

**BEAR LAKE YACHT CLUB INC.  
BYLAWS**

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**BEAR LAKE YACHT CLUB, INC.**  
**BYLAWS**

Adopted August, 2009

**ARTICLE I**  
**OFFICE**

The location of the principal office of the corporation shall be in the city of residence of the elected Commodore. The corporation may have such other offices as the Board of Trustees may designate or as the business of the corporation may require from time to time.

**ARTICLE II**  
**MEMBERS AND MEMBERSHIP**

**SECTION 1. ANNUAL MEETING.** The annual meeting of the members shall be held on the second to last weekend in August of each year for the purpose of electing trustees and for the transaction of such other business as may come before the meeting. During the meeting Robert's Rules of Order shall be used. The order of business at the annual meeting of the members shall be as follows:

- A. Call the meeting to order by Commodore.
- B. Welcome and remarks
- C. Reading of the minutes of the last annual meeting
- D. Reports of Trustee/Officers.
- E. Reports of Committees.
- F. Important communications and notices.
- G. Election of Trustee/Officers
- H. Miscellaneous Business

**SECTION 2. SPECIAL MEETINGS.** Special meetings of the members, for any purpose or purposes other than those regulated by statute, may be called by the Commodore or by a majority of the Trustees. Special meetings of the members must have a written request of no less than 50% of the members entitled to vote at such special meetings. No business other than that specified in the notice of the meeting shall be transacted at any such meeting.

**SECTION 3. NOTICE OF MEMBER'S MEETINGS.** The Secretary shall give notice stating the place, day, and hour of the meeting and the purpose for which the meeting is called. This notice shall be delivered not less than 1 week, nor more than 4 weeks before the date of the meeting, either personally, by email or by US mail to each member entitled to vote at such meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail, postage prepaid, and addressed to the member at address as they appear on the Club Roster. If notice is sent by email, it will be sent with a return receipt to verify delivery of email.

**SECTION 4. PLACE OF MEETING.** The Commodore may designate any place, either within or without the State of Utah, as the place of meeting for the annual meeting, or for any special meeting called by the Board of Trustees. However, the Trustees shall make every effort to hold meetings in places where it will be convenient for most members to gather.

**SECTION 5. VOTING LIST.** The Club Secretary/Treasurer shall make a complete list of the members entitled to vote at each meeting, arranged in alphabetical order. This list shall be known as the BLYC Roster, and shall be printed after May of each year. It shall be mailed or delivered to each member the first week in June, and the Secretary shall keep an updated version as more members join the Club during the year. This Roster shall be produced and kept open at the time and place of the meeting, and shall be subject to the inspection of any member during the whole time of the meeting for the purposes thereof.

**SECTION 6. QUORUM.** A majority of the members of the corporation entitled to vote represented in person or by proxy, shall constitute a quorum at a meeting of the members. If less than a majority of the members are represented at a meeting, a quorum shall be considered to be a majority of those present, provided notification of the meeting and its order of business has been mailed or delivered as stated in Section 3.

**SECTION 7. MEMBERSHIP.** There will be four types of membership in the BLYC.

A. Regular active membership may be granted to all persons upon request after an application form has been submitted in writing and the year's dues have been paid. An active membership is defined as a single person, a couple, or a multiple family with one or two adults with children under the age of 18. This membership continues as long as the yearly dues are paid by the deadline of March 31st of each year.

1. The Regular membership includes all family members up to the age of 18 years as far as participating in all Club functions. However, there is only one vote per paid Regular membership to be used by the member of Record. Only members of record over the age of 21 are entitled to hold office. Each member of record over the age of 18 is entitled to vote and is entitled to one equitable share in Club property.

2. A Single membership is defined as a single person 18 years and older without dependents.

B. Associate membership is created for the purpose of helping the young adults from the age of 18 to 22 years who may not yet be full wage earners, but who still want to be members in the BLYC. The dues shall be one-half of the active single membership dues. Membership in this category has no vote, no equitable interest, and cannot hold office. Should an 18 year old person chose to pay the full membership fee and become an active member, he or she receives full rights of active membership.

C. Absentee Membership. This membership was created for those persons who do not have a vessel in the Bear Lake Marina but would like to be on the mailing list. They shall receive a membership card, shall not be entitled to vote, and may attend socials upon paying guest fees. They must be a former regular member and pay an annual fee of \$25.00.

D. Honorary membership. This membership is created for former regular members who:

1. Served as an officer of the club at some time, or
2. Has made significant contribution to the Club, and
3. Does not intend to keep a boat in the Bear Lake State Marina.

Nominees for an Honorary membership will be voted on by the general membership at the annual business meeting. A 2/3rds majority vote of those present is required for approval. Honorary members shall remain on the mailing list and receive an annual membership card. They shall have no voting rights and shall pay a guest fee at the socials.

**SECTION 8. ANNUAL MEMBERSHIP DUES.** The dues per membership shall be:

- A. Regular membership: \$100.00 (for a family of 2 or more)  
Single membership: \$50.00
- B. Associate membership \$25.00
- C. Absentee membership \$25.00
- D. Honorary membership no fee

Dues shall be due on March 31st and shall be delinquent on April 1st. A penalty of \$10.00 shall be assessed on delinquent dues.

**SECTION 9. ANNUAL RACING FEES.**

A. The annual racing fees will be \$50.00 and are due March 31st and shall be delinquent on April 1<sup>st</sup> of each year. A penalty of \$10.00 shall be assessed on delinquent race fees.

B. Individual Race fees for members and Sail Utah Members:

- \$10.00 per race (up to two races)
- \$ 15.00 for special races (i.e. Monster race)

C. Individual Race fees for non-members:

- \$10.00 per race (up to two races)
- \$25.00 for special races (i.e. Monster race)

There will be a maximum of two races per year allowed at this price. Beyond this BLYC membership and full racing fees will be require to participate further. Any fees paid will be applied to the seasonal race fee.

**SECTION 10. VOTING.** A member of record shall be entitled to one vote for each paid active regular membership regardless of the number of people in the family. A member entitled to vote at a meeting, may vote at such meeting in person or proxy.

**SECTION 11. PROXIES.** At all meetings, a member may vote in person or by proxy executed in writing by the member of record or his/her duly authorized attorney in fact. Such proxy shall be filed with the Secretary before or at the time of the meeting. No proxy shall be valid after eleven months from the date of its execution, unless otherwise provided in the proxy. An email Proxy will be accepted.

## **ARTICLE III BOARD OF TRUSTEES**

**SECTION 1. GENERAL POWERS.** The business and affairs of the Bear Lake Yacht Club shall be managed by its Board of Trustees.

**SECTION 2. NUMBER, TENURE, AND QUALIFICATIONS.** The number of Trustees of the corporation shall be seven (7). Each trustee shall hold office for one year commencing on January 1<sup>st</sup> through December 31<sup>st</sup> of that same year, when a successor shall have been elected.

**SECTION 3. REGULAR MEETING.** A regular meeting of the Board of Trustees shall be held in the month of January each year for the purpose of setting the yearly agenda for the Club. The Board of Trustees may provide, by resolution, the time and place for the holding of additional meetings without other notice than such resolution.

**SECTION 4. SPECIAL MEETINGS.** Special meetings of the Board of Trustees may be called by the Commodore or any two Trustees. They may fix the time and place for the special meeting. Announcement of the time, place and the purpose of the meeting shall not be less than two days by telephone or e-mail or 10 days by postal mail, to give all Trustees time to participate.

**SECTION 5. QUORUM.** A majority of the number of Trustees fixed by Section 2 of this Article shall constitute a quorum for the transaction of business at any meeting of the Board of Trustees. If less than a quorum, the meeting will be adjourned until a time when a quorum shall be present, whereupon the meeting may be held as adjourned, without further notice. At any meeting at which every Trustee shall be present, even though without notice, any business may be transacted.

**SECTION 6. MANNER OF ACTING.** At all meetings of the Board of Trustees, each Trustee shall have one vote. The act of a majority present at a meeting shall be the act of the Board of Trustees, provided a quorum is present.

**SECTION 7. VACANCIES.** A vacancy on the Board of Trustees may be filled by the affirmative vote of a majority of the remaining Trustees. A Trustee elected to fill a vacancy shall be elected for the unexpired term of the predecessor in office.

**SECTION 8. RESIGNATION.** A Trustee may resign at any time by delivering written notice thereof to the Commodore or Secretary. Resignation shall become effective upon its acceptance by the Board of Trustees, provided, however, that if the Board of Trustees has not acted hereon within ten days from the date of delivery, the resignation shall be effective on the tenth day.

**SECTION 9. PRESUMPTION OF ASSENT.** Any Trustee present at a meeting shall be presumed to assent to action decided on unless written dissent is delivered to the Secretary.

## **ARTICLE IV TRUSTEES**

**SECTION 1. TITLES.** The officers of the BLYC shall be a Commodore, Vice Commodore, Secretary/Treasurer, Race Chair, Social Chair, Power Boat Chair and Past Commodore.

**SECTION 2. ELECTION AND TERM OF OFFICE.** The Trustees of the BLYC shall be elected by the membership at the annual membership meeting held as provided in ARTICLE II, Section 1. Each Trustee may serve as many terms as he or she desires as long as there is a successful election. This means that the Vice Commodore may not necessarily take office as the Commodore automatically upon having served as Vice Commodore for one year, should the Commodore elect to run again, but rather that the Vice Commodore's name may be entered on the ballot along with others who may seek that office. In that manner, all offices are open for election each year. A term of office is one year.

**SECTION 3. DUTIES OF COMMODORE..** The Commodore is the principle executive officer of the BLYC, and shall in general supervise and control all of the business and activities of the Yacht Club. He/She shall, when present, preside over all meetings of the members and those of the Board of Trustees. The Commodore represents the BLYC at meetings involving other organizations, and appoints committees where the bylaws allow. The Commodore shall make available copies of these bylaws to all elected Trustees so that they may clearly know what their duties are and adhere to them. For the annual meeting the Commodore shall prepare an inventory of available supplies used in the office of the Commodore, property of the Yacht Club to be handed over, with the supplies, to the newly elected Commodore. The Commodore shall have one vote at the Trustees meetings.

**SECTION 4. DUTIES OF THE VICE COMMODORE.** In the absence of the Commodore, the Vice Commodore shall perform the duties of the Commodore, and when so acting, shall have all the powers of and be subject to all the restrictions of the Commodore. The Vice Commodore shall perform such other duties as from time to time may be assigned to him/her by the Commodore or by the Board of Trustees. The Vice Commodore shall prepare an inventory of all available supplies used in the office, property of the Yacht Club, to be handed over, with supplies to the newly elected Vice Commodore. The Vice Commodore shall have one vote at the Trustees meetings.

## **SECTION 5. DUTIES OF THE SECRETARY/TREASURER.**

A. Secretary: The Secretary notifies members of scheduled meetings, keeps and reads the minutes, files copies of committee reports when such are submitted, keeps track of members of record, signs membership cards, prepares the club roster, keeps it up to date as new members join during the season, and handles correspondence. In addition, the Secretary adds all changes to the bylaws accepted by the membership by adding the same to ARTICLE V. Amendments and Additions. This action shall be noted in the following year's reading of the minutes of the previous year's annual membership meeting. The Secretary shall mail a newsletter to the membership of the Yacht Club, no less than 2 weeks, but preferable one month prior to the membership deadline of March 31<sup>st</sup>. The newsletter shall include:

- Membership renewal form with reminder of dues payment deadline
- Commodore's letter
- List of the Trustee's names for the year
- Race Chair's letter, Calendar of Events, and Race Committee members
- Social Chair's letter, Calendar of Events, and Social Committee Members
- Power Boat Chair's letter and Calendar of Events

B. Treasurer: The Treasurer handles all of the finances, such as checking accounts and savings accounts, and is the only officer who accesses the accounts on a regular basis. The Treasurer shall make arrangements to file the Commodore's signature at the banking institution used by the Yacht Club in case of illness or death of the Treasurer. The Treasurer shall keep a record of income and expenses, prepare financial reports, and help to prepare the annual budget and report of the Club's finances to be presented at the membership meeting. The Treasurer shall separate the general budget and race budget. The Treasurer may choose a banking institution convenient for him/her to use, in the name of BLYC. The Secretary/Treasurer shall prepare an inventory of all materials and supplies used in the office, property of the Yacht Club, to be presented, together with the supplies, to the newly elected Secretary/Treasurer. The Secretary/Treasurer shall have one vote at the Trustees meetings.

**SECTION 6. DUTIES OF THE RACE CHAIR.** The Race Chair schedules and is in charge of all activities needed for BLYC regattas. He/She selects from 4 to 6 individuals to serve on the Race Committee. The Race Chair must also have had some experience serving on a previous Race Committee, though not necessarily on the most recent one. A former Race Chair may also run for the office again without having been on a recent committee. The Race Chair presides over meetings to compute race results, sees that all protests are properly considered, makes sure that proper dues are paid to racing unions and makes available to the membership any information from racing unions, insures that all racing material is rounded up after races and properly stored. An inventory list of all racing supplies shall be handed to the incoming Race Chair. The Race Chair shall create an annual budget separate from the general budget and shall submit requests to the Board for additional supplies needed annually to operate the Race Program. The Race Chair orders and handles all trophies. The Race Chair shall inventory all racing supplies and equipment and submit the inventory list to the newly elected Race Chair. The Race Chair shall have one vote at the Trustees meetings.

**SECTION 7. DUTIES OF THE SOCIAL CHAIR.** The Social Chair schedules and is in charge of the Club's social events. That includes various events at Bear Lake, plus an Annual Banquet, the social part of the annual business meeting, should the Commodore choose to include a social event. Other responsibilities include:

- Selecting volunteer members to help serve on the social events committee
- Coordinating social activities with the management at Bear Lake Marina to ensure reservations of the pavilion for the days listed on the social calendar
- Posting of social events
- Caring for and preserving all property of the Yacht Club

A list of the Yacht Club's property shall be delivered to the incoming Social Chair.

The Social Chair shall have one vote at the Trustee meetings.

**SECTION 8. DUTIES OF THE POWER BOAT CHAIR.** The Power Boat Chair shall be responsible for activities involving power boats, the most notable of which is the Parade of Lights, cruises and other activities whether on the water or social in nature. Any property acquired by the Power Boat Chair shall be inventoried, preserved and delivered to the incoming Power Boat Chair at the Annual Banquet. The power boat chair shall be responsible for power boat awards and recognitions given at the Annual Banquet, and shall coordinate the activities of the Power Boaters with the Race and Social Chairs. The Power Boat Chair shall have one vote at Trustees meetings.

**SECTION 9. DUTIES OF THE PAST COMMODORE.** The Past Commodore shall be retained on the Board of Trustees for one year as an advisor to the Board of Trustees and shall have one vote at Trustees meetings.

**SECTION 10. COMMITTEES.** The Yacht Club shall have three standing Committees.

A. Nominating Committee headed by the Vice Commodore.

This committee shall seek individuals who may be interested in running for office. This committee shall make a list of names available to the Board of Trustees at least 2 weeks prior to the Annual Business Meeting.

B. Race Committee headed by the Race Chair.

C. Social Committee headed by the Social Chair.

The Race and Social Committees shall be established by the 15<sup>th</sup> of February. Both committees shall coordinate and submit a calendar of events thereafter to the Secretary who shall prepare and mail a newsletter to the membership of the Yacht Club in early March as fixed in Article IV, Section 5A .