based on the above stated Purpose, i.e. “*Significant*” and “*Improvement*”

E. Previous Recipients

1980 Bob Walsh
1981 Rowland Moffatt, Sr.
1982 Tom Bissett
1983 Sandra Criswell
1984 Richard Hoover, Sr.
1985 Mary de la Garza
1986 Richard Casavecchia
1987 Keith Williams
1988 Richard Casavecchia

ARTICLE IX. HONORARY LIFETIME MEMBERS

Section 9.01 ROWLAND MOFFAT, SR.

Whereas, The Race Committee boat, motor, trailer, signals, marks other Race Committee equipment are critical for safe and successful club activities and;

Whereas, ROWLAND MOFFAT, SR. maintained the club Race Committee boat, motor, trailer, signals, marks and other Race Committee equipment in outstanding condition for Ten years, therefore be it

RESOLVED, That ROWLAND MOFFAT, SR. is made an Honorary Lifetime member of the Clear Lake Sailing Club with all the rights and privileges thereunto appertaining.

Section 9.02 RICHARD HOOVER

Whereas, The continued financial viability of the Clear Lake Sailing Club has relied upon proceeds from sailing classes; and

Whereas, These sailing classes have been conducted for 34 years; and

Whereas, Through these classes many students have been introduced to the sport of sailing and have continued on to become competent sailors; and

Whereas, The instructor, Richard Hoover Sr., has organized and conducted these classes with little or no compensation; therefore be it

RESOLVED, That RICHARD HOOVER, SR. be made a lifetime member of the Clear Lake Sailing Club with all rights and privileges thereunto appertaining.

The Standing Rules were adopted at a Meeting of members held on March 17, 2001 at which a quorum was present, and the amendments received a majority votes which members present on or represented by proxy at such meeting were entitled to cast.

I witness where of, I have here unto set my hand.

Kathleen Layman, Secretary