

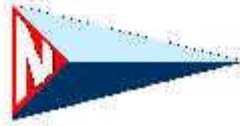
## **ARTICLES OF ASSOCIATION OF NORTHPORT YACHT CLUB, INC.**

We, the undersigned, hereby associate ourselves together for the purpose of the formation of a charitable corporation under the laws of the State of Maine. The charitable corporation to be formed is the Northport Yacht Club, Inc. Notwithstanding the formation of said charitable corporation under the laws of the State of Maine, the Northport Yacht Club has existed as an unincorporated association for a period in excess of forty (40) years. It is the purpose of the undersigned to transform the unincorporated association, known as the Northport Yacht Club, to a charitable corporation to be known as the Northport Yacht Club, Inc.

The purpose of said charitable corporation is as follows:

1. To encourage the sport of boating and sailing;
2. To promote the science of seamanship and navigation;
3. To be a community service club and to provide members with an opportunity to participate in a variety of boating and/or social activities;
4. To provide and maintain a suitable clubhouse and anchorage for recreation and use by its members.

Pursuant thereto, the corporation may engage in any activities consisting with Title 13B of the Maine Revised Statutes Annotated, which said statute provides for the formation and establishment of charitable corporations within the State of Maine.



## **BY-LAWS OF NORTHPORT YACHT CLUB, INC.**

### **ARTICLE I – NAME**

This Club shall be known as Northport Yacht Club, of Northport, Maine

### **ARTICLE II - OBJECT**

The object of this club shall be to encourage the sport of boating, to promote the science of seamanship and navigation, to be a community service club and provide members with an opportunity to participate in a variety of boating activities and/or social activities, and to provide and maintain a suitable clubhouse and anchorage for the recreation and use of its members.

### **ARTICLE III - OFFICERS**

The officers shall be a President, who shall hold the title of Commodore; a Vice-President, who shall hold the title of Vice-Commodore; Rear Commodore; Fleet Captain; Secretary; Treasurer; and a Board of Directors.

### **ARTICLE IV - DUTIES OF OFFICERS**

#### **Sec. 1. COMMODORE**

- (a) It shall be the duty of the Commodore to command the squadron, and to preside at all meetings of the Club.
- (b) The Commodore shall appoint and be an ex-officio member of all standing Committee.

#### **Sec. 2. VICE-COMMODORE**

- (a) It shall be the duty of the Vice-Commodore to assist the Commodore in the discharge of his or her duties; and in the Commodore's absence, or in case of vacancy in the office of Commodore, to act as Commodore.

Sec. 3.        REAR COMMODORE

- (a)     It shall be the duty of the Rear Commodore to assist the Commodore and Vice-Commodore with the discharge of their duties.

Sec. 4.        FLEET CAPTAIN

- (a)     It shall be the duty of the Fleet Captain to be in charge of all club cruises, boat parades, and other boating activities as directed by the Board of Directors.

Sec.5.        SECRETARY

- (a)     It shall be the duty of the Secretary to keep minutes of the meetings of the Club and the Board of directors, and to have custody of all records, documents, reports, and correspondence;
- (b)     To keep a current roll of the officers/directors, together with the date of their election;
- (c)     To be responsible for all aspects of membership, including preparation of application, notification of membership, and keeping a current roll of membership;
- (d)     To keep a current list of the boats owned by the members enrolled in the Club;
- (e)     To conduct the correspondence of the Club, and to give notice of meetings as provided in the By-Laws.

Sec. 6.        TREASURER

- (a)     It shall be the duty of the Treasurer to collect dues and to have charge of all funds of the Club, and to keep account of all money received and paid; and under the direction of the Board of Directors to disburse the funds;
- (b)     To deposit the funds, in the Club name, in a bank approved by the Board of Directors;
- (c)     To present at each stated meeting, and wherever so requested by the Board of Directors, a detailed account showing the financial condition of the Club;
- (d)     To prepare an Annual Budget for review and approval by the Board of Directors and Membership;
- (e)     To sign all checks, and all other writings, specified by the Board of Directors, unless another person is designated by vote of the Board of Directors.

## **ARTICLE V - BOARD OF DIRECTORS**

Sec. 1. The Board of Directors shall consist of five Club members, together with the Flag Officers, the Secretary and the Treasurer.

Sec. 2. The Board of Directors shall have entire authority in the management of the Club's affairs and finances, and shall appoint two members to audit the Treasurer's accounts before each annual meeting.

Sec. 3. Any action of the Board of Directors may be rescinded by a two-thirds vote of the members present at any regular meeting.

## **ARTICLE VI - ELECTION OF OFFICES**

Sec. 1. The Flag Officers, namely the Commodore, Vice-Commodore, Rear Commodore and Fleet Captain, and Secretary and Treasurer shall be elected for one year by a majority vote of the members present at the annual meeting.

Sec. 2. Any Director elected to office will serve a term of three years. At the end of the term, any individual must let one year lapse before running for an additional term.

## **ARTICLE VII - MEMBERSHIP**

The club welcomes one and all to join as members.

Sec. 1. (a) Any person including ones spouse/partner and children up to and including the age of 22 years, who own of a boat is eligible for boat owner membership.

Sec. 2. (b) Any person including ones spouse/partner and children up to and including the age of 22 years who is not an owner of a boat, is eligible for social membership.

## **ARTICLE VIII - MEETINGS**

Sec. 1. The annual meeting shall be held on the last or next to last Saturday of August in each year, and due notice shall be sent to all members by Secretary.

Sec. 2. Regular meetings shall be held at times decided upon by the membership.

Sec. 3. Special meetings may be called at anytime by the Commodore by giving five days notice of the time and place of said meeting.

Sec. 4. Meetings of the Board of Directors shall be held monthly preceding the regular meetings, or at any time when called by the Commodore, or by any three Directors.

## **ARTICLE IX - PROPERTY**

Sec. 1. The Club may take and hold by purchase, gift, devise, or bequest, personal or real estate, and may use and dispose thereof only for the purpose for which the Club was organized upon approval of the Board of Directors.

## **ARTICLE X - BURGEES AND FLAGS**

Sec. 1. The Club Burgee shall be a pennant with a red triangular field containing a white letter "N". The upper half of the pennant shall be light blue to represent the sky and the lower half dark blue to represent the water.

Sec. 2. The Flag Officers' Flag shall be the standard officers' flags of the New York Yacht Club.

Sec. 3. A set of Officers' Flags shall be owned by the Club, and presented to the officers upon their election.

## **ARTICLE XI**

Sec. 1. The By-Laws may be amended, or additional ones adopted at any annual or special meeting of the members by a vote of not less than the majority, provided that notice of such intended amendment or alteration is given in the call of the meeting, or all members present, or waived notice of the meeting.

## **APPENDIX A POLICIES/GUIDANCE**

### **COMMITTEES:**

#### **Social Committee**

Responsible for all non-boating aspects of the Club. Functions which have been carried out by the Social committee include: Dance, Potluck Supper, Fourth of July festivities, Pancake Breakfast, Chef's Contest, Coastal Clean-up, Clambake and Post Race Socials.

#### **Race Committee**

Responsible for racing activities. Notification of Skippers' meetings, ensuring that all racing skippers are club members, designation of race courses, placement of race markers, maintaining race markers and dock crew supplies, enlistment of dock crew, providing basic racing rules to all racers. Purchase awards for end of year. Selection of Skipper of the Year award recipient.

#### **Maintenance Committee**

Responsible for the upkeep of the Clubhouse.

#### **Program Committee**

Responsible for arranging speakers, films, and other programs to be held after Club meetings and /or at other times during the summer sailing season.

#### **Sailing Program Committee**

Responsible for the sailing school. This includes: hiring of instructors, boats and equipment maintenance, recruitment of students and supervision of mid-week students races.

#### **"Tell-Tale" Committee**

Responsible for publishing the official Club newsletter entitled the "Tell-Tale". This should provide notice of all club meetings and activities. It should be published four times a year: (1.) Spring; (2.) June; (3.) July; and (4.) Fall. Each issue will include the subsequent month's calendar of events. Additionally, the Fall issue should include a "wrap-up" of the season's activities.

### Nominating Committee

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Responsible for presenting the officer nominations for the coming year. If possible, the Vice-Commodore will succeed the outgoing Commodore, who may then serve as Rear Commodore.

It is a general guideline that Directors will not hold office for more than one consecutive three-year term. This will give more Club members the opportunity to become a Director and provide a broader range of input and ideas at the Board level. It is also recommended that multiple family members not serve as officers/directors of the club at the same time. Additional consecutive terms and or selection of multiple family members shall be allowed at the Committee's discretion, if necessary

### Member of the Year Committee

Responsible for selecting the Member of the Year. This is to be chaired by the previous year's recipient of this distinguished award.

A Member of the Year candidate should be someone who has done an outstanding job for the Club and who has exceeded the efforts of other club members. Participation may include both boating and social activities.

## Miscellaneous

### Policies/Guidance

#### **Member of the Year:**

- ❖ Not an officer; and
- ❖ Previous member shall head nominating Committee for election of officers/directors/member of the Year.

#### **Racing:**

- ❖ Must be paid member prior to start of series to be eligible for awards

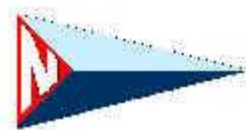
#### **Rear Commodore:**

- ❖ Outgoing Commodore. To serve primarily in an advisory capacity to the Commodore.

#### **Directors:**

- ❖ Serve a 3 year term; and
- ❖ At the end of term must let at least one year lapse before running for an additional term as a director.





## **NORTPORT YACHT CLUB**

### **Supplement to Bylaws Policy Statement**

The purpose of this statement is to create some general guidelines to assist the officers and board of directors of the Northport Yacht Club in the smooth operations of the club. It is intended as a draft of suggestions only, not as firm requirements for any position mentioned.

Responsibilities of the officers shall be as follows:

**COMMODORE:** Preside at all meetings of the club. Appoint all committee chairs, be ex-officio member of all committees. Oversee the entire operations of the club.

**VICE-COMMODORE:** Act as Commodore in the absence of his/her absence. Assist the Commodore in his/her duties

**REAR COMMODORE:** Assist the Commodore in his/her duties.

**SECRETARY:** Keep minutes of the meetings of the Club and the board of directors. Maintain all records, documents, reports, and correspondence. Keep a roll of officers and board of directors, with dates of their elections. Maintain list of members, prepare membership applications, and notify members of their status. Keep a list of boats enrolled in the club. Keep correspondence of the club, provide notice of meetings.

**TREASURER:** Collect dues. Have charge of all moneys of club. Keep account of all moneys collected at paid. Disburse any funds at requested by the board of directors. Deposit the funds in the name of the club in the bank. Present at each stated meeting a report of the financial conditions of the club. Sign all checks. Present annual budget.

The following committees should be formed

**SOCIAL COMMITTEE:** responsible for all non-boating aspects of the club. Functions which have been carried out by the Social Committee include: Dance,

Potluck Supper, 4<sup>th</sup> of July festivities, Pancake Breakfast, Chef's Contest, Coastal Clean-up, Clambake, Post –Race Socials.

**RACE COMMITTEE:** responsible for racing. Notification of skipper's meetings, ensuring that all racing skippers are club members, designation of race courses, placement of race markers, maintaining of race markers and dock crew supplies, enlistment of dock crew, providing basic racing rules to all racers. Purchase awards for end of year. Selection of Skipper of the Year award recipient.

**MAINTENANCE COMMITTEE:** responsible for presenting a slate of officers for the following year.

1. If possible, Vice-Commodore should be Commodore who should then become the Rear Commodore.
2. Directors should not hold office for more than one consecutive 3-year term. While multiple terms are fine, a vacation of at least a year is recommended to encourage new blood to participate in the club.

**MEMBER OF THE YEAR COMMITTEE:** responsible for selecting Member of the Year. Chaired by previous year Member of the Year. Individual should be one who has done outstanding work for the club beyond the efforts of most club members. Can be either in the field of boating activities or social activities. Awarded to any individual only once.