

# TABLE OF CONTENTS

## CONSTITUTION

| <b>ARTICLE I</b>       |       | <b>PAGE</b> |
|------------------------|-------|-------------|
| Name                   | ..... | 1           |
| Seal                   | ..... | 1           |
| Colors                 | ..... | 1           |
| Ribbon                 | ..... | 1           |
| Burgee                 | ..... | 1           |
| <b>ARTICLE II</b>      |       |             |
| Object                 | ..... | 1           |
| <b>ARTICLE III</b>     |       |             |
| Officers               | ..... | 2           |
| <b>ARTICLE IV</b>      |       |             |
| Election of Officers   | ..... | 2-4         |
| Official Ballot        | ..... | 3           |
| <b>ARTICLE V</b>       |       |             |
| Duties of Officers     |       |             |
| Commodore              | ..... | 4           |
| Vice Commodore         | ..... | 4           |
| Rear Commodore         | ..... | 4           |
| Secretary              | ..... | 5           |
| Treasurer              | ..... | 6           |
| Fleet Captain          | ..... | 6           |
| Fleet Surgeon          | ..... | 6           |
| <b>ARTICLE VI</b>      |       |             |
| Meetings               | ..... | 7           |
| <b>ARTICLE VII</b>     |       |             |
| Voting and Quorum      | ..... | 7           |
| <b>ARTICLE VIII</b>    |       |             |
| Election of Members    | ..... | 8           |
| <b>ARTICLE IX</b>      |       |             |
| Membership             | ..... | 8           |
| <b>ARTICLE X</b>       |       |             |
| Regular Members        | ..... | 8-9         |
| <b>ARTICLE X Sec 2</b> |       |             |
| Social Members         | ..... | 9           |
| <b>ARTICLE XI</b>      |       |             |
| Life Member            | ..... | 9           |
| <b>ARTICLE XII</b>     |       |             |
| Honorary Members       | ..... | 9           |

|                                    | <b>PAGE</b> |
|------------------------------------|-------------|
| <b>ARTICLE XIII</b>                |             |
| Committees .....                   | 10          |
| <b>ARTICLE XIV</b>                 |             |
| Organization and Duties            |             |
| Executive Committee .....          | 10-11       |
| House and Grounds Committee .....  | 11          |
| Anchorage and Slip Committee ..... | 11-13       |
| Membership Committee .....         | 13          |
| Entertainment Committee .....      | 13          |
| Library Committee .....            | 13          |
| Publicity Committee .....          | 14          |
| Nominating Committee .....         | 14          |
| Auditing Committee .....           | 14          |
| Budget Committee .....             | 14-15       |
| Club Operations Committee .....    | 15          |
| <b>ARTICLE XV</b>                  |             |
| Estimates and Appropriations ..... | 15          |
| <b>ARTICLE XVI</b>                 |             |
| Assessments .....                  | 16          |
| <b>ARTICLE XVII</b>                |             |
| Reinstatement and Penalties .....  | 16          |
| Special Privileges .....           | 16          |
| <b>ARTICLE XVIII</b>               |             |
| Management of Corporation          |             |
| Board of Governors .....           | 17-19       |
| Chart of Accounts .....            | 20          |
| <b>ARTICLE XIX</b>                 |             |
| Amendments .....                   | 21          |

# TABLE OF CONTENTS

## BY-LAWS

|   | <b>Page</b> |
|---|-------------|
| <b>CHAPTER I</b>                        |             |
| Entrance Fee and Dues .....             | 22          |
| <b>CHAPTER II</b>                       |             |
| Meetings .....                          | 23          |
| <b>CHAPTER III</b>                      |             |
| Notices .....                           | 24          |
| <b>CHAPTER IV</b>                       |             |
| Club Burgee .....                       | 24          |
| <b>CHAPTER V</b>                        |             |
| Flags and Signals .....                 | 24-25       |
| <b>CHAPTER VI</b>                       |             |
| Seniority .....                         | 25          |
| <b>CHAPTER VII</b>                      |             |
| Changes on Yachts or Ownership .....    | 25          |
| <b>CHAPTER VIII</b>                     |             |
| Cruises, Races, Reviews .....           | 26          |
| <b>CHAPTER IX</b>                       |             |
| Yachting Season .....                   | 26          |
| <b>CHAPTER X</b>                        |             |
| Racing Rules and Yacht Routine .....    | 26          |
| <b>CHAPTER XI</b>                       |             |
| Uniforms .....                          | 27-28       |
| <b>CHAPTER XII</b>                      |             |
| Guests .....                            | 28          |
| <b>CHAPTER XIII</b>                     |             |
| Indebtedness .....                      | 29          |
| <b>CHAPTER XIV</b>                      |             |
| Resignations .....                      | 29          |
| <b>CHAPTER XV</b>                       |             |
| Reinstatements .....                    | 29          |
| <b>CHAPTER XVI</b>                      |             |
| Special Privileges and Exclusions ..... | 29          |
| <b>CHAPTER XVII</b>                     |             |
| Amendments .....                        | 30          |

# CONSTITUTION

## ARTICLE I

**SECTION 1.** The name of this corporation shall be the OTTER POINT YACHT CLUB INC., and a non-voting affiliate, which shall be known as the CO-PILOTS, an auxiliary of the corporation, which will operate under separate by-laws.

### SEAL

**SECTION 2.**



### COLORS

**SECTION 3.** The colors of the Club shall be white, green and black.

### RIBBON

**SECTION 4.** The Club Ribbon shall be two and one quarter inches wide

### BURGEE

**SECTION 5.** The Club Burgee shall be a two point triangle flag, consisting of a black otter on white background and medium green border.

## ARTICLE II

### OBJECT

**SECTION 1.** The object of the Club shall be to encourage the sport of yachting, aquatic and other outdoor sports; to promote the science of seamanship and navigation; to provide and maintain suitable clubhouse, basin and anchorage for the mooring of yachts and recreation of its members. Promote good will and fellowship among its members by the pursuit of these activities. Other non-profitable purposes, no part of the earnings of which is to ensure to the benefit of any individual members.

The objects and powers of the Corporation is made in furtherance and not in limitation of the powers conferred upon the Corporation by law, and it is not intended by the mention of any particular purpose, object or power in any manner to limit or restrict the generality of any other purpose, object or power. The Corporation is formed upon the articles, conditions and provisions herein expressed and subject to all particulars to the limitations relative to corporations which are contained in the general laws of the State of Maryland, However, subject to the provisions that only those powers shall be exercised as are in furtherance of the exempt social and recreational activities contemplated by an exempt social club described in Sec. 501. C (7) of the Internal Revenue Code.

## **ARTICLE III**

### **OFFICERS**

**SECTION 1.** The officers of the Club shall be the Commodore, Vice-Commodore, Rear-Commodore, Fleet Captain, Secretary and Treasurer. And shall be the Flag Officers. Any officers may succeed themselves in office by membership vote.

## **ARTICLE IV**

### **ELECTION OF OFFICERS**

**SECTION 1.** (a) All officers shall be elected at the annual election meeting of the Club for election in September. A popularity vote is necessary for the election of any officer. All elections shall be by secret ballot in the following manner.

(b) The Presiding Office (The Commodore) shall appoint three (3) judges, whose duty it shall be to count and make a correct return of the results of the election.

(c) To be eligible to be nominated to hold office you must be a member in good standing, not indebted to the club, have completed the current requirements for annual work hours, have paid your annual dues for the coming year, and have attended a minimum of six (6) general membership meetings by election night.

(d) Any Probationary member who is nominated to an Office will become a Regular member upon election to that Office by the membership.

**SECTION 2.** Each flag Officer shall hold office for one (1) year from October proceeding election through the following September 30<sup>th</sup>.

**SECTION 3.** (a) Any Member of the Board of Governors who misses three (3) successive Board of Governors Meetings may by majority vote of the Board of Governors be removed from office and the vacancy filled, providing the Member of the Board of Governors does not have a good reason, such as, sickness or employment obligations.

(b) Any Officer who vacates their office for any reason will be replaced for the balance of their term by the officer immediately below theirs. All other Officers will advance in progression. If an Officer declines to advance the next officer in line may leap. The Commodore with board approval will then fill the vacant Office.

**SECTION 4.** The ballot shall be in the following form:

**OFFICIAL BALLOT**

To be cast \_\_\_\_\_ at the election of officers and Governors of the  
Otter Point Yacht Club for the year of \_\_\_\_\_

**FOR COMMODORE**

---

**FOR VICE-COMMODORE**

---

**FOR REAR-COMMODORE**

---

**FOR FLEET CAPTAIN**

---

**FOR SECRETARY**

---

**FOR TREASURER**

---

**FOR MEMBER OF BOARD OF GOVERNORS**

---

**FOR MEMBER OF BOARD OF GOVERNORS**

---

**SECTION 5.** (a) The voter (a regular or life member, in good standing) will indicate their choice by writing in the name of their choice nominee for each office in the space provided.

(b) Vote for but one person for each office. Vote for two (2) 3-year Members AT-LARGE. If a member votes for more persons than called for on the original ballot, his entire ballot shall be void. The voter need not sign his ballot.

## **ARTICLE V**

### **DUTIES OF OFFICERS COMMODORE**

**SECTION 1.** It shall be the duty of the Commodore to take command of the fleet; to preside at all meetings of the Club and Board of Governors; to suspend a member for violating the Constitution and by-laws, Rules or Regulations of the Club; to remove any chairman or any member of a committee and/or officers appointed by him, who misses three (3) successive monthly membership meetings, subject to approval of the Board of Governors, by a majority vote.

**SECTION 2.** (a) The Commodore shall appoint the Fleet Surgeon, Chaplain and Chairman of all Committees, including the Chairman of the Commodore's Ball and the Commodore's Farewell fleet Review, except those chairmen designated in this Constitution, subject to the approval of the Board of Governors.

(b) The Commodore shall make all appointments not covered in Section 2(a) subject to approval of the Board of Governors.

(c) The Commodore shall be ex-officio member of all Committees.

### **VICE-COMMODORE**

**SECTION 3.** (a) It shall be the duty of the Vice-Commodore to assist the Commodore in the discharge of his duties and in his absence, to officiate in his stead.

(b) The Vice-Commodore is responsible for club operations and will sit as the Chairman of the Bar Committee.

### **REAR-COMMODORE**

**SECTION 4.** (a) 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 to officiate in their stead.

(b) The Rear-Commodore shall be the Chairman of the Membership, Anchorage and Slips Committee and collect all monies due for slip rentals. (To be turned over to the Treasurer.)

(c) The Rear-Commodore shall furnish the Secretary a list of the ownership, name, dimensions, type, and certificate of insurance and rig of each yacht enrolled in the Club.

## SECRETARY

### SECTION 5.

It shall be the duty of the Secretary:

- (a) To have the custody of the Club Seal
- (b) To have the custody of all Club Trophies and an up-to-date record of the fleet, this will be maintained from information furnished by the Rear-Commodore and Fleet Captain.
- (c) To keep a true record of the Club in a book provided for that purpose.
- (d) To keep an accurate roll of all members.
- (e) To notify the officers monthly of the number of members carried on the roll and to advise them during the year of changes in membership.
- (f) To keep a correct list of the ownership, name, dimensions, certificate of insurance, type and rig of each yacht enrolled in the Club to be furnished by the Rear-Commodore.
- (g) To notify each member of every meeting.
- (h) In case of inability to attend any meeting, to cause the necessary books and papers to be conveyed to the place of the meeting.
- (i) To perform such other duties as may be prescribed by the Constitution or by-laws.
- (j) To collect all membership dues to be turned over to the Treasurer.
- (k) To file all documents reports, records and communications connected with the business of the Club.
- (l) To notify each member elect of their election, assign them a membership number and furnish them with a copy of the constitution and by-laws.
- (m) To have books printed as provided by the by-laws.

## CORRESPONDING SECRETARY

**SECTION 5.2** The post of Corresponding Secretary will be appointed by the Commodore. It shall be the duty of the Corresponding Secretary to maintain communication with other CBYCA member clubs and other persons and/or organizations on the Club mailing lists. The Corresponding Secretary will assist the Secretary in the performance of their duties.



## **TREASURER**

### **SECTION 6.**

It shall be the duty of the Treasurer:

- (a) To receive all monies due the Club and to pay all bills contracted by it, keeping a correct amount of the sum in the books provided for that purpose. Two signatures are required on all checks-Commodore, Vice Commodore or Treasurer. No two members of one family to be able to sign checks.
- (b) To make a report at each Regular meeting of all receipts and disbursements.
- (c) To have custody of all funds of the Club or funds received by the Club on behalf of the Otter Point Yacht Club, Inc. until deposited in the banks within ten (10) days of receipt of such funds.
- (d) To supervise the preparation and mailing of all statements to the Members.
- (e) The Treasurer shall submit at the end of the fiscal year a detailed financial report showing all his receipts and disbursements. Assets and liabilities for the fiscal year and a statement of the amount of money then in his hands. Said report, ledgers, Checkbook, etc., is to be made available to the Auditing Committee for their audit at the close of the Fiscal Year.
- (f) Disbursements shall be made only upon vouchers approved by the Commodore and Treasurer with approval of the Line Officers (Commodore, Vice-Commodore, Rear-Commodore, Fleet Captain, Secretary and Treasurer) and the Members At-Large.
- (g) The Treasurer shall be bonded at such time and for such amounts as the Board of Governors may determine and they shall obtain bonds for others that the Board so designates.
- (h) Tender a receipt in triplicate for all monies collected in behalf of the Club.

## **FLEET CAPTAIN**

**SECTION 7.** The duty of the Fleet Captain shall be to communicate with the Officers and Members of the club on behalf of the Commodore and such duties as may be required of them by the Commodore.

**SECTION 8.** The Fleet Captain, under the authority of the Commodore, shall direct all movements of the fleet when on the Annual and/or any special Cruise.

## **FLEET SURGEON**

**SECTION 9.** The Fleet Surgeon shall be appointed by the Commodore and shall perform the usual functions of the office.

## **ARTICLE VI**

### **MEETINGS**

**SECTION 1.** The Regular Meetings of the Club shall be held on the 2<sup>nd</sup> Friday of each month at 8:00 P.M. at the Otter Point Clubhouse.

**SECTION 2.** The Annual Budget Meetings of the Club shall be held on the 2<sup>nd</sup> Friday of November at 8:00 P.M. at the Otter Point Clubhouse.

**SECTION 3.** The Annual Election Meetings of the Club shall be held on the 2<sup>nd</sup> Friday of September at 8:00 P.M. at the Otter Point Clubhouse.

**SECTION 4.** Special meetings shall be held at the call of the Commodore or upon written request of five (5) members, provided the purpose of the meetings is stated in the request. And the membership is notified in writing, postmarked at least ten (10) days previous to such meeting stating the purpose of the Special Meeting.

**SECTION 5.** Formal meetings of any outside organization are not to be scheduled and/or permitted in the Clubhouse on the Regular and/or Special Meeting dates of the Club.

## **ARTICLE VII**

### **VOTING AND QUORUM**

**SECTION 1.** A Regular member shall be entitled to vote only after all his indebtedness then due to the club has been paid in full.

**SECTION 2.** All voting must be done in person and only ballots from Members in good standing will be counted.

**SECTION 3.** Twelve Regular and/or life members in good standing shall be sufficient to constitute a quorum to transact the business of the Club, including the attending Officers.

## **ARTICLE VIII**

### **ELECTION OF MEMBERS**

**SECTION 1.** Names of proposed members shall be posted one month prior to final action of the Board of Governors.

**SECTION 2.** The election of members shall be by the Board of Governors at the first meeting following the report of the Membership Committee at which there shall be a quorum. (1) Negative ballot shall reject an applicant. No rejected applicant shall be proposed again within six (6) months thereafter. Nine-tenths of the Board of Governors must attend the meeting to have a quorum. Final acceptance to be by secret ballot by the General Membership, one (1) black ball to reject and Seventy Two (72) hours to explain to Commodore, in a signed letter the reason.

**SECTION 3.** An applicant approved for membership will be on probation for a period of one (1) year. After one (1) year, the applicant will be voted on again same as in section (2). Probationary member need not be present.

**SECTION 4.** Limitation on the number of Regular Members shall be determined by Charter, which is two hundred and fifty (250) members.

## **ARTICLE IX**

### **MEMBERSHIP**

**SECTION 1.** The membership shall consist of four (4) types to be known as: Regular Members, Social Members, Life Members and Honorary Members.

## **ARTICLE X**

### **REGULAR MEMBERS**

**SECTION 1.** (a) Any person, twenty-one (21) or over, of good moral character, who shall agree in writing upon the regular application blank of the Club to abide by its Constitution, by-laws and Rules as now in force or later amended. Who shall submit with the application the required Initiation Fee, dues and Taxes, shall be eligible to Regular Membership who such application is properly endorsed. No application will be considered by the Board of Governors unless accompanied by the Initiation Fee, Dues and Taxes. All Applicants are on probation for a period of one (1) year. Membership may be revoked anytime during Probation for just cause.

(b) Regular members, in good standing, shall have all the privileges of the club, including the right to vote, hold office and to rent a slip. A member under suspension is not considered a Member in Good standing.

(c) Definition of a Member in Good Standing:  
Members who volunteer at least Twenty-five (25) hours in a fiscal year for projects sponsored by the Club. It is the member's responsibility to submit, on paper, the hours worked and the project involved to the Secretary of the Club. The volunteer hours are prorated at a rate of 2.1 hours per month. At the end of the fiscal year, those members who have not completed their twenty-five (25) hours of volunteer work shall be billed by the Club Treasurer at the rate of Twenty dollars (\$20.00) per hour not worked.

- ✓ Members whose dues are current.
- ✓ Members who are not indebted to the club.

(d) Regular Members and Probationary Members who have attended a minimum of six (6) General Membership meetings. Any member joining the club after March 31<sup>st</sup> will be required to attend 50 percent of the remaining General Membership meetings after their join date.

## **SOCIAL MEMBERS**

**SECTION 2.** (a) Any person, twenty-one or over, of good moral character, who shall agree in writing upon the regular application blank of the Club to abide by its Constitution, by-laws and rules as now in force or later amended. Who shall submit with the application the required initiation fee, dues and taxes, shall be eligible to Social Membership. No application will be considered by the Board of Governors unless properly endorsed and accompanied by the initiation fee, dues and taxes.

(b) Social Members shall have the privilege to use the club facilities when in use by Regular Members.

(c) Social Membership Initiation Fee, Dues and Assessments shall be fifty percent (50%) of the Regular Membership Initiation fee and dues.

## **ARTICLE XI**

### **LIFE MEMBERS**

**SECTION 1.** The Board of Governors may elect any person, who is a regular member in good standing for ten (10) consecutive years and age sixty-five (65), or any person who has been a regular member in good standing for twenty-five (25) consecutive years to Life Membership. They shall have all the privileges of Regular Membership and shall not be required to pay dues.

**SECTION 2.** A Life Member shall not be required to pay any assessment and/or yearly dues. A Life Member shall be required to pay all taxes assessed by the U.S. Government, State, City and/or County against their membership.

## **ARTICLE XII**

### **HONORARY MEMBERS**

**SECTION 1.** The Board of governors, by unanimous vote, may elect such persons Honorary Members as it may deem to have rendered important service or benefits to the Club, or whom, for any reason they may see fit to thus honor. Honorary Members shall have the privilege to use the club facilities when in use by Regular Members. Honorary Members shall be voted on each year by the Board at the first board meeting in January

## **ARTICLE XIII**

### **COMMITTEES**

- SECTION 1.** The Standing Committees are as follows:
- / Executive
  - / Anchorage and Slip
  - / Membership
  - / Entertainment
  - / Publicity
  - / House and Grounds
  - / Club Operations
  - / Auditing
  - / Budget
  - / Library
  - / Power Boat Regatta
  - / Parliamentarian
  - / Opening Day

- SECTION 2.** The Special Committees are as follows:
- / Nominating
  - / Commodore's Farewell fleet review
  - / Commodore's Ball

**SECTION 3.** The Board of Governors may create additional Committees when and as often as shall be required for the best interests of the Club. It may also add to or reduce the number of all Committees when, in the judgment of said board, the same may be for the best interests of the club. The Board, also, has the right to modify or annul the powers of any such Committee whenever, in its judgment, the best interests of the Club may require it.

## **ARTICLE XIV**

### **ORGANIZATION AND DUTIES OF COMMITTEES EXECUTIVE COMMITTEE**

**SECTION 1.** The Executive Committee shall consist of the elected officers: Commodore, Vice-Commodore, Rear-Commodore, Fleet Captain, Secretary and Treasurer.

**SECTION 2.** They shall have supervision of all Club functions, committees and funds and shall audit all expenditures, shall act for the Board of Governors in an emergency and perform such other duties as may be required of them.

**SECTION 3.** They shall regulate the prices to be paid for all merchandise and services of the Club, shall receive and consider complaints, shall engage, discharge and have general supervision over all employees of the Club, except with respect to the employment and discharge of the Club Manager, Assistant Manager as provided in Section 3 of Management of Corporation Article and shall make such House Rules and regulations as they may deem advisable and post the same on the Bulletin Board and other conspicuous places about the Clubhouse.

**SECTION 4.** All Committee Chairmen to turn in all monies collected by their committee within ten (10) days of conclusion of any affair.

## **HOUSE AND GROUNDS**

**SECTION 5.** The House and Grounds Committee shall consist of three (3) Members appointed by the Commodore subject to the approval of the Board of Governors.

**SECTION 6.** The House and Grounds Committee shall be responsible for the repair and maintenance of all buildings, grounds, piers and equipment representing all physical facilities of the Club as authorized by the Board of Governors.

## **ANCHORAGE AND SLIP COMMITTEE**

**SECTION 7.** (a) The Anchorage and slip Committee shall consist of the Rear-Commodore as Chairman together with four slip holding Members. One (1) being a member for Ten (10) years or more, One (1) being a member of One to Five (1-5) years, and the current A & B pier Captains appointed by the Rear Commodore, subject to the approval of the Board of Governors.

(b) The Chairman shall in the first week of December notify the membership that assignments of Anchorage and Slips that are to be made by the Anchorage and Slip Committee will be brought to the Board of Governors for approval at the monthly meeting in January. Such notice will require the member to notify the Chairman in writing by December 31<sup>st</sup>. If they desire an assignment, a change in assignment, a renewal and/or cancellation.

(c) No member can slip a vessel other than the one registered to the slip assign to him or her. If a member purchases a vessel that can be safely accommodated in the slip assigned he/she may contact the Anchorage and Slip Committee for permission to slip the new vessel. If a member purchases a vessel larger than the assigned slip can accommodate, the member must dock the vessel elsewhere. Any member that purchases a larger vessel must submit a slip change/request form.

That will be addressed at the annual Anchorage and Slip Committee meeting. New requests for Permanent Anchorage or Boat Slip Contracts shall be made to the Anchorage and Slip Committee in writing stating the overall length, beam, draft and name of vessel and registration number and the electric appliances used and facilities desired. Assignments will be made in the order of application seniority of vacant slips available. Assignments are not transferable unless decided by the Rear-Commodore, slip and anchorage committee and approved by the Board of Governors. Due cognizance of the overall length, beam and draft of the vessel should be considered along with seniority in making these assignments. Slips will be assigned only to club members in good standing.

(d) The Anchorage and Slip Committee will meet in the Clubhouse on the first Sunday in January between 1200 and 1600 hours to review the requests and make assignments. The assignments will then be brought to the Board of Governors, in writing, at the next Board meeting in January. No slip assignments will be made to members who are thirty (30) days or more in arrears on any payments due the Club. The fiscal year shall have two seasons, Summer and Winter. The Summer season shall run from April 1<sup>st</sup> to December 15<sup>th</sup>. And the Winter season shall run from December 16<sup>th</sup> to March 31<sup>st</sup>. The statement for the Summer Rental, which is due and payable on February 1<sup>st</sup>, is to be mailed to each leasee in January. One third (1/3) of the rental shall constitute a commitment for renewal. Balance must be paid by the last day of March. If not paid by the last day of March then the deposit will be forfeited. Statements for Winter rental will be mailed to members in November and are payable in full by December 15<sup>th</sup>. No refunds will be made except as provided in the rules contained in the rental contract.

(e) All renters who do not make payment by the last day in March, on slip rental and any other charges shall forfeit the right to such slip, which may be assigned and billed to any applicant for a slip in order of seniority of application. Any slip rental not paid by the last day of March will be subject to a new application based on seniority of application.

(f) Each member is limited to one (1) slip whether individual or co-owners, unless slips are available.

(g) This Committee shall keep an accurate record of all slip assignments and rental payments. An accurate status of all rentals showing the pier, slip, name of leasee shall be posted on the Club Bulletin Board.

(h) The House Rules covering the rental and use of Boat Slips printed on the back of all Rental Contracts shall be posted on the Club Bulletin Board.

(I) All members renting a slip at Otter Point Yacht Club must be a Member in Good Standing and an active and participating member. . Any member renting a slip that does not support or actively participate in Club activities will have their right to a slip forfeited upon recommendation of the Slip and Anchorage Committee and approval of the Board of Governors.

## **Definition: Active and Participating**

Members Who Attend Club Functions

Members whose slip fees are current

Members whose twenty five (25) hours of work are met

### **MEMBERSHIP COMMITTEE**

**SECTION 8.** The Membership Committee shall consist of the Rear-Commodore as General Chairman and a Chairman appointed by the Commodore, subject to the approval of the Board of Governors.

**SECTION 9.** (a) The Chairman shall receive all applications from the Secretary for investigation and interview. Then report to the Board of Governors. The name of the applicant and his address, date of application and the name of the sponsor shall be posted on the Club Bulletin Board until acted upon by the Board of Governors.

(b) It shall be the duty of the Board of Governors to carefully consider and determine the qualifications and fitness of all candidates for admission or reinstatement to membership.

### **ENTERTAINMENT COMMITTEE**

**SECTION 10.** The Chairman of the Entertainment Committee shall be appointed by the Commodore, who will select and appoint their own Committee Members and Sub-Committee, subject to the approval of the Board of Governors. It shall be their duty to provide and schedule all entertainment subject to the approval of the Board of Governors. The Chairman shall render a report of all affairs within thirty (30) days of conclusion of the event to the Board of Governors.

### **LIBRARY COMMITTEE**

**SECTION 11.** The Library Committee shall consist of three (3) members appointed by the Commodore. This Committee shall have the care and control of the charts, books and publications belonging to the Club and prescribe rules for their use and make additions to them when required.



## **PUBLICITY COMMITTEE**

**SECTION 12.** The Commodore, subject to the approval of the Board of Governors shall appoint the Chairman of the Publicity Committee. The Committee shall supervise and secure adequate, favorable and appropriate public notice by announcement or advertisements, mentions in the press, radio, television and/or any means serving to affect the desired purpose. This Committee shall supervise and edit the Club's official publication, The Bridge Chatter. Website and secure contract advertising. The Bridge Chatter shall contain notices and dates of all the Club activities and other organizations using the Club's facilities for the succeeding two (2) calendar months, advertising as noticed above and items of interest to the membership and yachting public. It shall be mailed to each Member and allied organizations on the first day of the month.

## **NOMINATING COMMITTEE**

**SECTION 13.** The Nominating Committee shall consist of five (5) members. They are to be appointed by the Commodore at the first regular Board meeting in June, the first named to be the Chairman, all to be approved by the Board of Governors. The Nominating Committee, in the July issue of the Bridge Chatter, shall solicit the Membership for suggestions by mail, as to the nominations for Officers and Members At-Large, all suggestions to be returned to the Nominating Committee by the first day of August. The nominating Committee shall submit their written report recommending names for each office and for each member of the Board of Governors at the first monthly meeting of said Board in August. The Board of Governors shall immediately thereafter publish in the bridge Chatter the recommendations of the Nominating Committee.

## **AUDITING COMMITTEE**

**SECTION 14.** The Auditing Committee shall consist of three (3) Members, appointed by the Commodore, subject to the approval of the Board of Governors. The Committee's duties shall be to audit the books of the Club every three (3) months; a Certified Public Accountant shall audit the books as of September 30<sup>th</sup> of each year. The Auditing Committee shall also make any other audits and reports, as it may deem necessary from time to time.

## **BUDGET COMMITTEE**

**SECTION 15.** (a) The Budget Committee shall consist of eleven (11) members, the Chairman of the Auditing Committee, the Treasurer of the Club, Chairman of the House and Grounds, the Commodore, the Vice-Commodore, the Rear-Commodore, Immediate Past Commodore, Immediate Past Vice Commodore, immediate Past Rear Commodore, immediate past Treasurer and a member of the Club, to be selected by the Board of Governors to act as the Chairman. This Committee shall make a budget for each account as segregated and established by the Treasurer showing the estimated cost of operation and maintaining the Club facilities and utilities and the proposed capital improvements for, but not limited to, the clubhouse, the roads, parking lots, grounds, piers, slips and storage areas for the ensuing year and submit said budget together with their recommendation for raising the necessary funds to balance the expenditure to the membership for consideration at the regular monthly meeting in December

(b) Submitted with the recommendations of the Budget Committee will be a direct comparison, item for item, based on the previous year's dues, slip rental and other collected revenues. Said Budget and comparison will be presented to the general membership at the November meeting and mailed or e-mailed to all members in good standing on or before the twentieth day of November preceding the December General Membership Meeting.

(c) Positive action will be taken by the Membership at the General Membership Meeting in December on the submitted budget. A majority vote will be necessary for adoption of the final approved budget.

## **CLUB OPERATIONS COMMITTEE**

**SECTION 16.** The Bar and Club Operations Committee shall consist of the Vice-Commodore as Chairman and at least three (3) members who would be responsible for Bar, Commissary and Merchandising operations. Respectively, appointed by the Commodore, subject to the approval of the Board of Governors.

## **ARTICLE XV**

### **ESTIMATES AND APPROPRIATIONS**

**SECTION 1.** The Board of Governors shall supervise the Budget for the ensuing year after its adoption by the Membership at its General Membership Meeting in December.

**SECTION 2.** The Executive Committee and/or board of Governors shall authorize no appropriation and/or expenditure of Club monies in excess of that approved by the Membership.

**SECTION 3.** No appropriation or expenditure for an EMERGENCY, over three hundred dollars (\$300.00), shall be authorized by the Board without the recommendation and except upon the motion of the Budget Committee, nor in amounts in excess of those recommended and moved for by the Committee, except by an affirmative unanimous vote of the Board members present entitled to vote.

**SECTION 4.** No Board Member, present and entitled to vote, shall be excused from voting on a motion to appropriate money without a recommendation of the Executive Committee or in excess of the amount recommended by that Committee, upon refusal of any such Member to vote, he shall be recorded in the negative.

**SECTION 5.** The Board of Governors shall not pledge the credit of the Club for a period longer than the remainder of the term. For which they were elected, without first having been authorized to do so by vote of a majority of the members present and entitled to vote at any regular Monthly Membership Meeting. Provided that notice and purpose of such a meeting having been mailed to each member ten (10) days prior at least thereto.

## **ARTICLE XVI**

### **ASSESSMENTS**

**Section 1.** After the membership at the General Membership Meeting in December has approved the proposed capital improvements and expenditures, based on the adopted master plan. The Board of Governors by an affirmative vote of the majority of the full Board shall levy equal monthly assessments on each regular member in good standing. As it may deem necessary and proper to amortize the cost of the capital improvements within a period set by the Board of Governors.

**SECTION 2.** Due consideration is to be given to the provisions of Section 4243 of the Internal Revenue Code, payments for capital improvements, which are exempt under the Federal Excise Tax on dues, land, storage and slip rentals in determining the monthly assessment. Said bills to all members shall show that portion of the charge reserved for capital improvements.

## **ARTICLE XVII**

### **REINSTATEMENT AND PENALTIES**

**SECTION 1.** The Board of Governors shall consider reinstatement of members on recommendation of the membership Committee and shall make their recommendations to the General Membership at the next regular meeting. The Board shall have the power to remit penalties levied on Club members. Reinstatement period shall be limited to 24 months immediately preceding forfeiture of membership in Club.

### **SPECIAL PRIVILEGES**

**SECTION 2.** Special privileges may be granted by the by-laws.

## **ARTICLE XVIII**

### **MANAGEMENT OF CORPORATION BOARD OF GOVERNORS**

**SECTION 1.** The Board of Governors of the Club shall be the commodore, Vice-Commodore, Rear-Commodore, Fleet Captain, Secretary, Treasurer and six (6) Members to be known as the AT-LARGE Members, elected from the Membership, two of the AT-LARGE Members to be elected at the Annual Election Meeting to serve for a period of three (3) years.

**SECTION 2.** The affairs of this Corporation shall be managed by a Board of Governors as provided for in Section 1 above who shall serve until their successors be elected and installed. If any member At-Large shall die, resign or become disqualified to hold office, a majority of the remaining Members of the Board (although such majority is less than a quorum), shall elect a successor to hold office for the balance of the elective year. The remaining year(s) of a member's term shall be filled by vote of the General Membership at the annual election meeting. Any member of the Board of Governors, who misses three (3) successive meetings, may by majority vote of the Board of Governors be removed from office and the vacancy filled as provided for. Any Member At Large may be removed from office, with cause, by a unanimous vote of the Members present in person and entitled to vote, at a special meeting called for that purpose and another may be immediately elected by the Members present in place of the person so removed to serve for the remainder of his term.

**SECTION 3.** (a) The Board of Governors shall meet at least once a month. The date, place and time to be determined by the Board and published in the Bridge Chatter.

(b) Special meetings of said Board may be called at any time by the Commodore, or at the written request of three (3) Members of said Board, provided the purpose of the meeting is stated in written request and the full Board notified of the time, place and purpose of said meeting at least ten (10) days in advance thereof and the General Membership be advised of such meeting by posting notice on the Club Bulletin Board.

**SECTION 4.** (a) The Board of Governors shall have the power to adopt such Rules and Regulations governing the Club and its members. As may be found necessary from time to time not in conflict, with the Constitution and bylaws, and when so adopted, said Rules shall be of the same force and effect as if herein contained and all Rules heretofore adopted and in force are hereby reenacted and adopted.

(b) The Board of Governors may, by unanimous affirmative nine-tenths of the vote of the full Board, suspend for a period not to exceed sixty (60) days in any one year, during the Non-Boating season (November 1<sup>st</sup> to May 1<sup>st</sup>) the requirements relative to the payment of the established Initiation Fee.

**SECTION 5.** The Board of Governors shall have the power to employ and discharge a Steward, Assistant Steward. The duties of the Steward shall come under the direct supervision of the House Committee Approved by the Board of Governors. The Club Steward shall see that the Constitution, by-laws and House Rules are carried out by the Members and others and if necessary. Report any member for infractions of the rules of the Club and present his complaint in writing to the Board of Governors at its next Regular meeting, together with signed statement of witnesses to such infraction.

**SECTION 6.** (a) Any Member of the Club may present to the Board of Governors written charges against any other Member for conduct unbecoming a gentleman or a Club Member, or conduct likely to endanger the good order and welfare of the Club. The Secretary of the Club shall immediately notify the accused Member of the charges filed against them by sending the accused Member a copy of the charges. The member or Officer so charged shall be entitled to a hearing before the Board of Governors by filing their request therefore in writing within ten (10) days after notification, with the Secretary. This charge to be presented to the Board of Governors within thirty (30) days of this offense.

(b) The Board of Governors may suspend any Member for a period not exceeding ninety (90) days for conduct unbecoming a gentleman and a Club Member, for insubordination, disobedience of order and or Officer, or for violation of the requirements of the Constitution, by-laws and/or House Rules. Any Member so charged shall be entitled to a hearing before the Board of Governors filing his request therefore in writing within the (10) days after notification, with the Secretary. After the hearing, the action of the Board of Governors shall be final.

(c) Any Member so suspended and/or expelled by the Board of Governors shall have the right to appeal to the Membership of the Club. Such appeal shall be filed in writing with the Secretary within ten (10) days after the order of suspension and/or expulsion by the Board of Governors. Within ten (10) days after the filing of said appeal, the Commodore shall schedule a Special meeting of the Members within thirty (30) days of the purpose of hearing said appeal. The Appellant shall have the right to be represented by private counsel and shall have the right to call witnesses to testify in his behalf. After said hearing, the actions of the Membership thereon shall be final.

(d) Any Officer or Member At Large that is suspended shall be removed from office for the duration of their term.

(e) All notifications shall be certified with return receipt requested.

**SECTION 7.** Seven (7) members of the Board of Governors shall be sufficient to constitute a quorum to transact the business of the Club. The rules contained in Robert's Rules of Order shall govern at all Club meetings in all cases to which they are applicable and in which they are not inconsistent with the by-laws or Special Rules of this Club.

**SECTION 8.** (a) All Club purchases of capital equipment and nonemergency maintenance exceeding the sum of one hundred dollars (\$100.00) shall be by permission of the Board of Governors.

(b) All invoices shall be paid by check except in the event of an emergency. The purchaser of an emergency item assumes full responsibility for his act until relieved by official action of the Board of Governors.

(c) All invoices paid by check shall show the check number, the account number and the date paid.

(d) Each Club social function shall be assigned an account number when authorized and all notices, purchases, receipts and disbursements shall be through the Club's Office and as detailed above.

**SECTION 9.** The Club shall operate on an Accrual Basis.

**SECTION 10.** All accounts shall be established to clearly segregate the following:

**1. CURRENT ASSETS:**

**(a) Cash on hand  
and in the bank**

**(b) Accounts Receivable**

- 1) Members Dues
- 2) Chits
- 3) Slip Rentals
- 4) Other

**(c) Inventories**

- 1) Bar
- 2) Commissary
- 3) Merchandise
- 4) Other

**(d) Fixed**

- 1) Improvements to  
Leased
- 2) Property
- 3) Buildings and  
structures
- 4) Grounds
- 5) Piers and Basin
- 6) Equipment

**(e) Deferred Charges**

- 1) Insurance
- 2) Taxes
- 3) Rentals
- 4) Other

**2. LIABILITIES:**

- a) Current
- b) Taxes
- c) Dues
- d) Initiation
- e) Assessment
- f) Md. Retail sales
- g) U.S. Payroll
- h) Md. Payroll
- i) Accrued Liabilities
- j) Other

**3. RESERVES:**

- a) Federal Taxes
- b) Life Members
- c) Dues Not Collected
- d) Amortization  
of Improvement  
Depreciation
- e) Buildings
- f) Piers
- g) Equipment

**4. SURPLUS**

**5. REVENUE:**

- (a) Membership
- (b) Initiation Fees
- (c) Assessment
- (d) Rental- Slips and Pier Facilities
- (e) Bar
- (f) Commissary
- (g) Ice
- (h) Merchandise
- (i) Publications
- (j) Special Activities
- (k) Other

**6. OPERATING EXPENSES:**

- (a) Salaries
  - 1) Steward and Assistant
  - 2) Office
- (b) Wages
  - 1) Bar
  - 2) Commissary
  - 3) Other
- (c) Transportation
- (d) Supplies
  - 1) Bar
  - 2) Commissary
  - 3) Food
  - 4) Gas
  - 5) Other
- (e) Gasoline and Oil
- (f) Merchandise
- (g) Ice
- (h) Stationary and Office Supplies
- (i) Printing and Publications
- (j) Postage
- (k) Dues and Subscriptions
- (l) Legal and Auditing
- (m) Telephone
- (n) Electricity
- (o) Heat-fuel Oil
- (p) Water Rental
- (q) Property Rental
- (r) Insurance
- (s) Taxes
- (t) Maintenance
  - 1) Buildings
  - 2) Grounds
  - 3) Piers
  - 4) Equipment
- (u) Other

## **ARTICLE XIX**

### **AMENDMENTS**

**SECTION 1.** Proposed amendments to the Constitution must be submitted in writing at a monthly meeting after reviewing them with the Board of Governors.

**SECTION 2.** Members must be notified in writing of the proposed amendments postmarked at least ten (10) days prior to the monthly meeting following their introduction.

**SECTION 3.** This Constitution shall not be amended, modified, or repealed except by two-thirds vote of the members present at any monthly meeting.

**SECTION 4.** There shall be at least three (3) copies of the Constitution in the possession of the Club at all times. One (1) for the use of the Commodore and two (2) copies for general reference in the Club Office. It shall be the duty of the Secretary, when and as often as amendments hereto are lawfully made, to annex thereto, typewritten copies of such amendments. To the end that all times there shall be at least three (3) copies thereof, with all amendments affixed thereto, for the use of the Club.

**SECTION 5.** This Constitution was voted upon and unanimously approved by the members of the Otter Point Yacht Club, Inc. on July 14, 1978 and reviewed and revised January 2007, February 2013, and December 2013.



# BY-LAWS

## CHAPTER I

### ENTRANCE FEE AND DUES

**SECTION 1.** There shall be an initiation fee for all new or reinstated Regular members, separate from annual dues, the amount to be set at the Annual Budget Meeting in December.

**SECTION 2.** The annual dues for Regular members shall be that adopted at the Annual Meeting in December. In no case shall it be less than nine dollars (\$9.00) per annum, plus all Federal, State and Local Taxes.

**SECTION 3.** The annual dues will be payable in advance by the first day of August, a dues payable notice, along with the Secretary's name and address, will be published in the July newsletter. If dues are not paid by the first day of August, a final notice will be published in the September newsletter, stating that if dues are not received by the last day of September, a member shall be found to be delinquent and stands suspended and membership in the Club shall be automatically forfeited. All sickness and hardship cases shall be presented to the Board of Governors for their action before the first day of August. All membership reinstatements shall be treated as a new member, with an initiation fee and annual dues. All new members joining the Club shall have their annual dues prorated for the remaining months of the fiscal year. CHIT cards for new members will also be prorated for the remaining months of the fiscal year. After the prorated time has expired, all new members would be required to pay full annual dues pursuant to Bylaw Chapter 1 Section 3. In the event of a dues increase at the Annual Budget meeting in December, all members who have paid their dues are responsible for paying additional monies.

**SECTION 4.** A suspended and/or an expelled member shall under no circumstances, even though they are a member of another organization to whom the facilities of the Club have been extended, may be permitted to visit the Club House and Grounds even though accompanied by a member in good standing. Upon suspension or expulsion, a member shall return their membership card and clubhouse key to the Vice-Commodore.

**SECTION 5.** The fiscal Year is the period from October 1<sup>st</sup> of one year to September 30<sup>th</sup> of the following.

**SECTION 6.** Past Commodores of Otter Point Yacht Club, that has not received lifetime membership, are required to be at least a social member in good standing with Otter Point Yacht Club or another yacht club affiliated with CBYCA. Sole membership in the Chesapeake Commodores Club and other such organizations will be treated as a guest and limited to the restrictions placed on guest.

## **CHAPTER II**

### **MEETINGS**

**SECTION 1.** Regular Membership Meetings required by the Constitution shall be held on the second Friday of each month at 8:00 P.M. at the Otter Point Clubhouse.

**SECTION 2.** At all meetings, a quorum of twelve (12) members and Officers being present the order of business shall be as follows:

- 1) Roll Call
- 2) Minutes of previous Regular, Special and Board of Governors Meeting to be read in chronological order.
- 3) Report of Commodore
- 4) Report of Vice-Commodore
- 5) Report of Rear-Commodore
- 6) Report of Secretary
- 7) Report of Treasurer
- 8) Report of Standing Committees
  - (a) Auditing
  - (b) Budget
  - (c) Membership
  - (d) Publicity
  - (e) Anchorage and Slip
  - (f) Entertainment
  - (g) House and Grounds
  - (h) Club Operations
  - (i) Power Boat Regatta
  - (j) Opening Day
- 9) Report of Special Committees
  - (a) Commodore's Farewell Fleet Review
  - (b) Commodore's Ball
  - (c) Nominating
  - (d) Others
- 10) Unfinished Business
- 11) New Business (or suggestions for good of the Club)
- 12) Elections
- 13) Adjournment

## **CHAPTER III**

### **NOTICES**

**SECTION 1.** Notice shall be mailed to each Member of all Regular Meetings, at least ten (10) days before such meetings and of all Special meetings and of the purposes for which they are called, postmarked at least 10 days before such meeting. The business of any special meeting shall be strictly confined to the purpose stated in such notice.

**SECTION 2.** Every member shall furnish to the Secretary an address to which all notices and documents shall be sent and any change in same shall be promptly sent to the Secretary.

**SECTION 3.** All notices and documents required by the Constitution, by-laws or rules to be sent to any member by mail shall be sent by e-mail unless no such e-mail has been provided in which case it shall be sent by mail prepaid to his residence or place of business, as it appears on the Club books and the same shall be deemed to have been duly sent or served when mailed or otherwise forwarded to the address furnished and in default of a Member having furnished an address, when so mailed addressed to him at the Club.

## **CHAPTER IV**

### **CLUB BURGEE**

**SECTION 1.** Each yacht enrolled is required to fly the Club Burgee where so provided in these by-laws or in Yacht Routine.

**SECTION 2.** Any member of the Club hiring a yacht shall be permitted to fly the Club Burgee and to accompany the Fleet on its cruises.

**SECTION 3.** No vessel engaged in any commercial enterprise or cruise for profit or violating any of the Rules of the Club shall fly the Club Burgee.

**SECTION 4.** Members when chartering their boats shall not be permitted to fly the Club Burgee while under such charter, nor to take or to discharge passengers at the Club docks, wharves, piers, floats or other property.

## **CHAPTER V** **FLAGS AND SIGNALS**

**SECTION 1.** Commodore's flag shall be rectangular in shape with a fouled anchor encircled by thirteen five-pointed stars in white on a blue field.

**SECTION 2.** Vice-Commodore's flag shall be same as Commodore's on a red field.

**SECTION 3.** Rear-Commodore's flag shall be the same as Commodore's except anchor and stars are red on white field.

**SECTION 4.** Fleet Captain's flag shall be rectangular in shape with a fouled anchor in blue on a white field.

**SECTION 5.** The private signal of a yacht owner shall be as selected.

**SECTION 6.** The Club signal, Officer's flags and private or owner's signal shall be three-quarters inch in length for each foot of height from truck to surface of the water. These measurements are on the fly; the hoist of all signals to be two-thirds of the length of fly.

## **CHAPTER VI**

### **SENIORITY**

**SECTION 1.** In the absence of the Commodore, Vice-Commodore, Rear-Commodore and Fleet Captain, the senior yacht owner present shall be the acting Commodore and in command of the fleet while cruising.

**SECTION 2.** In case of resignation and re-election the date of membership shall commence from the time of his re-election, except as provided for in Chapter XV, Section 1.

## **CHAPTER VII**

### **CHANGES IN YACHTS OR OWNERSHIP**

**SECTION 1.** Every member, upon buying or selling a yacht or altering the rig or model of their yacht or changing the name, shall give notice of it to the Secretary. No yacht, which is not registered on the Fleet Roster, in the name of her owner or owners shall be entitled to representation in or enjoy any privileges of the Club.

**SECTION 2.** Any yacht owned, wholly by a Member or Members of the Club, may be enrolled in the Club and registered on the Fleet Roster, upon her Owner's filing with the Secretary, a description of the yacht, comprising her name, numbers and ownership, size type, rig, engine and horsepower and the name and address of her builder, if known.

**SECTION 3.** Any yacht which shall be let, unless to a member of the Club, shall be debarred all rights and privileges of the Club during the time in which she shall be let.

## **CHAPTER VIII**

### **CRUISES, RACES, REVIEWS**

**SECTION 1.** At least once a year there shall be a Club Cruise. The date and itinerary of which shall be determined by the Board of Governors of the Club at a Special Meeting. The Commodore or Flag Officer or senior officer present shall command the squadron; he will be obeyed and respected as provided in these by-laws and in Yacht Routine.

**SECTION 2.** There shall be at least once in a season a Fleet Review at a time to be designated by the Board of Governors or at a Regatta or Special meeting, at which time all yachts enrolled in the Club shall be invited to participate. The reviewing Officer shall be the Commodore or any club official or distinguished person or persons upon whom this honor may be conferred.

## **CHAPTER IX**

### **YACHTING SEASON**

**SECTION 1.** The Yachting Season for all matches and races shall be limited to the period between the first day of May and the first day of November in each year.

## **CHAPTER X**

### **RACING RULES AND YACHT ROUTINE**

**SECTION 1.** All yachts entitled to fly the Club Burgee shall observe the Racing Rules and Yacht Routine as adopted by the Club.

# **CHAPTER XI**

## **UNIFORMS**

**SECTION 1.** The coat shall be three buttons, double-breasted, sack coat, breast pocket welt, bottom pockets welt with inside cash pocket on right side. Trousers with or without pleats, plain bottoms.

**MATERIAL:** The uniform shall be made of N.O. blue serge tropical or elastic. When worn as a summer uniform, the trousers are to be white gabardine, duck or flannel.

**BUTTONS:** Buttons for the coat-regulation yachting buttons.

### **SLEEVE DESIGNATIONS OR RANK:**

- 1) The Commodore shall wear on each sleeve five stripes of black tubular braid, 3/8 inch wide, 1/4 inch apart, the top one forming a trefoil, the bottom one placed two inches from the bottom of cuff, three gold stars to appear in the center of each loop of the trefoil on each sleeve.
- 2) The Vice-Commodore-Four stripes as above, two gold stars to appear in the center of lower loops of the trefoil.
- 3) The Rear-Commodore-Three stripes as above, one gold star placed in the center of the upper loop of the trefoil.
- 4) The Fleet Captain, Secretary, Treasurer, Measurer, Fleet Surgeon and Regatta Committee- Two stripes as above with the trefoil and with an appropriate insignia in upper loop of trefoil.
- 5) The Members-Trefoil stripe only. Boat owners-two stripes with trefoil.
- 6) The Past officers of the Club shall be entitled to wear the insignia of their rank with the exception that silver stars and/or the insignia of their office shall be substituted for gold.

**SECTION 2.** The Club cap shall be either navy blue or black cloth, white serge, flannel or duck with a lustrous mohair black braid 1 1/4 inches wide, chin strap of tubular braid and a visor of black patent leather. In design, the cap is to be an exact counter part of that worn by the United States Navy Officers, but without the grommet.

## **ORNAMENTS:**

- 1) For the Commodore, two crossed fouled anchors, each to be 1 7/8 inches long and at their intersection a raised disk showing a miniature Club Burgee and Staff to be enameled to show Club Colors, the anchors to be embroidered gold. Chin strap to be tubular gold braid, fastened with gold buttons and an embroidered five pointed star 5/8 inch in diameter on each side of and one over the device.
- 2) For the Vice-Commodore, same as for Commodore, omitting the star over device.
- 3) For the Rear-Commodore, same as for Commodore omitting the two side stars.
- 4) For Past Flag Officers, same as Commodore, except that silver stars and silver braid are to be substituted for gold stars and gold braid.
- 5) For Fleet Captain, same as for Commodore, omitting stars, with fouled anchor in gold 1/2 inch long placed above device and placed horizontally.
- 6) For Secretary, same as for Fleet Captain, substituting a maple leaf in gold placed vertically.
- 7) For Treasurer, same as for Fleet Captain, substituting an acorn in gold.
- 8) For Fleet Surgeon, same as for Fleet Captain, substituting a right angle Red Cross with arms of equal lengths placed with one arm vertical.
- 9) For Measurer same as for Fleet captain, substituting black braid and buttons for gold and letter .M. for star.
- 10) For Captains and Members, same as for Fleet Captain, omitting fouled anchor and substituting black braid and buttons for gold.

## **CHAPTER XII**

### **GUESTS**

**SECTION 1.** At the request of a member, the Club manager or Officer of the Day may extend the privileges of the Club to a Registered Guest upon the following conditions:

- A. Must be accompanied by a member in good standing.
- B. Guest privileges will be limited to a maximum of five (5) visits in any one calendar year.

**SECTION 2.** Members introducing guests shall be responsible for the conduct and for any debts incurred by them to the Club.

**SECTION 3.** An officer of the Club may withdraw the privileges of guests for cause any time.

## **CHAPTER XIII**

### **INDEBTEDNESS**

**SECTION 1.** Whenever a Member's indebtedness for any amount is not paid, for any reason, within sixty (60) days after same shall become due, they shall be suspended and immediately notified by the Secretary by Certified mail Return Receipt Requested of their suspension. This does not refer to dues or slip fee.

## **CHAPTER XIV**

### **RESIGNATIONS**

**SECTION 1.** Resignations of Members shall be sent in writing to the Secretary and acted upon by the Board of Governors. Resignations shall only be accepted when all indebtedness to the Club is paid.

**SECTION 2.** The rights and interests of any Member in the property and privileges of the Club shall cease with the termination of his membership.

## **CHAPTER XV**

### **REINSTATEMENTS**

**SECTION 1.** Request for re-instatement to membership must be made to the Membership Committee in writing. Should the action of the Committee be favorable to re-instatement, they shall so recommend to the Board of Governors who shall make their recommendations to the General membership at the next regular meeting. A suspended, and /or expelled member shall not be eligible for re-instatement except by payment of all indebtedness incurred prior to their withdrawal from the Club and at least one-half (1/2) dues, assessments, if any taxes and current reinstatement fee.

**SECTION 2.** A resigned Member requesting re-instatement shall be subject to all requirements of Chapter XV Section 1, except the waiting period.

## **CHAPTER XVI**

### **SPECIAL PRIVILEGES AND EXCLUSIONS**

**SECTION 1.** The officers may extend within the limitations of Chapter XII, any of the privileges of the Club, upon such terms and conditions and for such defined period as they may deem advisable, to any person whose position, attainments and character or whose intended use of such privilege will, in their opinion, justify such action. No member, while employed by Otter Point Yacht Club, Inc, shall have the privilege to vote or hold office, except that they shall be allowed to vote for candidates for office at the annual election meeting.



## **CHAPTER XVII**

### **AMENDMENTS**

**SECTION 1.** Proposed amendments to the by-laws must be submitted in writing at a monthly meeting after reviewing them with the Board of Governors.

**SECTION 2.** All Members must be notified in writing of the proposed amendments postmarked at least ten (10) days prior to the monthly meeting following their introduction.

**SECTION 3.** Actions on any proposed amendment must be taken at the monthly meeting following its introduction.

**SECTION 4.** These by-laws shall not be amended, modified, or repealed except by a two-thirds (2/3) vote of the Members present at any monthly meeting.

**SECTION 5.** There shall be at least three copies of these by-laws in the possession of the Club at all times, one for the use of the Commodore and two copies for general references in the Club Office and it shall be the duty of the Secretary, when and as often as amendments hereto are lawfully made, to annex thereto typewritten copies of such amendment, to the end that at all times there shall be at least three copies thereof, with all amendments affixed thereto for the use of the Club.

**SECTION 6.** These by-laws were voted upon and unanimously approved by the members of the Club on July 14, 1978 and reviewed and revised June 2011, February 2013, and December 2013.

# **OTTER POINT YACHT CLUB**

## **GENERAL RULES**

1. **The club house and all of its facilities are for the exclusive use of the members of the club and their guests when accompanied by a member, except as otherwise stated in the Constitution and By-Laws of Otter Point Yacht Club.**
2. **Members of other CBYCA affiliated boat and yacht clubs and their members/guests are cordially invited and should make their presence known immediately, at which time they are to register in the club's guest register. Persons holding tickets or invitations to any club events or club functions need not register.**
3. **All members and employees are financially responsible for any damage caused by willful misuse of any club property at all times.**
4. **The dress of members and guests in the clubhouse shall always be of a type suitable for the occasion. A suitable shirt or over garment and shoes must be worn in the clubhouse at all times.**
5. **Employees under the jurisdiction of the club shall not be disciplined by members or their guests at any time. Complaints should be given to the Commodore or one of his Officers.**
6. **Club members should have their membership cards with them at all times when on club property.**
7. **All personal property of members and guests including boats and cars left on club property shall be at the owner's risk. The owners of such property shall be responsible for any damage.**
8. **Any person under the age of 21, in possession of or consuming alcohol shall be expelled from the premises. Any person in possession of or under the influence of narcotics or any other illegal drugs shall be evicted from club property.**
9. **All persons entering on club property are expected to conduct themselves in the same manner as members and guests and are subject to the same rules and regulations as the members.**
10. **No pets are permitted on the piers or the club grounds except on a leash. Pets are not permitted in the clubhouse at any time. The member is responsible for cleaning up after their pets.**
11. **Any persons entering the property of Otter Point Yacht Club shall do so at their own risk.**
12. **Members who sign up to attend a club event will be billed for the full ticket price of the event unless a 48 hour notice is given.**
13. **All articles put in the Bridge Chatter must be approved by the Commodore.**
14. **All members are responsible for their guests and the guests must leave when the member leaves.**

# **CLUB HOUSE RULES**

1. **No property shall be removed from the club house without permission from the Commodore or the Vice Commodore or Senior Officer.**
2. **No vulgar or abusive language in the club house and on club property.**
3. **No posters shall be hung up on the bulletin boards, doors or windows without the permission of the Commodore or Vice Commodore.**
4. **All children must purchase products from the right hand side of the bar only.**
5. **No children are allowed in the clubhouse unless accompanied by their parents.**
6. **Members observing unruly conduct among the children are encouraged to advise the parents directly. If the parents can't be found, then one of the club officers should be advised immediately. If the conditions warrant, members should feel free to intervene directly with the children involved.**
7. **No minors may sit at the bar.**
8. **No alcoholic drinks purchased at the bar are allowed off club property.**
9. **No alcoholic drinks may be brought into the clubhouse. No alcoholic drinks may be brought onto the pavilion if the Club is selling alcohol on the pavilion.**
10. **Only one car per member is allowed in the parking lot on the weekend during the summer months.**
11. **No one under 18 is allowed on the pool table unless accompanied by an adult.**
12. **No smoking in the upstairs clubhouse.**
13. **Anyone going out overnight must park their cars on the hill.**

## **GROUNDS AND PIER**

- 1. All boats must be carefully maneuvered out of, and into, their slips. Members and guests will be responsible for any damage caused by their vessel, or their vessels' wake, either to club property or private property.**
- 2. No boats are allowed to refuel at the piers or at the bulkhead of the club.**
- 3. The pier must be kept clean and free from obstructions at all times.**
- 4. Any structure modification to the piers must be approved by the Slip and Anchorage Committee and House and Grounds.**
- 5. Bicycles are not allowed on the piers except to transport members and guests to and from their boats. No motorized vehicles are allowed on the piers at any time.**
- 6. Use of charcoal or similar open flame grills are prohibited on the piers and the boats.**
- 7. Children under 12 must wear life jackets at all times while on the piers.**
- 8. No running on the piers at any time.**