

**SCHENECTADY YACHT CLUB, INC.**

**CONSTITUTION,**

**BY-LAWS,**

**And**

**STANDING RULES**

## Revision History

Date Updated	Author/ Editor	File name	Remarks
January 2011	S.Prince & G.Nigriny		Revision and inclusion of all approved amendments to date. Creation of "soft" (digital) copy in MS Word format.
July 2011	S.Prince		Definition of "fiscal" year, 1/1 to 12/31, Article IV., Section 1., F. Budget, sub-paragraph b.
November 2011	S.Prince		Elimination of ambiguity relative to fiscal year references.
March, 2012	S.Prince		Changes for electronic distribution of digitized minutes and approval thereof.
December, 2012	S.Prince		Dues for Social Membership raised to \$150
March, 2015	S.Prince	SYC-Bylaws_V6_OO	Changes to dues, fees and assessments and payment deadlines.
June, 2015	S.Prince	SYC-By-laws_V7_OO	Changes to minimum (17')/maximum (42') boat length requirements
February, 2017	S. Prince	SYC-By-laws_V8_OO	<ol style="list-style-type: none"> <li>1. Time (work) requirements</li> <li>2. \$150 surcharge for (2)30 or (1)50 amp power.</li> <li>3. Corrections made to "Dues, Fees &amp; Assessments. (gn)</li> <li>4. Standing rules, vacant dock credit change, Mar. '17</li> <li>5. Other Standing Rules, per Apr. '17 membership mtg.</li> </ol>
April, 2017	S.Prince	SYC-By-laws_V10_OO	1. Revisions per S.Prince, email of May 9.
August 3, 2020	S.Prince	SYC-By-laws_V11_OO	1. Revisions/S.Prince, email of 12/11/2020

### Notes about the document format

The document was created by scanning a hard copy edition of the Constitution, By-Laws and Standing Rules identified on the title page as "Spring 2006". It was stored as an MS Word document, in "Word 97/2000/XP (.doc) (\*.doc)" format. The document was edited with OpenOffice. OpenOffice Writer is an MS Office compatible, free, word processor application of the OpenOffice Suite. (The .doc file format is not the default format of OpenOffice Writer. This document is made compatible with MS Word through the use of the .doc format in OpenOffice Writer "save/save as" options. It was then "exported" as a PDF document to provide universal, cost free, accessibility.) The document was then proofed, edited, corrected and revised. Formatting was applied as follows: (OpenOffice has been superseded by LibreOffice and although I tried to upgrade from OpenOffice LibreOffice's page numbering would not work on this document and I surrendered. This document should be compatible across the OpenOffice/LibreOffice/MS Word platforms but I cannot attest to that.)

### **Major Headings (Heading 1 - centered)**

#### **ARTICLE I (Heading 2 - left margin)**

##### **Section 1 (Heading 3 - indented .25")**

##### **Paragraph A. (Text body, default tab indented .5")**

##### **Sub-paragraph 1. (Text body, default tab indented 1.0")**

The document was then paginated and a Table of Contents was generated from Heading levels 1 through 3.

# Table of Contents

CONSTITUTION .....	8
ARTICLE I. PURPOSE .....	8
ARTICLE II. MEMBERSHIP ELIGIBILITY .....	8
ARTICLE III. OFFICERS .....	8
ARTICLE IV. MANAGEMENT .....	8
ARTICLE V. ELECTIONS .....	8
ARTICLE VI. AMENDMENTS .....	8
BY - LAWS .....	9
ARTICLE I. MEMBERSHIP .....	9
Section. 1. QUALIFICATION for MEMBERSHIP .....	9
Section. 2. LIMITATIONS .....	9
Section 3. APPLICATION .....	9
Section. 4. ELECTION.....	9
Section. 5. RETURN of MONIES .....	10
Section. 6. RESIGNATIONS .....	10
Section. 7. REINSTATEMENT .....	10
Section. 8. VOTING RIGHTS .....	10
Section. 9. PROBATIONARY MEMBERSHIP .....	10
Section 10. REGULAR MEMBERSHIP .....	11
Section 11. DOMESTIC MEMBERSHIP .....	11
Section 12. HONORARY MEMBERS .....	11
Section 13. SOCIAL MEMBERSHIP.....	11
Section 14 SENIOR MEMBER .....	12
ARTICLE II. FEES, DUES, and ASSESSMENTS .....	12
Section 1. FEES.....	12
Section 2. ANNUAL DUES .....	12
Section 3. ASSESSMENTS .....	13
Section 4. APPEALS.....	14
Section 5. EXPULSION .....	14
ARTICLE III. NOMINATIONS, ELECTIONS, and TERMS of OFFICE.....	14
Section 1. NOMINATIONS .....	14
Section 2. ELECTIONS .....	14
Section 3. TERMS OF OFFICE.....	14
Section 4. INSTALLATION .....	14
Section 5. VACANCIES .....	15
Section 6. SUCCESSIONS .....	15
Section 7. EXPULSION.....	15
ARTICLE IV. DUTIES of OFFICERS .....	15
Section 1. BOARD of DIRECTORS.....	15
Section 2. COMMODORE.....	16
Section 3. VICE-COMMODORE .....	16
Section 4. REAR-COMMODORE.....	16
Section 5. TREASURER.....	17
Section 6. FINANCIAL SECRETARY .....	17
Section 7. RECORDING SECRETARY .....	17

ARTICLE V. MEETINGS.....	18
Section 1. GENERAL MEMBERSHIP .....	18
Section 2. ANNUAL MEETING .....	18
Section 3. SPECIAL MEETINGS.....	18
Section 4. BOARD of DIRECTORS MEETINGS .....	18
Section 5. ORDER of BUSINESS .....	18
Section 6. DISPUTES .....	19
Section 7. QUORUM .....	19
ARTICLE VI. COMMITTEES.....	19
Section 1. STANDING COMMITTEES.....	19
Section 2 SPECIAL COMMITTEES .....	19
Section 3. ORGANIZATION.....	19
Section 4. FUNCTION.....	19
ARTICLE VII. DISCIPLINE.....	20
Section 1. GENERAL .....	20
Section 2. FILING of CHARGES .....	20
Section 3. DETERMINATION for ACTION SPECIFIC .....	20
ARTICLE VIII. INTERPRETATION .....	21
ARTICLE IX. STANDING RULES.....	21
Section 1. PURPOSE.....	21
Section 2. ADOPTION.....	21
Section 3. SUSPENSION, AMENDMENT and RECISION.....	21
Section 4. AVAILABILITY to MEMBERS .....	21
Section 5. RESTRICTIONS .....	21
STANDING RULES .....	22
ARTICLE I. DOCKS .....	22
Section 1. DOCKS - ASSIGNMENT .....	22
Section 2. DOCKS - MAINTENANCE.....	23
Section 3. DOCKS - SAFETY .....	23
Section 4. DOCKS - EMERGENCY SITUATIONS.....	24
Section 5. DOCKS - Fuel Rebate.....	24
Section 6. DOCKS - SHORE POWER .....	24
Section 7. DOCKS - WATER.....	24
Section 8. DOCKS - BOAT MAINTENANCE.....	25
Section 9. DOCKS - NOISE .....	25
Section 10. DOCKS - WASTE DISPOSAL .....	25
ARTICLE II. POOL.....	25
Section 1. POOL - GENERAL.....	25
Section 2. POOL PRIVILEGES.....	25
Section 3. POOL SUPERVISION.....	25
Section 4. POOL GUESTS.....	25
Section 5. POOL USE and SAFETY .....	26
Section 6. PETS.....	26
Section 7. POSTING .....	26
Section 8. POOL CLOSING .....	26
ARTICLE III. HAULING, STORAGE, and LAUNCHING.....	26
Section 1. GENERAL .....	26

Section 2. SCHEDULING of BOAT LAUNCH and HAUL OUT.....	27
Section 3. TRAVEL LIFT OPERATION .....	27
Section 4. BOAT LAUNCH AND LIFT SAFETY .....	28
Section 5. BOAT Storage .....	28
ARTICLE IV. HOUSE .....	29
Section 1. HOUSE - GENERAL.....	29
Section 2. HOUSE USE:.....	29
Section 3. HOUSE - CLEANING AFTER USE.....	29
Section 4. HOUSE SECURITY .....	29
Section 5. HOUSE - USE of EQUIPMENT .....	29
Section 6. HOUSE ALTERATIONS .....	29
Section 7. HOUSE - PETS .....	30
Section 8. LOSS of PERSONAL PROPERTY .....	30
Section 9. HOUSE - DAMAGE to PREMISES and/or EQUIPMENT .....	30
ARTICLE V. PAVILION .....	30
Section 1. PAVILION - GENERAL .....	30
Section 2. PAVILION - USE .....	30
Section 3. PAVILION - CLEANING AFTER USE .....	30
Section 4. PAVILION - SAFETY .....	30
Section 5. PAVILION - USE of EQUIPMENT.....	30
Section 6. PAVILION ALTERATIONS.....	31
Section 7. PETS.....	31
Section 8. PAVILION - LOSS of PERSONAL PROPERTY .....	31
Section 9. DAMAGE to PAVILION and EQUIPMENT.....	31
ARTICLE VI. GENERAL CONDUCT and SAFETY.....	31
Section 1. OPERATION of CLUB and PERSONAL POWER TOOLS and VEHICLES .....	31

# CONSTITUTION

## ARTICLE I. PURPOSE

It shall be the purpose of this Club to promote boating as a form of recreation by social contact among its members and to provide facilities for such activities.

## ARTICLE II. MEMBERSHIP ELIGIBILITY

Membership is open to all citizens of the United States of America and is subject to the qualifications as stated in the By Laws.

## ARTICLE III. OFFICERS

Officers shall be Commodore, Vice-Commodore, Rear Commodore, Financial Secretary, Treasurer, and Recording Secretary. Duties of these Officers are prescribed in the By-Laws. The Commodore, Vice-Commodore, and Rear Commodore shall be known as Flag Officers.

## ARTICLE IV. MANAGEMENT

Management of the Club shall be vested in a Board of Directors, consisting of six (6) Club Officers, six (6) elected Directors, and one (1) non-elected Directors who shall be the Immediate Past Commodore. For purposes of the Constitution and By-Laws, Immediate Past Commodore shall be defined as that regular member who most recently relinquished the Office of Commodore. All members of the Board of Directors shall be regular members in good standing of the Schenectady Yacht Club, Inc.

## ARTICLE V. ELECTIONS

Election of Officers and members of the Board of Directors shall be held at the Annual Meeting in December. Elections shall be governed as set forth in the By-Laws.

## ARTICLE VI. AMENDMENTS

This Constitution and By-Laws shall be amended as follows: A proposed amendment shall be submitted to the Constitution and By-Laws Chairperson in quadruplicate, one (1) original and three (3) copies. By a report of the Constitution and By-Laws Committee at a regular membership meetings, where it will be read aloud to the assembly. The original shall be filed with the Recording Secretary, a copy posted on the Club bulletin board, a copy to the Commodore and a copy to the Constitution and By-Laws Chairperson. It shall remain posted until the next membership meeting, at which time it will be read aloud and placed for vote. Voting shall be by any method acceptable to the members present. Acceptance shall be by at least two thirds (2/3) majority of those members voting for or against the amendment, i.e., the number of votes cast for the amendment must equal or exceed two-thirds (2/3) of the total obtained by adding the number of votes cast for the amendment to the number of votes cast against the amendment. The Recording Secretary shall record the actual vote count in the minutes of the meeting.

During the interim between submittal and voting, the Board of Directors shall review the proposed amendment for the purpose of recommending one of the following courses of action.

1. Refinement of wording
2. Delay of Membership voting.
3. Acceptance as proposed.
4. Rejection.

If the recommendation is to delay the vote, or reject, specific reasons must be stated

The Recording Secretary shall forward to each Membership Unit in good standing a copy of the proposed amendment, together with the date of the meeting at which time it will be acted upon. Such copy and notification shall be forwarded a minimum of ten (10) days before the date of the action.

## **BY - LAWS**

### **ARTICLE I. MEMBERSHIP**

#### **Section. 1. QUALIFICATION for MEMBERSHIP**

A. A club membership shall be in membership units.

A membership unit is defined as:

1. A married couple.
2. A single person.
3. A domestic partnership

B. Twenty-one (21) years of age or over.

C. Owner of a boat seventeen feet (17') minimum length, with maximum length to be determined by the Board of Directors, but shall not be restricted to less than forty-two (42') feet.

D. Children of members in good standing of all classes are eligible for membership, waiving the requirements specified elsewhere in this Article.

E. Members who sell their boat(s) may not sponsor the purchaser(s) for membership.

#### **Section. 2. LIMITATIONS**

A. Total Club membership units, at any one time, shall be determined by the Board of Directors. The determination shall be based only upon the availability of the boat use facilities at the time an application for membership is processed. Docking facilities shall be considered the prime-limiting factor. This limitation will apply except when invoking the conditions of REINSTATEMENT.

B. At no time will docking facilities exceed the requirement of eighty (80) boats

#### **Section 3. APPLICATION**

A. Applicants must have a sponsor and fill out an application. This application must be presented with fifty percent (50%) of the current initiation fee plus applicable taxes, at a Board of Directors meeting. Application is determined by whether or not there is a limit on the total membership units under other provisions of this Article.

B. Applications received when the number of membership units is limited will be sequentially numbered in the order received, acknowledged by the Recording Secretary in writing and filed. When the number of membership units decline below the limit the number of applications, not to exceed the number of applications which will bring the number of membership units up to the limit, selected in the order of the lowest file numbers, will be acted upon.

#### **Section. 4. ELECTION**

A. Election to Probationary membership shall be done at the March or October Board of Directors meeting. The Board will notify the applicant of the result of this election. If he/she is elected, they will submit the remaining initiation fee plus tax. Upon completion of payment, he/she will become a Probationary member(s). After a period of one year the Board of Directors will review each Probationary membership unit and make a recommendation to the membership at the next regular membership meeting to accept or decline to Regular membership.

B. Election to Regular membership shall be by secret ballot at a membership meeting, listing the names of all membership unit applicants to be considered. Space shall be provided after the named of each membership unit for a voting membership to indicate acceptance of the applicant by circling the word "YES" or rejection by circling the word "NO". Failure to circle either word will be an abstention and will not be counted in the tally for the applicant and will not affect the validity of any votes cast on the same ballot for any other applicant. Election to regular membership will

require the tally of the votes cast for membership units applicant show that the "YES" votes equal two-thirds (2/3) of the vote cast for that applicant. Failure to receive this number of "YES" votes will be a rejection of that applicant.

#### **Section. 5. RETURN of MONIES**

Any fee, in part or total accompanying any application, shall be refunded in full to the applicant, should that application be withdrawn voluntarily or rejected. Refunds shall be made through the Club's checking account.

#### **Section. 6. RESIGNATIONS**

A. Resignations will only be received from membership units in good standing. Good standing shall be defined as having no Club indebtedness on the membership unit's account record. Resignations shall be by written notice to the Club's Recording Secretary, and must be received no later than December 31, of the year after the end of the current paid up dues year. A membership unit will be considered not in good standing after this December 31 deadline and be subject to the next year's dues and reinstatement fee as prescribed in FEES, DUES, and ASSESSMENTS to attain good standing.

B. Resignations offered by membership units not in good standing shall be returned to the membership unit with an explanation for the non -acceptance of the proffered resignation, including what corrective action, if any, can be taken and the effect on any later application for membership, for failure to pay.

#### **Section. 7. REINSTATEMENT**

A. A membership unit who has resigned in good standing, may be reinstated through normal procedures as prescribed in "Membership; Qualifications, Limitations and Application", except that it shall not be subject to payment of current initiation fees, and shall be exempt from the limitations of "Membership; Limitations". Upon acceptance, such membership unit shall have previous accrued membership time accredited to its record but not for the purpose of obtaining seniority.

B. A former membership unit who was dropped from membership for cause, may apply for membership as prescribed in Membership. In addition, its application must be reviewed by the Board of Directors for their recommendation. Before any voting action can be taken, former indebtedness, if any, must be paid or satisfied in full.

#### **Section. 8. VOTING RIGHTS**

A. Every Club member shall have equal voting rights in any Club referendum. A married couple MEMBERSHIP UNIT shall have two (2) votes, neither one by proxy of the other. A single person, MEMBERSHIP UNIT, shall have one (1) vote. A domestic partnership MEMBERSHIP UNIT shall have two (2) votes, neither one by proxy of the other. No proxy or mail balloting will be allowed with the exception of the Annual election held in December. For this election ONLY, shall mail balloting be allowed. All tabulations will take place at the Club's regular place of business.

B. Ballots shall be mailed to all Regular members in good standing for the Annual meeting. After the November meeting, ballots will be mailed to those members. These ballots must be returned and in the hands of the Commodore by the Annual meeting in December. These envelopes must be clearly marked BALLOT and will be opened to be tabulated at this meeting. NO ballots will be given out on the night of the meeting.

#### **Section. 9. PROBATIONARY MEMBERSHIP**

Probationary Membership units will be on probation for a period of one (1) year from the date of their initial election. A Probationary member will not be allowed to vote for the Officers or hold office.

During this year they will be required to:

1. Pay all dues, fees and applicable taxes required of a Regular member of the Schenectady Yacht Club.
2. Fulfill meeting requirements of four (4) per year.
3. Fulfill all work requirements as that of a Regular member.
4. Attend at least fifty percent (50%) of all Club functions and work days.

Any member may at any time during this probationary year voice their satisfaction or dissatisfaction with any probationary unit in writing to the Board of Directors.



After one (1) year of probation, the Board of Directors will review each probationary unit. At this time the BoD will make a recommendation at the next membership meeting to accept or not to accept said unit. The membership will at this time vote by secret ballot on these probationary unit(s).

#### **Section 10. REGULAR MEMBERSHIP**

To qualify as a Regular member you must:

1. Be in good standing with the Club
2. Pay dues
3. Be liable for assessments levied by the Club
4. Attend required number of meetings per year.
5. Be required to fulfill all work requirements.
6. Pay dockage, if a boat owner.
7. Be eligible to hold office.
8. Will be eligible to chair any committee

#### **Section 11. DOMESTIC MEMBERSHIP**

Proof of cohabitation is required (drivers license or tax return) and interdependence as evidenced by co-owning the boat under Membership plus two (2) or more of the following items,

1. A joint bank account
2. A joint credit or charge card
3. Joint obligation on a loan
4. Status as authorized signatory on the partner's bank account, credit or charge card.
5. Joint ownership or holding of investments.
6. Joint ownership of residence
7. Joint ownership of real estate other than residence
8. Listing both partners as tenants on the lease of the shared residence.
9. Shared rental payments of residence (need to be shared 50/50).
10. Listing of both partners as tenants on a lease or shared rental payments for property other than residence.
11. A common household and shared household expenses (shared grocery, utility, telephone bills, need not be shared 50/50).
- 12 Shared household budget for purposes of receiving government benefits.
13. Status of one as representative payee for the others government benefits.
14. Joint ownership of major items of personal property (appliance, furniture).
15. Joint ownership of a motor vehicle.
16. Joint responsibility for childcare (school documents, guardianship)

#### **Section 12. HONORARY MEMBERS**

Honorary members shall include all Past Commodores who have retired from active membership, and their spouses, as well as any other person nominated and approved by the Board of Directors as being worthy of such privilege. This privilege would go into effect on the next November 1. They shall enjoy all privileges of the Club, the same as any dues paying member with the following exceptions:

They shall not:

1. Pay dues
2. Be liable for any assessments levied by the Club
3. Be required to fulfill work or meeting requirements
4. Be eligible to hold office
5. Chair any committee, unless approved by the Board of Directors
6. Have a vote at meetings pertaining to Club matters
7. Have a boat docked or stored on the Club premises unless fees are paid at the prevailing transient rate.

An Honorary Member who has resigned from the Club as a membership unit in good standing, may convert to a regular membership unit by making a written request to the Board of Directors as provided in Reinstatement. Approval of the

Board of Directors, but not the membership will be required for this conversion.

**Section 13. SOCIAL MEMBERSHIP.**

A regular membership unit who has been in good standing during the immediate past five (5) consecutive years and owned a boat for at least two (2) of these years of this period of membership in the Schenectady Yacht Club, may make a written application to the Board of Directors for the conversion of the status to a Social Membership unit. This change takes effect on the next November 1.

A Social membership unit will have all of the privileges and obligations of a Regular membership unit as set forth in the Constitution and By-Laws with the following exceptions:  
It shall:

1. Pay annual dues of one-hundred-fifty dollars (\$150.00).
2. Not be liable for any assessments levied by the Club.
3. Not be eligible to hold any office.
4. May chair any committee with approval of the Board of Directors.
5. Not have any voting privileges on Club matters.
6. Not be required to fulfill work or meeting requirements.
7. Not own a boat of any kind or size that utilizes any of the docking, hauling or storage facilities of he Club.

A Social membership unit may be reconverted to Regular membership status by making written request to the Board of Directors as provided in Reinstatement. Approval of the Board of Directors, but not the membership, will be required for the conversion to Social membership status and reconversion to Regular membership status.

**Section 14 SENIOR MEMBER**

A Regular membership unit who has been in good standing for a period of forty (40) years in the Schenectady Yacht Club, Inc., is eligible to make written application to the Board of Directors for the conversion of status to a Senior membership unit. Approval of the Board of Directors, but not of the regular membership, will be required for the conversion.

A Senior membership unit will have all of the privileges and obligations (including payments of assessments) of a Regular membership unit, as set forth in the Constitution, By-Laws and Standing Rules, except that it will be exempt from paying annual dues.

**ARTICLE II. FEES, DUES, and ASSESSMENTS**

**Section 1. FEES**

**A. INITIATION FEE**

The initiation fee per application shall be one-thousand (\$1,000.00) dollars, plus applicable taxes. This fee shall be payable as specified in Membership Application

**B. MEMBERSHIP DOCK FEES**

**1. AMOUNT**

- a. First year members one-thousand-fifty (**\$1,050.00**) dollars.
- b. Second year members eight-hundred-fifty (**\$850.00**) dollars.
- c. Third year members six-hundred-fifty (**\$650.00**) dollars.

**This fee plus applicable taxes is non-refundable.**

**2. WHEN DUE**

Annual dock fees are due and payable, together with any applicable tax, during the period starting March 1 and ending March 31. Prepayment of dock fees prior to this period is not excluded.

**3. ARREARS**

Dock fees not paid by March 31 will cause the membership unit to be classified as a membership unit not in good standing. Such a membership will be assessed a reinstatement fee of fifty dollars (\$50). This assessment and the total amount of the fee must be paid on or before April 30 in order to have the membership unit be reclassified to a membership unit in good standing. Failure to meet the April 30 deadline will cause the membership unit to be dropped as provided in Fees, Dues and Assessments; Expulsion, with consequent loss of membership time.

## **Section 2. ANNUAL DUES**

### **A. AMOUNT**

Annual dues shall be four hundred and ten dollars (\$410.00) per membership unit as defined in these By-Laws. This fee is non-refundable.

### **B. WHEN DUE**

Annual dues are payable together with any applicable tax upon election to membership as stated in Membership; Election, and thereafter, shall be due and payable in the period starting November 1, and ending November 30 of each year. Prepayment of dues prior to this period is not excluded. Any increase in dues occurring before May 1, shall be paid within thirty (30) days of the date of billing for the membership unit to remain in good standing. If the increase occurs after May 1, it will not be effective until the following year.

### **C. ARREARS**

Dues not paid by November 30 will be in arrears and will cause the membership unit to be classified as a membership unit not in good standing. Such a membership unit will be assessed a reinstatement fee of fifty dollars (\$50), this fee and total amount of dues must be paid on or before December 30 in order to have the membership unit be reclassified to a membership unit in good standing. Failure to meet the December 30 deadline will cause the membership unit to be dropped as in Fees, Dues and Assessments; Expulsion, with consequent loss of accumulated membership time.

## **Section 3. ASSESSMENTS**

### **A. SPECIAL**

Special assessments for capital improvements or emergencies must be approved by a majority of those membership units voting. Due notification of such a vote, including the amount and purpose of the assessment, must be furnished to each membership unit at least ten (10) days before the meeting at which the vote is taken.

### **B. WORK ASSESSMENTS**

#### **1. GENERAL,**

All members who use or whose families use the Club facilities are required to contribute work hours or shall pay an assessment in lieu thereof. Members sixty five (65) years of age or older by April 1 who have been a member for five (5) years or more shall be exempt.

#### **2. Definition of Facilities**

Facilities are defined as boat use areas, i.e., dockage, storage, including dead storage, hauling and the swimming pool, but NOT including the Clubhouse.

#### **3. Time requirements**

a. The work requirements for a single unit shall be forty (40) hours and shall be contributed during the period beginning November 1 and extending to October 31 of the following year.

b. The work requirements for a married or domestic partner unit shall be fifty (50) hours with and shall be contributed each year from from November 1 through October 31 of the following year.

#### **4. Recording Time**

The Committee Chairperson shall keep records by name and date of time contributed by each member who works for that Committee. It shall be each working member's responsibility to have his/her name recorded on the work list for which he/she is working. Each Chairperson should turn in work credit hours to the Work Credit Chairperson in a timely manner.

#### 5. Transfer of Work Credit

A member or non-member may perform work for a member's credit, provided that this fact of substitution is approved by the Board of Directors *in advance* of the time the work is to be performed. Work in excess of the annual requirement may not be carried over to the following year.

#### 6. Board Review

The Board of Directors shall meet at the completion of the work year for the purpose of reviewing the work contribution of each membership unit and for the assignment of assessment for the time not worked. A summary of such assessments shall be posted for review by the membership no later than at the December membership meeting. Any membership unit so assessed shall be billed at least ten (10) days in advance of the December Board of Directors meeting. The billing shall contain a notice of the right to appeal, as provided in Paragraph 8 of this section.

#### 7. ASSESSMENTS IN LIEU of WORK

An assessment of twenty-five (\$25.00) dollars will be levied on the member for each hour or part thereof for each hour not worked as required in this section. This assessment shall be added to the billing of the annual dues. Those in arrears will be notified after the November Board of Directors meeting by the Financial Secretary to be able to appeal at the December Board of Directors meeting.

#### 8. APPEALS

Appeals from these assessments shall be decided at the December meeting of the Board of Directors, held in accordance with Board of Directors; Meetings, Regular. Appeals can be made either by appearing at this Board of Directors meeting, or by submitting a written appeal, which must be in the hands of the Recording Secretary by the time of the December Board of Directors meeting.

#### C. NON-PARTICIPATION

Each membership unit shall be represented by at least one (1) member being present at four (4) membership meetings during the period November 1 and extending to October 31 of the following year. The attendance will be called by the Sgt. at Arms at each membership meeting. Any membership unit not fulfilling this requirement will be fined one hundred dollars (\$100.00) per meeting missed.

#### **Section 4. APPEALS**

Punitive action taken as prescribed in any section of this Article, is subject to appeal. Such appeal shall be in writing and shall be received by the Recording Secretary for consideration by the Board of Directors

#### **Section 5. EXPULSION**

Non-payment of dues, fees, reinstatement fees, or any assessments after the initial (30) days will also include fifty-dollars (\$50). Non-payment after thirty (30) days will cause such membership unit to be dropped from Club membership,

### **ARTICLE III. NOMINATIONS, ELECTIONS, and TERMS of OFFICE**

#### **Section 1. NOMINATIONS**

Initial nominations for Officers and Directors shall be made by the Nominating Committee at the October membership meeting. Nominations from the floor will be received after the report of the Nominating Committee at the October and November membership meetings. No nomination shall be made without the consent of the nominee.

#### **Section 2. ELECTIONS**

Officers and elected Directors shall be determined by secret ballot at the Annual membership meeting. Election of Officers shall be determined by majority. Election of Directors shall be determined by that number of candidates equal to the number of Directors to be elected who individually receive a greater number of votes than are received by any of the remaining individual candidates.

**Section 3. TERMS OF OFFICE**

**A. OFFICERS**

The term of office for each elected Officer shall be one (1) year and shall commence with his/her installation at the Annual membership meeting.

**B. DIRECTORS**

The term of office for each elected Director shall be two (2) years, commencing with his/her installation at the Annual membership meeting. Three (3) Directors shall be elected on the odd numbered years and three (3) Directors shall be elected on the even numbered years. The term of office for the non-elected Director shall be coextensive with the time this Director qualifies for the title of Immediate Past Commodore.

**Section 4. INSTALLATION**

Officers and Directors shall be installed at the Annual Membership meeting and shall continue to hold office until a vacancy occurs.

**Section 5. VACANCIES**

A vacancy in the office of Commodore or Vice Commodore shall be filled by promotion of the Flag Officer next in line. Any other vacancy shall be filled by a member elected by the Board of Directors for the remainder of the term of office.

**Section 6. SUCCESSIONS**

Incumbent Officers and Directors shall serve until duly elected or appointed replacements are installed.

**Section 7. EXPULSION**

In the event any member of the Board of Directors fails to function in office the Board shall recommend to the general membership that the position be declared vacant. Such recommendations can be accepted only by two thirds (2/3) vote of the membership of the Board of Directors. This recommendation can be accepted only by a majority vote at a regular membership meeting. Such declared vacancies will be filled as prescribed in Nominations, Elections and Terms of Office; Vacancies.

**ARTICLE IV. DUTIES of OFFICERS**

**Section 1. BOARD of DIRECTORS**

**A. GENERAL MANAGEMENT**

General management and control of the activities, funds, and all real and personal property of the Club is vested in the Board of Directors. The Board shall administer the affairs of the Club in accordance with its Constitution, By Laws and Standing Rules.

**B. MEETINGS, REGULAR**

The Board will meet regularly on the third Monday of each month. Roll call will be taken. In the event that the third Monday is a legal holiday or there is a lack of quorum, the meeting will be held at the Board's discretion. If the Board meeting is to be moved, the membership will be notified by the calling committee.

**C. SPECIAL BOARD MEETINGS**

Special Board meetings may be called at the discretion of the Commodore.

**D. QUORUM**

A quorum shall consist of nine (9) Board members.

**E. MINUTES**

Minutes of all regular and special Board Meetings will be taken by the Club Recording Secretary and filed in a bound ledger to be furnished by the Club. These minutes will be stored in a Club maintained records storage room.

**F. BUDGET**

- a. The Board shall appoint a Budget Committee from within itself, composed of the Vice-Commodore and two (2) other Board members. This Committee shall prepare a budget for the coming year, which shall be submitted to the Club membership at the November meeting and voted on at the Annual December meeting.
- b. The fiscal year shall begin January 1 and end December 31, for purposes of financial record and auditing.

#### G. AUDIT

The Audit Committee shall consist of the Rear-Commodore, the Vice -Commodore and two (2) members at large.

#### H. PURCHASES, SALES, and LEASES (Exclusive of Real Estate)

All purchases, sales or leases of Club property are subject to the approval of the Board. Any item of expenses, sale or lease exceeding one thousand dollars (\$1,000.00) shall be approved by a majority vote of Club members voting at a regular or special meeting. When provisions of this section involves a capital improvement at least three (3) known reputable suppliers or contractors will be requested to submit bids based on written specification of the work to be done and the material to be used and awarded to the lowest bidder. Any or all bids may be rejected.

#### I. PURCHASES, SALES and LEASES (Exclusively Real Estate)

Any purchases, sales or leases of real estate, including buildings or demolition thereof, shall be reviewed by a special committee as appointed by the Board of Directors. Any recommendations of this committee shall be reviewed by the Board of Directors and then presented to the general membership. Such recommendations can be accepted only by two thirds (2/3) votes of the members voting at a regular or special meeting. The membership shall be notified, by mail, no later than ten (10) days prior to the meeting at which such a vote will be taken.

#### J. BOARD of DIRECTORS

The Board of Directors shall provide a surety bond of at least three thousand dollars (\$3,000.00) each covering the Club Treasurer, the Financial Secretary and the Marina Committee Chairperson.

#### K. LIABILITIES

No liability shall be incurred by the Club for bills paid or commitments made by anyone on behalf of the Club without the Board's approval.

#### L. CHANGES in OPERATION, POLICY, and PROCEDURE

No Board member or general member shall make any decision or commitment that changes the policy, procedure or operation of the Club; without first presenting the proposed change to the Board of Directors in writing at a regular Board meeting. Upon recommendation by the Board of Directors, a final formal resolution will be presented to the general membership for a majority vote, no later than the second general membership meeting following the recommendation by the Board.

### Section 2. COMMODORE

#### A. GENERAL

The Commodore shall be the official representative of the Club. He/She shall preside at all meetings of the Club and the Board of Directors and insure that all provisions of the Constitution and By-Laws of the Club are carried out. He/She shall sign for the Club all legal contracts and documents as directed by the Board and authorize the use of the corporate seal. He/She shall be a member ex-officio of all Committees.

#### B. MEETINGS, CALLING of

The Commodore shall have the prerogative to call special meetings of the Board of Directors and of the general membership.

#### C. APPOINTMENTS

The Commodore shall appoint, with concurrence of the Board, all Committee chairpersons and call for the organization of special committee

### Section 3. VICE-COMMODORE

#### A. GENERAL

It shall be the duty of the Vice-Commodore to assist the Commodore in the discharge of his/her duties, and to perform

the duties of Commodore when specifically requested by the Commodore or when the Commodore is incapacitated or unable to act and cannot be reached by timely and diligent effort.

**B. SPECIFIC**

The Vice-Commodore shall serve as Chairperson of the Budget Committee.

**Section 4. REAR-COMMODORE**

**A. GENERAL**

It shall be the duty of the Rear-Commodore to assist the Commodore and the Vice-Commodore in the discharge of their duties and to assume the duties of the Vice-Commodore when specifically requested by the Vice-Commodore or when the Vice-Commodore is incapacitated or unable to act and cannot be reached by timely and diligent effort; and the duties of the Commodore when specifically requested by the Commodore when the Vice-Commodore is not able to be so designated as provided for in this Article, or both the Commodore and Vice-Commodore are incapacitated or unable to act and cannot be reached by timely and diligent effort.

**B. SPECIFIC**

The Rear-Commodore shall serve as Chairperson of the Audit Committee

**Section 5. TREASURER**

**A. GENERAL**

It shall be the duty of the Treasurer to be responsible and accountable for all Club Funds, Receipts, disbursements and accounts.

**B. RECEIPTS**

He/She shall collect monthly all cash; negotiable instruments and bank depository receipts received through the Financial Secretary and receipt the Financial Secretary's cashbook as collected.

**C. DISBURSEMENTS**

He/She shall deposit all funds in the designated Club bank account weekly. Payment of bills, approved by the Board of Directors, shall be made by check.

**D. RECORDS**

He/She shall maintain an accurate and up to date bound ledger of all receipts, disbursements and accounts. There shall be a system that follows the general rules of accounting to facilitate general and annual audits.

**E. REPORTS**

He/She shall make end of the month financial report at each regular membership meeting. A copy of this report shall be submitted to the Recording Secretary and a copy posted on the Club bulletin board following each meeting.

**Section 6. FINANCIAL SECRETARY**

**A. GENERAL**

It shall be the duty of the Financial Secretary to be responsible for the collection of all monies due the Club.

**B. RECEIPTS**

All monies in any form and source shall be received through the office of the Financial Secretary. He/She will promptly record in a concise bound cashbook, all monies collected on behalf of the Club.

**C. DISBURSEMENTS**

Once properly recorded, all monies shall be deposited weekly to the Club account. The Treasurer will sign in the Financial Secretaries ledger for all deposit slips. A financial report shall be read at the monthly membership meeting. A copy of this report shall be submitted to the Recording Secretary and a copy posted on the Club bulletin board following each meeting.

**D. RECORDS**

He/She shall keep an accurate and current record of each member's fees, dues and assessments. Any delinquent members

shall be reported to the Board of Directors for action.

**E. CORRESPONDENCE**

He/She shall render all membership dues bills on December 1, which must be paid by December 31. He/She shall, at the direction of the Board of Directors, issue bills for any other member fees or assessments. He/She shall originate and answer, with concurrence of the Board of Directors, any correspondence pertaining to the same.

**Section 7. RECORDING SECRETARY**

**A. CORRESPONDENCE**

He/She shall originate and answer, with concurrence of the Board of Directors, all correspondence not of financial nature.

**B. MEMBERSHIP**

He/She shall maintain a current roster of Club Officers, Directors, Committee Chairpersons, and Members in good standing, by category, i.e., Social, Regular, Regular Boating, Honorary and Senior.

**C. CONSTITUTION**

He/She shall maintain an updated copy of the Constitution, By-Laws and Standing Rules.

**D. APPLICANTS**

He/She shall receive applications for membership, record information, and submit to the Chairperson of the Membership Committee for review and recommendation.

**E. MEMBERSHIP CARDS**

He/She shall issue membership cards annually as proof of a member in good standing.

**F. MINUTES**

He/She shall,

1. Record, in a bound ledger, the approved minutes of all meetings.
2. Distribute the minutes to the members, either electronically (digitally) or via USPS (upon member request) the membership meeting minutes.
3. Make a hardcopy of the minutes available immediately preceding the monthly membership meeting.

**ARTICLE V. MEETINGS**

**Section 1. GENERAL MEMBERSHIP**

**A. Attendees**

Only Members of the Schenectady Yacht Club and guest(s), i.e., speakers or representatives invited by the Board of Directors, shall attend said meetings.

**B. Time of Meetings**

The regular membership meetings shall be called to order at 7:30 PM on the first Monday of each month. Should the first Monday be a holiday, the meeting shall be held on the second Monday of the same month. When warnings of hazardous driving conditions are broadcast by radio or television for the evening of the monthly meeting, the meeting can be postponed by telephone notification to the membership to the next Monday that is not a holiday.

**Section 2. ANNUAL MEETING**

The Annual meeting shall be held on the first Monday of December. After all of the items of business prior to the installation of new Officers called for in the ORDER of BUSINESS have been disposed of, on a motion duly made, seconded and passed by a majority of the members present, the Annual meeting can be recessed to a later date and place for the installation of Officers and adjournment.

**Section 3. SPECIAL MEETINGS**

**A. GENERAL**



Special meetings may be called as required. (See Commodore; Meetings, Calling of.

**B. MEETINGS by PETITION**

Submission to the Commodore of a petition by ten (10) or more members in good standing shall constitute a reason to call a special meeting. A meeting called for by petition shall be convened within thirty (30) days after the date of the petition's presentation.

**C. NOTIFICATION of SPECIAL or PETITIONED MEETINGS**

Membership shall be notified by mail of the impending date of any special or petitioned meeting. Such mailings shall be postmarked no later than (10) days prior to the meeting date

**Section 4. BOARD of DIRECTORS MEETINGS**

See Board of Directors; Meetings.

**Section 5. ORDER of BUSINESS**

The following business shall be observed at all regular membership meetings:

1. Pledge of Allegiance to the Flag of the United States of America.
2. Roll call.
3. Correction to and approval of the minutes of the previous meeting.
4. Financial Secretary's report.
5. Treasurer's report.
6. Report of Officers.
7. Reports of Committee Chairpersons.
8. Balloting on proposed members.
9. Unfinished business.
10. New business.
11. Good and welfare.
12. Installation of Officers.
13. Adjournment.

**Section 6. DISPUTES**

In case of disputes as to order and procedures, Roberts Rules of Order shall govern.

**Section 7. QUORUM**

A quorum shall consist of twenty (20) members in good standing, and shall include at least two (2) Officers, one (1) of whom shall be a Flag Officer.

**ARTICLE VI. COMMITTEES**

**Section 1. STANDING COMMITTEES**

The following Standing Committees shall be appointed to serve annually:

- |                     |                        |
|---------------------|------------------------|
| AUDIT               | DOCK ASSIGNMENTS       |
| MAINTENANCE         | SHIPS STORE            |
| INSURANCE           | DOCKS NEW/CONSTRUCTION |
| COMMUNICATIONS      | SUNSHINE               |
| LONG RANGE PLANNING | ELECTRIC               |
| CALLING             | WASHER/DRYER           |
| MARINA              | ENTERTAINMENT          |
| CLAMBAKE            | WATER/DOCKS            |
| MEMBERSHIP          | EQUIPMENT LARGE        |
| COMPUTER            | EQUIPMENT SMALL        |

MOHAWK HUDSON COUNCIL  
CONSTITUTION, BY-LAWS and STANDING RULES  
NOMINATING  
POOL  
DOCKS  
SERGEANT at ARMS  
ENVIRONMENTAL

WATER/GROUNDS  
WEBMASTER  
GALLEY  
WORK CREDITS  
GROUNDS  
HAULING and STORAGE  
PUBLICITY/COMMUNITY RELATIONS

## **Section 2 SPECIAL COMMITTEES**

See Commodore; Appointments.

## **Section 3. ORGANIZATION**

Each Committee shall consist of no more than one (1) Chairperson and additional members as required.

## **Section 4. FUNCTION**

### **A. STANDING COMMITTEE**

It shall be the function of any Standing Committee to perform to the best of its ability all duties defined by the Procedures/Guidelines Manual. Also to carry through any additional assignment so ordered by the Board of Directors.

### **B. SPECIAL COMMITTEES**

It shall be the function of any specially formed Committee to perform only work charged to it by the Commodore.

### **C. Constitution and By-Laws Committee**

The Constitution and By-Laws Committee shall prepare all proposed amendments to the Constitution and By-Laws. Any member of the Schenectady Yacht Club, Inc. can request this Committee to prepare an amendment to accomplish a stated objective. The Committee has no right to refuse such a request and must prepare the necessary amendment or amendments to accomplish the stated objective and insure that no contradictory, confusing or anomalous provision remains in either the Constitution or By-Laws. The requested amendment shall be presented at the next regular membership meeting following a twenty-one (21) day period after the initial request. The Constitution and By-Laws Committee shall maintain a file system of all requests for amendments, segregated into five (5) folders for each document, the Constitution and By-Laws namely:

- a. Request received.
- b. Prepared amendments.
- c. Read and posted amendments.
- d. Accepted amendments.
- e. Rejected amendments.

Each proposal in the file system will be endorsed with the date and any action taken as it progresses from category a. through b., c., and either to d. or e. Within each file folder, the proposals shall be filed in the numerical order corresponding to the numbering of the affected document.

The Constitution and By-Laws Committee shall maintain up to-date copy of both the Constitution and By-laws of the Schenectady Yacht Club Inc.

### **D. NOMINATING COMMITTEE**

The Nominating Committee shall be composed of three (3) Past Commodores and one (1) Member-at-Large. A Past Commodore shall become eligible to be a member of the Committee after the lapse of three (3) years following his latest term of office as Commodore. The three (3) eligible most recent past Commodores willing and able to serve shall constitute the Past Commodore membership of the Committee. In the event the upcoming most recently eligible Past Commodore is unable or unwilling to serve, the three (3) incumbent Past Commodores shall continue to serve for another year. The past Commodore member of the Committee having the longest tenure on the Committee shall act as

Chairperson and shall rotate off the Committee when the newly eligible Past Commodore joins the Committee. The Member-at-Large shall serve for one (1) year. No individual may serve as Member-at-Large for more than three consecutive years.

## **ARTICLE VII. DISCIPLINE**

### **Section 1. GENERAL**

All Club members are subject to disciplinary action by the Club for violation of its Constitution, By Laws and Standing Rules for conduct unbecoming a member of the Schenectady Yacht Club or defamatory to the Club's good name.

### **Section 2. FILING of CHARGES**

Any member may institute charges of misconduct against another member by submitting in writing to the Board of Directors, a statement of charges. Such statement must be complete at the time of submittal. The accused will be summoned to a regular Board of Directors meeting for the purpose of review and defense. Summons will be sent by certified mail. The summons will contain in quotes the exact wording of the charges and will be sent at least fifteen (15) days before the meeting convenes. The Board of Directors shall decide if a letter of warning will be sent to the offender and or recommend the disposition of charges by filing a written report at a regular membership meeting for action by membership. The recommendation for action would include Probation, assessment, or immediate expulsion from the Club, or dismissal of charges.

### **Section 3. DETERMINATION for ACTION SPECIFIC**

Specific determination of disciplinary action will be found in Fees, Dues and Assessments.

## **ARTICLE VIII. INTERPRETATION**

Any question of interpretation of these By-Laws shall be decided by the Board of Directors whose decision shall be in compliance with Robert's Rules of Order (see DISPUTES) and shall be final.

## **ARTICLE IX. STANDING RULES**

### **Section 1. PURPOSE**

Standing Rules of the Schenectady Yacht Club Inc. shall include those rules, procedures, codes of conduct and instruction is as shall be adopted by the Club, which are not considered to be of sufficiently permanent in nature or importance to be included in the Constitution and By-Laws, but which are deemed desirable for orderly, harmonious and safe operation of the Club. For example, conduct in and about the Club is an appropriate subject for Standing Rules whereas levying of dues and assessments should be specified in the Constitution and By-Laws.

### **Section 2. ADOPTION**

Standing Rules shall contain only such rules as may be adopted without previous notice by a majority vote at any membership meeting. A proposed Standing Rule shall be submitted as a motion to the Commodore in writing (triplicate), at any membership meeting, where it shall be read aloud to the assembly for debate, amendment, and vote in the regular manner at that meeting.

### **Section 3. SUSPENSION, AMENDMENT and RESCISSION**

Standing Rules may be suspended by a majority vote for the duration of a meeting or they may be amended or rescinded by a two-thirds (2/3) vote at any business meeting. If notice of the proposed action was given at a previous meeting, or in writing ten (10) days prior to the meeting, they may be suspended or rescinded by a majority vote.

### **Section 4. AVAILABILITY to MEMBERS**

A continuous record of in-force Rules shall be maintained by the Recording Secretary and shall be kept posted at all

times with changes to be posted within ten (10) days so that a continuous record may be available to all members.

**Section 5. RESTRICTIONS**

No Standing Rule is in order that conflicts with the Constitution and By-Laws.

# STANDING RULES

SCHENECTADY YACHT CLUB, INC.  
PER ARTICLE IX. of the CONSTITUTION and BY - LAWS

## ARTICLE I. DOCKS

### Section 1. DOCKS - ASSIGNMENT

#### A. Criteria and Priority

1. The Principal criterion for assignment to dock space to a member will be compatibility of boat dimensions with the slip space, with a maximum boat length of forty-two feet (42'). In case of dispute, the Board of Directors will determine compatibility.
  - a. A member's picnic area is on shore directly in front of their boat. They are responsible to keep the area mowed and neat. Should the member require additional parking for guests it is not acceptable to occupy their neighbors area unless previously arranged. Maintaining your shoreline is not eligible for work hours.
  - b. If storage for both boats is required, the current council storage fee will be charged for the secondary boat on a seasonal basis, and the current membership fee will be charged for the primary boat.
2. Seniority will govern in the assignment of new or open dock space. Any member in good standing may request a specific dock and will be awarded that dock if open. If several members request the same dock, it will be assigned to the member with Club seniority.
3. For purpose of dock assignment, seniority will be determined by the date a member was elected, as provided in Membership, of the By-Laws. When more than one (1) member is elected to membership on the same date, seniority, for the group only, will be determined by the date application for membership was made by each member of the group.
4. Each membership unit is entitled to one (1) dock and one (1) storage space. The dock and storage space may be used for the member's primary boat with dinghy and/or personal recreation craft, provided that the recreational craft does not require additional dockage and storage space. Examples of recreational craft are: fishing boats, personal watercraft, sailing dinghies and small runabouts. Recreational craft will not be handled by the travel lift.
  - a. A member's boat under twenty (20) feet, requiring a dock will not be furnished with power, nor will it be launched or hauled using the Club travel lift. Any assignment will be temporary and subject to reassignment by the Dock Master where necessary for the best utilization of the available dock space. The dockage rate will be at the current full transient rate for the boat under twenty (20) feet.
  - b. A membership unit having a boat over twenty (20) feet, in addition to the primary boat, will pay the current membership Dock Fees. If the membership unit requires dockage for both boats, the current transient dockage fee will be charged for secondary boat and current membership fee for the primary boat. If storage for both boats is required, the current transient storage fee will be charged for the secondary boat on a seasonal basis, and the current membership fee will be charged for the primary boat.
5. Any member who will not be putting their boat at a dock for a season will receive a credit for the following season's dockage of four hundred dollars (\$400.00), if the Dock Assignment Chairperson is informed by April 1 of the season not requiring a dock; or a credit for the following season's dockage of three hundred dollars (\$300.00) if the Dock Assignment Chairperson is informed between April 1 and May 1 of the season not requiring a dock.

#### B. Availability

1. An open dock shall be defined as one that has not been renewed by its permanent occupant of the previous year.

2. Docks abandoned during the season shall be assigned on a temporary basis for the balance of that season and shall be considered an open dock for the following year.
3. Any membership unit not putting it's boat in the water for three (3) consecutive boating seasons will lose it's dock space assignment and the dock will become an open dock. The membership unit losing it's dock, under provisions of this Standing Rule, will go to the bottom of the list of those membership units eligible to bid for any open dock. This loss of seniority will be for only the first year immediately after the loss of the dock assignment and will be applicable only to the bidding of dock space.
  - a. Any membership unit informing the Dock Assignment Chairman of their intent to not use their dock for the season before May 1, will not be penalized for not putting their boat at the dock for the season.
4. A list of assigned and open dock spaces shall be prepared by the Dock Assignment Chairperson each year, and posted in the clubhouse no later than March 31 each year.

#### C. Permanent Assignment

1. A member in good standing on an unassigned dock for one (1) boating season is in possession of that dock for permanent assignment.
2. A membership unit in good standing will retain a permanent assignment unless they make a request for change or fail to comply with the dock use requirements specified previously in this Section. Request for changes shall be submitted to the Dock Assignment Chairperson by March 3
3. Abandonment of a dock by lack of application, nonpayment of dockage rate or occupant's reassignment, will cause that dock to revert to open status. (See Dock Availability for abandonment during mid-season.)
4. Members desiring to exchange docks during a season, or part thereof, may do so by mutual consent without jeopardy to their right of permanent assignment, provided boat dimensions are compatible with the exchanged spaces. Such dock exchanges do not entitle the parties to permanent assignment to each others dock.
5. Members leaving their dock space for more than twenty-four (24) hours will inform the Dock Master of expected length of absence and date of return. so that this space may be used to the Club's best advantage. The Dock Master shall insure that the member's slip is available upon return of the member. Filing a Float Plan with the Dock Master is desirable and therefore recommended.

### Section 2. DOCKS - MAINTENANCE

#### A. General

A member occupying as assigned dock space shall be responsible for maintenance of that dock and it's surrounding headers.

#### B. Minor Repairs

The assigned occupant shall attend to all minor repairs personally. Examples of such repairs include: replacement of unsafe boards, secure attachment of cleats, provision of protective rub strips. etc.

#### C. Materials

The Club shall furnish all materials necessary for minor repairs.

#### D. Major Repairs

Docks and headers needing major repairs, shall be reported to the Dock Chairperson

### Section 3. DOCKS - SAFETY

#### A. General

1. Club members and transients shall be responsible for personal and guest behavior and procedures both on the dock and in boat handling near the docks to insure the safety of himself/herself, members of his/her family, guests and other Club members at all times.
2. Club members and seasonals must show proof of insurance before a boat can be assigned or returned to a dock.

#### B. Boat Mooring

1. Each Captain is responsible for the safe docking and securing of his/her vessel at the docks of the Club. The Captain shall dock the vessel in a manner, which in his/her judgment will minimize the potential damage to the vessel, docks and personnel. No person or persons shall interfere with the duties of the Captain in this regard.

2. The Captain shall also be responsible for placement of extra lines from the vessel to the header or shore as appropriate in instances of threatened high water or wind in order to protect both the vessel and the docks.

#### C. Impediments on Docks and Headers

The assigned dock and attaching header shall be kept free of unsafe impediments, such as boating equipment, tools, loose power cords, crossing lines (except in periods of emergency), and overhanging boat appurtenances (davits, bow sprites etc.).

#### D. Loose Pets

Pets shall not be allowed to run loose on docks, headers and club grounds except when under control of the owner or his/her representative. Owners are responsible to clean up after their pets.

#### E. Personal Floatation Devices

Non-swimming children and children under the age of twelve (12), must wear a USCG approved floatation device: also non-swimming adults are to be advised of the potential dangers to themselves at all times while on the docks.

#### F. Running, Jumping and Personal Vehicles

Running and jumping onto or off the docks shall be avoided except in cases of emergency. Riding of personal vehicles, such as bikes and motor scooters, on the docks is prohibited.

#### G. Club Maintained Safety Devices

Club maintained safety devices are for saving lives and shall not be used as playthings or be removed from their places of availability, except to be used for their intended purpose.

#### H. Fuel Handling

No fueling/refueling of boats or watercraft is allowed on docks. This requirement is in accordance with NFPA 302 and 303. STANDARDS for Marina and Boat Yard Section 6-3. Storage and Handling of Fuels, "All Pleasure and commercial boats shall be fueled at stations or other designated remote locations " The designated area for all fueling activity is at the Gas Dock. Furthermore, the transfer of fuel from container to container on docks is prohibited.

### **Section 4. DOCKS - EMERGENCY SITUATIONS**

#### General

All dock occupants shall be responsible to remain alert at all times for situations of flood, storm or fire, potentially creating a Club emergency. The dock occupant shall report to the Club to attend his/her boat and Club docks (and aid others as required) at the earliest possible moment.

### **Section 5. DOCKS - Fuel Rebate**

In the event the Board of Directors approves a fuel rebate for the current year, it shall apply to fuel purchased for the primary boat during the season.

### **Section 6. DOCKS - SHORE POWER**

#### A. Power Supply

Each boat slip is furnished with a single UL approved 110 volt, 30 amp marine power outlet Any alteration of the supply system is strictly prohibited. Requests for changes shall be submitted to the Board of Directors for resolution.

1. Any slip with (2) 30 amp outlets or (1) 50 amp outlet, will be charged an additional one-hundred-fifty dollars (\$150) per boating season.

#### B. Power Cords

All power cords must be serviceable, UL approved cords designed for marine service and rated for the connected service.

#### C. Power Use

Electrical power supplied to individual boats is not metered. However, power cost represents a significant cost to the Club. All users are expected to take appropriate action to use power in an efficient manner. Owners shall shut off air

conditioners, dehumidifiers, heaters, and hot water heaters on unattended boats.

### **Section 7. DOCKS - WATER**

#### **A. Potable Water Supply**

A single water supply outlet is furnished at each dock finger for use by the fingers occupants. Water supply pressure is approximately 80 psi. It is recommended that boat owners install pressure -reducing valves upstream of the supply hose.

#### **B. Hose Connections**

Water hoses shall not be directly connected to an unattended boat. This is a safety requirement since a malfunction in a directly connected system may cause flooding/sinking of the boat.

#### **C. Water Conservation**

Hoses used for washing, tank filling etc. must be furnished with shut off nozzles in order to conserve water.

### **Section 8. DOCKS - BOAT MAINTENANCE**

Moored boats may undergo routine maintenance and repair, however, such work shall not interfere with others, i.e., noise, dust, odors, and etc.

### **Section 9. DOCKS - NOISE**

Noise shall be held to a minimum at all times. Discretion shall be used when operating engines, generators, power tools, etc. so as not to create a nuisance from the standpoint of noise and fumes.

### **Section 10. DOCKS - WASTE DISPOSAL**

#### **A. General**

Federal and State Law strictly prohibit the discharge of petroleum products, sewage, garbage, trash and hazardous material into the water. Violators of the law can be subjected to legal action and fines. In addition, violators will be subject to disciplinary action by the Board of Directors.

#### **B. Trash and Garbage**

Trash and garbage shall be disposed of in the trash dumpsters located throughout the grounds.

#### **C. Petroleum Products and Hazardous Materials**

Engine oil and diesel fuel may be disposed of in the waste oil tank maintained by the Club. Boat owners are responsible for proper disposal of other Hazardous material, i.e., gasoline, anti-freeze, batteries and solvents. These materials may NOT be deposited in the dumpsters or in the waste oil tank. The owner shall remove the material from the Club property.

#### **D. Spills**

Spills must be reported immediately to the Dock Master.

## **ARTICLE II. POOL**

### **Section 1. POOL - GENERAL**

The Swimming Pool Facility includes the swimming pool, deck area within the enclosure fence and the pool house. In order to comply with New York State law, the Facility must be maintained, operated and used in a manner that meets the requirements set forth in the State Sanitary Code, Sub-Part 6-1 Swimming Pools. The rules set forth in this Standing Rule comply with the State's Sanitary Code and must be followed to assure a safe, sanitary, healthful and enjoyable environment for all users.

### **Section 2. POOL PRIVILEGES**

Pool privileges are offered to Club members, registered seasonal transients and to registered short- term transients. Registered transients are the individuals named in the dockage contract on file with the Dock Master.

### **Section 3. POOL SUPERVISION**

There are no lifeguards on duty at the pool at any time.



#### **Section 4. POOL GUESTS**

##### **A. Transient's Guests**

Transients are required to be present at the pool at all times with any guest

##### **B. Member's Guests**

Guests of members, over eighteen (18) years of age, may use the pool provided they have approval of a member who is on the Club grounds during the time of use.

##### **C. Compliance**

All users, including guests, must comply with the rules set forth herein. The sponsoring member registered transient is responsible to advise the guest(s) of the pool rules and is responsible for their guest's behavior.

#### **Section 5. POOL USE and SAFETY**

##### **A. Pool Rules**

All users must acquaint themselves with the rules set forth in this Standing Rule and abide by them. Copies of the rules are available from the Dock Master.

##### **B. Pool Hours**

The pool may only be used during posted hours.

##### **C. Never Swim Alone**

Two (2) or more adults, eighteen (18) years or older, must be present at the pool when the pool is in use.

##### **D. Supervision**

There is no substitute for adequate supervision. Children under sixteen (16) years of age, must be accompanied at all times by a parent or guardian or similar adult responsible for their safety and behavior while at the pool facility.

##### **E. Sharp Objects**

To prevent injury and/or pool liner damage, no glass and/or sharp objects, including toys are allowed in the pool facility.

##### **F. Diving**

Headfirst diving from the pool deck is prohibited except in the eight (8) foot depth area. Running on the pool deck is prohibited at all times. Horseplay on the deck and/or in the pool is prohibited.

##### **G. Alcohol: Do not drink alcohol and swim**

##### **H. Life Saving Equipment**

Club provided life saving equipment is to be used only for their intended use and must remain in their assigned location ready for use at all times.

##### **I. Emergency Telephone**

A telephone, located at the Dock Master's office, is available for 911 emergency calls.

##### **J. Attire: All bathers must wear swimming suits.**

##### **K. The pool area and pool house are designated NO SMOKING areas.**

#### **Section 6. PETS**

Pets are not allowed in any area of the Pool Facility.

#### **Section 7. POSTING**

Pool rules shall be securely posted in the pool area as required by State Law.

#### **Section 8. POOL CLOSING**

A. If the pool is unsafe for use, the Pool Committee shall visually post it as CLOSED

B. In the event of unruly, uncontrollable situations, the pool may be closed by the Pool Committee, or a Club Flag

Officer. In addition the Club's By-laws DISCIPLINE section may be applied.

### **ARTICLE III. HAULING, STORAGE, and LAUNCHING**

#### **Section 1. GENERAL**

A. Travel lift and storage yard facilities are operated and maintained for use by members and transients on a minimum cost basis. Responsive effort is required from all members and transients to insure the maintenance of a safe, efficient and convenient service.

B. Members are responsible to keep their storage area mowed and maintained. This task is not eligible for work hours credit.

#### **Section 2. SCHEDULING of BOAT LAUNCH and HAUL OUT**

##### **A. General**

The number of boats in the Schenectady Yacht Club has increased to the point where it is necessary to schedule hauling and launching more efficiently to reduce the Club effort involved (especially lift driver time). Accordingly, boats will be launched and hauled by appointment only (except in emergencies). Appointments will be made on a first come, first served basis.

##### **B. Appointments**

Appointments for hauling and launching shall be made twenty four (24) hours in advance directly with the assigned driver. The Dock Master and/or the Hauling and Storage Committee Chairperson will assist transients in scheduling as needed.

##### **C. Launching Wooden Boats**

Special consideration shall be given to scheduling the launch of wooden boats requiring "soaking" in the well. Scheduling must be done so that the lift/well is not tied up during busy launch periods.

##### **D. Final Haul Out Date**

All member boats must be hauled by the Friday preceding the first Dock Day in the fall. All transient boats must be hauled one week prior to the first Dock Day in the fall.

#### **Section 3. TRAVEL LIFT OPERATION**

##### **A. Assigned Drivers**

The travel lift shall only be operated by drivers assigned by the Board of Directors. A hauling and lifting schedule with assigned drivers shall be prepared annually by the Rear-Commodore and approved by the Board of Directors. The schedule shall be posted in the clubhouse and in the Dock Master's office.

##### **B. Crew**

Drivers shall be responsible only for driving and operating the lift. The owner shall provide adequate helpers (at least one (1) able bodied adult in addition to the owner) at both the launching and hauling.

##### **C. Placement of Slings**

The owner shall be responsible for the placement of slings and lift bars for the transporting of his/her boat safely. Drivers shall have the prerogative of not operating the lift if, in their judgment, the slings are improperly placed or that an unsafe condition exists.

##### **D. Sling and Cradle Marks**

Boats must have sling marks affixed to the hull so as to be clearly visible from the well top during haul out. Likewise, chock and cradle marks must be provided to facilitate setting the boat down. Drivers shall not launch a boat not equipped with sling and chock/cradle marks.

##### **E. Punctuality**

The owner shall be ready to launch/haul at his/her appointed time to facilitate scheduling and to avoid driver delay time. Prior to haul out appointment time, the owner shall prepare his/her cradle or chocks for proper safe and speedy placement of his/her boat.

##### **F. Personal Safety**

The owner shall see that all personnel stay clear of operating equipment, specifically during the raising and lowering of his/her boat and during the land movement of the lift vehicle.

**G. Washing and Maintenance of Boats**

The lift shall not be used to support boats during washing and/or maintenance, except for emergency maintenance, i.e., prop changes. The keel must be blocked.

**H. Lift Loading**

Drivers shall be responsible for not overloading the lift.

**I. Lift Parking**

During the boating season, the lift shall be parked over the well with the slings up

**Section 4. BOAT LAUNCH AND LIFT SAFETY**

**A. Riding on Boats in the Lift**

Riding on boats while suspended in the lift at launch or haul out, either through the yard or while being hoisted in the well is forbidden. A well ladder will be provided for access to and from floating boats in the well.

**B. New Member haul Out Procedure**

New or inexperienced members and transients shall clear planned launch/ haul out procedures with the hauling and Storage Committee Chairperson prior to his/her appointment.

**C. Bystanders**

Bystanders and others in the yard during boat launching and hauling operations are responsible to stay clear of the moving rig and to stay at a safe distance during boat lifting and lowering. Special attention must be given to children under the age of thirteen (13). An adult must accompany them at all times during launching and hauling operations

**D. Motor Vehicle Operation**

Operators of motor vehicles must maintain a slow and prudent speed in the yard at all times. Posted speed limit and warning signs must be adhered to. Special consideration is to be given to vehicle operation so as not to endanger boaters working on their boats during the spring and fall when activity in the yard is high.

E. Transferring of fuels into or out of boats in the yard is prohibited. Each person is responsible for their own spills. Exceptions to the rule must come before the Board of Directors.

**Section 5. BOAT Storage**

**A. Assignment of storage space.**

Individual storage areas shall be assigned by the Chairperson of the Hauling and Storage Committee, all boats must have proof of insurance before a boat is hauled.

**B. Chocking**

Each owner shall furnish his/her own boat chocking materials. Preferred method of chocking is with factory furnished cradle or with adjustable steel jack stands.

**C. Boathouses and Storage Sheds**

1. No new boathouses may be constructed. Existing member owned boathouse must be maintained so that the structures do not present a safety hazard and/or a visual nuisance.
2. Members, subject to prior approval of the Board of Directors, may construct storage sheds. Sheds must be maintained so as to not present a safety hazard and/or visual nuisance.
3. Transients may not construct and/or own any boathouse or sheds on Club grounds.

**D. Policing of Storage Area and Boats.**

Rodents, insects and fire hazards are the direct result of accumulated trash. Insurance availability and cost may be jeopardized by these conditions. Therefore, storage around or on boats or non-used or non-usable materials: rotted lumber, canvas, mattresses, combustible safety hazards, etc., is forbidden. Violators of this rule will be, at the discretion of the Board of Directors, subject to an assessment equal to the cost of the clean-up.

**E. Power on Boats**

No electrical equipment, other than a small battery charger, shall be permitted on an unattended boat.

**F. Paint Spraying and Sandblasting**

Spraying paint and/or sandblasting may be done only with the prior approval of the Board of Directors.

**G. Yard Water.**

The yard water system distributes river water throughout the yard. The water is NOT suitable for drinking or cooking.

**H. Disposal of Liquid and Hazardous Waste**

The Club provides a waste oil tank for disposal of waste engine oil and diesel. Other hazardous waste such as gasoline, anti-freeze, solvents and batteries shall be disposed of by the boat owner off Club premises.

**I. Vehicle Storage**

1. Unused motor vehicles, registered or unregistered, shall not be stored on Club grounds.
2. Boat trailers associated with boats docked or stored at the Club may be stored on Club grounds. Other trailers, registered or unregistered, shall not be stored on Club grounds, unless under contract for storage. Member's trailers may be stored on a member's storage space and be treated as a second boat.

**ARTICLE IV. HOUSE**

**Section 1. HOUSE - GENERAL**

The House shall serve as the gathering place for conducting Club business and social activities. Members shall be responsible for the conduct of their children and guests. A member must accompany children and all guests.

**Section 2. HOUSE USE:**

**A. Member Use for Private Gatherings**

Members may use the House for private gatherings, but gatherings requiring a major portion of the facility, shall be approved in advance by the Commodore. Such use shall not exclude Club members, but members not part of the private gathering shall exercise discretion.

**B. Non-Member Use**

Non-Members, other than guests, shall not be granted permission to use the house as individuals.

**C. Use by Non-Member Organizations**

Use of the house by outside organizations shall require prior approval by the Board of Directors, and have a member present during use.

**D. No Smoking**

Smoking is not permitted in the clubhouse.

**Section 3. HOUSE - CLEANING AFTER USE**

After each use of the facility, those using the facility shall restore the building, furniture and utensils to a clean neat and orderly condition.

**Section 4. HOUSE SECURITY**

**A. Key**

Each member shall be entitled to, and be responsible for, a key to the house. The key shall be surrendered upon termination of membership.

**B. Locking House**

Each member shall be responsible for locking the House/basement door(s) whenever it is left unoccupied.

**C. Fire Hazards**

Users of the house shall avoid creating potential fire hazards, particularly with regard to smoking materials and cooking. Never leave anything cooking unattended.

**D. Fire Extinguisher**

Fire extinguisher(s) shall not be tampered with or removed from the house, except in case of emergency.

E. Extinguisher Inspection

The house Chairperson shall regularly have the fire extinguishers inspected per NFPA #10 standards.

**Section 5. HOUSE - USE of EQUIPMENT**

House equipment may be borrowed by members for occasional personal use, when not interfering with Club functions. Such equipment must be signed out and returned promptly.

**Section 6. HOUSE ALTERATIONS**

There shall be no alterations to the house without Club membership approval.

**Section 7. HOUSE - PETS**

Pets are not permitted in the house.

**Section 8. LOSS of PERSONAL PROPERTY**

The Club shall not be held responsible for any loss of personal property from the house.

**Section 9. HOUSE - DAMAGE to PREMISES and/or EQUIPMENT**

Users of the house or its equipment shall be liable for any irresponsible damage.

**ARTICLE V. PAVILION**

**Section 1. PAVILION - GENERAL**

The Pavilion shall serve as a gathering place for conducting both Club business and social activities. Members shall be responsible for the conduct of their children and guests.

**Section 2. PAVILION - USE**

A. Member Use for Private Gatherings

Members may use the Pavilion for private gatherings, but gatherings requiring a major portion of the facility shall be approved in advance by the Commodore. Such use shall not exclude Club members, but members not part of the private gathering, shall exercise discretion.

B. Non-Member Use

Non-members, other than a guest, shall not be granted permission to use the Pavilion and facilities as individuals.

C. Use by Non - Member Organizations

Use of the Pavilion by outside organizations shall require prior approval by the Board of Directors. A member must be present at these gatherings.

D. Transient Use

Transients shall be allowed to use the picnic table area

**Section 3. PAVILION - CLEANING AFTER USE**

After each use of the facility, those using the facilities shall restore the Pavilion, furniture and utensils to a clean, neat, and orderly condition. Counter space must be covered.

**Section 4. PAVILION - SAFETY**

A. Fire Hazards

Users of the Pavilion shall avoid creating potential fire hazards, particularly with regard to smoking. Any cooking is not to be left unattended.

B. Fire Extinguisher

Fire extinguisher(s) shall not be tampered with or removed from the Pavilion, except in case of emergency.

C. Extinguisher Inspection

The House Chairperson shall regularly have the fire extinguisher(s) inspected per NFPA#10 standards.

D. LPG

After use, the gas lines shall be shut off at the tank and locked.

E. Electric

All electric not required for refrigeration maintenance and security lighting, must be turned off.

**Section 5. PAVILION - USE of EQUIPMENT**

Pavilion equipment may be borrowed by members for occasional personal use, when not interfering with Club functions. Such equipment must be signed out and returned promptly.

**Section 6. PAVILION ALTERATIONS**

There shall be no alterations to the Pavilion without Club membership approval

**Section 7. PETS**

Pets are not permitted in the Pavilion during formal Club functions

**Section 8. PAVILION - LOSS of PERSONAL PROPERTY**

The Club shall not be held responsible for any loss of personal property from the Pavilion

**Section 9. DAMAGE to PAVILION and EQUIPMENT**

Users of the Pavilion or its equipment shall be liable for any irresponsible damage.

**ARTICLE VI. GENERAL CONDUCT and SAFETY**

**Section 1. OPERATION of CLUB and PERSONAL POWER TOOLS and VEHICLES**

Members families are the same as their guests and are not permitted on the premises if the member is not on the grounds.

A. General

No drinking of alcoholic beverages while operating vehicles or power tools.

B. Club Power Tools

Only authorized Club members shall use club power tools. Safety glasses must be worn while operating power tools.

C. Motor Vehicles

Motor vehicles may only be operated by licensed drivers.

D. Travel Lift

Only drivers appointed by the Board of Directors shall operate the travel lift.

E. Fork Lift

The forklift shall only be operated by drivers designated by the Large Equipment Chairperson.

F. Boom Truck

The boom truck shall only be operated by drivers designated by the Dock Chairperson

G. Lawn Mowers / Power Trimmers

Lawn mowers and power trimmers shall be operated by Club members with caution not to throw debris. Caution must also be taken while using power trimmers around siding, wires, etc. Safety glasses must be worn while operating power trimmers.

H. Personal Vehicles

Personal vehicles, e.g., golf carts, may be operated by drivers over the age of sixteen (16). ATVs and go-carts are banned.

**I. Bicycles**

All children riding bicycles must comply with New York State law regarding helmets.

**J. Life Jackets**

Refer to DOCKS; Safety; Personal Flotation devices.