

BELVIDERE BOAT CLUB

Constitution and By-Laws January, 2017



*Celebrating 51 Years of
Friendship and Camaraderie*

CONSTITUTION & BY-LAWS

Table of Contents

Article	Heading	Page
I	Name	2
II	Purpose	2
III	Club Insignia and Burgee	2
IV	Membership	2
	1.1 Associate Member	2-3
	1.2 Probationary Member	3
	1.3 Honorary Member	3
	1.4 Member-At-Large	3
	1.5 Life Member	3
	1.6 Life Member-At-Large	4
	2 Member Application	4
	3 Member Responsibility	4
	4 Member Termination	4-5
	5 Membership Rights	5
V	Officers, Officers' Duties & Board of Directors	5-9
VI	Meetings	9
VII	Order of Business	10
VIII	Officer Eligibility, Nominations & Elections	10-11
IX	Committees	11-13
X	Constitution Amendments	13-14
XI	Execution of Instruments	14
XII	Newsletter	14
XIII	Assessments	14
XIV	Insignia of Officers	14-15
XV	Club Dissolution	15
By-Laws Section 1 through Section 13		15-18

BELVIDERE BOAT CLUB CONSTITUTION

ARTICLE I NAME

This corporation shall be known as:

"Belvidere Boat Club"

a nonprofit organization.

ARTICLE II PURPOSE

The purpose for which Belvidere Boat Club was formed is to obtain and impart to the membership information relating to good boatmanship at all times; to keep abreast of new boating rules and regulations pertaining to the operation of a boat; to provide and maintain facilities for the pleasure and recreation of the membership through social activities of which no part of the net earnings shall be to the benefit of any private member. The Club fiscal year shall be January through December.

(Added 3/03; Revised 3/2006)

ARTICLE III CLUB INSIGNIA AND BURGEE

Section 1. CLUB INSIGNIA

The club insignia shall consist of an embroidered club burgee on a flag mast in the center of a gold embroidered ship's wheel. The Belvidere Boat Club name shall be superimposed above and below the club burgee in gold lettering.

Section 2. CLUB BURGEE

The club burgee shall consist of a swallow-tailed pennant with canary yellow club initials (BBC) on a blue background.



ARTICLE IV MEMBERSHIP

Section 1. MEMBERSHIP

The membership shall be limited to forty-five Associate and Probationary dues paying members and shall be classified as follows:

(Revised 1/11, Senior removed 1/15)

- (1) Associate
- (2) Probationary
- (3) Honorary
- (4) Member-At-Large
- (5) Life Membership (Added 2-4-94; Revised 1/11)
- (6) Life Membership-At-Large (Added 1/11)

The above-mentioned memberships must be in good standing as defined in the By-Laws, Section 5.

1.1 ASSOCIATE MEMBER

The members shall be those persons accepted and referred to in the Constitution, Article IV, Section 2. The master member shall be called the Associate Dues Paying member and shall enjoy all club privileges as referred to in the By-Laws, Section 7. (Revised 1/2015)

The spouse / partner [Partner: only if requested in writing by the Associate/Probationary member and provided the partner has had an exclusive uninterrupted relationship with said Associate/Probationary member for a period of not less than 2 (two) years] of an Associate or Probationary member is entitled to the same rights and privileges as Associate and/or Probationary Members. (Revised 3/03)

In the event of a Divorce / Separation between spouse/partner Associate Members, the Commodore must be notified in writing within 15 days of said Divorce / Separation. Both spouse/partner are equally responsible for all debts owed to Belvidere Boat Club. Each Associate Member may retain such dues paying membership status until informed by the secretary in writing. (rev. 1/15)

BELVIDERE BOAT CLUB CONSTITUTION

Within 10 days after being so informed, said Associate Member must apply for his/her own membership status. Failure to make such timely application will result in loss of the Associate Membership. (Revised 1/2015)

In the event of a death of an Associate member the surviving Associate Member may retain said status as referred to in Article IV, Section 1.2, for a period of 90 days. During that time the Associate Member must inform the Secretary in writing that he/she wishes to retain membership status of the deceased spouse. Failure to make such timely request will result in loss of Associate Membership. Upon approval of the Board of Directors, the Associate Member will retain Associate Member status as referred to in By-Laws Section 7. (Revised 1/2015)

A timely letter of application received by the Secretary from the Associate Member shall automatically constitute membership as provided for in Sections 3 & 4. Initiation fees shall be waived. Dues shall be paid as provided in Section 2 of the By-Laws. (Revised 1/2015)

1.2 PROBATIONARY MEMBER

Upon submittal and approval of any new application for membership, the applicant, upon acceptance by the Board of Directors, shall become a probationary member for a period as referred to in the By-Laws, Section 4. During this period, the member shall have all club privileges, but shall not hold an elected office. (Revised 3/09)

1.3 HONORARY MEMBER

Honorary members shall be those Associate Members in good standing for a minimum of fifteen (15) years. A fifteen (15) year membership does not automatically qualify you for this honor. These members shall have rendered extraordinary service above and beyond normal club obligations. Any nomination for such person must be presented

to the Commodore in writing stating reasons why said person should be nominated. Upon majority approval of the Board of Directors and the General Membership, this member will be honored by being exempt from all work credit obligations.

1.4 MEMBER-AT-LARGE

Members-At-Large shall be those members, subject to the approval of the Board of Directors, who have held full membership for not less than five (5) years in good standing and leave the Club due to relocation or because of leave of absence. They shall be non-paying members and have no club privileges except to receive the Club's monthly publication upon the annual request to the Secretary. (Revised 3/2006)

1.5 LIFE MEMBER

Life membership may be granted to Associate members (per 1.1 ASSOCIATE MEMBER) in good standing who have held associate membership for no less than 20 years, have attained over sixty-two (62) years of age, hold honorary membership status, and have rendered extraordinary service above and beyond normal club obligations. Nomination for such membership must be presented to the Commodore, in writing, stating reasons why said membership should be offered "Life Membership" status. The Commodore, upon assuring there is at least 60% (changed 7/13) of Associate and Probationary membership in the club, will bring nomination letter before the Board of Directors. Upon majority approval of the Board of Directors and General Membership, such member will be honored by being exempt of monetary obligations as well as work credits. Life membership is irrevocable. (Revised 1/11)

Life Members will have all club privileges, which shall include the right to vote and hold office. Life Members will not be counted as an Associate member for the purpose of limiting the number of Associate or Probationary members per Section 1, Article IV of the Belvidere Boat Club Constitution (Revised 3/02; 1/11, 1/15)

BELVIDERE BOAT CLUB CONSTITUTION

1.6 LIFE MEMBER-AT-LARGE

Life Membership who have not participated in a club function for 2 years or more. (Added 1/2011)

Section 2. MEMBERSHIP APPLICATION

In order to apply for membership in the Club, an applicant must have attained the age of twenty-one (21) years and be of good moral character. After Membership Committee investigation, the Board of Directors shall have the power to approve an applicant for probationary membership in Belvidere Boat Club for a period of one year. After the one- year probationary period, said member shall be voted on for Associate Member status as referred to in the By-Laws, Section 3. Should probationary period end during a month with no General Membership meeting, said probationary period will be extended until the next General Membership Meeting. (Revised 2/00)

The application for membership must be signed by the applicant and endorsed by two (2) members. The appropriate initiation fee as defined in the By-Laws; Section 1 & 2 shall accompany the application.

In the event an opening shall not exist under the established membership quota as stated in the Constitution, Article IV, Section 1, the applicant will be so advised. The prepaid initiation fee submitted shall be retained for a period of one (1) year. At the end of the one year period, the applicant will be notified of his/her position status on the waiting list. Should applicant desire to withdraw his/her application at this time, a full refund will be issued.

Applicants on the waiting list, only with the presence of an existing member, may use the club facilities. Overnight dockage for applicants on the waiting list will be one-half of the scheduled fee normally charged. They may also attend club functions and receive the monthly newsletter publication.

Section 3. MEMBERSHIP RESPONSIBILITY

All members should make every effort to attend the monthly Membership Meetings and attend two (2) club functions. If a member has held membership for two (2) months during the Club's fiscal year, the purchase of Commodore's Ball tickets (one per voting member) is required. If at the time of the member's resignation, the cost of the Commodore's Ball ticket has not been determined, then the price will be based on the cost of the previous year's ticket. Said tickets may not be sold to another member. Each voting member shall be responsible to purchase one (1) Commodore's Ball Ticket; however, the ticket may be transferred to a relative to be used in the place and instead of the voting member. In the event of a death or serious illness, the Board, at its discretion may waive the ticket fees. (Revised 3/03)

All members are responsible for adhering to the Constitution, By-Laws, House Rules and Island Rules. *See By-Laws, Section 8 for noncompliance of above.*

Section 4. MEMBERSHIP TERMINATION

Any member in arrears for dues or any indebtedness for forty-five (45) days after they become due shall be so notified by the Treasurer at the member's last given address with copy to the Commodore and Secretary prior to the letter being sent. (Revised 3/06)

All membership privileges will be suspended. If such indebtedness shall not be paid within the next fifteen (15) days after notification by certified mail, it shall be the responsibility of the Board of Directors to expel such member. If any member shall be expelled from the Club due to indebtedness, all rights, title and interest in or to the assets or property of the Club shall revert and be forfeited to the Club without further action. All visitations to the island or club functions will be suspended until all fees and penalties are paid. In case of hardship and upon written request to the Commodore, consideration will be given by the Board of Directors. (Revised 1/12)

BELVIDERE BOAT CLUB CONSTITUTION

In the event that any one member shall be indebted to the club more than two (2) times yearly beyond the 45 day grace period, said member shall be subject to expulsion.

Section 5. MEMBERSHIP RIGHTS

Associate, Probationary, Life, and Honorary members have one vote.

Any member has the right to file a written complaint to the Board of Directors through the Commodore. Any affected member shall receive ten (10) day notice in which to answer, in writing, the specific complaint(s). Any member, complainant and/or accused, is to be allowed a hearing before the members of the Board and be entitled to a decision prior to the adjournment of the meeting. Any member shall have the right to appeal the decision of the Board of Directors to a Grievance Committee. Such appeal must be made in writing and must be received by the Commodore prior to the next Board of Directors Meeting. See Constitution, Article IX, Section 9. (Revised 2/00)

All members have the right to resign from the club at any given time; however, this must be done in writing to the Commodore. Within thirty (30) days after Board acceptance, any prepaid dues will be refunded minus penalties and/or work credits not met. To leave the Club in good standing, all club obligations must be met.

ARTICLE V

OFFICERS, OFFICERS' DUTIES & BOARD OF DIRECTORS

Section 1. OFFICERS

The Officers of the Club shall be: Commodore, Vice Commodore, Rear Commodore, Secretary, Treasurer, and Fleet Captain. (rev.1/15)

Section 2. OFFICERS' DUTIES

A. COMMODORE

1. Shall be Chief Executive Officer of the Club.
2. Shall preside at all Board of Director meetings and all General Membership meetings; shall insure that parliamentary procedures are followed according to the Constitution and By Laws. In the event an occasion occurs, not addressed in the Constitution and By-Laws, Robert's Rules of Order shall be the guideline.
3. Shall be the Chairperson of the Constitution and By Law Committee and Chairperson of the Audit Committee; shall be ex-officio of all Committees.
4. Shall assure that all Officers fulfill their responsibilities.
5. Shall, with the Secretary, sign all written Contracts & obligations of the Club.
6. Shall assure that flowers are sent in the event of sickness or death of any club member or a member of his/her immediate family living with member or in the event of the death of the Commodore of ABYA.
7. Shall select & appoint committee chairpersons within 30 days after election.
8. Shall be on the Welcoming Committee at all Club functions.
9. Shall perform such other duties as may be prescribed from time to time by the Board of Directors or General Membership.
10. Shall act as the alternate delegate to ABYA and shall attend ABYA meetings in the absence of the Club delegate or appoint a Past Commodore, Vice Commodore, or Rear Commodore to act in his/her behalf.
11. Shall pass all records on to his/her successor.
12. Shall be responsible for organizing the Membership Christmas Party to be held at the General Membership Meeting.

BELVIDERE BOAT CLUB

CONSTITUTION

B. VICE COMMODORE

1. Shall perform, in the absence of the Commodore, all duties and obligations of the Commodore.
2. Shall be the chairman of all social event committees except for the Commodore's Ball Committee and shall submit a schedule of events for the current year by February 1st. (Revised 3/2006)
3. Shall select all social event committees from volunteers listed on the Work Participation Program Forms.
4. Shall report to the Rear Commodore member participation in all social events. Shall keep records of all social events and maintain accurate expense, income and attendance records.
5. Shall purchase all supplies for social events.
6. Shall report to the Board, for approval, all details of upcoming events at least (1) month in advance of the event.
7. Shall report to the Board & General Membership the results of an event at the next scheduled meeting.
8. Shall give an annual report to the Board & General Membership on all social events.
9. Shall perform such duties as may be prescribed from time to time by the Board of Directors & General Membership.
10. Shall pass all records to his/her successor.
11. Must be eligible for bonding prior to accepting nomination for this office.
12. Shall, with the Secretary in the absence of the Commodore, sign all written contracts and obligations of the Club.

C. REAR COMMODORE

1. Shall chair the Planning Committee & be responsible for completing all approved Planning Committee Projects. (Revised 3/2006)
2. Shall direct & maintain all Club Property.

3. Shall purchase all supplies for the Club with the exception of social events & the Commodore's Ball.
4. Shall ensure enforcement of all House Rules and Island Rules, which are to be posted in the clubhouse.
5. Shall insure proper conduct among members & guests at all times.
6. Shall organize and execute the BBC Work Participation Program.
7. Shall institute an Officer of the Day Schedule for all weekends during which the island is open.
8. Shall secure a meeting place for all monthly General Membership Meetings.
9. Shall report to the Board and the General Membership on the Work Participation Program and the Rear Commodore's 50/50 raffle.
10. Shall pass on all records to his/her successor.
11. Shall submit on or before March membership meeting any additions or changes of Island Rules for membership approval. (Revised 3/2006)
12. Shall be responsible to have pontoon boat or shuttle service available for all Island General Membership Meeting.
(Added 3/97)
13. Shall allow any member(s) in good standing to bid on annual grass cutting on the island. Any agreement would be between the Rear Commodore and the Board of Directors and the member(s) cutting the lawn.
14. OFFICER OF THE DAY
 - a. In charge of moneys collected for dockage to be given to the Treasurer.
 - b. At the island their duties include raising and lowering the flags and making sure the island is secure and clubhouse is clean.
 - c. Any member in good standing may act as the Officer of the Day if the Rear Commodore approves. (added 01/16).

BELVIDERE BOAT CLUB CONSTITUTION

D. SECRETARY

1. Shall keep the minutes of all meetings of the Board of Directors and General Membership.
2. Shall make available upon request to any member the minutes of the General Membership meeting.
3. Shall act as custodian and keeper of all Club records.
4. Shall assure that the membership is supplied with updated rosters, corrections and additions. A printed copy of the updated membership roster must be maintained in the island club house for reference. (Added 7/13)
5. Shall supply each member of the Board of Directors with a copy of Board and General Membership Meeting minutes at least one (1) week prior to the next scheduled Board Meeting. Minutes and Treasurer's Report will be available upon written request to all Past Commodores. Request renewable yearly. (Revised 3/2006)
6. Shall act as Chairman of the Membership Committee, assemble new membership packets and notify new applicants as to their acceptance or non-acceptance into the Club.
7. Shall order all stationery for Club use.
8. Shall, with the Commodore or Vice Commodore, sign all written contracts and obligations of the Club.
9. Shall ensure the publication of the Club's monthly Newsletter but does not necessarily act as editor. A printed copy of the monthly Newsletter must be maintained in the island club house during the months of May through October. (Added 7/13)
10. Shall pass on all records to his/her successor.
11. Shall perform such duties as may be prescribed from time to time by the Board of Directors and General

12. Shall provide copies of Club records as

Membership.

deemed necessary by the Board.

13. Shall be responsible to print and send out all correspondence from the Club and retain a copy of such.

prescribed from time to time by the

E. TREASURER

1. Shall receive and hold all Club moneys and securities.
2. Shall pay all Club expenses and bills as directed by the Board & General Membership.
3. Shall give a complete financial report each month to the Board of Directors and the General Membership.
4. Shall give a complete annual financial report to the Board of Directors and General Membership at the Club's January Meeting. (Revised 3/2006)
5. Shall deposit all funds in the name of the club in such banks or funds as the Board of Directors and General Membership shall direct.
6. Shall sign, with the Commodore or Vice Commodore, all checks and financial obligations as designated by the Board of Directors and/or General Membership.
7. Must be eligible for bonding prior to accepting nomination for this office.
8. Shall pass on all records to his/her successor.
9. Shall maintain a list of all members expelled from the Club due to indebtedness. This list will be updated as needed and posted in the clubhouse.

(Added 1/12)

E. FLEET CAPTAIN

1. Shall assist the Rear Commodore.
2. Shall be in charge of Island Work Parties under the direction of Rear Commodore.
3. Sergeant of Arms at Board of Directors and General Membership meetings. If asked, he/she may evict an unruly or disorderly member or guest.
4. Shall perform such duties as may be

BELVIDERE BOAT CLUB

CONSTITUTION

Board of Directors & General Membership.

G. PAST COMMODORES

1. All Past Commodores who are members in good standing shall be entitled to attend all Board meetings in an advisory capacity and shall have a ½ vote. (Revised 3/02)
2. The immediate Past Commodore shall be the Chairman of the Commodore's Ball Committee. All willing Past Commodores may assist the Chairman.
3. The immediate Past Commodore in good standing shall be the delegate to the Anchor Bay Yachting Association (ABYA) for a period of one (1) year. Said term shall be in accordance with the ABYA calendar year.
4. The immediate Past Commodore, as delegate to ABYA, will appoint a willing Past Commodore to attend ABYA meetings in the event the alternate delegate Commodore is unable to attend.
5. The immediate Past Commodore will act as Chairman of the Nominating Committee.
6. The immediate Past Commodore is responsible for publishing the Constitution and By-Laws on the club website by March 1st. (Added 2/00; Revised 1/2011) A printed copy of the current Constitution and By-Laws must be maintained in the island club house for reference. (Added 7/13)
 - A printed copy of the Constitution and By-Laws will be available upon written request to the Immediate Past Commodore. Request renewable yearly, Jan 1st. (Added 1/2011)

Section 3. BOARD OF DIRECTORS

The Board of Directors shall consist of six (6) Flag Officers and a maximum of five (5) or a minimum of three (3) Directors, one (1) of whom shall be the immediate Past Commodore. (Revised 2/14, 1/15)

Section 4. POWERS OF THE BOARD OF DIRECTORS

The Board of Directors shall have the obligation and duty to control and manage all the affairs and property of the Club; make all contracts and purchases; provide for all budgeted expenditures and sale of Club properties; as approved by the General Membership. All other non-budgeted expenses (excluding social events) shall be limited to a maximum of three thousand dollars (\$3,000.00) per year. (Revised 3/09)

The Board may declare a vacancy in the event of three (3) absences from Board meetings per year. Upon occurrence of a vacancy among the Officers or Directors, the Board shall recommend person(s) to be elected for the remaining term, using election procedures as defined in the Constitution, Article VIII, Section 3 and By-Law, Section 13. (Revised 3/99, 1/10)

As expressly provided for in this Constitution, the Board shall also have the power to reinstate previous members as defined in the By-Laws, Section 12; grant leave of absences as defined in the By-Laws, Section 12; accept resignations.



ARTICLE VI MEETINGS

Section 1. GENERAL MEMBERSHIP (REGULAR)

General Membership Meetings of the Club shall be held at a date and time to be determined by the Rear Commodore and approved by the Board of Directors. General Membership Meetings will be held in the months of January, April, June, July September, November, and December. A Special Meeting may be called by the Commodore or a group of 10 voting members (requested in writing and to be received by the Commodore prior to

BELVIDERE BOAT CLUB

CONSTITUTION

the Board of Directors meeting) during the months of February, March, May, July, and August should it become necessary. All General Membership Meetings will be held at either a designated mainland location or at the Club Island. A quorum at a Regular Membership Meeting shall consist of not less than twenty-five percent (25%) of those members entitled to vote with the exception of voting on Constitution and By-law changes which will require not less than fifty-one percent (51%) of those members entitled to vote. Life members will not be counted in the number needed for a quorum, unless present, at this meeting. Notification of an upcoming Regular Membership Meeting shall be via the Official Publication. (Revised 3/97, 3/98, 3/99, 3/03, 3/09, 5/14, 1/15, 1/16)

Section 2. GENERAL MEMBERSHIP (SPECIAL)

Special General Membership Meetings may be called by the Commodore upon written request of either five (5) or more Board Members or one-fourth (1/4) of the voting membership. Notification of an upcoming Special Membership Meeting shall be via the best possible method. There will be no smoking one (1) hour before or during the General Membership Meeting when held indoors. (Revised 3/98, 3/99)

Section 3. BOARD OF DIRECTORS

The Board of Directors shall meet for the transaction of Club Business at least once a month on a regular basis. They shall meet on the last Tuesday of each month or at the discretion of the Commodore with prior notification. (Revised 3/03,3/09) A quorum at Board of Director Meetings shall consist of not less than seventy-one percent (71%). Special meetings may be called by the Commodore or by any three (3) members of the Board of Directors upon notice to each Board member and Past Commodores. Notification of upcoming Board meetings will be via a schedule provided by the Commodore at the beginning of his/her term. (Revised 3/01)

There shall be no smoking during the Board of Director Meetings. To aid the exchange of information and transition of Officers, new incoming Officers may attend the last Board of Directors Meeting of the outgoing Officers as observers only. (Added 3/02)

Section 4. ANNUAL MEETING

The Annual Meeting of the Club shall at the September General Membership Meeting. A quorum at the Annual Meeting shall not be less than thirty-three percent (33%) of those members entitled to vote. Life members will not be counted in the number needed for a quorum, unless present, at this meeting. If no quorum is achieved at the Annual Meeting, the presiding officer shall adjourn said meeting for one week and notify all members via the best possible method. Notification of the Annual Meeting shall be via the Official Club Publication. (Revised 3/98; 3/06, 3/09)

BELVIDERE BOAT CLUB

CONSTITUTION

ARTICLE VII

ORDER OF BUSINESS

Section 1. GENERAL MEMBERSHIP &

BOARD OF DIRECTORS MEETINGS

- a. Call meeting to order.
- b. Reading of minutes of the previous Regular Meeting and Secretary's Report. (Board minutes not included in Regular Meetings.)
- c. Treasurer's Report, Dues Report (Added 3/2006)
- d. Vice Commodore's Report
- e. Rear Commodore's Report
- f. Committee Reports
- g. Old Business
- h. New Business
- i. ABYA Report
- j. Charity Report
- k. Adjourn Meeting (Revised 3/01)

Section 2. ANNUAL MEETING

- a. Call Meeting to order
- b. Reading of minutes of the previous Regular Meeting & Secretary's Report
- c. Treasurer's Report, Dues Report (Added 3/2006)
- d. Vice Commodore's Report
- e. Rear Commodore's Report
- f. Committee Reports
- g. Old Business
- h. New Business
- i. ABYA Report
- j. Charity Report
- k. Annual election of Officers & Directors
- l. Introduction of new Officers & Directors by the Commodore
- m. Adjourn Meeting (Revised 3/01)

ARTICLE VIII

OFFICER ELIGIBILITY, NOMINATIONS & ELECTIONS

Section 1. OFFICER ELIGIBILITY

The Nomination Committee shall accept only those Members in good standing who fulfill the added requirements as listed below for each officer.

A. COMMODORE

Candidate must have served as Vice Commodore.

B. VICE COMMODORE

Candidate must have served as Rear Commodore.

C. REAR COMMODORE

Candidate must have served in one (1) of the following offices: Secretary, or Treasurer.

D. SECRETARY

Candidate must have served as a member of the Board for a period of one (1) year.

E. TREASURER

Candidate must have served as a member of the Board for a period of one (1) year.

F. FLEET CAPTAIN

Candidate must have completed the Probationary membership period. (revised omitting Cruise Officer, 1/2015)

Section 2. NOMINATIONS

Nomination procedures are as follows:

- A. The Nominating Committee shall announce its candidates for Officers & Directors at the July Membership Meeting. The announcement shall be posted in a conspicuous place during the July meeting and shall be published in the August Club Publication in the form of a ballot. (Revised 3/06, 1/15)
- B. At the September Membership Meeting, the Nominating Committee shall again announce the candidates. Additional nominations must be made from the floor and will require a seconding nomination from a member in good standing. (Revised 3/06, 1/15)
- C. Each candidate must accept his/her nomination in person or in writing at the September meeting. (Revised 3/06, 1/15)
- D. All candidates for elective office must be a member in good standing as defined in the By- Laws, Section 5.

BELVIDERE BOAT CLUB

CONSTITUTION

Section 3. ELECTIONS

- A. Voting for Flag Officers & Directors shall be done by secret written ballot at the Club's Annual Meeting in September. Absentee ballots will be allowed those members who have obtained an excused absence (from the Board of Directors) prior to the Annual Meeting. (Revised 3/06, 1/15)
- B. Nominations and elections of Directors will immediately follow Flag Officer election results.
- C. Each ballot will list all nominees' offices.
- D. Normal voting practices of one (1) vote per office will be adhered to.
- E. The candidate receiving the highest number of votes for an office shall be elected, no write-in votes are permitted.
- F. The results shall be announced at the meeting and shall be published in the Official Club Publication.
- G. All ballots will be disposed of at the meeting upon a motion by a member. (Removed G, moved H to G - 3/2004)

ARTICLE IX **COMMITTEES**

All Committees shall report to the Board of Directors upon request as to the status of Committee functions. Any Committee formulation must be announced at a General Membership Meeting for voluntary support.

Section 1. MEMBERSHIP COMMITTEE

The purpose of this Committee shall be to process applications for membership into the Club. The Club Secretary will be the Chairman of this Committee and shall select two (2) other Associate members in good standing to serve on this Committee. The Duties of this Committee shall be:

1. Receive all applications.
2. Interview the applicants.
3. Investigate the applicants.
4. Compile all findings concerning the applicants.
5. Make reports and recommendations to the Board concerning the applicants.

6. Maintain a supply of Membership Information packages (current Membership Application, Island Rules and Event Schedule) in the island club house to give to potential new members. (Added 7/13)

Section 2. PLANNING COMMITTEE

The purpose of this Committee shall be to accept, review, research and make recommendations on proposed projects to be undertaken by the Club. The Planning committee will be activated as necessary by the Board of Directors. (2nd sentence added 5/14)

The Chairman of this Committee will be the Rear Commodore who will select a Committee of not less than five (5) members in good standing. (Revised 3/2006)

The Planning Committee shall plan the future development of the Club and its facilities; shall keep in close touch with desires of the membership. When an idea of its own or of the membership concentrates, the Committee shall prepare a project drawing and estimate a near-cost figure. This then becomes a tentative plan, the Committee shall argue the plan before the Board of Directors. Whenever such plan finds the tentative approval of the Board and final of the membership, the plan shall be submitted to the Board of Directors for appropriation of moneys and scheduling of project.

The Committee in conjunction with the Rear Commodore, shall supervise, coordinate and inspect the work of the contractor or contractors working on the project. Bill for material and/or labor relating to the project shall not be paid until approved by the Rear Commodore. (revised 3/2006)

Section 3. BALL COMMITTEE

The purpose of this Committee shall be to put on the Club's Annual Commodore's Ball.

BELVIDERE BOAT CLUB

CONSTITUTION

The Commodore's Ball Committee shall consist of the immediate Past Commodore as Chairman and all willing Past Commodores of Belvidere Boat Club. In the event there are not enough willing Past Commodores of Belvidere Boat Club, the Chairman may select persons from the general membership.

The duties of this Committee shall be to plan and execute all matters related to the Commodore's Ball. They shall give a full report to the Board of Directors and General Membership as to the outcome of this social event.

A minimum of 2 Ball meetings will be scheduled. The first meeting will be to kick-off the event and assign responsibilities. The second meeting will be to complete seating arrangements and review the nominations for awards and make final determinations. ^(Added 5/14)

Section 4. NOMINATION COMMITTEE

The purpose of this Committee shall be to formulate a slate of candidates for election to Club Offices.

This Committee shall consist of the immediate Past Commodore as Chairman and not less than five (5) other members in good standing. No member of this Committee shall have aspirations to be a candidate for office.

It shall be the duty of this Committee to observe all members of the Club in order to recommend the best candidate for Club Office. This Committee shall distribute the ballots (prepared by the Secretary), supervise the voting, collect and count the results of the election.

Section 5. CONSTITUTION AND BY-LAWS COMMITTEE

The purpose of this Committee shall be to receive all amendments pertinent to the Constitution and By-Laws of the Club and to review, edit, compose, and act on these

amendments according to their merit. ^(Revised 3/98)

The Chairman of this Committee shall be the Commodore or his/her designated representative and the Committee shall consist of no less than six (6) other members in good standing. ^(Revised 5/14)

All amendments submitted to the Committee via the Chairman must be supported by signatures of at least ten (10) members. The Committee is to schedule a meeting to discuss the amendment and either approve it to be presented to the Board of Directors and General Membership or disapprove it with reason.

This Committee is to abide by any regulations set forth in the Constitution, Article X and the By-Laws, Section 11. This committee must have an annual meeting prior to August 1 to review the Constitution and By-Laws. ^(Revised 3/98, 3/09, 1/15)

Section 6. CLUB HISTORIAN

The purpose of the Club Historian will be to accumulate, organize, retain and make available to the membership all material pertinent to the history of the Club.

This position will be voluntary and will be held for an undetermined period of time. The Historian may elect to appoint a Committee should he/she so desire.

Section 7. AUDIT COMMITTEE

The purpose of this Committee shall be to audit the books of account, vouchers, warrants, and year-end reports of the Club.

The Chairman of this Committee shall be the Commodore and he/she shall appoint not less than three (3) other members in good standing as his/her Committee. This committee shall schedule a mid-year audit in June prior to the General Membership Meeting. ^(Added 3/2006)

BELVIDERE BOAT CLUB

BY-LAWS

This Committee shall schedule a year-end meeting of the current Treasurer and Treasurer-elect for the purpose of auditing all records prior to the change of office. (Revised 3/2006)

Section 8. YOUTH RECREATION

COMMITTEE-to be formed if necessary

The purpose of this Committee shall be to create recreation for the youth of the Club. They shall act as liaison between the Club and the families of the Club.

The Chairman of this Committee shall select a Committee of not less than six (6) members.
Revised (01/16)

Section 9. GRIEVANCE COMMITTEE

The purpose of this Committee shall be to resolve any appeals resulting from specific complaints within the Club.

This Committee shall consist of five (5) members in good standing not directly involved in the complaint and will be chosen as needed via a lottery system. The lottery draw will be held by the Commodore at a Regular General Membership Meeting and will contain names of all members in good standing (except involved parties and the current Officers and Board of Directors) each of whom will be drafted as a Committee member if selected by draw. The Committee will designate its own Chairperson. (Revised 2/00)

The obligation of this Committee shall be to hear and resolve any appeal or complaint denied by the Board of Directors.

A decision handed down by this Committee shall be final. Their decision with recommendation shall be given in writing to the Board, it being their responsibility to take action if necessary.

The Grievance Committee will be dissolved after each decision is given to the Board of Directors.

Section 10. WELCOMING COMMITTEE

The purpose of this Committee shall be to welcome guests and members at all Club functions. The Chairman of this Committee shall be the Commodore and consist of any other member recruited by the Chairman as deemed necessary to cover the Club Function. (revised 01/15)

Section 11. LANDSCAPE COMMITTEE

This committee will be under the direction of the Rear Commodore, who may appoint a Chairperson if desired. The purpose of this Committee shall be to accept, review and complete projects that enhance the Island's grounds. It shall consist of not less than five (5) members.

Section 12. MODE OF NEW INCOME

COMMITTEE

The purpose of this Committee shall be to make recommendations to the Membership for fund raising projects. It shall consist of not less than five (5) members in good standing.

Section 13. Work Credit Committee

The purpose of this committee shall be to review, revise, & approve the work credits submitted by the Rear and Vice Commodore. This committee shall meet to approve work credits prior to being published in the August newsletter, prior to island closing, and again in February to close out the work credit year. 20 credit hours will be awarded to the Secretary and the Treasurer for their duties performed. The chairman of this committee shall be the Rear Commodore. It shall consist of the Vice Commodore and not less than three (3) Past Commodores. (Added 3/01, 1/16)

ARTICLE X

CONSTITUTION AMENDMENTS

All proposed amendments to this Constitution must be received by the Constitution and By-Laws Committee no later than July 1st of each year. These proposed amendments will then be reviewed and discussed by the Committee. Those amendments that are

BELVIDERE BOAT CLUB

BY-LAWS

approved will go to the Board of Directors for further action. Those amendments that are not approved by the Committee will be returned to the initiating member. These unapproved amendments may be appealed by the member to the General Membership at the September Membership Meeting only. If the Membership approves reconsideration, the amendment(s) will then go to the Board of Directors for publication.

Approved amendments will be published only once (in the October's Club Publication). Discussions will be held at the November Membership Meeting. Voting for approval of the amendment(s) will be done at the Club's Meeting in January. Allow for absentee ballots to be submitted (by USPS) to the board of Directors 2 days before the January General Membership Meeting in order to vote for Constitutional changes that have been approved by the constitution and By-Law Committee. Requests for absentee ballots can be made (by phone or email to the Belvidere Secretary. Please remit to:

Belvidere Boat Club
PO Box 174
Mt. Clemens, MI 48043
Attn: Commodore
(Revised 3/06, 3/09, 1/15, 1/16)

ARTICLE XI

EXECUTION OF INSTRUMENTS

All checks, drafts and orders for payment of money shall be signed in the name of the Corporation by such Officer or Officers as prescribed in the Constitution, Article V, Section 2A, 2B, and 2D.

ARTICLE XII

NEWSLETTER

The Club will have an Official monthly Club Publication. It will be published monthly and be made available to each member in good standing on the Club's internet website **www.belvidereboatclub.com** at least seven (7) days prior to a monthly General Membership Meeting. Printed copies of the newsletter will be mailed upon written request

to the Secretary. The request must be renewed yearly.

ARTICLE XIII

ASSESSMENTS

A special assessment may be proposed by the Board of Directors at any regular or special Board meeting. The purpose of an assessment is to encourage individual participation in the Club activities, to attain the goals of the Club, and to defray general operational costs. A notice thereof, containing the proposed assessment, shall be mailed by the Secretary to each member not less than two (2) weeks prior to the next regular meeting of the Club, or a special meeting called for that purpose. If said proposed assessment is approved by a two-thirds (2/3) majority of the voting members so voting, it shall become effective and payable by each member.

ARTICLE XIV

INSIGNIA OF OFFICERS

A. Winter uniforms from October 1 to April 30. (Revised 3/2006)

- 1 **Formal** -- black, double-breasted suit with black bow tie, black hat (optional), black socks and black shoes with white shirt.
 - a (Women -- white blouse, black crisscross tie, skirt, black shoes and stockings.) No other embellishments other than insignia of rank as follows:
 - b Commodore -- trefoil with four stripes and three gold stars within the loops, also, three gold stars over hat device.
 - c Vice Commodore -- trefoil with three stripes and two gold stars within the side loops.
 - d Rear Commodore -- trefoil with three stripes and one gold star in the center loop.
 - e Treasurer -- trefoil with one stripe with gold acorn in the center loop.
 - f Secretary -- trefoil with one stripe with gold maple leaf in the center

BELVIDERE BOAT CLUB

BY-LAWS

loop.

- g Commodore once out of office will substitute silver stars for the gold.

- 2 **Informal** -- dark blue or black single or double breasted blazer with a complimentary or matching color for the slacks (women - skirt). The BBC patch is to be worn on the left breast

blazer pocket. Insignia of rank is worn directly over patch. Name plaques may be worn over the breast pocket. White shirt, black hand tie (women - crisscross), black socks (women - nylons) and black shoes.

B. Summer uniforms from May 1 to September 30. (Revised 3/2006)

- 1 **Formal** - black, double-breasted coat with black bow tie (women - crisscross), white slacks (option skirt for women), white socks (women - nylons), white shoes and hat with white cover (optional but recommended).
- 2 **Informal** - the blazer as designated in A.-2.
- 3 **Formal daytime** - "whites" - white uniform with epaulettes, white shirt, white slacks, white belt, white socks, white shoes and black hand tie. Hat with white cover is optional but recommended.

ARTICLE XV CLUB DISSOLUTION

In case of boat club dissolution by agreement of the General Membership and Officers, all encumbered money in the club bank account shall be properly disbursed as determined by the incumbent Officers and Board of Directors. (Added 7/13)

BBC By-Laws

Section 1. INITIATION FEE

The Board of Directors shall determine the initiation fee. If any adjustment is needed, it shall be made at the next regular scheduled General Membership meeting. Such fee shall not exceed 1% of the Club's assets. The adjusted initiation fee shall apply to all new membership applications except those pending consideration or those accepted by the Board.

Section 2. DUES, FEES, PENALTIES.

DUES

Dues for the fiscal year will be determined by taking the total operating costs of the previous year plus (10%) ten percent amortized equally (rounding up to nearest five dollar) based on the number of members as of the November General Membership Meeting. Members will be notified of any change in dues via the December newsletter. Dues must be paid every 3 months or annually. Dues must be paid on or before the 1st of January, April, July and October. Total operating cost are defined as island maintenance, office supplies, club house staple goods, mortgage, taxes, insurance, and electrical expenses.

(Revised 3/97, 3/99, 3/01; 3/06, 3/09)

FEES:

Fees will be in accordance with the following schedule:

INITIATION: As determined hereinabove

REINSTATEMENT: Seventy-five dollars (\$75.00) (Revised 3/98)

WORK PARTICIPATION: Fifteen dollars (\$15.00) per credit. (Revised 3/99, 3/01, 1-16)

DOCKAGE: \$25.00 per night per guest boat. Check out time is 1:00 PM following day. (Revised 5/14)

PENALTIES

Any member in arrears for dues or other

BELVIDERE BOAT CLUB

BY-LAWS

indebtedness to the Club for thirty (30) days after they become due shall be charged a penalty of ten percent (10%) of the total owed.

Section 3. VOTING OF MEMBERSHIP APPLICATION AND PROBATIONARY MEMBER

A Probationary Member will be accepted to Associate status by 51% of those voting - a quorum being present at the General Membership Meeting. The prospective Associate member shall NOT attend the meeting in which voting will be particular to them. The Club Secretary via US mail will notify said member of the outcome. All voting will be done by secret ballot. (Revised 2/00)

Section 4. PROBATIONARY PERIOD

The probationary period for new members shall be one (1) year.

Section 5. MEMBER IN GOOD STANDING

The following shall constitute a member in good standing:

- A. Dues, fees, and assessments paid to date.
- B. Work-credit obligations fulfilled. (Revised 3/99)
- C. Has conformed to Constitution and By-Laws
- D. Has met Commodore's Ball obligation and attended at least two (2) other Club events.
- E. Has shown proper conduct while at any Belvidere event as well as any optional ABYA function. (revised 3/99, 3/01)

Section 6. WORK PARTICIPATION PROGRAM

The Work Participation Program will be organized and executed by the Rear Commodore. Each voting member (or designee) will be required to contribute a minimum of ten (10) credits [twenty (20) credits per voting couple] each year in accordance with the Club's needs. Island Maintenance, social events and special projects will be included. Credits will be granted by the Rear Commodore with the assistance of the Work Credit Committee.

(Revised 3/98, 3/99, 3/01, 3/04)

All Associate members (except Honorary and Life Members) shall turn in a completed "Work Participation" form or payment for work credits to the Rear Commodore no later than March 1 of the Club's fiscal year. (Revised

3/98, 3/99; 3/2006)

All or part of this money may be returned to the member at the end of the fiscal year if the Rear Commodore agrees the member has fulfilled all or part of their obligation to the work participation program.

In the event the member does not fulfill their obligation of 20 credits, they shall be charged at the appropriate rate. (Revised 3/99, 3/01)

All work credits performed will be posted in the clubhouse through the summer months, in the Club House Bulletin Board. All work credits performed will be published in the August newsletter for general information. (Added 3/99)

BBC members 65 and over may request in writing to the board retirement status and be responsible for ½ of required work credits per calendar year. (Added 1/2015)

Section 7. PROPER CONDUCT, ABIDING BY RULES, CLUB PRIVILEGES

Members shall conduct themselves as ladies and gentlemen at all times; shall adhere to the Constitution, By-Laws, House and Island Rules; shall respect the privacy of other members at all times and will refrain from boarding any

boat without permission; shall be responsible for

BELVIDERE BOAT CLUB

BY-LAWS

any damage caused another member's boat or Club property through their own fault or the fault of their family or guest(s).

percentage of the ticket price, as determined by the Vice Commodore) will be applied.

Members shall have the right to enjoy the use of the Island facilities in such manner as outlined in the BBC sanctioned regulations, it being the responsibility of each member to be aware of such regulations.

If a member makes a reservation to use the Island on a scheduled party and does not attend for any reason, he/she will forfeit minimal charge as determined by the Vice Commodore. All requests by members and guests alike will be handled as fairly as possible. Any unsettled requests will be decided upon by the Party Chairperson or Vice Commodore. (Revised 3/03)

Section 8. NON-COMPLIANCE OF RULES

Should any member default in his/her responsibility to the Club or its membership, such misbehavior shall be handled in a manner deemed necessary according to the severity of the matter involved, it being understood there are specific provisions in the Constitution to protect the rights of the total membership whenever controversy should arise. The assigned and posted Officer of the Day shall be in complete charge whenever under assignment.

Section 10. BY-LAWS AMENDMENTS

All proposed amendments to the By-Laws must be received by the Constitution & By-Laws Committee. The proposed amendments will then be reviewed and discussed by the Committee. Those amendments that are approved will go to the Board of Directors for further action. Those amendments that are not approved by the Committee will be returned to the initiating member. The unapproved amendment(s) may be appealed by the member to the General Membership at the next General Membership meeting. If the Membership approves reconsideration, the amendment(s) will then go to the Board for publication.

Section 9. VISITING CLUBS AND GUESTS The Club shall extend visiting privileges to all ABYA Clubs. Wells are available to visitors only if all members have dockage. A guest must relinquish his/her well upon a member's request. The only exception to this rule would be advanced reserved wells by guests for party functions, including Adult Weekend, which ends at 12:01AM on the Monday following the party. Members will have priority for well reservations for all scheduled parties up to fourteen days before scheduled party. No specific well will be guaranteed on a scheduled party weekend without prior verbal or written reservation with party chairperson. (Added 3/97, revised 3/98, revised 1/2015) Well reservations may not be changed without the member's approval. (Added 3/03)

Approved amendment(s) will be published once only in the Club Publication. Discussion will be held at the next two (2) General Membership meetings following month of publication.

In the event that a member should desire to come to BBC Island on a scheduled party weekend, dockage will be assured them on an availability basis, at no charge to that member.

Voting for acceptance of the amendment(s) will take place at the third General Membership meeting following month of publication

Should a member desire to reserve a well on a party weekend, but does not wish to attend the party function, a minimal fee (based on a

Section 11. LEAVE OF ABSENCE REINSTATEMENT

A request for Leave of Absence, in writing, must be submitted to the Commodore for Board Approval. A Leave of Absence will not be granted to any member without good reason (i.e. financial, long-term illness, job

transfer). The member must have held a membership for a period of two (2) years, with good standing status. All dues, fees, penalties

BELVIDERE BOAT CLUB

BY-LAWS

and work obligations must be met. Any Leave that has been granted will become effective upon Board Approval. This member shall have no Club privileges with the exception of receiving the Club's monthly publication. All visitations to the Island will be suspended until the member's reinstatement is approved by the Board of Directors. No member shall be granted a second Leave for two (2) years following their Leave. No member shall be eligible for more than two (2) Leave of Absences for any reason whatsoever. Upon approval for Leave of Absence (See Constitution, Article V, Section 4), said member shall have a period of one (1) year from the date of approval with which to re-enter full membership. He/she shall submit a request, in writing, to the Board of Directors for re-entry, at which time a reinstatement fee will be required to restore full privileges.

Should the allotted time exceed the one (1) year period, said member shall then be obligated to pay full initiation fees, but shall be placed before new applicants.

Reinstatement of a member shall occur only by approval of the Board of Directors.

Section 12. FILLING OFFICER VACANCY

Emergency election will be held as needed to fill any Flag Officer or Board of Directors position due to a vacancy.

Section 13. ADULT PARTY

On Adult Weekend, there shall be no person under the age of twenty-one (21) allowed at the island from 5:00 p.m. Friday until 12:01 a.m. Monday. (Added 3/97)

NOTES: