



THE BUCKEYE LAKE YACHT CLUB AUXILIARY

CONSTITUTION AND BYLAWS

As amended on (date)

Amended

9/2008, 4/2012, 2014, 4/2018

CONSTITUTION AND BYLAWS
BUCKEYE LAKE YACHT CLUB AUXILIARY

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, and fundraisers to help fund Club improvement projects on behalf of the Buckeye Lake Yacht Club.

ARTICLE III: MEMBERSHIP

A club member, the significant other and unmarried children of at least eighteen years of age, of any member of the Buckeye Lake Yacht Club, are eligible for Auxiliary membership. Members are considered current when annual dues are paid.

ARTICLE IV: OFFICERS

- Section 1 The officers shall be President, Vice President, Secretary and Treasurer.
- Section 2 The Executive Board shall consist of the elected officers, and the immediate past President, who shall serve as advisor.

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 for the following year;

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 Club Manager and/or Chef on any special needs for the program;

d. Coordinate with the Club 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 for the following year.

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, draft correspondence and submit monthly articles to the Club Log for publication;

f. Notify members of all regular and special meetings; and

g. At the Annual Meeting, submit a written year-end report with recommendations for the following year.

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;
- 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 for the following year;
- 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.
- 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 on the Club's General Election Sunday in September.

- Section 2 The regular meetings shall be held monthly during the second week, with the exception(s) of the September meeting which occurs with the BLYC Board Election Sunday, the May meeting which shall occur with the BLYC Board semi-annual meeting. We do not meet in January, February and 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 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 recommended by the Executive Board at each August meeting. Annual dues shall be voted on by the auxiliary members and recorded in the minutes by the Secretary. Membership runs September through August.
- 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 September Auxiliary meeting. The annual budget must be approved by a majority vote of active members in attendance. A savings or investment account shall be kept at a minimum of \$7,500. Emergency, extra requests or substantial changes outside the annual budget will be presented at a regular meeting and shall require a two-thirds vote of active members in attendance. In the event a savings or investment account falls below \$7,500 due to an emergency or extra request, the balance must be returned to a minimum of \$7,500 by the end of the same year's budget.

Section 4 All expenses over \$100.00 require pre-approval by two members of the Executive Board. Pre-approval requests must be submitted and approved in writing.

Section 5 Original, legible, and 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 Said committees will meet between the September and November auxiliary meeting to determine their plans and responsibilities for the year.

Section 4 Standing committees shall be determined by the current needs of the Auxiliary. Suggested committees are: Events (fundraisers), Grounds, Raffles, Showcase and Sunshine. Each event may require subcommittees, such as auction, decorating etc. The Executive Board shall determine which committees are needed each year.

Section 5 Ad hoc committees may be established at the discretion of the President and Executive Board.

Section 6 Each committee chairperson shall provide a regular report at the monthly meeting as requested by the President.

Section 7 Each chairperson shall submit a written year-end report with recommendations for the following year at the Annual Meeting.

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.