

**WOMEN'S ORGANIZATION
SANDY BEACH YACHT CLUB
CONSTITUTION**

Revised November 2004

ARTICLE I

Name:

The group shall be known as the *Women's Organization of Sandy Beach Yacht Club*.

ARTICLE II

Object:

To promote the friendship of its members and further the interest of the Sandy Beach Yacht Club. Projects undertaken on the club property, or changing or improving the house and grounds shall be subject to approval of the Board of Directors of the club.

ARTICLE III

Membership:

- a) Shall be open to any spouse or single child, 18 years or over, of a member of Sandy Beach Yacht Club or to any Associate member of Sandy Beach Yacht Club.
- b) Prospective members shall be contacted by the Membership Chairman and provided with the information pertinent to joining the *Women's Organization of Sandy Beach Yacht Club*, along with an application for membership. Upon receipt of the membership application from said prospect and payment of dues, the individual shall become a member in good standing.
- c) Honorary members: The Board of Directors shall award Honorary membership. The Honorary Member shall neither vote nor hold office; however, said member may choose to pay dues and thus, vote as a regular member and be eligible to hold office.
- d) If a member intends to resign, said member shall notify the Board of Directors in writing. A member shall automatically be dropped from Membership if the spouse of said member should resign from the club or is divorced from said member.

ARTICLE IV

Dues:

- a) Members shall pay fifteen dollars (\$15.00) per year, payable January 1st. If dues are not paid by April 1st, the member shall be assessed a five dollar (\$5.00) late fee and the member will not be in good standing.
- b) If a member's dues are not paid by June 1st, said member shall be suspended from the organization after having been duly advised in writing by the Membership Chairman.
- c) A suspended member may be reinstated upon payment of all back dues and current dues.
- d) For new members joining after September 1st, dues will be waived until the following January 1st.

ARTICLE V

Board of Directors:

- a) The affairs and business of this organization shall be managed by the Board of Directors composed of a minimum of nine (9) members to a maximum of fifteen (15) members, including the immediate Past President, and up to fourteen (14) members, elected annually; all of who have been participating members in good standing for at least one (1) year.
- b) Election: At the Annual Meeting to elect Board Members, the fourteen (14) members receiving the most votes shall be elected for a term of two (2) years.
- c) Meetings: There shall be a minimum of six (6) Board of Directors' meetings held annually. All meetings, except the January meeting are open to general members. Special meetings may be called at the Board's discretion. Any member may report an important matter to the Board of Directors by notifying the President a minimum of five (5) days in advance of the desire to be included on the agenda of the next Board meeting.
- d) Any Director absent from three Board meetings in succession without just cause or excuse acceptable to the Board, shall be removed from the Board and a new member appointed to fill

the unexpired term.

- e) Quorum: At all meetings of the Board of Directors a quorum for the transaction of business shall consist of a majority of the entire Board of Directors,
- f) Voting: At all meetings of the Board, each member shall have one (1) vote, but the President shall only vote in the event of a tie.
- g) A Nominating Committee shall be appointed by the Board at the September Meeting. The committee shall be comprised of three (3) ACTIVE members; one (1) Past President; one (1) Board member; and one (1) General Member. The Committee shall present a slate of at least eight (8) Nominees at the October meeting. This slate will then be submitted to the General Membership in writing at least fifteen (15) days prior to the General Meeting held in November. Balloting by mail will be accepted.
- h) The Board of Directors shall be empowered to make purchases for the organization except for Capital Expenditures exceeding two thousand (\$2,000) dollars. These must be submitted to the General Membership in writing at least fifteen (15) days prior to a General Membership meeting at which time such expenditures will be voted on by the membership.
- i) In addition to the above, the President shall be empowered to make purchases up to \$1,000 annually for general expenses.

ARTICLE VI

Officers:

- a) There shall be a President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.
- b) Election: Officers of the Organization shall be elected by and from the newly elected Board of Directors at their first meeting after the annual election. These officers and the Board of Directors shall take office effective January 1 for a term of one (1) year. Officers shall be nominated from the floor and elected by ballot from and by the newly elected Board. This election shall take place in November or December.
- c) The incoming President shall have been a member of the Board

of Directors for at least one (1) year or a Past President

- d) Standing Committees: In addition to the five (5) officers, Board members will also elect, to serve for a term of one (1) year, chairmen of the following committees: House, Membership, Publicity, Entertainment, Ways and Means, and Clerk of the Board.
- e) Any office which becomes vacant shall be filled by appointment by the Board of Management from the General Membership for the duration of the term. The same applies to any member of the Board,

ARTICLE VII

Duties of Officers:

- a) The President shall call the meeting to order, preserve order, entertain Motions, put them to a vote, and carry forward the business of the day. The President shall be ex officio member of all committees. Meetings and elections shall be guided by Robert's Rules of Order.
- b) The Vice President shall perform the duties of the President in the event of the President's absence and shall assist the President as requested. The Vice President shall co-ordinate functions of the Committee Chairmen. The Vice President shall be responsible for purchasing gifts for all committee chairs and co-chairs for the calendar year. The gifts will be reimbursable to the Vice President and the Vice President shall provide receipts to the Treasurer.
- c) The Treasurer shall handle all finances of the Organization, pay all bills, and present a written monthly report to the Board.
- d) The Recording Secretary shall keep the minutes of the Board of Directors and General Membership meetings and present a written monthly report to the Board.
- e) The Corresponding Secretary shall conduct correspondence, send notices of meetings, and conduct Sunshine Committee business.
- f) The Clerk of the Board shall be responsible for distributing and retrieving all committee notebooks and records.

- g) Officers and Committee Chairmen at the time of expiration of their terms of office, shall confer with their successors and explain their respective offices.
- h) The President shall be responsible for purchasing gifts for her ACTIVE Board members. The gift will be reimbursable to the President and the President shall provide receipts to the Treasurer.

ARTICLE VIII

General Membership Meetings:

- a) There shall be a minimum of four (4) General Membership meetings held annually. These shall be held on a Thursday in March, June, September, and November. At the November meeting, the General Election of the Board of Directors shall take place.
- b) A majority vote by the number present shall carry a motion.
- c) A minimum of ten (10) members in good standing in attendance shall constitute a quorum for the transaction of business.
- d) Only members in good standing shall be eligible to vote at the General Meetings.

ARTICLE IX

Constitution:

- a) A Constitution Committee shall serve as designated by the President. It shall consist of two (2) Past Presidents and one (1) Regular Member; a total of three (3) members.
- b) Amendments or changes to the Constitution shall be presented by the Constitution Committee and be read at a Board meeting. All members shall be notified in writing of the meeting and be mailed printed copies of the proposed changes at least fifteen (15) days prior to the next General Meeting, at which time said changes will be voted on.
- c) Amendments or changes to the Constitution shall be approved by a two-thirds majority vote.