

Rules of Operation  
for  
Admiral Heights Boat Club, Inc.  
Effective March 14, 1971  
Revised March 31, 1999  
Revised March 1, 2009

- I. Officers
  - A. All officers shall be elected for a one-year term commencing on April 1 of each year. All officers must be Active Members. If a vacancy occurs after the general election, the Commodore shall appoint an officer from the active membership.
  - B. Officers shall consist of the following:
    - 1. Commodore – who shall act as president with power to use and delegate administrative authority except where limited in the Rules of Operation
    - 2. First Officer – who shall act with the same authority of the Commodore in his/ her absence and shall server as Berthing Officer.
    - 3. Purser – who shall act in the capacity of treasurer
    - 4. Executive – who shall act in the capacity of a secretary
  
- II. Membership
  - A. Any resident of a property located within the area known as Admiral Heights, Annapolis Maryland is eligible for membership in the Admiral Heights Boat Club Inc.
  - B. An eligible applicant becomes a member when he/she has:
    - 1. Signed the Official Roster, and
    - 2. Paid the appropriate fees and dues
  - C. An eligible applicant agrees to accept and abide by the Rules of Operation upon signing the Official Roster
  - D. An eligible application may elect to become an Active Member
    - 1. A member is an Active Member when he/she has:
      - a. Paid the full amount of the initiation fees, and
      - b. Paid the current dues and assessments
  - E. A member accrues membership seniority only as an Active Member
  - F. An Active Member reverts to Inactive Member status when he/she is delinquent in the payment of dues and assessments, or when he/she leaves residence in Admiral Heights.
  - G. An Inactive Member is automatically detached from the Official Roster after a period of one year. Inactive Members may regain Active Member status by being a resident of Admiral Heights and by paying delinquent dues plus all assessments.
  - H. A member may terminate his/her membership by notifying any officer of the Club.

- I. An Active Member who leaves residence in Admiral Heights is automatically placed in Inactive Member status, effective with the date of departure.
  - J. A member may be nominated for termination of membership by the Commodore. Membership of a member is terminated by a three-fourth majority vote of all Active Members present at an official meeting.
- II. Meetings, Activities, and Annual Budget
- A. All meetings shall be conducted under Roberts Rules of Order
  - B. Meetings shall be at the call of the Commodore or the First Officer in the absence of the Commodore, or at the request of five Active Members of the Club.
  - C. A quorum shall exist when five of the Active Members of the Club are present.
  - D. Meetings shall be called to order by the Commodore or other Officer and a quorum shall exist in order for there to be an official meeting.
  - E. Resolutions and activities may be proposed by any active member of the Club.
  - F. An annual operating budget shall be proposed by the Commodore and present to the members for their consideration at an official meeting to be held not later than March 31. Revisions to the annual operating budget shall be prepared and proposed as necessary.
  - G. Resolutions, activities, the annual operating budget, and budget revisions shall be approved by a simple majority of the Active Members present at an official meeting.
- III. Membership Rights, and Pier and Docking Privileges
- A. Active Members only shall have the right to vote.
  - B. All Active Members share equally in the activities of the Club.
  - C. Active Members only are entitled to request a slip and/or rack assignment. No more than one slip and/or one rack may be assigned to an Active Member.
  - D. Active Members shall annually request slip and/or rack assignments in writing using the official form. Requests for slip assignments will be submitted to the Berthing Officer prior to April 15 of each year and will be processed not later than April 30 of the same year.
  - E. Slip/racks shall be assigned by the Berthing Officer on an available slip basis with first priority given to slip/rack holders of the previous year.
    - 1. A waiting list will determine the assignment of slips when they become available
    - 2. There will be an open period for active members to choose to be placed on the waiting list
    - 3. The open period will run from March 15 through April 15. Only active members will be eligible to be placed on the waiting list. Inactive members will be dropped from the waiting list.

4. The waiting list will be derived from those active members requesting a slip/rack who have a boat registered in Maryland at the address listed on the AHBC registration form. Address must be in Admiral Heights and a valid Maryland registration number must be provided. If a boat does not require a Maryland registration, then proper documentation must be provided if requested.
  5. The initial waiting list will be based on seniority of active members requesting a slip/rack with first priority given to the most senior members.
  6. All active members who request to be added to the waiting list after the initial waiting list has been created will be placed at the bottom of the waiting list by seniority at that time.
  7. The waiting list will carry over from year to year, perpetually.
  8. When a slip becomes available it will be offered to the next active member on the waiting list.
  9. An active member who is offered the opportunity to take a slip and does not will be removed from the waiting list.
- F. An assigned slip/rack must be occupied by June 1 of each calendar year or the slip/rack will be considered available for reassignment. This rule may be set aside if repairs are being made which temporarily require the dry docking of the vessel. The Berthing Officer may permit temporary assignment prior to the regular assigned member occupying the slip/rack.
- G. A member may not rent or assign his slip/rack to any other person.
- H. All mooring of vessels to the pier shall be in specifically numbered slips that have been assigned by the Berthing Officer who shall give due consideration to the vessel size and requirements.
- I. Only Active Members are eligible for retaining slip/rack assignments.
- J. A member has thirty days in which he may sell and replace a vessel in slip. After this period, his slip/rack may be assigned to the next most eligible member on the waiting list.
- K. Any change of a vessel to an assigned slip/rack during the boating season requires prior approval of the Berthing Officer.
- L. If a vessel founders, a member has two weeks to refloat it or forfeit his/ her slip assignment
- M. Any member who does not refloat his/her own vessel within the time period agrees that the Club may refloat the vessel, reassign the slip, and tow the vessel to any appropriate location where the vessel may be beached, given due consideration to the care of the vessel during the transfer. Costs incurred will be assumed by the owner.
- N. Residents of Admiral Heights have the right to use the end of the pier for loading and unloading.
- O. A member agrees to take immediate remedial action upon notification by the Commodore or his/her delegate that his vessel is in danger of damaging any property. If remedial action is not taken, the

Commodore or his/her delegate has permission to correct the situation as he/she sees fit.

- P. When Active Members who have vessels of approximately the same size desire the same slip, the following order of priority shall prevail:
1. First priority shall be give to the member who held the slip or buoy assignment in the previous year.
  2. Second priority shall be given to the senior member wishing to upgrade his/her slip because of the acquisition of a larger vessel.
  3. Third priority shall be given to a member based on seniority.

IV. Fees, Dues, Assessments, and Expenditures

- A. All fees shall be as stated in the Rules of Operation. All dues shall be determined annually by procedures as stated in Rules of Operation. All assessments shall be determined by procedures as stated in the Rules of Operation and shall be approved by a two-thirds majority of all Active Members present at an official meeting.
- B. The initiation fee shall be Ten Dollars
- C. For new members, dues will be charges on a pro-rated time basis and the month during which membership seniority is established shall be considered, for this purpose as a full month.
- D. The amount of the annual dues for each Active Member shall be a proportional share of the approved operating budget for the applicable year but in no case less than Twelve Dollars.
- E. The amount of the annual dues for Active Members who have requested and have been assigned slips for their respective vessels shall be determined as follows:
1. The Berthing Officer shall determine a Size Value for each vessel. The Size Value, expressed in units shall be the product of the maximum overall length and the maximum beam width, expressed in feet.
  2. The cost of each Size Value unit shall be the quotient of the approved operating budget, as determined in Article III F. and III G., and the total of the Size Values of all vessels for which slips have been assigned.
  3. The product of the cost of each Size Value unit and the Size Value of the member's vessel will be calculated.
  4. The annual dues for rack space are Twenty Five Dollars.
- F. Assessments for repairs and/ or improvements shall be proposed as necessary against all Active Members of the Club in order to maintain that property which has been accepted by the membership as being under the financial responsibility of the Admiral Heights Boat Club, Inc. The amount of assessments liable to each Active Member shall be to the total assessment in the same proportion as his annual dues are to

the total annual dues in effect at the time that the assessment is approved.

- G. Normal recurring expenses that are previously approved expenses will be paid by the Purser upon demand. Other expenses will be paid by the Purser only after prior approval of the Commodore or after a simple majority vote of the Active Members at an official meeting.

V. Amendments to the Rules of Operation

- A. An amendment to the Rules of Operation may be proposed by any Active Member at an official meeting.
- B. A two-thirds majority vote of Active Members at an official meeting is necessary to amend these Rules of Operation.