

Sea 'n Shore Cruisers
Policies and Procedures
(BY-LAWS)

Mission Statement: The purpose of **Sea 'n Shore Cruisers (Club)** is to provide its members with a variety of both land and water activities in an enjoyable and safe manner.

I. GOVERNING POLICIES

A. The *Sea 'n Shore Cruisers* will be governed by an Executive Board comprised of the following elected officials: Commodore, Vice Commodore, Treasurer, and Secretary. The Commodore, with the Executive Board's approval, will appoint chairpersons for the standing committees: Boat Destinations Chairperson, Land Destinations Chairperson, Safety Chairperson, Membership Chairperson, Sunshine Chairperson, Parliamentarian, Webmaster, Special Activities Chairperson, Special Projects Chairperson and any other committee leader as deemed necessary by the Commodore for the efficient running of the business of the Club. The officers, chairpersons and co-chairs of the standing committees comprise the Executive Board (governing board) of the Club. Committees other than those listed may be established by the commodore and added to the list of standing committees with the approval of the Executive Board. The Commodore and the Executive Board shall make the day-to-day decisions necessary to the efficient running of the Club.

B. Changes to the Policies and Procedures governing the *Sea 'n Shore Cruisers* will be accomplished through majority approved recommendations from the Executive Board to the *Sea 'n Shore Cruisers'* membership for open, secret, or absentee voting. Changes to Policies and Procedures proposed and approved at an Executive Board meeting shall be presented to the general membership at the next business meeting or as soon as time can be allotted on a meeting agenda. Voting requires a quorum of at least 50% of the voting members of the Executive Board in attendance and/or represented by post or emailed ballots. The motion requires the agreement of at least a majority of said quorum to pass. Voting members of the Executive Board consist of the elected officers, chairpersons, and co-chairpersons of the standing committees as listed in Section I. A., and this list may be changed from time to time by the Commodore with approval of the Executive Board. Committee members and the ex-officio Commodore may give advice but may not vote.

C. Members shall be notified of such changes to be voted on by mail and/or email at least one week prior to the business meeting. Issues for membership voting require a quorum of 50% membership in attendance or responding with the vote by email or US mail which must be received by the Club Secretary prior to the meeting. A majority approval by said quorum is required to pass. Absentee ballots may be accepted by email or signed posted mail. All voting members must be in good standing. For avoidance of doubt, the above shall not apply to the notification period required for the election of officers.

II. MEMBERSHIP AND DUES REQUIREMENTS

A. All individuals wishing to become members of *Sea 'n Shore Cruisers*, including boat owners, spouses, singles, and non-owners who crew, must take or have taken a safe boating course through either the Coast Guard or the Power Squadron or from an approved Coast Guard site. Prospective members must

complete an application form and need two (2) sponsors, members in good standing and not from the same family. Membership preference may be given to applicants who have boats which can be used in Club outings or to those prospective members willing to accept an active role in leadership or activity committees. All applications, or notice of intent to apply at a later date or not to apply, must be returned to the Membership Chairperson within seven (7) days.

B. Unless already completed, all boat crew members of *Sea 'n Shore Cruisers* must complete the safe boating course within six (6) months of being approved for membership. A copy of the certificate of completion of the safe boating course must be presented to the Membership Chairperson and filed with the membership application. Membership Chair shall send a copy of said certificate and a copy of boat insurance certificate to Safety Chair and Boat Destination Chair. Members who do not complete the course within six months may not crew. Boat owners must present to the Membership Chair, who will copy to the Safety Chair and Boat Destination Chair, a Safe Boating Inspection Certificate and proof of liability.

C. Dues for each new member are \$30.00 for the first year. The dues include a magnetic badge which should be worn at all Club sponsored events. Should the cost of the badge increase, the Membership Chair shall request an additional fee without a change to the Bylaws. If a member requires a new badge, that member shall be responsible for the cost of the badge.

D. After initial membership in *Sea 'n Shore Cruisers*, dues for rejoining are \$20.00 per person and are due and payable by the December Holiday Party. Dues deadline will be January 15th for those who are unable to attend the December Holiday Party.

E. Part-time and full-time residents pay yearly dues equally.

F. Total membership shall be proposed by the Executive Board and approved by the membership. The number of members shall be revisited on a yearly basis. Continued membership in *Sea 'n Shore Cruisers* is predicated on attending at least five (5) functions a year (meetings and/or activities) unless a serious illness occurs or there are extenuating circumstances. (Attendance lists for each event shall be kept by the Secretary with the assistance of the Chair of each event.) Membership in the *Sea 'n Shore Cruisers* runs from January 1st to December 31st of each year. Members who join at any time during the year, except during the months of October, November or December, shall be assessed the full amount of the dues as stated above for that year and shall be required to pay the full amount of dues for the next year by the beginning of the following year. New members joining in October, November or December shall be assessed ½ of the annual dues, plus the cost of the name badge as stated above for the remainder of that year and shall be required to pay the full amount of dues as a renewing member for the following year by the beginning of the following year as stated above.

G. A Member in Good Standing is defined as one who has paid his/her dues and any other incurred debt to the Club covering the twelve month period and has on file his/her *Certificate of Completion* for the Safe Boating Course. Further, being a member in good standing affirms the member's commitment to the vision of the *Sea 'n Shore Cruisers*, reflected in its *Policies and Procedures* (by-laws) to which all members are bound. It is expected that members in good standing will work collaboratively to strengthen the Club and will not engage in any activities that put the Club in financial jeopardy or structural jeopardy or place the Club's reputation in disrepute. In addition to the above, no member shall represent the Club or present themselves in such a manner that could be perceived as representing the Club without prior approval of the Commodore or the Executive Board. Any member that misrepresents themselves when joining the Club may have their membership revoked upon approval of the Executive Board. Furthermore, in the event that any individual is found by the Executive Board to be in violation of this policy, he or she may be asked to resign from the Club at the discretion of the Executive Board.

H. The following is a process for accepting new members into the Club. Once a prospective new member (prospect) has fulfilled the eligibility requirements:

1. The sponsor asks the Membership Chair and the Commodore to present a new member(s) to the Executive Board for membership.
2. The Board will either vote by email or at a board meeting to accept the prospect as a member(s).
3. Once the Board has approved the new member(s) and the signed application and dues are received, the prospect is officially a member(s) of *Sea 'n Shore Cruisers*.
4. The Membership Chair and/or a welcoming committee arrange an informal welcome and orientation meeting (perhaps over coffee) with the new member(s) to discuss the Club's purpose, activities, and its expectations of members.
5. The new member(s) will be introduced to the Club at the next sanctioned Club meeting or activity. They will be asked to share information about themselves and will receive name tags as soon as possible.

III. HONORARY MEMBERS

From time to time the Executive Board may deem it necessary or prudent to allow a member of the Club who may be ill or unable to participate, or a member of the community who has served the Club or the community, to be named an Honorary Member of the Club. Honorary Members must be approved by a simple majority vote of the Executive Board. Honorary Members are not required to pay dues; their Honorary Membership status must be renewed by the Executive Board each year; they may participate in all Club activities but shall not have voting privileges.

IV. CONFLICT OF INTEREST

A. It shall be considered a conflict of interest for any member, regardless of position in the Club, to use membership in the Club to benefit another individual or organization and accept a quid pro quo gift, compensation or benefit of any kind unless such action is previously authorized by the Executive Board. All such actions shall be disclosed to the Executive Board in advance of taking such actions. For avoidance of doubt, the above clause does not apply to members exchanging favors or assisting each other, whether such assistance is paid or unpaid.

B. In the event that an individual is found by the Executive Board to be in violation of these Conflict of Interest Policies, he or she may be asked to resign from the Club at the discretion of the Executive Board.

C. Pertinent Club information to include, without limitation, member personal information derived from membership in *Sea 'n Shore Cruisers* shall not be used for personal gain and shall be kept within the confines of the *Sea 'n Shore Cruisers* and not open for discussion with any other individual, organization or club without the Executive Board's prior approval. In addition, details of private Club information which may include, but may not be limited to, details of Club plans for competitive events such as plans for the cardboard boat competition, shall not be discussed outside the Club without prior approval of the Executive Board.

V. DISSOLUTION

In the event of the dissolution of *Sea 'n Shore Cruisers*, the Club will pay or make provision for the payment of all liabilities of the Club. The officers shall instruct the Treasurer to donate the remaining assets to a charitable organization decided upon by the Executive Board dedicated to assist the residents of Cape Coral.

VII. MEETING SCHEDULE

- A. Sea ‘n Shore Cruisers’ business meetings will normally be held the first Tuesday of every other month, January through November with a social event in December. Meetings may be temporarily changed. All members will be notified by the Secretary.
- B. Executive Board meetings will be held by the Commodore during the month prior to each business meeting.

VIII. BOATING ACTIVITIES

A. *Sea ‘n Shore Cruisers’* boating activities will be held as scheduled by the Boat Destination Chairperson. Plans for boating activities, at least one per month, will be recommended by the appointed Boat Destination Chairperson. The Boat Destination Chairperson should present the proposed recommendations for the year to the Executive Board for final approval, publication and distribution to the general membership at the first general meeting or as soon as possible thereafter. The Boat Destination Chair will forward an attendance record of the members to the Secretary after each event.

B. Boat owners (skippers) will be assigned crewmembers by the Boat Destination Chair. Skippers will then notify their assigned crew and report any changes back to the Boat Destination Chair.

C. Although members of the Sea ‘n Shore Cruisers have precedence on the cruises, crew members may also take a guest(s) as long as their skipper agrees and the guest(s) may be safely accommodated on board. Members must notify the Boat Destination Chairperson when guests are joining a cruise.

D. Skippers are responsible for acquainting all crew and guests with the boat’s safety equipment and procedures.

E. On occasion, a skipper may want/need to use a “non-member” boat. Use of a non-member boat may be permitted with the Commodore’s prior approval, not to exceed two occurrences per any 12-month period. Such boats must meet the established *Sea ‘n Shore Cruisers’* safety and insurance requirements. (See Sec. VIII, H and other related sections.)

F. The *Sea ‘n Shore Cruisers’* boating trips are designed for “boating flotillas”—meeting at a certain channel marker for the trip and traveling together. This “safety in numbers” flotilla provides assistance in the event any boat is disabled or other assistance is needed. It is not a requirement that boats stay within the flotilla grouping. If a skipper is not comfortable staying within the flotilla for any reason, the skipper has the freedom to proceed on his/her own but should remain within sight of the flotilla and not pass the lead boat. If the decision is made to do this, the skipper must notify the other boats of the flotilla prior to separating from them. It would be beneficial if the skipper could find another Club boat to accompany him/her.

G. All Club boats must have a VHF radio on board. As required by the FCC, all skippers should monitor Marine VHF Channel 16. On all Club cruises the “working” VHF channel will be Channel 71. All boats used in any *Sea ‘n Shore Cruisers’* boating activity must have a current Coast Guard Vessel Safety Check sticker. To remain current, a Vessel Safety Check sticker is required within 90 days of each New Year or within 90 days of joining the *Sea ‘n Shore Cruisers’*.

H. All skippers must carry a minimum of \$300,000 watercraft liability insurance on their boat. A current copy of the renewal page or definitions page showing the coverage must be filed and maintained with the membership chair each year for a skipper to use his/her boat on a Club outing. Although not required by the Club, Skippers should also consider uninsured boaters insurance for their protection. Until the insurance

requirement is fulfilled, the skipper may not use his boat for Club activities. When the skipper acquires the necessary insurance and files a copy with the Membership chair, the skipper can again use his boat for Club outings.

I. Alcoholic beverages will not be consumed, and open alcoholic beverage containers are not allowed on any boat during any *Sea 'n Shore Cruisers'* outing. Although not required by the Club, a skipper always has the right to refuse to take an inebriated crew member on board his/her boat. Firearms shall not be permitted at any Club activity. Club burgees should be flown on Club boats during Club activities.

IX. CREW RESPONSIBILITIES

A. Donations for the activity will be per the Club's cost schedule as determined by the Boat Destination Chair.

B. Crew is responsible for wearing appropriate, non-slip footwear. Follow the skipper's and the Club's rules.

C. Be a helpful crewmember. Keep a watchful eye on the water and, at the discretion of the skipper, handle lines, fenders, anchor, etc.

D. When requested by the skipper, assist in final clean-up and storage of the boat.

X. LAND ACTIVITIES

A. The role of the Land Destination Chairperson is to identify and schedule at least one activity or social event per month suitable for the *Sea 'n Shore Cruisers'*. Plans for the *Sea 'n Shore Cruisers'* proposed land activities/social events will be recommended for at least 3 months in advance by the Chairperson to the Executive Board for approval, publication and distribution to the general membership at the first club general meeting or by email as soon as possible thereafter. The Land Destination Chair will forward an attendance record of members to the Secretary after each event.

B. These trips may include restaurants not accessible by boat, sight-seeing trips, guest speakers, theater productions, etc.

C. Members are given first priority; a guest(s) may be asked to join the activity as long as the driver agrees and the guest(s) may be safely accommodated. The member must notify the Land Activities Chairperson when a guest(s) is asked on the trip. All rules which apply to the *Sea 'n Shore Cruisers'* apply equally to guest(s).

D. Members are responsible for their guests at all club events. Guests will not receive notification of events. If a member wishes to bring a guest to an event, that member must invite the guest to said event. Club email lists contain emails of members in good standing. An additional list of guests should be maintained by the Membership Chair.

E. Donations for transportation to any activity will be determined by the Land Activities Chairperson. Costs for specified activities are to be borne by the participants.

XI. ELECTION OF OFFICERS

A. By the September *Sea 'n Shore Cruisers'* business meeting, the Commodore will appoint the Chairperson of the Nominating Committee (See XIV.A.). All members of the Nominating Committee must be members in good standing.

B. At the October Executive Board meeting, the slate of officers for the upcoming year will be presented by the Chairperson of the Nominating Committee to the Executive Board.

C. Nominees for officers must be in good standing with the Club, including payment of dues and fulfilling all safe boating requirements as stated in Section II, Paragraph B and other sections of this document. The nominees should also have been a member of the Club for one (1) year before holding office.

D. At least ten (10) days prior to the November business meeting, the Secretary will notify the membership via email or posted mail of the proposed slate of officers. Those members unable to attend the November general business meeting will have the opportunity to vote by responding to the Secretary at least three (3) days prior to the November meeting.

E. At the November business meeting, the Chairperson of the Nominating Committee will read the slate of officers (Commodore, Vice Commodore, Treasurer, Secretary). More than one name may be submitted by the Nominating Committee for each position. The Nominating Committee Chairperson will then call for nominations from the floor for each position. Nominees must be members in good standing and must have given prior consent for the nomination.

F. During the November business meeting, nominees may speak for a predetermined amount of time. There may be a discussion from the floor prior to voting.

G. Voting requires a quorum of at least 50% membership in attendance and/or represented by posted or emailed ballots.

H. Robert's Rules of Order shall govern any matters not specifically covered by these Policies and Procedures.

I. Induction of the newly elected officers will take place at the December social event. Orientation of the newly elected officers and appointed chairpersons shall occur at the December Executive Board meeting. New officers and chairpersons will assume their responsibilities/positions starting January first.

XII. VOTING PROCEDURE AND TELLER'S REPORT

A. A Teller is a person who may be selected by the nominee(s) and the Chair of the Nominating Committee to oversee the count of the ballots during the election process. The Parliamentarian shall oversee the process.

B. In order for a vote to be taken at a *Sea 'n Shore Cruisers'* business meeting, a Club officer must be present.

C. Voting shall be by show of hands unless a secret ballot is deemed necessary by the current Commodore. Should a secret ballot be necessary, the Commodore shall appoint two or three Tellers to pass out and collect all ballots, including write-in and hard copies of emailed ballots. Tellers should not have a direct personal involvement in the question or result of the vote.

D. Ballots will be folded in a manner announced in advance to ensure accuracy in counting.

- E.** Except as stated above, should any member fail to vote while polls are open, said member cannot vote.
- F.** The Chair of the Nomination Committee should ask if everyone has voted. If so, the chair of the Nomination Committee shall close the voting.
- G.** The Teller collects the ballots and deposits them into a central box.
- H.** The ballots shall be counted and recorded in the full presence of the meeting.
- I.** Tellers shall ignore blank ballots and will not credit them to any question(s) or candidate(s).
- J.** The Teller will make a report to the membership. It shall:
1. Contain the number of votes cast, number necessary for election, number received per candidate or question, and the number of illegal votes.
 2. Be read standing and addressing the members with a copy given to the current Commodore.
- K.** Results:
1. The Secretary will enter the report in full into the minutes.
 2. Ballots should be held by the Head Teller until the officers are inducted.

XIII. CLUB OFFICERS AND CHAIRPERSONS

Duties and Responsibilities

A. In General:

1. No officer should serve for more than two (2) consecutive terms in the same position unless approved by the nominating committee, Executive Board and members.
2. No officer, chairperson or member will receive any compensation for their services to the Club except reimbursement for approved expenses.
3. No officer or chairperson or Club member shall enter into a contract or financial obligation for *Sea 'n Shore Cruisers* unless such contract or obligation is duly authorized by the Executive Board.
4. In the event a vacancy occurs in the position of Commodore, the Vice Commodore will succeed to the office of Commodore. In such event, the general membership will elect a replacement Vice Commodore, adhering to the nomination and election process detailed in Sections XI and XII above, to serve for the balance of the term of office. In the case of a temporary vacancy in any other office, it will be filled by appointment of the Executive Board.
5. In the case of a temporary vacancy of both the Commodore and Vice Commodore, the Treasurer **or** Secretary will assume command of the Club (See Sect. XIII, D.9. and E. 5.).
6. In order to maintain consistent leadership within the Club throughout the entire year, either the Commodore or Vice Commodore should be a full-time resident of the Cape Coral, Florida, region.
7. In the event that any incident of either personal injury or property damage occurs during any Club activity, either the Chair of that activity or the Commodore shall complete an incident report and submit it to the Safety Chair as soon as possible.

B. Commodore:

1. Presides over the meetings, coordinates activities and appoints committee chairpersons with consent of the Executive Board as needed.
2. Acts as Club spokesperson for all inter-Club activities.
3. Becomes familiar with the duties and responsibilities of all officers and chairpersons, familiarizes himself/herself with the Club's *Policies and Procedures* (by-laws), and ensures the activities of the officers and chairs are consistent with the Club's needs.
4. Prepares a monthly Club communication to be sent out to all members.
5. Shall appoint an Audit Committee at the last Executive Board meeting of the year.
6. Shall have a discretionary fund of an amount to be approved by the *Executive Board once per year*.
7. Appoints a chairperson to review the *Policies and Procedures* (by-laws) of the Club every two years to remain current and in-line with Roberts Rules of Order.
8. Is authorized to sign checks.

C. Vice Commodore:

1. Assumes all duties as Commodore if the Commodore is unavailable.
2. Assists with activities assigned by the Commodore.
3. Conducts Club fund-raiser activities at the request of the Executive Board.

D. Treasurer:

1. Collects all dues and fees.
2. Disburses all funds as approved by the Commodore and/or the Executive Board.
3. Keeps an account of all money received and disbursed.
4. Prepares a report for presentation at the Business Meetings.
5. Notifies Membership Chair of dues paid.
6. Assists the Audit Committee as an ad hoc member and shall arrange for an audit to occur within 45 days of the close of business for the year.
7. Keeps the checkbook and is authorized to sign checks.
8. Arranges for the purchase of name tags for new members unless otherwise directed by the Commodore.
9. In the case of a temporary absence of both the Commodore and the Vice Commodore, the Treasurer shall assume all duties of the Commodore (Sect. XIII, A. 5.).

E. Secretary:

1. Takes and reports all minutes of all Club meetings.
2. Emails or US Mails the Executive Board Minutes and Business Meeting Minutes to members within a reasonable time period.
3. Sends out communication to the Club members as required.
4. Maintains attendance records as provided by Boat, Land, and Special Activities Chairs of all Club events.
5. In the case of a temporary absence of the Commodore, the Vice Commodore and the Treasurer, the Secretary shall assume all duties of the Commodore (Sect. XIII, A. 5.).

F. Safety Chairperson:

1. Develops a safety training program addressing safety issues of interest to Club members, such as appropriate foot attire, the use of a VHF radio, docking a boat, tying a knot, using an anchor, and basically preparing members for emergencies.
2. Keeps copies of members' Safe Boating Inspection Certificate and boat liability insurance and provides copies to the Boat Destination Chair.
3. Make sure all members complete the Safe Boating Course taken through the Coast Guard, the Power Squadron or their approved internet sites.
4. Responsible for completing an incident report and keeping it for at least 2 years.

G. Membership Chairperson:

1. Maintains an updated membership list.
2. Introduces new members and issues them a packet containing a copy of the Club's *Policies and Procedures* (by-laws), the *Sea 'n Shore Cruisers'* membership roster and other pertinent information.
3. Communicates with prospective members and answers questions about the Club.
4. Keep copies of the Certificate of the Safe Boating Course for all members and reports non-conforming members to the Safety Chairperson.

H. Boat Destination Chairperson: (See Sec. VIII and IX).

The Boat Chair shall take attendance at all boat functions and report to the Secretary.

I. Land Activities Chairperson: (See Sec. X.)

The Land Chair shall take attendance at all land activities and report to the Secretary.

J. Sunshine Chairperson:

1. Maintains contact with members who are ill or hospitalized.
2. Coordinates support services for families experiencing a death.
3. Sends cards to members for celebratory occasions, illnesses, loss of family members, etc.
4. Is authorized to spend up to \$25.00 on an appropriate gift or donation when a member of *Sea 'n Shore Cruisers* dies.

K. Parliamentarian:

1. Maintains order at the meetings, consistent with Club by-laws as and when necessary and when requested by the Commodore.
2. Enforces Roberts Rules of Order when necessary.
3. Should oversee the Tellers during Club elections.

L. Webmaster:

1. Responsible for design and maintenance of the *Sea 'n Shore Cruisers'* website which includes posting photos of Club activities and listing of supporting merchants.
2. Maintains the Club's Facebook page.

M. Special Activities Chairperson:

1. Determines relevant special activities that promote and generate the Club's interest.
2. Submit and obtain Executive Board approval for determined special activities.
3. Special activities should complement but not duplicate planned land activities.
4. Special activities might include, but are not limited to, the following:
 - a. Spring and/or fall picnic.
 - b. Holiday Dinner
 - c. Community Service Event(s) such as the Salvation Army Bell Ringing.
 - d. Maintain member attendance at each special activity to report to the Secretary.

N. Special Projects Chairperson:

1. Will develop and promote public relations and special projects which enhance and support the goals of *Sea 'n Shore Cruisers*.
2. Interacts with Special Activities Chairperson in coordinating:
 - a. Games and prizes for the picnics.
 - b. Selection of gifts for the holiday party with Executive Board approval.
 - c. Coordinates gift wrapping for holiday party.
 - d. Secures a "Santa" for the holiday party.
 - e. Assists in obtaining gift certificate(s) for the holiday party such as from SeaTow.
3. Develops member discounts with merchants for posting on Club website.
4. Develops projects that promote community service with prior Executive Board approval.
5. Responsible for ordering name tags, Club shirts and accessories for members
6. Will order awards, Club recognitions, etc. with prior Executive Board approval.
7. Will contact news media, with prior Executive Board approval, of any relevant Club public relations information such as the Salvation Army bell ringing event.
8. Will assist Commodore or Vice Commodore in completing specific tasks when needed.

XIV. AD Hoc Committees

(Committees formed temporarily for specific reasons.)

A. Nominating Committee:

1. The Nominating Committee will consist of at least three members in good standing: one appointed by the Commodore who will serve as Chairperson; one named by the Executive Board; one selected by the two appointees above. Two members of a past Nominating Committee may serve as advisors.
2. The Nominating Committee will be charged with securing one or more members of the Club to serve in the position of Commodore, Vice Commodore, Treasurer, and Secretary. Members of the Nominating Committee are not barred from becoming nominees for office themselves.
3. The Nominating Committee will present to the general membership a synopsis of position descriptions and requirements of each office to secure volunteer nominees from the general membership.

4. The Nominating Committee may also recommend chairperson(s) for consideration of the incoming Commodore's review.
5. If more than one person is nominated for Club offices, the Nominating Chairperson will be prepared to enact a voting procedure at the November business meeting.

B. Audit Committee:

An Audit Committee shall consist of not less than three members; one to be appointed by the Commodore; one to be selected by the Executive Board; one to be selected by the two members selected. Strong preference should be given to members with professional training and/or accounting, finance or auditing experience. The Treasurer shall assist the audit committee as an ad hoc member and shall arrange for an audit to occur within 45 days of the close of business for the year.

C. Policies and Procedures (By-Laws) Committee:

1. *The Policies and Procedures* (by-laws) Committee will consist of the By-Laws Chairperson and at least two other members, one of which must be the Parliamentarian, one member from the Executive Board and one to be selected from the general membership.
2. The By-Laws Chairperson is responsible for making a review of the Club *Policies and Procedures* at least every two years and establishing a deadline for proposed changes to be submitted.
3. The By-Laws Committee shall draft a formal proposed amendment(s) for submission to the Club's general membership for approval and adoption. The format to be used for formal proposed by-law amendment(s) shall state for each amendment proposed: the reason for the change; the by-law as currently written; the by-law as amended. The By-Laws Chairperson shall be responsible for ensuring such format is used.
4. The Chairperson shall attend the Executive Board meetings at the request of the Board. The Chairperson must be familiar with Robert's Rules of Order.

REVISIONS

May 28, 2014 - Article I - paragraph F - total membership changed to 65.

January 6, 2015 - Revisions to the document reflect current policies and procedures as defined by Roberts Rules of Order, safety measures, membership requirements and limits, gender guidelines, insertion of Conflict of Interest Statement, collection of ballots and executive committee responsibilities.

January 29, 2017 – Revisions were added to clarify certain ambiguous statements, update policies, procedures and add additional responsibilities and new positions to the board. The purpose is to be inclusive and have a greater number of members involved in the day to day running of the club.

January, 2019 – Revisions were added to clarify statements and policies, update procedures and add one new position to the board. Language was also included to aid in the continuity of leadership and in the prevention of accidents and liability to the club. Procedures were introduced for acceptance of new members.