

CONSTITUTION (Articles and Sections) AND BYLAWS (a,b,c and 1,2,3) of
THE BUCKEYE LAKE YACHT CLUB AUXILIARY
Revised November 2023

ARTICLE I: NAME

The name of this organization shall be the Buckeye Lake Yacht Club Auxiliary, hereafter called Auxiliary.

ARTICLE II: PURPOSE

The purpose of the Auxiliary shall be to cultivate a spirit of friendship and good fellowship among all members and to cooperate in the activities, programs, fundraisers to help fund Club improvement projects, and beautification on behalf of the Buckeye Lake Yacht Club in order to enhance the overall Club experience.

ARTICLE III: MEMBERSHIP

A club member, the significant other and unmarried children of at least eighteen years of age, senior family member, are eligible for Auxiliary membership. Members are considered current when annual dues are paid, as well as Lifetime membership.

ARTICLE IV: OFFICERS

Section 1 The officers shall be President, Vice President, Secretary and Treasurer.
When appropriate Co-Vice President, Co-Secretary, or Co-Treasurer

Section 2 The Executive Board shall consist of the elected officers, and the immediate past President, who shall serve as advisor, and the Committee Chairperson.

ARTICLE V: DUTIES

Section 1 The President shall be the executive head and shall do the following:
a. Have a working knowledge of parliamentary procedure and this document;
b. Preside at meetings;
c. Serve ex-officio on all committees;
d. Appoint all standing chairpersons and special chairpersons as needed;
e. Meet with the Commodore to discuss the long-term plan;
f. At the Annual Meeting, submit a written year-end report with recommendations.
g. Act as an advisor for the newly elected President.

Section 2 The Vice President shall assist the President in the discharge of duties and shall do the following:
a. Officiate in the President's absence;
b. Set up programs for the year and arrange for any host(ess) when necessary;
c. Consult with the Manager on any special needs for the meeting and program;
d. Coordinate with the Manager and/or the Chef on menu and serving arrangements;
e. Coordinate with the Secretary to ensure that meeting and program information are in the Log, weekly email blast, and sent to Auxiliary members via email or phone call;
f. At the Annual Meeting, submit a written year-end report with recommendations.

Section 3 The Secretary shall keep a record of all proceedings and shall do the following:

- a. Conduct the meeting in the absence of the President and Vice President;
- b. Record and maintain minutes of each meeting, which shall be the official record;
- c. Distribute and read the minutes of the previous meeting at all regular meetings;
- d. Read and take appropriate action on correspondence pertaining to the Auxiliary;
- e. Create flyers, correspondence and submit monthly articles to the Club Log;
- f. Notify members of all regular and special meetings;
- g. At the Annual Meeting, submit a written year-end report with recommendations.

Section 4 The Treasurer shall receive and bank all money and shall do the following:

- a. Handle all savings, checking and investment accounts;
- b. Provide a statement of finances at each regular meeting or as required;
- c. Keep an updated membership roster and distribute membership cards if requested, send annual dues statements and reminders to all members;
- d. Deposit all money in appropriate accounts in a timely manner;
- e. Pay all legitimate bills in a timely manner; within 30 days
- f. Submit all records to the Executive Board when requested;
- g. Deliver to the successor all property of the organization relating to this office;
- h. At the Annual Meeting, submit a written year-end report with recommendations.
- i. Submit all records to the Auditor when requested by the BLYC Board of Governors.

ARTICLE VI: ELECTION OF OFFICERS

Section 1 The Nominating Committee shall consist of three (3) members appointed by the President at the June meeting.

Section 2 The Nominating Committee shall select one consenting candidate for each office to serve for a one-year term and present the slate at the September meeting.

Section 3 Further nominations may be made from the floor by any member and with the consent of the nominee;

Section 4 Election shall be by secret ballot in the event of more than one nominee for any office.

Section 5 Election of officers shall be held at the September meeting and the newly elected President shall receive the gavel at the close of the outgoing President's report.

Section 6 The Executive Board shall fill by appointment any board vacancies that may occur.

Section 7 Any elected officer may be removed from office by a two-thirds majority of members present at any regular meeting.

ARTICLE VII: MEETINGS

Section 1 The annual meeting shall be held in September.

Section 2 The regular meetings shall be held monthly.
No meeting in January, February & March.

Section 3 Special meetings may be called by the initiation of the President or upon the written request of eight members. The written request shall include the stated purpose of the meeting and shall be delivered to the Secretary. No business shall be conducted at any special meeting except such as is set forth in the notice.

Section 4 The transaction of business at any regular or special meeting shall be determined by a simple majority vote of those members present.

- Section 5 The agenda for each regular meeting shall be determined by the business and program planned for that meeting. Every meeting shall include the President's call to order, the Secretary's report, the Treasurer's report, committee reports, old business, new business, from the floor, and adjournment.
- Section 6 The agenda for special meetings shall be the President's call to order, discussion on issue(s) as set forth in notice of said meeting, voting on issue(s) and adjournment.
- Section 7 The Auxiliary meetings will be conducted following Robert's Rules of Order. A parliamentarian may be appointed by the President.

ARTICLE VIII: FINANCES

- Section 1 The annual dues shall be \$25, a change can be recommended by the Executive Board at the September meeting. Annual dues shall be voted on by the auxiliary members and recorded in the minutes by the Secretary. Membership runs September through August. Lifetime Auxiliary Membership is a one time \$500 donation. Spouse, family member or significant other of life member may join for 1 time donation \$300. *Must have an active BLYC membership status.
- Section 2 The Treasurer shall be responsible for collecting and recording the dues and all income and expenses.
- Section 3 A proposed annual budget shall be created by the Executive Board and presented at the October Auxiliary meeting. The annual budget must be approved by a majority vote of active members in attendance. minimum of \$7,500 by the end of the same year's budget.
- Section 4 All expenses over \$1,000 require pre-approval by two members of the Executive Board. Pre-approval requests must be submitted in writing.
- Section 5 Original, photo or scan detailed receipts are required for all expenses.

ARTICLE IX: COMMITTEES

- Section 1 Each chairperson shall be appointed by the President.
- Section 2 A committee may be solely the chairman or any member selected by the chairman.
- Section 3 Standing committees shall be determined by the current needs of the Auxiliary. Suggested committees are: Events, fundraisers, grounds, raffles, showcase, membership and sunshine. Each event may require subcommittees, such as auction, decorating etc. The Executive Board shall determine committees annually.
- Section 4 Ad hoc committees may be established at the discretion of the President and Executive Board;
- Section 5 Each committee chairperson shall provide a regular report at the monthly meeting as requested by the President.
- Section 6 Each chairperson shall submit a written year-end report with recommendations..

ARTICLE X: AMENDMENTS

- Section 1 Changes to the Constitution and Bylaws shall be proposed by the President and Executive Board.
- Section 2 A proposed amendment must be voted upon at a regular meeting and requires a two-thirds majority affirmative vote for adoption.