

Constitution

of

The Newport Yacht Club

of

Rochester, New York, Inc.

Last Updated January, 23 2015

{NOTE: The notes are included to help cross reference related sections and are not a part of the Constitution and Bylaws. They may be incomplete, but should be helpful when reviewing this document. Sections beginning with 1.x are in the Constitution. Sections beginning with 2.x are in the Bylaws.}

1.1 Name

1.1.1 The Name of this corporation is the Newport Yacht Club of Rochester, New York, Inc.

1.2 Purpose

1.2.1 The purpose of the Club is to encourage small sailboat racing and sailing, and in the furtherance of this purpose, to provide and maintain a club house, piers, docks, slips, and anchorage, and to buy, sell, or lease property.

1.3 Burgee

1.3.1 The Club burgee shall be a single-pointed navy blue pennant carrying a white triangle which bears the block letter "N" in navy blue. The vertical side of the triangle shall coincide with the pennant's hoist.

1.4 Club Officers

1.4.1 The officers of this Club shall be a Commodore, a Vice Commodore, a Rear Commodore, a Harbormaster, a Treasurer, an Assistant Treasurer, a Race Chair, and a Secretary.

1.4.2 The Commodore shall preside at all Club and Board meetings and shall be responsible for all contracts beyond the day to day operations of the Club, negotiating and signing of which may be delegated to an appropriate Officer. *{NOTE: Signing authority is covered in 1.8.3; see 1.5.5 for Board meetings and 1.8.3 for General Membership meetings. Section 1.5.3(g) give Board power to enter into contacts.}*

1.4.3 The Vice Commodore shall, at the request of the Commodore, act for the latter in the case of their absence or inability to act. At the request of the Board, they shall act for the Commodore

in the case of the latter's refusal to act. They shall be in charge of the operation of the clubhouse and its facilities, and shall be responsible for the maintenance and operation of the interior of the clubhouse.

- 1.4.4 The Rear Commodore shall be in charge of the exterior of the clubhouse (including porch and roof), grounds and waterfront facilities (including the seawall and fixed docks of the Club), and be responsible for their improvement and maintenance. Finger piers, haul-outs and floating ramps are the responsibility of individual fleets, possibly with financial support of the Club, if approved by the Board.
- 1.4.5 The Race Chair shall coordinate the racing activities of the fleets associated with the Club, shall appoint the Race Committee and the Protest Committee, and shall have the power to decide conflicts in the racing programs of the fleets. When Newport Yacht Club hosts the Brown Jug, they will be responsible for the Notice of Race, coordination with RCC and organizing the on water activities for the Brown Jug race.
- 1.4.6 The Harbormaster shall prescribe rules for use of Club boats, maintain these boats, and assign mooring, docking, haul-out and rack space in accordance with the applicable Bylaws.
- 1.4.7 The Treasurer shall collect funds due the Club, pay bills owed by the Club, keep its accounts, and make financial reports at each meeting of the Board and the General Membership. Not later than three (3) weeks after the close of the Club's fiscal year, they shall submit a final annual financial report, along with supporting financial records to the Finance Committee for audit. The outgoing Treasurer is responsible for the prior year reports and submissions to the Finance Committee.
- 1.4.8 The Assistant Treasurer shall assist the Treasurer with their duties by sending out bills for dues, collecting those receipts and reporting on collection status to the Board. They shall maintain the list of Club membership and resignations as well as records of any fees or penalties assessed to members.
- 1.4.9 The Secretary shall make and keep all the records, except financial accounts, and conduct correspondence. They shall record minutes of all meeting of the Board and of the Club, issue

notices to all Club members of Club meetings and to all Directors of Board meetings. They shall supply lists of qualified voting members at any Club meeting.

1.4.10 Other duties may be assigned to any officer by the Commodore.

1.5 Board of Directors

1.5.1 The Board of Directors of the Club shall consist of all the elected officers, the Fleet Captains and up to 3 elected Directors at Large, collectively the "Board".

1.5.2 The Board shall control and manage the affairs of the Club within the limits prescribed by this Constitution and its Bylaws.

1.5.3 The Board shall have authority to:

- a) Fill vacancies in Officers or Directors until such vacancies have been filled by proper election at a General Membership meeting. *{NOTE: see 2.3.3 for definition of proper election}*
- b) Appoint the Membership Committee Chair, the Social Committee and any special Committee it deems appropriate.
- c) Recommend a Nominating Committee for election by the Club.
- d) Recommend, for acceptance by the Club, candidates for membership, and recommend to the Club suspension or expulsion of the same.
- e) Fix penalties for the violation of this Constitution and its Bylaws.
- f) Prescribe rules for the admission of strangers or guests to the Club, as well as for the conduct of the members of the Club.
- g) Make purchases and contracts for the Club, but it shall have no power unless authorized by the Club to render the Club liable for any debt beyond the amount which may reasonably be anticipated as income in the fiscal year and which will not be needed for the discharge of prior liabilities or for the routine operation of the Club for the remainder of the fiscal year. Officers may enter into contracts required for the day-to-day operations of the Club to carry out their duties, so long as the debts from such contacts do not cumulatively cause them to exceed their budgets without approval from the Board.
- h) To recommend to the Club membership withdrawals from the General Fund.

1.5.4 A quorum of the Board shall be a majority of its members.

- 1.5.5 Board of Director meetings may be called by the Commodore, or at the written request of two or more Board members, addressed to all Board members stating the purpose of such meetings and provide written notice to all Board members one week prior to the date of such meeting. During the months of April through December, the Board shall meet at least once a month to conduct general business and consider new member applications. *{NOTE: Special Meetings of the Club are covered in 1.8.3}*

1.6 Membership

- 1.6.1 The classes of membership shall be Senior, Honorary and Associate. Items in Section 1.6 apply to all members except as noted in Section 1.7
- 1.6.2 All Senior and Honorary members have the right to entertain guests at the Club. Senior and Honorary member's and their children under the age of 18 years (or living with them and financially dependent upon them, through the age of 24) may participate in all boating and sailing, as well as social activities of the Club.
- 1.6.3 To become a Senior member, an applicant must:
- a) Be at least 18 years of age.
 - b) Submit to the Membership Committee a written application signed by two Senior Members in good standing, along with a check for the applicable portion of the Initiation Fee and/or any other fees specified in the Bylaws or deemed appropriate by the Board.
 - c) Be interviewed by the Membership Committee and if found acceptable, recommends them to the Board, who then determines whether the applicant will be recommended to the General Membership for approval at a Club meeting.
 - d) Be approved by a majority of Members at a regular meeting of the Club membership.
- 1.6.4 All Senior and Honorary members have the right to vote, hold office, or serve as Directors. In a Senior membership, spouses are automatically considered Senior members with the following stipulations:
- a) From the standpoint of a membership application, fees and dues, spouses and their children of ages defined herein combine as one "Family Unit" and shall be considered as one member.

- b) At any Club meetings, either spouse may vote, but each Family Unit is entitled to only one vote. For the purposes of obtaining a quorum, each Family Unit shall be considered as one member with one vote.
- c) Either spouse in a Family Unit may be elected an Officer of the Club, but only one may be an Officer or Director in any one year. However, both may be Committee members in the same year or be a Committee member even if the other is an Officer or Director.

1.6.5 An Honorary member is a Senior member who has rendered outstanding service to the Club and is recommended by the Board and elected by two-thirds (2/3) of the members present in a secret ballot at a duly called Club meeting. Honorary members have full privileges of Senior members and pay all dock and boat fees, but are exempt from the annual membership fees and required attendance at work days and General Membership meetings. *{NOTE: see 2.6.3}*

1.6.6 Any member may be expelled upon recommendation of the Board and a two-thirds (2/3) majority vote of the Club members at a duly called meeting of the Club. Such vote may be by written, unsigned ballot, if requested by the Membership at the meeting. An expelled member may re-apply for membership upon payment of past dues balance including penalties as of the date of expulsion, plus the initiation fee and dues installments for the current year. This represents a minimum for reinstatement. *{NOTE: see 1.7.6}*

1.6.7 Any member may resign by notifying the Board in writing. A member who has resigned in good standing is one who has fulfilled all his obligations to the Club. They shall not be required to pay another initiation fee. Their reapplication for membership should be accompanied by a remittance covering that portion of the year's dues which is currently due. In addition, the General Membership may elect to impose further payments if equity to membership so requires.

1.6.8 Upon the death of a Senior or Honorary member, all of their interest and rights in, and obligations to, the Club shall pass to their spouse. Upon the resignation or expulsion of a member, all their interests and rights in the Club shall cease.

1.7 Associate Membership - There are three categories of associate membership:

- 1.7.1 Associate Member – Limited Activity – are those joining the Club solely to participate in a Club sponsored, defined duration activity, such as an instructional class, sailing team or other activities as defined by the Board.
- a) Membership is valid only for the duration of the activity and the Board establishes appropriate limited privileges.
 - b) The Board establishes membership fees for this category annually or as a defined activity occurs. Boat space is not available for these members, except on a temporary basis for the defined activity as approved by the Board and as space is available.
- 1.7.2 Associate Member – Student – are those who on May 1 of the current year are ages 18 through 24, and are full-time students:
- a) They are admitted to this membership for the defined purpose of sailing at the club, including if they wish, competing in fleet racing.
 - b) Membership dues for these members is one-third (1/3) of the dues for senior members. This type of associate member may be granted boat space under policies established by the Board. The boat fee will be one-third (1/3) of the fee for senior members. Fleet fees, if any, are additional and are established by the fleet.
 - c) Acceptance of these members is done through the same procedure as senior members (i.e., application, initial payments, Board and General Membership approval).
 - d) When the Associate Member no longer qualifies for this membership category, the membership ceases, and the associate member may apply for senior membership with the same fee structure and initiation fee as any other senior member.
- 1.7.3 Associate Member – Junior/Beneficiary – a membership in trust, which is granted to a trustee for the benefit of persons who are under 18 years of age as of May 1 of the current year.
- a) The beneficiary is admitted for the defined purpose of sailing at the club, including if they wish, competing in fleet racing. The trustee does not have sailing privileges.
 - b) The acceptance process is the same as for senior members (i.e. application, initial payments, Board and General Membership approval), except both the trustee and beneficiary are to be interviewed by the Membership Committee.

- c) Membership dues for these members is one-third (1/3) of the dues for senior members. This type of associate member may be granted boat space under policies established by the Board. The boat fee will be one-third (1/3) of the fee for senior members. Fleet fees, if any, are additional and are established by the fleet.
- d) The trustee is responsible for the appropriate use of the club facilities and activities by the beneficiary and must be present at the Club, when it is being used by the beneficiary.
- e) When the beneficiary no longer qualifies for this membership category, the membership ceases. If a full-time student at that time, the beneficiary may apply for acceptance as an “Associate Member – Student”. If not a full-time student, they may apply for senior membership with the same fee structure and initiation fee as any other senior member.

For all categories of Associate Members:

- 1.7.4 Payment of the initiation fee is not required for associate members. Associate members are required to pay the current initiation fee to transfer to senior membership status.
- 1.7.5 Associate members do not share ownership of the club, do not receive a club key, are not entitled to host guests at the club and do not have voting rights. Associate members are required to attend at least one workday during the year, and are invited, but not required, to attend General Membership meetings.
- 1.7.6 Any abuses of club facilities are grounds for dismissal by the Board, and does not require a vote of the general membership. *{NOTE: see 1.6.6}*
- 1.7.7 Dock or rack space priority will be given to senior members. However, an Associate Member who has been granted dock space for a given year will not be displaced during that year.

1.8 The Club Corporation

- 1.8.1 The Club Corporation, herein “Club”, shall be composed of all Senior and Honorary members with each Family Unit counting as a single member. With respect to Club ownership, only members who have paid the full initiation fee are considered part of the Club Corporation.
{NOTE: see 1.6.4}

- 1.8.2 The General Membership meetings shall be in January, April, July, and October. The latter date shall be the Annual Meeting. Notice of each meeting, along with a proxy must be mailed or emailed to each Club member at least 10 days prior to such meeting.
- 1.8.3 Special meetings of the Club may be held at the request of the Commodore or of one-fourth of the Club members, in either case such request must be in writing stating the purpose of the meeting and mailed to each Club member at least 10 days prior to such meeting.
- 1.8.4 A quorum at any Club meeting shall be one-third (1/3) of the Club membership in person or by proxy except as specified in Paragraph 1.8.5(g) and Paragraph 1.10.
- 1.8.5 The Club shall have power to:
- a) Elect Officers, Directors, a Finance Committee, a Nominating Committee, and a Planning Committee.
 - b) Approve or disapprove actions of the Board.
 - c) Vote on admission or expulsion of members.
 - d) Make recommendations to the Board.
 - e) Control the General Fund, the purpose of which is to acquire property, equipment and fund projects with life expectancy of 7 or more years, which exceed \$3,500. Newport Yacht Club may use the General Fund for other purposes, provided the amounts used are repaid within three years and that each specific use up to \$3,500 is approved by the Membership. *{NOTE: see 2.5.3}*
 - f) Approve at each of two consecutive Membership meetings, held at least 30 days apart, the sale, leasing, or other disposition of any of the Club's assets exceeding \$3,500 in value. Notice of each meeting must be mailed to each Club member at least 10 days in advance of each meeting.
 - g) The quorum for actions in e) and f) shall be two-thirds (2/3) of the Club members, voting either by proxy or in person.
 - h) Approve the transfer of any operating funds remaining at the end of the fiscal year into the General Fund as recommended by the Finance Committee.
 - i) Actions taken under 1.8.5 must be approved by a majority of the members attending the meeting in person or by proxy.

1.9 Standing Committees

1.9.1 The standing committees of the Club shall be:

- a) A Finance Committee.
- b) A Nominating Committee.
- c) A Capital Planning Committee.
- d) A Membership Committee.
- e) A Social Committee.

1.9.2 The duties of standing committees shall be outlined in the Bylaws.

1.10 Constitutional Amendments and Bylaw Changes

1.10.1 Constitutional amendments may be made at any duly called Club meeting provided that the following requirements are met:

- a) Notice of the proposed amendment(s) has been sent to Club members 30 days prior to the meeting date.
- b) Two-thirds (2/3) of the members must vote by proxy or in person.
- c) Amendment(s) must be approved by a majority of those voting.
- d) Amendment(s) must be approved in the same manner at a second consecutive Club meeting with at least 30 days between each meeting.

1.10.2 Changes in the Bylaws may be made at any duly called meeting of the Club by a majority vote of those in attendance provided the proposed change has been stated in the notice of such meeting mailed to each Club member 10 days prior to said meeting.

Bylaws
of
The Newport Yacht Club
of
Rochester, New York, Inc.

2.1 Fiscal

2.1.1 The fiscal year of this Club shall begin on November 1 and end on the following October 31.

2.1.2 Treasury

The Club money shall be held in one of two categories:

a) Operating Funds

- 1) Petty Cash - Money needed by the officers to meet operating expenses on a day-to-day basis. Total petty cash should not normally exceed \$500.
- 2) Checking Account - Shall contain the money needed by the Treasurer to meet immediate operating expenses. Because the checking account does not normally pay interest, the treasurer may also hold operating cash in the savings account(s).
- 3) Savings Accounts - Shall contain cash not immediately needed to meet expenses and not part of the General Fund. Due to the cyclical nature of the Club's income and expenses, it may be deemed advisable by the Treasurer to make deposits and withdrawals from this account rather than holding all operating cash in the checking account. Interest from this account shall be considered as ordinary income for budgeting purposes.

b) General Fund

The General Fund is defined in Paragraph 1.8.5(e). Any interest accumulated by the General Fund shall remain a part of it. General Fund accounts shall be physically separate from Operating Fund accounts. If it is not practical to hold the Savings account physically separate from the General Fund account, then they may be combined, but any interest which accrues to the account will be

credited to the General Fund and separate records for each shall still be maintained and if there are any discrepancies they will be resolved in favor of the General Fund.

2.2 Nominating And Election of Nominating Committee

2.2.1 Thirty days prior to the July meeting of the Club, the Secretary shall post on the bulletin board a list of candidates for the Nominating Committee approved by the Board, and shall at the same time send copies to all Club members. Three or more Club members may also submit the names of candidates in writing to the Secretary not less than 15 days before the July meeting. The Secretary shall post such list and send copies to all Club members ten days prior to the July meeting.

2.2.2 The Club shall elect a Nominating Committee at the July meeting.

2.3 Nomination and Election of Officers, Directors, Finance Committee, and Capital Planning Committee

2.3.1 Thirty days prior to the annual meeting of the Club, the Secretary shall post a list of candidates selected by the Nominating Committee for election as officers, directors, and finance and planning committeemen. At the same time duplicate lists shall be sent to all members. Three or more members may also submit nominations in writing to the Secretary 15 days before the annual meeting and shall at the same time send copies to each senior member. *{NOTE: see 1.8.2 for definition of Annual Meeting}*

2.3.2 The Club shall select Officers, Directors, the Finance Committee and Capital Planning Committee at the Annual Meeting.

2.3.3 If an officer or director is unable to complete the term of their office, such vacancy shall be filled by the election of a candidate at the next General Membership Meeting after the vacancy occurs. Nominations for the candidacy may be submitted by the Board or made from the floor. Election shall be by majority vote of the members present at the meeting. *{NOTE: see 1.5.3 a) for temporary appointments by Board}*

2.4 Tenure

2.4.1 The terms of all officers, directors, and standing committee members shall start and end with the fiscal year. Officers shall serve for two years. Capital Planning and Membership

Committee Chairman shall serve for three-years. All Directors at Large and other committee members shall serve for one year.

- 2.4.2 For terms beginning in even years, the club shall elect the officers: Commodore, Rear Commodore, Treasurer, and Race Chair. For terms beginning in odd years, the club shall elect the officers: Vice Commodore, Harbormaster, Assistant Treasurer, and Secretary.

2.5 Duties of Committees

- 2.5.1 The Nominating Committee consisting of five Senior members shall nominate candidates for officers, directors, and finance and capital planning committee members, and furnish the names of such nominees to the Secretary for posting 30 days prior to the Annual Meeting.

- 2.5.2 The Finance Committee, consisting of three Senior members, shall have these principal duties:

a) They shall audit the Club books for the previous fiscal year and report their findings to the Club members at the January General Membership Meeting.

b) They shall prepare an operating budget of income and expenses for the current fiscal year.

The operating budget will exclude multi-year capital expenditures or capital expenditures in excess of \$3,500 or having a life expectancy of 7 or more years, and the corresponding income needed to support such expenditures. They shall consult the Board and the Capital Planning Committee and give due consideration to their recommendations. The operating budget shall be presented to the Club members at the January meeting. The Club members may accept or modify the budget by a majority of those present.

c) They shall recommend the allocation of operating funds remaining at the end of the fiscal year between the General Fund and the Operating Fund for the following year. Sufficient funds to meet expenses until dues come in will be a minimum requirement to be held in the Operating Fund.

d) They shall recommend withdrawals from the General Fund to pay for single year projects totaling less than \$3,500, which have less than a 7 year life expectancy. All such withdrawals must be made in accordance with sections 1.8.5 (e), with repayment included in subsequent year operating budgets.

- 2.5.3 The Capital Planning Committee, consisting of three Senior members, shall be responsible for planning single year or multi-year capital projects, which exceed \$3,500 and have a life

expectancy of 7 or more years and for the planning for the payment of those projects. The planning will be done by year for the current year and for each of the two successive years as a minimum, with longer term planning as the need arises. Consultation with the Board and the Finance Committee is expected. {Funds may come from the General Fund (see 1.8.5.e) or other sources, such as member bonds or assessments.}

Capital Projects for the current year will be developed in detail and defined with realistic cost estimates; projects for the two successive years may be of a conceptual nature with less refined cost estimates for those years. Budgets for the payment of financing of such projects will be well defined and will provide for a reasonable contingency factor. This will be included as an integral part of the capital budget.

A 3-year Capital Budget will be presented to the Club members at the January meeting for approval or modification. In addition, the Club members must authorize each individual project, its priority, and the source of funds for any capital projects in the current year. If a major capital budget item arises during the year, a modification to the Capital Budget may be presented and approved at any regular General Membership meeting.

The Capital Planning Committee may recommend to the Club membership changes to previously approved budgets or specific project authorizations, as changing conditions require. The Committee's function should be viewed as one of a continuing nature, with constant updating of data and with a corresponding change of plans to the end of best serving the needs of the Club within its financial limitations.

2.5.4 The Membership Committee consists of one Board appointed senior member, who will serve as the Membership Committee Chair, and all Fleet Captains or their appointed representative. They shall interview prospective applicants and make recommendations on membership applications to the Board.

2.5.5 The Social Committee, consisting of three Senior members, shall be responsible for the Annual Cups and Flags Dinner and the Brown Jug Regatta after race party and awards, when Newport is the host. They are also responsible for proposing, planning, organizing and coordinating other Club social events throughout the year. The Social Committee may enlist others to help

with individual events. At the Cups and Flags, individual Fleet Captains are responsible for their fleet awards and the Commodore is responsible for Club trophies.

2.6 Initiation Fees and Dues

- 2.6.1 Each year at the January Membership meeting the Finance Committee shall recommend and the Club membership shall set initiation fees, dues, and any other fees to be paid by the members of the Club.
- 2.6.2 All applications for membership must be accompanied by a check for any applicable dues, dock fees and any other fees due during the first year of membership. Associate members are required to pay their applicable dues and fees. Once the Board has approved the application for presentation to the Club, the Board may extend mooring, dockage, or sailing privileges to an applicant prior to approval of their application for membership by the Club. The applicant's membership (for the purpose of charging applicable dues, fees, or other charges) will be deemed to have commenced as of the date the Board approves the applicant for presentation to the Club.
- 2.6.3 Honorary members shall not be required to pay dues, assessments or initiation fees, but are still required to pay applicable boating and docking fees.
- 2.6.4 All new members shall pay the first one-third (1/3) of their Initiation Fee along with their second year dues, second one-third (1/3) of their Initiation Fee with their third year dues and final one-third (1/3) of the Initiation Fee with their fourth year dues. Failure to pay the Initiation Fee on time is grounds for expulsion from the Club under the same procedures as failure to pay dues on time. *{NOTE: see 2.7.6 }*
- 2.6.5 A member transferring from a membership in trust to senior member shall not be classified as a new member for purposes of determining dues owed in the current year.
- 2.6.6 All new members applying prior to July 15 shall pay full year's dues and sailing fees.
- 2.6.7 All new members applying after July 15 but prior to September 1 shall pay one-half (1/2) year's dues and sailing fees.
- 2.6.8 All new members applying after September 1 shall pay one-fourth (1/4) year's dues and sailing fees for the remainder of that year.

2.7 Payment of Indebtedness

- 2.7.1 Dues and sailing fees may be paid in one lump sum by March 1 or two equal installments on or before March 1 and June 1 without penalty.
- 2.7.2 The Assistant Treasurer is required to issue statements to each member owing a balance at least 15 days in advance of the payment dates.
- 2.7.3 The Assistant Treasurer is required to send the first dues statement on or before February 15 of each year.
- 2.7.4 When a new member is approved by the Club, the Assistant Treasurer shall bill the new member according to the billing schedule for any dues, fees or assessments then applicable, with payment due within 30 days of the invoice date.
- 2.7.5 A penalty of 15% is to be levied for late payments of any installment of Club dues or other fees and assessments issued by the Assistant Treasurer. The determination date shall be the postmark on the envelope containing the payment, or when the payment is personally made to the Assistant Treasurer.
- 2.7.6 The Assistant Treasurer will send any member who is delinquent on July 1 a final notice of the balance including penalties due the Club. At this same time, the Assistant Treasurer will post on the Club Bulletin Board the names of all members who are delinquent as of July 1, and failure to pay the balance in full prior to the July General Membership Meeting will cause the Assistant Treasurer to submit each delinquent member's name at the July General Membership Meeting and recommend expulsion from the Club, not in good standing.

2.8 Docking, Racking Mooring and Launching

- 2.8.1 Class sailboats of recognized fleets of the Club shall at all times have docking, racking or mooring priority over any other type of boat except Club-owned boats.
- 2.8.2 Members shall not be extended dockage, rack storage, or moorage for a period of more than two weeks per year without paying the appropriate boat fee. For the purposes of this rule, moorage is defined as the anchoring of any boat adjacent to Club property to which access is gained through Club property. The Board on a temporary and an individual basis may grant

exceptions to this rule. When granted, such permission will be posted on the Club Bulletin Board.

{NOTE: see section 2.13 for Club use and responsibilities}

2.9 Sailing Fleets

- 2.9.1 The Club recognizes three racing fleets -- Lasers, Lightnings, and Snipes.
- 2.9.2 The Club recognizes one 'one design' Junior Fleet, with limited Club representation.
- 2.9.3 The Club recognizes a Cruising fleet comprised of sailboats 25' and under not otherwise recognized in paragraphs 2.9.1 or 2.9.2.

2.10 Order Of Business

- 2.10.1 The order of business at annual and regular meetings of the Club shall be:
 - a) Minutes of the last regular meeting and of any special meeting held in the interim.
 - b) Reports of the Officers.
 - c) Reports of the Committees.
 - d) Unfinished business.
 - e) New business.
 - f) Adjournment.

2.11 Rules of Order

- 2.11.1 All meetings of the Club shall be governed by Robert's Rules of Order.

2.12 Membership Limit - deleted

2.13 Participation and Club Use

- 2.13.1 The Newport Yacht Club is managed and maintained through the collective efforts of its members who provide their talents and services without monetary compensation in order to keep the membership cost to a minimum. Thus, in addition to paying an initiation fee and annual dues, a member is expected to be represented at four (4) scheduled membership meetings and at least one (1) facilities work day. Honorary Members are exempt from the attendance requirements, but are encouraged to participate.
 - a) For General Membership Meetings, a proxy returned to the Secretary prior to the start of the General Membership meeting will suffice.

b) For workday, an able-bodied representative or completion of an assigned task from the Vice or Rear Commodores will suffice.

2.13.2 To assure that members are meeting their participatory obligations, the Club Secretary will maintain an attendance log at each scheduled membership meeting. The Rear Commodore or designee will maintain an attendance log at each work day and for those who receive tasks in lieu of attendance. These logs will be given to the Assistant Treasurer, who will maintain a continuing record of each member's participation.

2.13.3 For those who do not meet these obligations, a penalty will be added to their next year's membership dues: \$75 for a missed work day; \$15 for missing a scheduled membership meeting. The Assistant Treasurer will send a notification and invoice by November 15 of each year, with payment due or an assigned work assignment completed prior to the end of the year. Failure to complete an assigned task or paying the amount due by the end of the year, will result in a 25% penalty being added and invoiced along with the next year's dues invoice.

2.13.4 Members who store a boat at the Club or participate in organized Club sailing activities more than two times in the year are expected to pay the appropriate boat fee.

2.13.5 Senior and Honorary members are granted full use of the clubhouse, grounds and waterfront except where this interferes with scheduled Club events or private events, which have properly reserved the Club for the event. It is expected that the sponsoring member will be present at all times their guests are present and assume responsibility for the proper use of Club facilities and conduct of their guests.

Change History

Date	Change
January, 2000	Paragraph 2.9.3 to establish a non-one design fleet
April, 2001	Paragraph 1.7 Junior & college student members revised to associate members
March, 2005	Changed "He" to "They" wherever it appeared

March, 2005	Section 1.4.8. Removed, “He shall prepare himself for the office of Treasurer...”
March, 2005	Section 1.5.1 Changed from “The Board of Directors of the Club shall consist of all the elected officers, all the retired officers of the preceding year, the Fleet Captains, and the required number of elected Directors to make a grand total of nineteen.”
March, 2005	Deleted section 1.6.4
March, 2005	Section 1.6.7 (now 1.6.6) Wording clarified and emphasized a written, unsigned ballot
March, 2005	Section 1.7 Substantial rewrite for clarity of Associate Membership
March, 2005	Section 1.8.5, Raised limits from \$1,500 to \$3,500.
March, 2005	Deleted Section 1.9.1 c) which formerly said “A Race Committee”
March, 2005	Section 2.4.1 changed and 2.4.2 added to allow for two year terms for officers and a staggered schedule of elections for officers.
March, 2005	Section 2.13.1 clarified obligation of Honorary Members and of alternate means to satisfy participation obligations.
March, 2005	Added section 2.5.2 d)
March, 2005	Delete Section 2.5.4 – Race Committee is not one of the standing committees (it was deleted from Constitution) responsibilities of Race Chairman belong in the Officer’s responsibility guide, not in the Bylaws
October, 2011	Section 2.7.5 Change the late payment of dues penalty from 25% to 15%
Januray, 2012	Section 2.7.5 Include any and all fees and assessments in the Oct, 2011 change. Section 2.13.3 Change the penalties to \$75 and \$15.

October, 2014	Lots of changes to bring Const & Bylaws in line with current practice, better communicate Member responsibilities and add a Social Committee. Also, changed to more gender-neutral language.
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