



*Wollaston*

YACHT CLUB

Established 1897

# CONSTITUTION AND BYLAWS

Updated: August 22, 2019

A member of the Massachusetts Bay Yacht Club Association

# CONSTITUTION

## ARTICLE I

The name of this corporation shall be the Wollaston Yacht Club (hence “Club”).

## ARTICLE II

The said corporation is located at Wollaston in the City of Quincy, County of Norfolk, and Commonwealth of Massachusetts.

## ARTICLE III

The purposes for which this corporation is organized are to promote interest in yachting and to encourage yacht building, sailing, and aquatic sports, as well as social life among its members, and to secure and maintain suitable buildings and equipment to accomplish these purposes.

## ARTICLE IV

### OFFICERS

**Section 1:** The officers of the Wollaston Yacht Club shall be a Commodore, Vice Commodore, Rear Commodore, a Secretary who shall also be a clerk of the corporation, a Treasurer and a Financial Secretary. Each of these officers shall be a Boating Member elected annually by the membership.

**Section 2:** The Club shall have an Executive Committee, which shall be composed of the officers of the Club as stated in Section 1 and three (3) additional Boating Members of the Club, one of whom shall be elected annually for a term of three (3) years. The Ex-Commodore shall also be a member of the Executive Committee, Ex- Officio (without vote), and shall remain on the committee as long as his or her successor remains in the office. The Chairperson of the House Committee shall be a member of the Executive Committee, Ex Officio.

**Section 3:** The duties of the first six (6) officers named in this article shall be those usually incidental to their respective offices and as further directed by the Executive Committee.

## ARTICLE V

### COMMITTEES

**Section 1:** The Executive Committee shall have full charge of the management and property of the Club. The Executive Committee is empowered to make such rules and regulations for the conduct of the Club as they may deem expedient. The Executive Committee shall not, without vote of the membership, vote to any officer or member of the Executive Committee any salary, money or prerequisite for the performing the ordinary duties of his office, but shall not prevent the payment of the expenses necessarily incurred in the usual performance of the duties of an office.

The Executive Committee shall provide bonding of the Treasurer and Financial Secretary and shall provide for fire and liability insurances on the Club property.

**Section 2:** The Executive Committee shall make or authorize all expenditures for operating the Club. No contracts for construction work or the purchase of supplies and materials for alterations or permanent improvements to the Club property exceeding \$3,000.00 shall be made by the Executive Committee without the approval by vote of the membership at a regular or special meeting called for said purpose. General maintenance and emergency repairs are excluded from this provision.

**Section 3:** The Executive Committee on the recommendation of the Commodore a Fleet Captain and a Chairman for each of the following committees: House Committee, Regatta Committee, Race Committee, Entertainment Committee, Safety Committee, Float Committee, Membership Committee, and prescribe the functions of the same.

**Section 4:** The Executive Committee shall have presented by the Treasurer at the annual meeting of the Club a full report of the financial standing of the Club and its doings for the preceding year, which shall include a report from the Chairman of any committee that had receipts and disbursements during the year.

**Section 5:** The Executive Committee shall meet each month for the transaction of business. Said meeting may be suspended, at the discretion of the Commodore, during the winter months. A majority of the members of the Executive Board shall constitute a quorum for the transaction of business.

**Section 6:** The Executive Committee shall ballot on all candidates for membership; two (2) negative votes shall reject an applicant.

**Section 7:** The Commodore and other members of the Executive Committee shall take cognizance of all violations of the Bylaws, Rules, and Regulations of the Club and the Executive Committee is empowered to take such action as they deem necessary.

## ARTICLE VI

**Section 1:** The Constitution, Bylaws and Rules and Regulations may be amended or suspended for a definite time by a two thirds vote of the members present at any meeting of the Club; provided however that the notice of such meeting shall have contained the proposed amendment or suspension.

**Section 2:** The Commodore may order special meetings of the Club at his or her discretion, and upon written request of five or more Boating Members in good standing. The Commodore shall notify the Secretary to call a special meeting of the Club to act on any matter stated in the call. At least seven (7) days notice shall be given Club members of all special meetings.

A quorum shall consist of at least ten (10) Boating Members in good standing, for the transaction of all business at a regular or special meeting.

This club shall not be dissolved if ten (10) Boating Members in good standing desire it to continue.

In case of the dissolution of Wollaston Yacht Club, all monies and any other assets shall be used to further yachting activities in the Massachusetts Bay area.

## ARTICLE VII

### PARLIAMENTARY AUTHORITY

Roberts Rules of Parliamentary Procedure shall be the Club's final authority on all questions of procedure and parliamentary law not covered by the Constitution and Bylaws.

# BYLAWS

## BYLAW NUMBER 1

**Section 1:** There shall be a general membership meeting held on the fourth Thursday of April, May, June and August. Said meetings may be postponed at the discretion of the Executive Committee. Notice provisions from Article VI, Section 2 will be observed in the event of postponement.

**Section 2:** The Annual Meeting, including the annual election, of Wollaston Yacht Club shall be held the evening of the fourth Friday of October and the terms of the office of those elected shall begin immediately thereafter. The fiscal year shall end on the preceding October 15th. Dates and places of all other meetings of the Club will be stated in the calls therefore.

**Section 3:** All nominations for Executive Committee in the Club must be in writing, endorsed by at least ten (10) Boating Members of the Club. Such written nominations must be filed with the Secretary on or before the twenty-fifth day of September each year. The Secretary shall notify the candidates so nominated and secure their acceptance. The Secretary shall thereupon prepare printed ballots containing the names of such candidates as have accepted their nominations for the offices of Commodore, Vice Commodore, Rear Commodore, Secretary, Treasurer, Financial Secretary and one or more of the Executive Committee as are to be elected, the names of whom shall be arranged under the designation of the office in alphabetical order according to surnames. There shall be left at the end of each list of candidates for each office as many blank spaces as there are persons to be elected to such office, in which a member may insert the name of any member not printed on the ballot for whom he desires to vote as a candidate for such office. The clear opportunity to designate by cross mark (X) in a square at the right of the name and designation of each candidate, his choice of candidates; and on the ballots may be printed such words as will aid the voter to do this as "Vote for one" and the like, and also, "The official ballot of Wollaston Yacht Club" and the date of the meeting. At least seven days before the meeting, the Secretary will send a ballot to each member of the Club. No member may be allowed to vote otherwise than by personal attendance at the meetings. In the case a nomination for office is not filed with the Secretary on or before the twenty-fifth of September, the Executive Committee is empowered to complete the list on the ballot where the vacancies exist. In all elections of the Commodore, Vice Commodore, Rear Commodore, Secretary, Treasurer, Financial Secretary and members of the Executive Committee, the members receiving the highest number of votes cast for the office for which they are candidates shall be deemed and declared to be elected to such office.

## BYLAW NUMBER 2

### MEMBERSHIP

**Section 1:** Any person of good moral character, eighteen or more years of age, shall be eligible for Membership in this Club.

**Section 2:** Family Membership: All Club privileges, including the right to attend regular meetings, the right to vote on any business before the Club and the right to hold office, shall be extended to the spouse/partner of a Boating Member but, there shall be but one vote per family unit. Family membership rights are limited to those equal of the primary member (e.g., the spouse/partner of a Social Member may not vote).

**Section 3:** Any child of a member who is between the ages of 12 and 20 shall be eligible for Junior Membership in this Club without right to vote. Junior Membership shall be subject to the Junior Rules and Regulations set forth by the Executive Committee. Children of members who are under the age of 18 shall not be allowed Club privileges unless accompanied by a member of this Club.

**Section 4:** Boating and Social Members may, within reason, use the Club to entertain their friends. The Executive Committee shall determine and prevent the abuse of this privilege.

**Section 5:** Application for membership must be made to the Secretary on the form of the Club provided for that purpose and shall bear the recommendation of a member in good standing, and be accompanied by the initiation fee, annual dues and any other applicable fees and taxes, if any.

An application for Boating or Social Membership in the Club, if approved by the Executive Committee, shall be accepted as a "Provisional" Member. "Full" status will be granted upon renewal for the second season at the discretion of the Executive Committee. Except as herein provided, Provisional Members shall have the same obligations, right and privileges as a provided under the Bylaws for Boating or Social Members.

**Section 6:** The name and town or city of residence for each applicant for membership in this Club shall be posted in the Club House, whenever possible, at least one week before action thereon by the Executive Committee. Any member cognizant of any circumstances which should debar an applicant from becoming a member shall notify a member of the Executive Committee.

**Section 7:** Any person whom the Club may wish to honor, may be elected an "Honorary" member at any regular or special meeting on the recommendation of the Executive Committee by a vote of two-thirds of the members present. Honorary members cannot vote.

**Section 8:** Any member that has been a Boating Member in good standing at Wollaston Yacht Club for a minimum of ten (10) years and has reached sixty (60) years of age, or twenty (20) years regardless of age, shall be eligible for "Life Membership" Life members are entitled to all the privileges of Boating Members.

## **BYLAW NUMBER 3**

### **DUES AND ASSESSMENTS**

**Section 1:** Funds for defraying of the current costs of the Club shall be raised by annual dues levied against each member which shall be due and payable in advance of the boating season. Upon passage of assessment, assessment shall be due 30 days from the vote unless otherwise specified in the assessment proposal. Members who are in arrears for Annual dues on February 1st shall be notified by the Financial Secretary of such indebtedness. If the Annual dues remain unpaid on March 1st, his or her membership shall be considered forfeited and their name shall be dropped from the roll.

**Section 2:** Annual dues, initiation fees, and charges for the Club facilities including equipment locker, outboard motor locker and float space shall be set at the Annual meeting each year upon recommendation of the Executive Committee by vote of a majority of the members present. Special Assessments may be levied only upon the recommendation of the Executive Committee and by two-thirds vote of the membership, present and voting at a special meeting called for that purpose.

**Section 3:** Members that are in arrears for locker dues and float space on February 1st shall be so notified by the Financial Secretary. Lockers and float space not paid for by March 15th shall be declared to be vacant and the right to possession of the same shall revert to the Club.

**Section 4:** When the locker is declared vacant as provided in Section 3, the Club may remove all property and store it in the Club or elsewhere at the expense and risk of the owner.

**Section 5:** Any person that has been dropped from membership on account of non-payment of annual dues, locker dues or unpaid store accounts, may upon application, be reinstated by paying the current annual dues, together with all other annual dues in arrears, all unpaid locker dues and all other monies due to the Club. In such cases where the locker has been declared vacant and thereafter during the same Club year has been relet to some other member, the unpaid locker dues shall be prorated as of the date reletting.

## **BYLAW NUMBER 4**

### **RESIGNATIONS**

Resignations must be made in writing to the Secretary before May 1st. No resignation received thereafter shall relieve the member presenting it from paying his or her annual dues for the current year. No resignation shall be accepted until all monies due the Club are paid.

## **BYLAW NUMBER 5**

### **EXPULSIONS**

Any member of the Club may present to the Executive Committee written charges against any other member for conduct unbecoming a member or likely to cast disgrace upon or endanger the welfare of the Club, or violation of the Bylaws, Rules and Regulations established by the Executive Committee. After, a member so charged, notified and given an opportunity to be heard in answer to such charges, the Executive Committee may expel or otherwise punish the offender.

## **BYLAW NUMBER 6**

Vacancies in the Executive Committee caused by death, resignation, or otherwise, shall be filled by vote of the Club at any Regular meeting or a Special meeting that may be called for this purpose. Interim vacancies may be appointed at the discretion of the Commodore until a meeting may be held.

## **BYLAW NUMBER 7**

### **DUTIES OF OFFICERS AND COMMITTEES**

**Section 1:** The Commodore shall preside at meetings of the Club and the Executive Committee and shall be a member, Ex-Officio, of all committees and enforce the Bylaws and Regulations of the Club. The Commodore, subject to the approval of the Executive Committee, shall be reimbursed by the Treasurer for official entertainment and expense necessary to the proper performance of his office. The Treasurer shall include in his annual report a detailed statement of such payments.

**Section 2:** The Vice Commodore shall assist the Commodore and officiate in his or her absence.

**Section 3:** It shall be the duty of the Rear Commodore to act as the Club Parliamentarian, to advise the Commodore that all actions of the Executive Committee are in accordance with the Club Constitution and Bylaws, to report to the Commodore all delinquencies of non-obligation of orders and in the absence of the Commodore and Vice Commodore, to preside at all meetings. The Rear Commodore shall be responsible for the Junior program.

**Section 4:** The Secretary shall keep the records of all the meetings of the Club and of the Executive Committee and shall keep a correct roll of members. He shall advise new members of their election, notify each member of all Club meetings and conduct the general correspondence of the Club.

**Section 5:** The Treasurer will receive all monies collected for the Club, disburse the same as directed by the Executive Committee. The Treasurer shall make a report monthly to the

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Executive Committee showing all receipts and from what sources and all disbursements and for what purposes. He shall pay no bills against the Club until the same are approved by the Executive Committee. He shall deposit all monies in a bank or banks approved by the Executive Committee.

**Section 6:** It shall be the duty of the Financial Secretary (FS) to collect and receive all monies due the Club for membership, float space and locker rentals including all monies resulting from any Club activity. FS shall send notices of dues, assessments, locker and float rentals to the members and be responsible for the collection of the same. FS shall turn over all monies received to the Treasurer and report monthly to the Executive Committee all receipts and sources.

## **BYLAW NUMBER 8**

### **DUTIES OF THE FLEET CAPTAIN**

The Fleet Captain shall maintain a record of the name, rig, etc. of all yachts belonging to all members of which descriptions are sent to him or her for enrollment and shall also be in charge of all arrangements for cruises undertaken by the Club.

## **BYLAW NUMBER 9**

### **DUTIES OF THE HOUSE COMMITTEE**

The House Committee (subject always to control of the Executive Committee) shall have charge of the Club House, grounds, floats, and the Club property therein and thereon. The House Committee shall consist of the House Committee Chair, Bar Manager, and Kitchen Manager, each of which shall be appointed by the Executive Committee. They shall have the letting of lockers and notify the Financial Secretary to whom they have been let. They shall have charge of the Club House keys, selling one to each member on application and shall refund upon surrender of the key. The House Committee may engage or discharge a steward or other employees necessary to carry out their duties, formulate and post rules and preserve order and enforce obedience thereto. They shall submit to the Executive Committee as soon as possible after their appointment an estimate of money necessary to properly carry out their duties.

## **BYLAW NUMBER 10**

### **REGATTA COMMITTEE**

The Regatta Committee (subject always to the control of the Executive Committee) shall have charge of all regattas and the arrangements thereof.

## **BYLAW NUMBER 11**

### **ENTERTAINMENT COMMITTEE**

The Entertainment Committee (subject always to the control of the Executive Committee) shall have charge of all matters relating to the social features of the Club. They shall arrange regular and special entertainments and conduct the same at their discretion. They shall have authority to add to their number to conduct any special entertainment and may call upon the Executive Committee for appropriation to defray expenses not met by the income from such entertainments.

## **BYLAW NUMBER 12**

### **SAFETY COMMITTEE**

The Safety Committee shall make rules and regulations to promote safety afloat and on and about the Club property and be responsible for the observances by members and guests of all such rules and regulations.

## **BYLAW NUMBER 13**

### **MEMBERSHIP COMMITTEE**

The Membership Committee shall investigate and personally interview all applicants for membership and report to the Executive Committee on all such applicants prior to balloting on any applicant for membership.

## **BYLAW NUMBER 14**

### **FLOAT COMMITTEE**

The Float Committee shall be responsible for putting out the floats in the Spring and their removal and storage in the Fall.

## **BYLAW NUMBER 15**

### **RACE COMMITTEE**

The Race Committee (subject always to the controls of the Executive Committee) shall schedule all Club races, shall appoint judges, lay out courses, shall enforce observances of “North American Yacht Racing Union” rules, appoint a sailing instructor and shall hold competitive races to determine who shall represent the Club in special races.

## **BYLAW NUMBER 16**

### **AUDITOR**

The Auditor, appointed by the Commodore and approved by the Executive Committee, shall audit the books and accounts of the Secretary, Treasurer, Financial Secretary and any other financial statements made to or on behalf of the Club and shall report his findings for approval at the annual meeting of the Club and to the Executive Committee at their request.

## **BYLAW NUMBER 17**

### **LOCKERS AND FLOAT SPACE**

Joint occupancy or ownership in furnishings of any locker by two or more members must be recorded with the House Committee and reported to the Financial Secretary. Lockers and float space having become vacant for any reasons shall be assigned to that member or members who have filed with House Committee for the longest period of time, a written application for such a locker or float space. The House Committee shall be required to keep posted in the Club House a list of those members having regularly applied for lockers and float space in order of application and with the date of application indicated. The House Committee shall have the right to inspect without notice, any locker with their intent being the good and welfare of the Club.

## BYLAW NUMBER 18

**Section 1: Membership:** The membership of this Club shall be limited to 250 members. Applications for membership that are on the waiting list who are yacht owners shall be given preference over non-yacht owners.

**Section 2: House Rules:** House Rules to be formulated by the incumbent Executive Committee.

**Section 3: Junior Members Regulations:** Junior Regulations to be formulated by the incumbent Executive Committee.

**Section 4: Interpretations of Membership** are as follows:

**Sub-Section 1: Boating\_Membership**

Adult. Includes spouse/partner and minor children. Does not include parents, brothers, sisters, uncles, nephews, or other relatives. All facilities of the Club are available to Boating Members.

**Sub-Section 2: Social Membership**

Adult. Includes spouse/partner and minor children. Does not include parents, brothers, sisters, uncles, nephews, or other relatives. Facilities of the Club are available only for social purposes when the clubhouse is open for business. A Social Member does not have the right to use the floats nor the club boats. A Social Member does not have the right to vote.

**Section 5: Interpretations of Guests** are as follows:

**Sub-Section 1: Accompanied Boating Guests**

(Application to Boating Guests only) An adult member has the right to bring guests with him or her through the Club for the purpose of boating including incidental time in the Club.

**Sub-Section 2: Accompanied Non-Boating Guests**

(Application to All Members) An adult member has the right, within reason as to frequency and numbers, to bring guests with him or her to the Club for non-boating purposes. The Executive Committee will determine and prevent abuses.

**Sub-Section 3: Unaccompanied Guest**

(Applicable to All Members) The extension of Club privileges to unaccompanied boating or non-boating guests is prohibited unless authorized by the Executive Committee.