

GENERAL MEETINGS VICE COMMODORE/HOST RESPONSIBILITIES

Meeting Room

One month prior to meeting, verify that the location (Islander Resort, Woodman Hall, etc.) is reserved for the specified date. Make arrangements for getting and returning key if necessary. Make arrangements for the invoice for use of the facility (if any) to go to LIYC, Box 22, Lopez Island, WA98261

Announcement

Send the Webmaster and the Newslite editor a brief announcement concerning the arrangements for the meeting. Include the date, time, place, BYOB or not, potluck/catered, prices, phone number and deadline for reservations, and any other pertinent information. This announcement needs to be given the Newslite editor by the Board meeting (first Wednesday of the month) prior to the general meeting or earlier if possible. Editor will add pictures and format for publication.

Program

Contact the Vice Commodore to discuss arrangements for the program. Determine what, if any, equipment will be needed.

Liquor

No LIYC funds shall be used to purchase alcoholic beverages. Meetings or events will be either BYOB (see "Liquor Permit" section below) or wine or other alcoholic beverages may be purchased at restaurants or other establishments licensed to dispense them. LIYC may, however, buy a bottle of champagne, or similar, for new members.

Liquor Permit

At least two weeks before the program, obtain a liquor permit if needed.

Permits are necessary for any meeting where we have alcohol and are not at a facility with a liquor permit. Permits are to be obtained and must be posted during the meeting.

Food

If catered, contact caterer and arrange menu, price, and reservation deadline. Determine what setup is needed for potluck or catered meal. Contact the Vice Commodore before buying decorations, tablecloths, napkins, etc. regarding LIYC's supplies. Buy only enough coffee for one night.

If the meeting is to be held in a restaurant, determine who (hosts or vice commodore) will meet with restaurant manager to select a menu and negotiate a price. It's best to have the tax and gratuity included in the total price to avoid confusion. Document the arrangement, make two copies, and have them signed. Give one copy to the manager.

Decoration

Cost consciousness is encouraged. LIYC usually has extra tablecloths and supplies. Check with the Vice Commodore for inventory. If these are not options or you have something special in mind for meeting decorations or entertainment, LIYC will reimburse the host up to \$50.00 per meeting.

Meeting Day

- Get key and turn on heat, if applicable
- Set up tables, chairs, AV equipment
- Post liquor permit (if required)
- Make coffee
- Bring camera and/or get someone to take pictures

After meeting

- Bus room, put away chairs and tables, collect tablecloths, and take down liquor permit
- Turn down heat, turn off lights, and lock door
- Return key and any extra supplies
- Send photos (jpegs) to Newslite editor
- Give receipts for expenses to Treasurer by the end of the month of the event. LIYC will reimburse up to \$50.00 of the host's expenses.

CRUISES*

REAR COMMODORE/HOST RESPONSIBILITIES

*Note: "Cruises" also include one-day events such as Opening Day, Flat Point Clam Fest, and Raft Up.

Cruise Destinations

In most cases the year's destinations will have been predetermined by the LIYC incoming and outgoing board at the December planning meeting. The Rear Commodore will be the contact person for discussing arrangements for the cruise and for obtaining the list of interested members. The hosts and the Rear Commodore will determine for which of the following each will be responsible. (Please note that the Vice Commodore hosts the Opening Day weekend, which is listed under Cruises.)

1. BOOK ASAP!!! Many marinas fill up quickly during prime time. Contact the marina to make reservations for the club. Most marinas are now easily accessible by e-mail. The marina may also request that individual boat captains contact them with their individual credit card info to reserve their space.
2. Ask the marina if there are other "events" planned for that time. For example, if our boaters are looking for a quiet peaceful weekend to relax, they may be disappointed if a hydroplane race is also being held just outside the marina breakwater.
3. Determine if there is a covered barge or patio area available for afternoon appetizer get-togethers or potlucks. If applicable, reserve this spot in advance.
4. Determine if there will be a discount given for a certain number of boats and confirm the dates, number of boats, discount for multiple boats (if any), meeting spot reservation (if appropriate) and a contact person at the marina office via email.

Program

Unless specified by the Rear Commodore, the "program" can be determined by the cruise hosts. It may be as informal as a potluck appetizer get-together on the docks; then the rest of the weekend is free time. Or, it could include dinner (or other meal) at a restaurant or attending a play or concert. The host might also research entertainment opportunities in the

surrounding area such as farmers' markets, botanical gardens, shopping centers, etc. Some golf courses will also pick up golfers and transport between course and marina. If the weekend will include a meal at a local restaurant, contact the restaurant manager to select a menu and agree upon a price. It is best to have the tax and gratuity included in the total overall price to avoid any confusion. Ask if our members can bring their own wine to the restaurant. Some restaurants will allow this if we're willing to pay a "corkage fee" and restaurant employees open the bottles at the tables. Determine the last day the restaurant will accept reservation counts or changes. Document the agreement, make two copies and have both signed. One copy is for the restaurant.

Note: If you are not familiar with the area surrounding the marina, ask your marina contact for recommendations for restaurants within walking distance or with shuttle service from the marina.

Announcement

Give the Newslite editor the details for the cruise. Include dates, times, places, BYOB or not, potluck/catered/restaurant, prices, phone number and deadline for reservations, and any other appropriate information.

This information needs to be given to the editor before the board meeting of the event month (first Wednesday of the month) or earlier, if possible. The editor will add pictures, graphics, and formats for publication.

Liquor permit

If the cruise destination is within the United States and the event will include alcohol, obtain a liquor permit at least two weeks before the cruise. Permits are not necessary if the event will be held in a restaurant or other licensed facility with a liquor permit. Permits must be posted during the event.

Expenses

Cost consciousness is encouraged. LIYC usually has extra tablecloths and supplies. Check with the Vice Commodore for inventory. If these are not options or you have something special in mind for cruise decorations or entertainment, LIYC will reimburse the host up to \$50.00 per cruise. **Give receipts to the Treasurer in a timely manner.**

Note: Opening Day, 4th of July and Commodore Holiday Party decorating expenses will be reimbursed up to \$200.

OFFICER RESPONSIBILITIES

COMMODORE

Throughout the year: Presides over meetings held by the general membership and the Board

- **January:** Determine where the “Commodore’s Cruise” destination will be and work with the Board members to schedule the date in the Cruising Calendar.
 - **June:** Coordinate volunteers for the 4th of July Float
 - **July or August:** Appoint three-member nominating committee to select a slate of officers willing to serve for the following calendar year. (Slate should be presented to the Board at the September Board meeting.)
 - **September Board meeting:** Dues and initiation fees should be reviewed annually at this meeting.
 - **October:** Coordinate the Commodore’s Christmas Party at a local restaurant and share the menu and details with the membership.
 - **November:** Select recipient(s) of any special awards (or a selection committee.)
 - **November:** Identify someone(s) responsible for handbook updates, printing, assembling, distributing.
 - **December Board meeting:** Combination of outgoing and incoming officers’ planning meeting for the following year.
- Throughout the year:** The Commodore coordinates with the Membership Chair to have nametags, booklets and champagne ready to present at a meeting after their membership acceptance.

NOTE: The commodore may, at his/her discretion, authorize various expenditures throughout the year of up to a total of \$300.00 without Board approval.

VICE COMMODORE

- **January and throughout the year:** See also GENERAL MEETINGS on page 1 of Responsibilities. The Vice-Commodore's duties include finding and signing up Program presenters for each of the General Membership meetings and Hosts to decorate the meeting room and dining tables. It is recommended that the VC meet with presenters a week or two before the presentation to do a "dry run" with the LIYC projector and the presenter's computer.

Also, the Vice Commodore is responsible for ordering burgees and commodore flags.

- **January:** Traditionally, the Vice Commodore takes possession of the club's boxes of decorations, meeting supplies, and club burgees to store at their home and have available for the host to use for meeting decorations. Currently, as of 2016, LIYC has a storage unit for these supplies. The VC will bring projector, screen, microphone, speaker, table, raffle tickets and name tags to each general meeting. The VC should store the projector in a warm dry place between uses.

The VC will also produce a new calendar for the year which includes the dates and details of monthly Board and General Membership meetings as well as any Cruises (check with Rear Commodore to confirm dates) and special events, such as the Clam Bake, Sailing Regattas and Fisherman's Bay Raft Up.

- **February through April:** Communicate and coordinate with the Friday Harbor Sailing Club regarding Opening Day Weekend details such as moorage, schedule, dinners and other details. The VC will also schedule Coast Guard Auxiliary inspections and fire extinguisher checks, if any.

* **May:** The Vice-Commodore traditionally hosts the Opening Day activities that have been planned along with the Friday Harbor Sailing Club (that has joined our Opening Day events for many years).

* **November:** Order Past Commodore's flag for you to present to the outgoing commodore at the December Holiday Party.

REAR COMMODORE

* **January and throughout the year:** The Rear Commodore's duties include working with the board members to agree on cruising destinations and is generally the contact person for discussing arrangements for the cruise and for obtaining the list of interested members. The hosts and the Rear Commodore will determine for which of the above each will be responsible.

See also CRUISES on page 3 of Responsibilities. The RC will draft a proposed calendar and itinerary of cruises and rendezvous. Once the Cruises are reviewed by the Board, RC will email membership the proposed dates and destinations.

- **February/March:** Contact the Flat Point Home owners Association and/or representative to get permission for the Clam Bake.
- **March:** Arrange for the Fisherman Bay Raft Up
- **April:** Notify Marinas of upcoming trip dates and an estimate of boats.
- **May through September:** Keep a list of members that are attending the Cruises and rendezvous.
- * **June:** Set up the Clam Bake. Make 3 gallons of the New England Style Clam Chowder and get a volunteer to make Manhattan Style.
- **December:** It would behoove the RC to start booking presenters for the following year.

SECRETARY

- **Throughout the year:** The Secretary attends the board meetings and takes minutes and records any motions that are passed by the Board and any changes to the By-laws or changes to the Member Handbook. The minutes are then submitted to Board members and Committee Chairs prior to the next Board meeting.

TREASURER

- Pick up the mail at the Post Office Box 22. Give new membership applications to the Membership Chair. Newsletters, US Boating announcements and other newsworthy information are given to the Newsline Editor.
- Arrange payments for meetings, dinners and cruises. Pay The Islander \$100 for each potluck meeting held there. (This charge is not invoiced).
- Keep records of all receivables, payables, and presents a monthly financial report to attendees of the Board meeting.
- **January to May:** Electronically file IRS Form 990-N (ePostcard) for previous year (due by May 15).
- **August:** File non-profit renewal with Washington Secretary of State in co-ordination with Diana Hancock.
- **November Board meeting:** The Treasurer will prepare a draft budget to be presented and discussed at the November and December Board meetings when the incoming and outgoing officers are present.
- **December:** Order nameplates for past commodore's plaque and any other award plaques as required. Note: There are different styles of plates.
- **December Board meeting:** Budget may need to be adjusted based on decisions at the December planning meeting.

NEWSLINE EDITOR

- **February or March:** In compliance with our cooperating agreement requirement with Boat US, publish an article notifying our members about the agreement and highlighting some of the benefits of belonging. (See Boat US file).
- Publish bio and, if possible, picture of new member applicants in the newsletter as required as part of the applicant approval process.

MEETING GUIDELINES/PHILOSOPHY

1. There are seven general membership meetings during the year-Jan, Feb, Mar, Apr, Sept, Oct, Nov—plus Opening Day in May and our holiday celebration in December. No formal general membership meetings are held during the “cruising season”—June, July or August.

2. There are budgeted amounts available for decorations, entertainment, etc. for Opening Day, the July 4th parade, and the December party. Check with the Vice Commodore for details.

3. Because Lopez Island Yacht Club’s (LIYC) stated purpose is to “promote family boating recreation,” meeting presentation topics and speakers should be chosen with this mind. Religious or political issues are not appropriate for general membership meetings. “Political issues” include, but are not limited to, candidate forums, school bond issues, levy lifts, etc.

4. LIYC does not financially sponsor an OUTSIDE or COMMUNITY event, even if marine related, IF IT IS A COMMERCIAL ENDEAVOR. An example would be an author presenting a topic on sailing to Fiji, but the purpose of the presentation is to sell his/her books about the experience to the audience. (This does not mean the board CAN’T decide to have it presented as one of our internal yacht club general meeting programs. It can.) Making note of the event in the LIYC newsletter is, however, acceptable because it is marine related, may be of interest to yacht club members, and does not expend club funds.

MISCELLANEOUS

1. LIYC members may submit personal marine-related items for sale to the Newslite editor for publication at no charge. However, businesses or commercial ventures, even those affiliated with yacht club members, must pay the going advertising rates for publication.

2. Because our goal is to keep annual dues low and affordable (and individual charities are very much a matter of personal choice), LIYC does not make charitable contributions.

3. LIYC does not send memorial gifts.

LOPEZ ISLAND YACHT CLUB BY-LAWS

ARTICLE I Purpose

The purpose of this organization shall be to promote family boating recreation in all its phases, including racing, boating etiquette, safety on the water, improving the marine organizations having comparable goals, as well as advancing fellowship among people interested in boats and boating.

ARTICLE II Membership

Section 1 Membership in this organization shall be open to all boaters who agree to uphold the purpose of the organization stated in Article 1 and who are willing to accept the obligations of membership.

Section 2 The sequence of events for becoming a member shall be as follows:

1. Those persons wishing to become members shall make written application to the club's Governing Board on forms provided by the club, accompanied by the initiation fee, the current years dues, and a photo (jpeg). The application shall have the signatures of three members in good standing recommending membership in the club.
2. Following application for membership, the names of prospective members shall be published in the club newsletter or by email. Member's comments concerning the applicants shall be made by contacting members of the Governing Board.
3. After allowing ten (10) days for comments from the general membership, approval of the application shall require a 2/3 favorable vote of the Governing Board.

ARTICLE III Meetings

Section 1 The regular business meetings of this club shall be held at least quarterly on the third Wednesday of the month. The time and place of meetings shall be established by the Governing Board or its designate.

Section 2 Fifteen percent (15%) of the membership must be present to constitute a quorum in order to conduct business.

Section 3 Special meetings may be called by the Governing Board whenever it shall deem such meetings to be in the best interest of the club. Absentee ballots shall accompany notices of special meetings that are called for the purpose of levying assessments.

ARTICLE IV Nominations and Elections

Section 1 Thirty days prior to the business meeting in October, the nominating committee previously appointed by the Commodore shall submit its recommended nominations of a slate of officers who are willing to serve for the following year.

Section 2 In addition, there shall be a written call for nominations from the membership. Nominations from the membership must be received 30 days prior to the October business meeting and all nominations must be published in the newsletter prior to said meeting.

Section 3 Under the Order of New Business, the annual election of officers shall be held at the November business meeting.

Section 4 The newly elected officers shall take over duties on January 1 of each year.

ARTICLE V Officers

Section 1 The elected officers of this club shall consist of

- A Commodore
- B Vice Commodore
- C Rear Commodore
- D Secretary
- E Treasurer
- F Trustee

The term of office shall be one (1) year, except for the Trustee, who shall have a term of two (2) years.

Section 2 An additional one-year term Trustee position shall be filled by the out-going Commodore.

Section 3 No member may hold two offices concurrently.

Section 4 Any member of this club in good standing shall be eligible for election to any office. However, it is recommended that the officers other than the Secretary and the Treasurer follow a line of succession. Namely, first year Rear Commodore, second year Vice Commodore, third year Commodore.

Section 5 Two members may share an office. However, when a voting position is shared, the position's vote will only count as a single vote.

ARTICLE VI Duties of Officers

Section 1 It shall be the duty of the Commodore to preside at all business meetings, act as the Chairperson of the Governing Board, appoint Committees to assist in furthering the welfare of the club, be an ex-officio member of all committees, and have general supervision over all affairs of the club.

Section 2 It shall be the duty of the Vice Commodore to preside in the absence of the Commodore, to assist in the execution of his/her duties and to be responsible for race, social and educational activities.

Section 3 It shall be the duty of the Rear Commodore to

preside in the absence of both the Commodore and the Vice Commodore, to assist them in carrying out their respective duties, as well as being responsible for cruise activities.

Section 4 It shall be the duty of the secretary to keep a record of the proceedings of the club, conduct its correspondence, and to see that dues notices are mailed to members. The records of the Secretary shall be subject to inspection by the Governing Board or its representative on an annual basis.

Section 5 It shall be the duty of the Treasurer to keep a record of the financial business of the club, to receive all money due the club, to pay all bills approved by the Governing Board or by the club's membership subject to the approval of the Governing Board, and to prepare the annual budget for the following year to be presented to the Governing Board or its representative on an annual basis.

Section 6 It shall be the duty of the Trustees to act as members of the Governing Board in conducting the routine business of the club.

ARTICLE VII Governing Board

Section 1 The Governing Board shall consist of the Commodore, Vice Commodore, Rear Commodore, Secretary, Treasurer, and the two (2) Trustees. The Governing Board shall conduct the routine business of the club as delegated representatives of the membership. Four members of the Governing Board shall constitute a quorum.

ARTICLE VIII Fiscal Year

The fiscal year of the club shall be from January 1 to December 31 of each year.

ARTICLE IX Dues and Initiation Fees

Section 1 The initiation fee for individuals or for families shall be reviewed annually at the September Board meeting, and a two-thirds (2/3) majority vote of the Board will be required to change the initiation fee.

LIYC BYLAWS AMENDMENT

Article IX Dues and Initiation fees

Section 1 The initiation fee for individuals or for families shall be reviewed annually at the September Board Meeting, and a two-thirds (2/3) majority vote of the Board will be required to change the initiation fee.

Section 2 New members who have paid the initiation fee and annual dues and have been granted membership to the club between September 1 and December 31 shall have their next full year membership dues waived.