

Camano Island Yacht Club By-Laws  
Amended September 2021

**ARTICLE 1 - NAME**

The name of the organization shall be the Camano Island Yacht Club (CIYC).

**ARTICLE II - PURPOSE**

The purpose of the Camano Island Yacht Club (also referred to as "The Club") is to encourage fellowship, social activities and participation in the Club's events and to provide and maintain a suitable clubhouse, day-use moorage and other facilities for the use and recreation of its members and members of other yacht clubs having a reciprocal use agreement with the Camano Island Yacht Club. The Club shall offer its members different activities in addition to the original theme of boating. While boating is a major emphasis of the Club, Land Skippers, First Mates, Men's Club, antique car, bridge and other groups within the Club shall be encouraged to serve our very diversified membership.

**ARTICLE III - MEMBERSHIP**

**SECTION I: Eligibility**

Any person of good character and twenty-one years (21) of age or over shall be eligible for membership according to the following classifications:

- Single: Membership for single individuals, unmarried and non-partnered and his/her dependent children.
- Family: Membership for two adults living at the same address plus their dependent children. Use of Dock or Lift requires Family Membership or approved by the Commodore.
- Individual: Membership at the single rate are adults that live alone or those individuals whose spouse or partner cannot or will not participate in the Club. Such spouse/partner is restricted from participating in any member activities or events. They are welcome to Club-sponsored public events or activities. Use of Dock, Buoy or Lift requires Family Membership or approved by the Commodore.

**SECTION 2. Application for membership**

- A. No application shall be considered unless it is accompanied by a tender of the full initiation fees and the first year's annual dues. (See Dues Schedule, latest effective date, as Addendum to the By-Laws). Upon presentation of an application, the Membership Committee shall make immediate and diligent inquiry into the qualifications of the applicant and report these findings to the Board. Any initiation and dues tendered with the application shall be returned promptly by the Membership Chairman to any applicant found unqualified or rejected for membership.
- B. An applicant shall be elected to membership when they receive a majority of affirmative votes of the Board of Trustees and upon such election, the Membership Chairman shall so notify the applicant.

**SECTION: 3 Initiation Fee and Dues**

A. Initiation fee for each member new or re-applying and the appropriate dues shall accompany the application. Dues for renewing members shall be payable annually in advance. The initiation fee and dues shall be an amount established by the Board of Trustees. A dues increase of more than ten

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percent (10%) must have an affirmative vote of two-thirds (2/3) of the members present at a membership meeting.

B. Membership initiation fee and dues after the beginning of the CIYC fiscal year (October 1) shall be payable as follows:

Applications received during the period:

- October 1 through December 31: Full Initiation fee and annual Dues
- January 1 through March 31: Full Initiation fee and 75% of annual Dues
- April 1 through August 31<sup>st</sup> : Full Initiation fee, 50% of annual Dues and annual Dues for the following year
- September 1 through September 30: Full Initiation fee and annual Dues for the following year.

Billings for annual dues will be mailed to members no later than September 1, and a notice of dues payable shall be published in the September newsletter. Dues are payable by September 30.

A notice to unpaid members will be sent out in early October as a reminder that the membership dues are now due.

If dues are not received by October 15, the membership may be considered forfeited. If the member wishes to be reinstated, the member will be required to reapply using the application process.

The Board at its sole discretion may accept a member's explanation of significant extenuating circumstance for late payment of annual dues and waive the requirement of reapplication for membership and payment of an initiation fee.

#### **SECTION 4: Resignation / Dropped & Reinstatement**

A. Any member of the club who has resigned or whose membership has been discontinued for non-payment of dues (other than suspension or expulsion), see following SECTION 5) can reapply for membership as detailed in SECTION 3 above.

#### **SECTION 5: Suspension and expulsion:**

- A. Members may be censured, suspended or expelled for violation of these By-laws or for conduct unbecoming a member or actions injurious or prejudicial to the welfare of the Club, by a two thirds affirmative vote of the Board of Trustees. Suspended or expelled members may not attend Club functions.

#### **SECTION 6: Life membership**

A member who has at least twenty years (20) of continuous membership and has passed his/her 85th birthday may be elected to Life Membership by the Board of Trustees. This does not include the spouse who must be elected on his/her own qualifications. A Life Member has all the rights of a member, including voting. All Life Members will receive a dues reduction in the amount of one-half of the current annual, single rate. Dues reduction becomes effective with the annual dues cycle following acceptance as a Life Member.

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**SECTION 7: Guests**

Members are encouraged to bring guests to Public functions as many times as they desire. For non-public, member and guest only functions like monthly dinners, Thirsty Thursdays, Friday Open, Opening Day, Kentucky Derby etc. members may only bring the same guest twice.

**Section 8: CIYC resources** shall not be used for financial gains, other than for the benefit of the Club.

**ARTICLE IV - GOVERNMENT**

**SECTION 1:** The fiscal year of the Camano Island Yacht Club shall be from October 1st through September 30th.

**SECTION 2:** Board meetings shall be held monthly according to a schedule published by the current year's Board of Trustees. A quorum for formal action is seven (7) members.

**SECTION 3:** Not less than one Membership Meeting shall be scheduled each year in order to conduct any business which requires a membership vote. A quorum is all members in good standing in attendance. No proxies will be allowed.

**SECTION 4:** The Board of Trustees shall constitute the governing body of the Club and shall have power to carry out and fulfill the objectives and purposes prescribed in these By-laws.

**SECTION 5:** The Board of Trustees shall be the legal custodians of the property of the Club and shall have the active business management and control of the affairs and funds of the Club including the right to borrow money and make contracts binding upon the organization. The signing of all instruments in writing or other legal documents shall be by the Commodore and the Purser.

**SECTION 6:** All questions not covered by these By-Laws shall be decided by the Board of Trustees.

**SECTION 7: Special meetings**

In case the Board of Trustees should determine that a special meeting is necessary, notice of such meeting must be made by a mailing or e-mailing to each member at least seven (7) days before such special meeting. The notice must specify the time, place, date and reason for such a meeting.

**SECTION 8: Order of business:**

The following items of business shall be addressed at Board and membership meetings:

- A. Call to order
- B. Presentation of minutes of preceding meeting
- C. Purser's Report
- D. Officers' Reports
- E. First Mate's Report
- F. Old Business
- G. New Business

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**ARTICLE V - BOARD OF TRUSTEES**

**SECTION 1: Constituency**

The Board of Trustees herein called the Board, shall consist of the four Flag elected officers, the immediate past Commodore, the President of the First Mates, the Wagon-master of the Landskippers, the Rear Commodore of the Boating Fleet and an additional six elected Trustees. The immediate past Commodore shall serve as an ex-officio member of the Board.

**SECTION 2: Officers**

The Flag officers shall be the Commodore, the Vice-Commodore, the Purser and the Yeoman.

**ARTICLE VI - ELECTION OF OFFICERS AND TRUSTEES**

**SECTION 1: Election Meeting:**

The election shall be held in a Membership meeting in September of each year on a day selected by the Board of Trustees.

**SECTION 2: Nominating Committee**

The nominating committee; shall nominate at least one member for each office to be filled and shall submit a report of their nominations at the September Membership meeting.

After the report of the nominating committee, the Commodore or the Commodore's delegate shall call for nominations from the floor. Any member in good standing is eligible for nomination for election except that:

- A. No member shall be elected to the office of Commodore or Vice Commodore for more than two successive terms.
- B. No member shall be eligible for the office of Commodore until the member has served one or more prior terms as an elective officer or Trustee of the Club. Further, when possible, the office of Vice Commodore shall be filled by a member who has served one or more prior terms as an elective officer or Trustee of the club.
- C. No member of the Club may hold two elective offices at the same time

**SECTION 3: Election procedure:**

In order to have an election CIYC must have present a quorum. A quorum is all members in good standing in attendance. Officers and trustees are elected by a simple majority. Members must be present to vote. Names of all members nominated by the nominating committee shall be provided to each voting member by mail or email at least seven (7) days before the date of the election. Voting may be by voice vote or written ballot at the discretion of the Commodore.

**SECTION 4: Term of office:**

The four flag officers are elected for a one-year (1) term. Two trustees are elected each year to serve a three-year (3) term. The newly elected Officers and Trustees shall take office at the first Board of Directors meeting in October.

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**SECTION 5: Vacancies:**

Whenever a vacancy shall occur in any elective office by reason of resignation or any other cause, such vacancy shall be filled as follows: If the office of Commodore is vacant the Vice Commodore shall automatically become Commodore. If the office of Vice Commodore, Purser, Yeoman or Trustee becomes vacant, such vacancy shall be filled by appointment by the Commodore. Appointments are subject to confirmation by an affirmative vote by a majority of a quorum of the Board of Trustees. The member so elected to fill a vacancy shall serve the unexpired term of his/her predecessor.

**SECTION 6:** Any officer or Trustee who shall be absent (without excuse) from three (3) consecutive monthly meetings may be terminated by a majority of the Board.

**ARTICLE VII - DUTIES OF ELECTIVE OFFICERS**

**Section 1: Commodore**

The Commodore is the chief administrative officer of the Club and shall take command of the Clubs business and administration and shall preside at all meetings of the membership and the Board of Trustees. The Commodore shall be an ex-officio member of all committees unless designated otherwise by the By-laws and shall execute all written contracts, conveyances and obligations of the Club.

The Commodore shall be responsible for the enforcement of the By-law provisions, rules and regulations of the Club and with the help of the Board of Trustees shall perform such other duties as the Board may prescribe.

The Commodore shall appoint all Standing Committee chairmen except the Chairman of the Policy and Planning Committee, the Chairman of the Financial Committee, the President of the First Mates, the Wagon-master of the Landskippers, or the Rear Commodore of the Boating Fleet, and shall assist Committee Chairmen in the appointment of their committee members. The Commodore shall appoint a Nominating Committee of not less than three (3) members, an Internal Audit Committee of not less than three (3) to include at least one (1) non-Board club member and may appoint such other special committee chairmen and committee members as deemed necessary to carry out assigned duties.

The Commodore shall constantly consult and discuss matters with the Vice Commodore so as to keep the Vice Commodore fully informed in the event of the Commodore's absence and so as to prepare the Vice Commodore for the possible forthcoming term as Commodore.

**SECTION 2: Vice Commodore**

It shall be the duty of the Vice Commodore to assist the Commodore in the discharge of duties and to act as Commodore in the Commodore's absence.

In the event of a vacancy occurring in the office of Commodore, the Vice Commodore shall succeed to this office. It is usually expected the Vice Commodore shall advance to be Club Commodore through the normal Club nominations.

The Vice Commodore shall be the Chairman of the Policy and Planning Standing Committee and perform any other duties as requested by the Commodore.

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**SECTION 3: Purser**

The Purser reports to the Commodore and the Board of Trustees and shall have the following duties:

- To receive and bank all moneys due to the organization.
- To keep bookkeeping records of such funds.
- To pay the bills of the Club.
- To pay bills from officers and committee members only when clearly authorized and when receipts for expenditures are attached.
- To disburse all moneys as the organization may direct.
- To give a statement of finances as often as required.
- To give a complete financial report and written summary at the annual Membership Meeting.
- To keep a record of all dues paying members. To send bills when due.
- To make provision for collection of dues.
- To report on status of paid up membership at regular intervals.
- To have all necessary tax returns prepared by an accountant.

Checks payable to the Commodore must be signed by the Purser and checks payable to the Purser must be signed by the Commodore. In addition, checks made out in excess of \$1,000 must be signed by both the Commodore and the Purser.

**SECTION 5: Yeoman.**

The Yeoman reports to the Commodore and the Board of Trustees and has the following duties:

- To keep minutes of the meetings. To take the roll call and mark the absentees at Board meetings.
- To present minutes of previous meeting.
- To present important correspondence (or the gist of it).
- To record the proceedings (what is done) not the debate (what is said.)
- To record the name of the member who introduced a motion, not the seconder.
- To notify committees of their appointments and business.
- To take charge of all documents belonging to the Club and maintain a permanent record of all minutes.
- To sign official documents of the Club when requested.
- To function as the parliamentarian at all meetings of the membership and Board of Trustees.

**ARTICLE VIII - COMMITTEES AND THIER DUTIES**

**SECTION 1: Standing committees:**

There shall be six standing committees to carry on the general activities of the Club. The Committees shall be named: Finance Committee, Membership Committee, Building and Grounds Committee, Public Relations-Communications Committee, Policy and Planning Committee and Emergency Management Committee.

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No committee may incur expenses or in any way approve any action which will result in an expense to the Club except as has been set forth in a previous budget approved by the Board of Trustees or specifically approved by the Commodore relative to that committee's operations.

**SECTION 2: Special Committees**

Each year the Commodore may appoint special committees and designate the duties of said committees when and as the Commodore deems necessary in order to meet the changing needs of the Club.

**SECTION 3: Finance Committee**

Under the general direction of the Commodore and the Board, the Finance Committee shall manage and perform all the financial affairs of the Club including the preparation of an annual budget subject to review and approval by the Board. The committee shall be chaired by the Purser.

**SECTION 4: Membership Committee**

The Membership Committee shall consist of a Chairman appointed by the Commodore and as many additional members as may be necessary to effectively perform assigned functions.

The Membership Committee shall carry forth a program to create interest in Club membership when needed and to recruit new members when the Club is under the authorized maximum number of members as determined by the Board of Directors.

The Member Committee chairperson shall receive all applications, including fees, for membership and notify the applicant of the Boards decision to accept or reject the applicant. Upon approval, each committee chair person shall receive a copy of the application to use as a tool to recruit candidates for their committee.

**SECTION 5: Buildings and Grounds Committee**

The Building and Grounds committee shall consist of a chairman appointed by the Commodore and at least two other members. At least one of the three or more members must automatically be a Board member.

The Building and Grounds Committee shall plan for and assist with the care and maintenance of the Clubhouse and all Club property. Periodic reports on the condition of the Clubhouse and Club equipment may be required by the Commodore. The chairman of Building Maintenance shall review, update and revise the CIYC five-year Maintenance Plan and report regularly to the Board.

The Building and Grounds Committee shall formulate and assist in the enforcement of rules and regulations for the conduct of the Club activity areas; shall receive and consider all complaints by members concerning the use of the Clubhouse and Club facility. The Building and Grounds committee shall investigate recommendations for capital improvements and prepare proposals on these improvements for consideration by the Commodore and the Board of Trustees. The financial aspects of the improvements recommended shall be reviewed by the Commodore and the Board of Trustees.

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The Building and Grounds Committee shall provide a close liaison between the Club and any member organization relative to the use of Club facilities and to all matters concerning the operation of the Club facilities.

**SECTION 6: Public Relations-Communications Committee**

The Chairman of the Public Relations Communications Committee shall be appointed by the Commodore.

The Public Relations Committee shall strive to project the best image of the Camano Island Yacht Club and its activities toward the local authorities and the local public. It shall also obtain as much favorable publicity as possible in local press and regional media pointing out the advantages of our club facilities; and shall create and maintain the image of hospitality and the friendly atmosphere of our Club.

The Public Relations-Communications Committee shall be responsible for communication with the membership of the Club.

**SECTION 7: Policy and Planning Committee**

The Policy and Planning Committee shall consist of the Vice Commodore who shall be chairman and additional members as required and appointed by the Commodore.

The Policy and Planning Committee through its chairman shall advise the Board as to Club policy, traditions and By-laws which the Board or others wish to present to the membership for approval and shall advise the Board as to its recommendations regarding such proposed amendments; shall prepare and periodically update a 3-5 year plan for the future Club directions, goals, improvements, expansion, contraction and development of property and annually maintain and update the Camano Island Yacht Club 25-year Reserve Plan.

The Policy and Planning Committee shall be responsible for the development of a pre-described set of written policies and house rules for each area of operation; shall consider requested changes from others relative to these rules and make proper recommendations for the updating and changing of the policies and rules when necessary.

The Policy and Planning Committee shall be responsible for publishing the annual directory.

**SECTION 8: Emergency Management Committee**

Under the general direction of the Board of Trustees, the Emergency Management Committee shall be organized to provide emergency boat evacuation for Camano Island in the event of a large-scale disaster that makes the bridge to the mainland impassable. The committee will receive direction from the Camano Island Emergency Operations Center (EOC) if medical evacuation is necessary. Committee members will be registered as Washington State Emergency workers to assure insurance coverage for themselves and their equipment during the performance of their duties. The Department of Emergency Services of Island County may also ask for support for county activities on Whidbey Island.

The Committee will operate from the Yacht Club and will use the facilities as members of the Club. They will maintain a communications room in the basement that includes county owned packet radio and computer equipment including antenna, Stanwood Camano Amateur Radio equipment, and Club owned radios and antennas. The Committee shall also be responsible for the negotiation with the



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Camano Island Red Cross for the animal shelter agreement. The Red Cross considers the Club as an evacuation site. The Camano Island Yacht Club Board of Trustees must approve this agreement.

**SECTION 9: Internal Audit Committee**

The Internal Audit Committee shall perform, with the assistance of the Purser, an annual internal audit of the financial records of the club and shall submit a report to the Commodore and the Board of Directors. This audit shall review selected financial transactions and banking statements to determine if, in the opinion of the committee, established policies are being observed and whether payments, banking activities, recordkeeping, and other aspects of the financial dealing of the club are being appropriately carried out.

**ARTICLE IX - FIRST MATES / MEN'S CLUB**

**SECTION 1: First Mates**

The First Mates shall be the women's auxiliary of the Club and shall be open to all female members in good standing. The group's primary objective shall be to support the club in the form of special events, luncheons, fashion shows and similar activities. Their officers shall be nominated and elected by the group in September and shall consist of a President, Vice President, Secretary and Treasurer. It is usually expected that the Vice President shall advance to become President at the next annual election of officers.

The First Mates shall be responsible to the Board of Trustees and shall keep the Board informed of their plans, activities and financial status.

**SECTION 2: Men's Club**

The Men's Club shall be the men's auxiliary of the Club and shall be open to all male members in good standing. The group's primary objective shall be to support the club in the form of special events and/or activities. They may elect a president to lead their group. The group shall keep the Board informed of their plans and activities.

**ARTICLE X - LANDSKIPPERS**

The Landskippers shall be the club contingent responsible for the planning and implementing of events related to those members interested in Recreation Vehicle (RV) activities. The group's primary objective is to promote interest in the club through these activities and to provide an opportunity for social interaction of club members through the staging of periodic RV cruises and related activities. They shall elect from their participants a Wagon-master to lead their group.

The Landskippers shall keep the Board informed of the plans and activities.

**ARTICLE XI - BOATING FLEET**

The Boating Fleet shall be the club contingent responsible for the planning and implementing of events related to those members interested in Boating activities. The group's primary objective is to promote interest in the club through these activities and to provide an opportunity for social

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interaction of club members through the staging of periodic boating cruises and related activities. They shall elect from their participants a Rear Commodore to lead their group.

In addition, the group shall: strive to project the best image of the Camano Island Yacht Club and its activities toward the boating public on the coast, including other Yacht Clubs; promote visits of yachtsmen from other Clubs pointing out the advantages of our club facilities; keep close liaison and promote friendly relations with other boating associations in the local area.

The Boating Fleet shall keep the Board informed of their plans and activities.

**ARTICLE XII - PENNANTS, CAP DEVICES, UNIFORMS**

**SECTION 1: Pennant**

The Club pennant shall consist of a blue field with a white arrow overlay and a red star in the upper blue field.

**SECTION 2: Cap Devices**

During the tenure of their office, devices denoting their office in the Club may be worn by the officers at their discretion.

**SECTION 3: Uniforms**

The Club uniform shall consist of individual members choice except for special events as determined by the Committee in charge.

**ARTICLE XIII - PARLIAMENTARY AUTHORITY**

The latest edition of Robert's Rules of Order shall govern proceedings of this Club. These By-laws may be amended or superseded by a two-thirds vote of all members in good standing present at a Membership Meeting of the Club if the essence of the proposed amendment has been mailed or e-mailed to the entire membership and detailed text of the proposed amendment made readily available at least seven (7) days prior to the meeting at which the vote will be taken.

**ARTICLE XIV - CLUBHOUSE, GROUNDS, BOAT LAUNCH AND DOCK**

**SECTION 1:** Washington State Liquor laws will be observed at all times.

**SECTION 2:** Operations of the launch facility must comply with the documented Rules and Regulations. Launch area must be kept clean. A fee as determined by the Board of Directors may be levied annually for launch use.

**SECTION 3:** All persons must comply with all signs posted at or on the dock. Public use of the lift, dock or mooring buoys is not allowed. The Board will establish a policy defining the use of the dock, launch and mooring buoys.

**SECTION 4:** Law enforcement and the Fire Department have limited use of the dock and launch, i.e. for emergency responses and training.