

# Lake Belton Yacht Club

## Corporate Bylaws October 2022

### Article I Organization

This organization shall be known as the Lake Belton Yacht Club (LBYC) and is incorporated under the State of Texas laws as a not-for-profit tax exempt 501(c)(7), social organization.

LBYC has sponsored the formation of and operates:

- The Lake Belton Yacht Club Fund (LBYC Fund)(club and volunteer membership) as a not-for-profit 501(c)(3), the charitable outreach of the LBYC organization . The LBYC Fund is LBYCs incoming and outgoing charitable arm. The LBYC Fund is organized under separate bylaws and according to the LBYC Fund Letters of Incorporation will utilize the Lake Belton Yacht Club Board of Directors and 2 additional people chosen from the local community as their governing body.
- The Community Sailing Program (CSP)(no membership) is the LBYC's embodiment of programs for instruction, training and membership growth.
  - CSP is not a club or a corporation, it is the community outreach arm of the LBYC and is specifically organized and run to increase membership, build a local sailing community and be able to receive funds from 501 (c)(3) organizations. The Operational Guidelines and Sailing Program Handbook of the CSP will reflect its limited use and compliance with moneys received by said organizations.
  - The main objectives of the CSP are: water and boating safety, membership growth, promotion and support of local education and training to foster the national and international sport of sailing and to develop the local interest in boating.
  - The CSP will utilize the Lake Belton Yacht Club Board of Directors as their governing body.

LBYC is the parent corporation of The LBYC Fund, owns The CSP and all equipment within the organization and will be the only entity with paying members. The LBYC may lease any property donated to the LBYC Fund for use in the CSP until legal transfer of ownership is allowed. At that time the LBYC Fund may transfer the equipment to the LBYC under the CSP with specific restrictions denoted in the CSP's Operating instructions, continue to lease to the equipment to the CSP or liquidate the equipment and utilize the funds according to the purpose and function of the LBYC Fund.

### Article II Object

#### Section 1:

The LBYC is a social club organized for the pleasure and recreation of its members and to support local education and training to foster the national and international sport of sailing. The LBYC social forum will be used for the instruction of its members in boating safety, sailing, motor boat operations, other watercraft and water activities. By and large, all of LBYC activities are, and will be for such purposes. No part of the net earnings does or will inure to the benefit of any private member or shareholder.

#### Section 2:

By these Corporate Bylaws , the Incorporators of this Texas Non-Profit Corporation do hereby specify that upon dissolution of the Corporation or the winding up of its affairs, the assets of the LBYC Corporation, if any, shall be distributed or liquidated and the proceeds distributed to such entities as: Sea Star Base Galveston (a 501(c)(3)), Community and Scouting Sailing Centers or any charitable, religious, scientific, testing for public safety, literary, or educational organization chosen by the Board of Directors which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as then may hereafter be amended.

### **Section 3:**

The purpose of the Lake Belton Yacht Club is to promote fellowship, attract interested individuals to the sport of sailing and motor boating, develop individual boating skills and to support local education and training to foster the national and international sport of sailing. The club will promote safety as the number one priority during all activities and will not participate in or sponsor any activity that is not consistent with the principles of basic safety considerations.

### **Section 4:**

The Lake Belton Yacht Club neither condones nor condemns the consumption of alcoholic beverages at Lake Belton Yacht Club functions. LBYC respects and will support all local and state laws concerning the consumption of alcohol while operating a boat. In the interest of boating safety, the Lake Belton Yacht Club will not provide or serve alcoholic beverages at Club expense to boat operators at operational functions or at exclusive youth and collegiate sponsored functions.

### **Section 5:**

The LBYC Board will maintain a owned and leased fleet of boats available to the members and the CSP. The operation, maintenance and running of this fleet will be outlined in the LBYC Bylaws and the CSP's Operational Guidelines.

## **Article III Membership**

### **Section 1:**

The membership of this Club shall be open to anyone interested in sailing or motor boating without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws; provided, however, that the maximum number of members owning only motorboats shall not exceed forty-nine percent (49%) of the Club membership. Specialty sections (power squadron, sailboard fleet, etc.) may be established within the Club and a special position (Squadron Commander, Fleet Captain) representing the specialty section may be established. Both actions require approval of the General Membership and can be added or changed without changing the bylaws, and those new appointed or elected positions will not be members of the Board of Directors and will be termed Committee Directors.

- Membership privileges include but are not limited to:
  - Voting in LBYC Club elections and proposals
  - Reduced maintenance rates of club boats and equipment.
  - Participation in all club activities
  - Running for Office

- Holding Director, Chair or other positions on committees
- All Club memberships; will if physically possible, donate 1.5 hours of club maintenance (organizational, physical equipment Secretarial or other) to the club each year.

**Section 2:**

The name of each new candidate for membership shall be approved by the Membership Committee upon processing of the new members' application and required dues and initiation fee.

**Section 3:**

No lapsed member shall be eligible to hold office or be entitled to vote.

**Section 4:**

Membership shall not be transferable.

**Section 5:**

A lapsed member applying for membership shall be treated as a new applicant except as noted in Article IV, Section 5.

**Section 6:**

A member in the Armed Services who is transferred from the area may request inactive status during his absence with monthly dues waived. Upon return to the area, active membership may be resumed upon payment of current dues only.

**Section 7:**

Member privileges shall be extended to the spouse and any minor children or college enrolled young adult under the age of 26 of a member in good standing. The family membership shall be entitled to one vote, except when two married spouses are elected to the Board of Directors, they shall have two votes (one vote each) only on Board of Director matters.

**Section 8:**

Youth Membership (less than 18 years of age) with parental consent, and Collegiate (attending college) Membership (single person), shall be available with the same rights and privileges as a standard member, except that these memberships shall not be entitled to a vote.

**Section 9:**

The Board of Directors may gift a membership to an individual or club vender because they support the LBYC with work or offer discounts to members and the club. The Vender/Gift membership cannot hold board positions and have no regular membership voting privileges, but are encouraged to donate time to the club, may be chosen for committee positions and are allowed to participate in all club social activities (Races, Socials...)

**Article IV Fees, Dues and Donations**

### **Section 1:**

Standard Initiation Fees set currently are one hundred dollars (\$100.00) for new members and shall be payable along with prorated dues to the month (or Quarter if paid all at once) of the submitted new member application. Each year the retiring board will set the initiation fee for the new year and; if changed, attach the Signed hard copy of the new fee to the current LBYC Bylaws. This action only requires a simple majority vote of the Board of Directors. Fees are for operation of the club but are not intended to be prohibitive in amount.

### **Section 2:**

Standard Dues currently set are fifty dollars (\$50.00) a quarter or two hundred dollars (\$200) per year if paid annually during the first thirty days of the year or \$20 per month paid monthly. Dues are prorated to the quarter of the submitted application or to the month if paid monthly. Each year the retiring board will set the standard fees and dues for the new year and; if changed, attach the Signed hard copy of the new fees and dues to the current LBYC Bylaws. This action only requires a simple majority vote of the Board of Directors. Fees and dues are for operation of the club but are not intended to be prohibitive in amount.

### **Section 3:**

Standard Youth and Collegiate Memberships shall be 50% of standard membership dues and follow the same payment protocol. The initiation fee is waived for youth and collegiate members.

### **Section 4:**

Any member not paying his/her dues within sixty days (60) of the beginning of a new year shall be notified by a board member by email or in writing and placed on probation and not allowed to vote. Failure to pay within ninety days (90) of the beginning of the year will result in the member being considered lapsed and he/she will be notified by the Commodore in writing that his/her rights and privileges have been terminated.

### **Section 5:**

A member who tenders his resignation, by email or letter, to the Board, while in good standing, may be reinstated. He or she will not be subject to a second initiation fee unless the initiation fee at the time of rejoining is higher than the time he or she resigned. In this case, the reinstated member pays only the difference between the two initiation fees.

### **Section 6:**

Outside donations shall be accepted and may be earmarked for specific use; otherwise, outside donations will be included in the general fund (501(c)(7)) and cannot exceed 35% of gross membership fees, member dues, membership assessments and membership donations for the calendar year. Donations to the LBYC are not tax deductible.

### **Section 7:**

As an incentive to promote membership growth, individuals who sponsor 2 new members within one calendar year, will receive a free membership in the upcoming year.

### **Section 8:**

Payments may be made in cash, check or any electronic fashion accepted and set up by the Treasurer (Electronic Fund Transfer, Bill Pay, Pay Pal, Credit Card... )

### **Section 9:**

Tiered Membership Dues are as follows:

- Silver Membership = Basic dues + \$200
- Gold Membership = Basic dues + \$500
- Platinum Membership = Basic dues + \$1000
- Diamond Membership = Basic dues + \$5000
- Lifetime Membership = Basic dues + Diamond Membership + \$ set by the Board each year.

Tiered Membership dues may be paid in cash, donated equipment or payment-in-kind.

### **Section 10:**

Tiered Membership benefits are for the purpose of helping the club, are generally minimal and will be outlined in the Membership Pamphlet produced by the board each year.

## **Article V Board of Directors**

The affairs and property of this organization shall be managed by the Board of Directors. The officers of the Club shall consist of its Board of Directors. The Board of Directors shall be empowered to make any decision, within the constraints of the approved budget, as would benefit the membership of this Club, except to incur indebtedness which must be approved by a three-fourths (3/4) vote of a quorum consisting of forty percent (40%) of the membership in good standing.

## **Article VI Officers and Method of Electing**

### **Section 1:**

The officers of the Club shall consist of Commodore, Vice Commodore, Secretary, Treasurer, Race Captain, Harbor Master and Cruise Captain. Review the separate Bylaws of the LBYC Fund and the CSP Operational Handbook for other organizational information

### **Section 2:**

Officers will be nominated on before or at the 3rd quarter General Membership meeting. The election of the board of directors will be at the 4th quarter General membership meeting and those elected shall hold office for one year except the Treasurer and Race Captain, who will hold office for 2 years During the 3rd quarter and before the 3 quarter General Membership Meeting the nominating committee shall nominate a candidate for each office who has indicated his or her willingness to accept the nomination. The proposed slate of officers will be presented to the Board of Directors and General Membership at the 3rd quarter board meeting. The non attending Club membership will be notified by email, or in writing of the nominations. Other nominations may be made at this time by any member of the Club (orally, by email, or in writing), but the nominations must be made prior to the start of elections during the 4th quarter General membership meeting. If a board member resigns, moves away, is unwilling or unable to fulfill their obligation, assignment of duties for vacancies in unexpired terms of Board of Director members shall be chosen by the Commodore and approved by 50% of the remaining

Board members. Such replacements will serve the remainder of the term of office. If the Commodore is unable to complete his/her term of office the Vice Commodore will assume the position of Commodore and complete the current term. The new Commodore will then appoint a new Vice Commodore (with 50% approval of the remaining Board Members) to serve only the remaining term of office. Any Board member who is absent from two board meetings without prior notification to the Commodore will be considered inactive and to have resigned as a Board member at the discretion of the Commodore.

### **Section 3:**

All members of the Board of Directors and committees will refrain from voting when a conflict of interest arises and will uphold "Good Business Practices", "Best Accounting Practices" and good business ethics.

## **VII Officers' Duties**

### **Section 1:**

The Commodore; to run for office, is required to be a boat owner.

It shall be the duty of the Commodore to preside at board meetings and general membership meetings. He/she may choose to be a member of any or all committees but must; at the beginning of the term, choose which committees he/she would like to be a member of and will respectfully follow the direction of any Committee Chair while performing duties as his/her selected committee member. If the Commodore chooses not to be a member of any committee he/she may choose to speak as Commodore during committee meetings. The Commodore in the event of any tie in voting will be able to cast an additional Commodore's Vote to break the tie.

In addition the Commodore:

- Ensures the Board of Directors and the general club membership follow the LBYC Charter, the LBYC Bi-Laws, the LBYC Fund By-Laws and the CSP Operational Guidelines and Sailing Program Handbook to ensure compliance with non-profit tax status and club policies are properly carried out.
- Sets agenda for board and general membership meetings.
- Requires members to request to be put on the business agenda in advance of the meeting to ensure a proper amount of time is allotted to the debate the requesting members topic. He/she may also open the meeting floor at his/her discretion for an impromptu debate not on the agenda.
- Presides over board and general membership meetings and generally uses Roberts Rules of Order as a method of conducting the meetings.
- Ensures program directors and leaders schedule their programs for the calendar year.
- Maintains current signed hard copies of the following in a Commodores Binder:
  - LBYC Charter
  - LBYC Bi-Laws and LBYC Fund By-Laws
  - CSP Operations Guidelines and Sailing Program Hand Book
  - High School & Collegiate Sailing Program Guidelines
  - LBYC Membership Guidelines (boating safety & qualifications) for use of club owned boats.
- Verifies the appointment of the Interim Director of the CSP as the Director.
- Recruits youth and volunteers for programs
- Recruits coaches and instructors for programs

- Submits financial requests to the board and LBYC members for approval
- Attends fundraising and media events as the LBYC Commodore
- Selects and presents Commodore Service Award.

## **Section 2:**

It shall be the duty of the Vice Commodore to assist the Commodore in the discharge of his/her duties and to officiate in his/her absence.

In addition the Vice Commodore:

- Is the nominating committee chair for selection of the board member slate of officers for the new year.
- Is chairman of the membership committee:
  - Mails or provides membership applications to prospective members.
  - Promotes membership increases by encouraging members to take advantage of the incentive noted in Article IV, Section 7.
  - Maintains secure membership roster with contact numbers, email address, boat type and name and will e-mail a copy to the membership as needed.
- Will provide Membership packages, including:
  - Welcome letter
  - LBYC burgee
  - About LBYC flyer
  - Volunteer opportunities
  - LBYC Charter
  - LBYC By-Laws & LBYC Fund By-Laws
  - LBYC Sailing Instructions
  - LBYC Membership Guidelines
  - LBYC Membership Pamphlet
  - Board member and award history
  - Information on where to get current racing rules
  - Map of Lake Belton with race notes and distance charts
  - Emergency telephones numbers and emails
  - Current VHF safety, cruise and race channels for the club and the lake
- Fundraising Chair:
  - Special projects or benefits
  - Community Sailing Program (CSP)
  - Central Texas Collegiate Sailing Program
    - University of Mary Harden Baylor (UMHB CruSailors) sailing team
    - Southwestern University sailing team
    - Baylor (Baylor Sailors) sailing team
    - A&M Central Texas, Central Texas College, Temple College sailing clubs
  - High School Sailing Programs associated with LBYC

## **Section 3:**

It shall be the duty of the Secretary to take, maintain, and submit for approval or amend, minutes at board meetings and general membership meetings. He/she will submit a copy of the minutes to the Commodore for historical filing. Copies of the minutes are available to the membership upon request.

In addition the Secretary:

- Is the Director of the Publicity Committee.  
Publicity Committee:  
Appoints the Scuttlebutt editor.  
Maintains media contacts (radio, newspaper, and television).  
Maintains the Lake Belton Yacht Club website and social media accounts.
- Maintains the LBYC history and past historical filings.

#### **Section 4:**

It shall be the duty of the Treasurer to have custody of the Club funds and accounts and prepare a statement of financial condition of the Club for each board meeting and meeting of the general membership for amendment and approval. He/she will submit a copy of the report to the Commodore for historical filing. Copies of the financial statement are available to the membership upon request.

The treasurer will be elected for a two (2) year renewable term.

At the 3rd quarter of the first year if the treasurer confirms continued service, the continued service will be verified by a vote of confidence from the Board and members at the annual 3rd qtr membership meeting then the term is extended an additional year. No election for Treasurer will be held. This can be continued indefinitely.

IF at the 3rd quarter of the first year the treasurer confirms they will not be continuing service past their 2 year term the club will nominate a new treasurer list for the upcoming election. When the new Treasurer is elected he/she will be "Treasurer Elect" for the remaining service of the current Treasurer. Working hand in hand the Treasurer will train the Treasurer Elect and prepare to hand off the office to the new Treasurer. During the overlap year of service and after the completed training, the current Treasurer at any time during that year may resign and allow the Treasurer Elect to assume the position early by notifying the Board of Directors.

In addition the Treasurer:

- Keeps books on all transactions and donations.
- Pays all obligations approved on the budget with a submitted receipt of expenditure
- Make budgets available to members upon request.
- Collects monies from the maintenance and usage fees (rental) of club assets (boats or other equipment)
- Collects membership dues annually.  
Sends notice of delinquency by email and by telephone.  
Notifies Commodore to call members to encourage continued membership or inform member how to resign in good standing and why as noted in Article IV Section 5.
- Notifies Commodore to send dropped member letter.
- Notifies the Commodore of amount donated and name and address of donors & mails appropriate IRS donation notification letter to donor.
- Maintains separate ledger for:  
LBYC General Fund & budget  
LBYC FUND donations & the CSP budget. (Also see LBYC Fund Bylaws)
- Submits proper forms and/or audit of the books completed by an independent CPA when necessary for IRS required filing and ensures both the IRS and State of Texas entries have annual notices or updates submitted to avoid loss of nonprofit status
- Prepares and proposes new year budget after 3rd quarter Board meeting for approval by the members at the 4th quarter general membership meeting allowing for continued operation.



- Works with the Harbor Master to maintain Titles, Registration, SNs, HINs, VINs, license plates for all boats, motors, trailers and equipment in an assets binder.

### **Section 5:**

It shall be the duty of the Race Captain to organize the club racing programs:

The Race Captain will be elected for a two (2) year renewable term.

At the 3rd quarter of the first year if the Race Captain confirms continued service, the continued service will be verified by a vote of confidence from the Board and members at the annual 3rd qtr membership meeting then the term is extended an additional year. No election for Race Captain will be held. This can be continued indefinitely.

IF at the 3rd quarter of the first year the Race Captain confirms they will not be continuing service past their 2 year term the club will nominate a new Race Captain list for the upcoming election. When the new Race Captain is elected he/she will be "Race Captain Elect" for the remaining service of the current Race Captain. Working hand in hand the Race Captain will train the Race Captain Elect and prepare to hand off the office to the new Race Captain. During the overlap year of service and after the completed training, the current Race Captain at any time during that year may resign and allow the Race Captain Elect to assume the position early by notifying the Board of Directors.

In addition the Race Captain:

- Works with the Cruise Captain to prevent scheduling conflicts.
- Sets race schedule from the Spring Series to the Fall Series in the term he/she is elected to and the Winter (Frostbite) Series for the New Year to allow the new Race Captain to easily continue club racing.
- Is the Interim Sailing Programs Director for the CSP, the Director for the Collegiate and Community Educational Sailing Programs and the Lead Instructor for the LBYC. If he/she is unable or unqualified as the Lead Instructor and or Sailing Program Directors he/she will appoint a qualified person with the approval of the Board of Directors
- Is the Director for the following committees and selects committee members with the approval of the Board of Directors.
  - Race committee
  - PHRF/Handicap Committee
- Is the Chair for the Protest Committee
- Acquires and presents racing trophies at the Annual Commodore's Banquet.
- Maintains the current LBYC Sailing Instructions and provides all information to the Secretary for posting on the club web sight and social media.
- Maintains race captain brief case which contains:
  - Club VHF radios for racing.
  - PHRF/Handicap spread sheet
    - List all club and member boats in respective categories (race, cruising, board...)
    - National average PHRF for each boat
    - List including all adjustments for each boat
    - Current working club PHRF for each boat
  - Member boat PHRF inspection Sheets
  - Club racing equipment
  - Lake Belton club map with race buoys and distances
  - LBYC Race Rules
  - World Racing Rules

- Hard copies of:
  - LBYC Charter and By-Laws
  - LBYC Fund By-Laws
  - CSP Sailing Program Handbook and Operational Guidelines
- He/she shall be the teenage and young adult (TYA) representative for the Club.

### **Section 6:**

It shall be the duty of the Harbor Master to handle all of the maintenance of all the LBYC, LBYC Fund and CSP equipment. Coordinates with the Treasurer to maintain and transfer all Titles and Registration of all equipment.

In addition the Harbor Master:

- Maintains the following:
  - Club Boat and equipment inventory including SN's and HIN's
  - Insures Repairs are carried out properly by selected hired service companies and releases Treasurer to pay for completed repairs.
  - Board and keel boats
    - Assumes responsibility for or creates a Maintenance Committee with the Harbor Master as committee Director and appoints:
      - Keel Boat Captain as committee chair and to maintain keel boats, race committee boat and schedule keel boat use by members.
      - Board Boat Captain as committee chair and to maintain board boats, race committee boat and schedule use by members
      - Bosun's Mate as Chair and maintains all anchorage's, buoys, docking, storage facilities and extra equipment
        - Temporary marks, anchors and rode; Permanent marks, anchors and rode; Race flags, Notice boards, Bull horn; Lake Belton map with grid for mark distances; Fuel for borrowed, safety/committee boats...
    - LBYC Membership Guidelines for use of LBYC owned, leased and borrowed boats programs.

### **Section 7:**

It shall be the duty of the Cruise Captain to be responsible for all cruise schedules, raft ups, general membership parties, socials, and help the Vice Commodore with fundraisers for the New Year. Traditionally recruits volunteers for parties and cruises at the 4th quarter General Membership party for the following year. Works with the Race Captain to prevent scheduling overlap of functions.

In addition the Cruise Captain:

- Works with the Race Captain to prevent scheduling overlap of functions.
- Sets cruise schedule for the New Year in November-December.
- Presents "Born to Cruise" award at the December General Membership party.
- General Membership meetings/parties are generally held so that all members have an opportunity to attend either by boat or by automobile.
- General guidelines for cruises/parties:
  - Winter: Generally held at local restaurants, conventions or party rooms, members' homes, or larger motor yachts.

Spring: Generally held on the water or on the Lake at an outdoor pavilion.  
Summer: Generally held on the water in the evening when it is cooler, or overnight raft ups  
Fall: Early fall is usually nice cool evenings or afternoons for on the water cruises.

- Volunteers who host functions generally pick the theme.
- Submits a Cruise Captain report to the board, club members, and Vice Commodore for publicity.
- Posts updated Cruise Calendar of club functions on the Lake Belton Yacht Club website [www.LakeBeltonYachtClub.org](http://www.LakeBeltonYachtClub.org), currently used social media outlets, and emails members a copy of events.

## **Article VIII Meetings and Agendas**

### **Section 1:**

General membership meetings will be held quarterly.

### **Section 2:**

A special board meeting may be called by the Commodore at any time or at the request of any two (2) Board Members or six (6) general members. Board meetings will be held quarterly by the Commodore.

### **Section 3:**

The Commodore will specify the purpose of each meeting and establish an agenda which will include starting and completion times for the meetings.

### **Section 4:**

Any member can submit issues he/she wishes to have the Board consider by calling/writing the Commodore and requesting that the issue be added to the next Board meeting agenda.

## **Article IX Standing And Other Committees**

### **Section 1:**

- The need for Standing and Other Committees may change from year to year for many reasons, therefore Article IX Section 2 and 3 will be a living working document and the Standing and Other Committees will be formed, dissolved or modified to accommodate the LBYC. The procedure for changing this section is the approval for creation, deletion or modification of any Committees by simple majority of the full board at any board meeting.
- With the simple majority approval of the full Board of Directors, the Director position and configuration of the committee will be agreed to by the Board then the information will be printed and signed by each member of the board with their vote to create, delete or modify.
- The information will be dated and placed in the hard copy documents binder retained by the Commodore as the official documents then the electronic version will be updated in Section 2 and 3. No other complete section can be modified, changed or deleted by any any other methods not hear in described.
- If a Committee is formed under the current Board and is going to be dissolved after a specific task in shot term and not extend into the next election term, the committee need not

be attached into this document and can operate, conclude its business assigned and be dissolve.

- Informal Committees can be formed by any board member to help them with their board member tasks.

## **Section 2:**

- Standing Committees are committees necessary to run the LBYC and formed under the direction of the responsible board member or the entire board.
- The organization of the standing committees are as follows
  - The responsible board member is assigned by the board or selected by authority previously given within this document as Director. For example all financial committees will be directed by the Treasurer and all fund raising committees will be directed by the Vice Commodore via the authority given by this document in Article VII Section 2 and 4.
    - The Director chooses the committee chair.
    - The director and committee chair invite members to sit on the committee
    - The committee goal and scope of authority will be clearly stated
- The following are standing committees, who is the Director, who works for the Director as the Chair, the Chairs Title if one exists (the Chair works autonomously under the guidance of the Director) who chooses committee members, the organization and scope of each committee:
  - Safety Committee
    - Director and Chair is the Commodore and members as needed
    - Keep the club safe, reduce inherent risk and keep insurance low.
  - Membership
    - Director is the Vice Commodore and the chair is the Treasurer and members as needed by the Director and chair
    - The scope is to approve perspective members and increase membership
  - Nominating Committee
    - Director and Chair is the Vice Commodore members as selected by the Director
    - Scope is to nominate the next years candidates for The Board of Directors
  - Fundraising committee
    - Director is the Vice Commodore Chair is the Treasurer members are as needed
    - Morally, legally and ethically raise funds for LBYC
  - Publicity Committee
    - Director is the Secretary the Chair is the Editor LBYC News Letter (could be the Secretary as well), members are reporters, photographers, any Radio, TV or Newspaper volunteer, website designers, social media experts and anyone needed and assigned by the director.
    - Advertise and promote LBYC, publish The LBYC News Letter
  - Budgeting Committee
    - Director is the Treasurer and the Chair is the Commodore, members are anyone required to submit a budget and those assigned by the Director and Chair to help.
    - To produce logical achievable budgets on time for the approval of the Board and general membership
  - CSP (Community Sailing Program) committee
    - Director is the Race Captain the Chair is the Lead Instructor (Director or Assigned member). Members are all sailing instructors, sailing program volunteers and associated teachers, participating community leaders, youth instructors and school authorities.
    - Run and operate the sailing programs within the LBYC
  - Protest Committee

- Director is the Commodore and the Chair is the Race Captain members are selected members and the 2 protesting boat captains
- Maintain order and using race rules determine if a protest is valid
- Race Committee
  - Director and chair is the Race Captain and members selected by the Director.
  - To operate and run the scheduled LBYC races.
- PHRF/Handicap Committee
  - Director and Chair is the Race Captain. Members consist of all Board members and 3 general members selected by the Director.
  - This Committee will meet every year after the fall Masters Race to discuss PHRF adjustments to level the racing fleet and create more competition.
  - Any LBYC member can petition the Committee for adjustments to their boat.
- Each Director or Chair may appoint members to his/her Committee.
- The Board and it members may appoint additional standing committees and/or special Committees as the Board shall direct following Article IX, Section 1.

### **Section 3:**

- The following committees are created at at the discretion of the Board Member area of authority.
  - The Maintenance Committee
    - Director is the Harbor Master
    - 3 Chairs operate autonomously with direction of the Director.,
      - Board Boat Captain, members as needed
        - Scope Maintain board boats, race committee boat and schedule use
      - Keel Boat Captain, members as needed
        - Scope Maintain Keel boats, race committee boat and schedule use
      - Bosun's Mate and members as needed
        - Scope maintains all anchorage's, buoys, docking, storage facilities and extra equipment.

## **Article X Amendments**

Amendments may be made to these bylaws at a general membership meeting, or a special meeting, by three-fourths (3/4) vote of a quorum consisting of forty percent (40%) of the membership in good standing, provided the amendments have been read at a previous board meeting, accepted by the board, and are made available by email or in writing to the general membership. A vote by proxy may be cast. The exception is: Article 4: Sections 1 and 2 and Article IX: Section 2 and 3.

## **Article XI. Budget**

### **Section 1:**

The outgoing Board will prepare an annual budget of operating funds and submit it to the General Membership for approval during the 4th Quarter General Membership meeting by three- fourths (3/4) vote of a quorum consisting of forty percent (40%) of the membership in

good standing. A vote by proxy may be cast. Any additional expenditure not included in the budget will also require approval of the General Membership by the same voting method.

The incoming board will validate the years budget provided from the outgoing board. If changes are needed the incoming board will make changes and submit the revised budget at the 1st Quarter General Membership Meeting by the same method listed above.

**Section 2:**

To protect cash assets, operating funds will be maintained separately (through the budget process) from funds retained for specific projects (expansion, improvements, scholarships & CSP, etc.). Commitment of specific project funds will require approval of the General Membership. Funds received by 501 (c)(3) organizations will be committed to specific projects that fall within the donating 501 (c)(3)'s purpose, and if the project is canceled or the funds are not able to be used in compliance with the donating organization the funds will be returned.

**Section 3:**

The proposed use of funds accrued during fund raising events will be stated prior to beginning the fund raising event.