

PRESIDIO YACHT CLUB BY-LAWS

MAY 2005

These by-laws establish policies and procedures that govern the operation of the Presidio Yacht Club. They may be amended by a majority vote of the Governing Council.

ARTICLE 1: REFERENCES

- 1.1. AFI 34-262 (Services Programs and Use Eligibility)
- 1.2. SVRO/BOI 34-01 [Draft] (Operating Instructions for the Travis Marina)

ARTICLE 2: PURPOSE AND ORGANIZATION

2.1. The purposes of the Presidio Yacht Club (PYC) are to:

- 2.1.1. Conduct activities that assist members in sailing, boating, and related activities;
- 2.1.2. Foster educational programs in boating safety, seamanship, and the operation and maintenance of pleasure craft;
- 2.1.3. Sponsor and conduct races and cruises; and
- 2.1.4. Provide social activities for the members.

2.2. Membership and Access to Club Facilities, Programs and Activities.

- 2.2.1. Membership in the PYC shall consist of Regular, Active Duty, Honorary and Spousal Members.
 - 2.2.1.1. Regular Membership is available to personnel verified as being in one of the MWR-eligible categories defined in Attachment 2, Table A-2-1 of Reference 1.1, plus active members of the Coast Guard Auxiliary. Regular members are those who have applied and been accepted by the Travis Marina Manager. They pay applicable fees and dues per Reference 1.2 and have access to all club facilities, programs and activities.
 - 2.2.1.2. Candidates for Honorary Membership will be recommended by the Governing Council and approved by the Commander, 60th Services Squadron. Honorary Members are not required to fill out an application form. They do not normally pay dues, but are not exempt from fees for other PYC activities. This honor may be extended to individuals who have made a significant contribution to the Armed Forces, Travis AFB or the PYC. Honorary Members may pay dues to enjoy all the privileges of regular membership. Non-dues-paying Honorary Members are not eligible to vote, hold office, or keep a boat permanently at the Travis Sailing Center; they are likewise exempt from the workday/volunteer service requirement.
 - 2.2.1.3. Spouses of members are automatically eligible for all club programs and activities except that each couple shares between them one vote for all

elections and votes on special issues and referendums. They are eligible to hold office, and are exempt from workday/volunteer service requirements. If a spouse wishes to obtain a full membership on their own status, a one-time application fee of \$10 shall be charged, and all dues, obligations and privileges accrue to the spouse as a fully recognized member.

2.3 Manager.

- 2.3.1. The Manager is a salaried employee of the 60th Services Squadron, and is in charge of and responsible for all facilities, equipment and property of the Travis Marina (TM).
- 2.3.2. The Manager's duties, as well as rules governing access to and use of TM facilities, property and equipment are contained in Travis Air Force Base Operating Instruction 34-01.

2.4. Governing Council.

- 2.4.1. The Governing Council shall consist of at least six elected members. Seats for elected positions are filled annually by an election of the Regular Membership.
- 2.4.2. All council members shall hold office during the year for which they were chosen to serve.
- 2.4.3. The Governing Council shall select the President from among their members at the first meeting. The President shall preside at the meetings of the Council. During brief absences, the President shall designate a Council member to preside in his or her behalf. The council president does not vote unless there is a tie.
- 2.4.4. The Governing Council shall meet at the call of its President at least quarterly. A quorum of the Council shall consist of at least three members.
- 2.4.5. The Council shall advise the Commander, 60th Services Squadron on performance and level of satisfaction provided by activities and the quality and quantity of services and programs.
- 2.4.6. Vacancies on the Council may be filled for the unexpired term by appointment. The President fills seats vacated by members elected in accordance with paragraph 2.4.1.1 above.
- 2.4.7. PYC members may attend the Advisory Council's meetings and may request to address the council.

2.5. Officers

- 2.5.1. The flag officers of the PYC shall be a Commodore, Vice Commodore and Rear Commodore. The focus of their responsibilities is on membership and activities of the Presidio Yacht Club.
- 2.5.2. The flag officers shall be elected annually by the membership, and shall hold office for one year.
- 2.5.3. The Commodore shall oversee the affairs of the PYC in accordance with the budgets, policies, operating procedures, and directives of the Governing

Council and perform such duties as are normally incidental to the office of commodore of a yacht club. The Commodore shall represent the PYC in activities with other yacht clubs and yachting associations and shall be the primary spokesman for the PYC before such clubs and organizations. The Commodore shall provide a report of plans and activities as appropriate at each Council meeting. The Commodore may appoint committees such as Community Relations, Safety, Sailing Activities, Membership and Marketing. The Community Relations Committee, if appointed, shall report to the commodore. The Commodore is also a member of the Governing Council.

- 2.5.4. The Vice Commodore areas of oversight include boating activities (such as races and club cruises), boating safety, and educational activities except for the sail training program. The Vice Commodore will coordinate any actions regarding the above areas with the Manager. In the absence of the Commodore, the Vice Commodore shall perform the duties of Commodore. The Vice Commodore shall provide a report of plans and activities as appropriate at each Council meeting. The Safety and Sailing Activities Committees, if appointed, shall report to the Vice Commodore.
- 2.5.5. The Rear Commodore is primarily responsible for the social functions of the PYC (such as dinners and visiting cruisers). The Rear Commodore will coordinate any actions regarding the above areas with the Manager. The Rear Commodore shall provide a report of plans and activities as appropriate at each Council meeting. A vacancy in a flag office shall be filled for the unexpired term by appointment by the Advisory Council.
- 2.5.6. A vacancy in a flag office shall be filled for the unexpired term by appointment by the Governing Council.

2.6. Appointees

- 2.6.1. The Port Captain is appointed by the Vice Commodore in consultation with the Manager and is responsible for monitoring the marina area for safety and appearance, coordinating workday activities, and ensuring that guest dock space is properly utilized for visiting boats and cruise-ins. The Port Captain shall provide at least a quarterly report to the Council regarding related plans and activities.
- 2.6.2. The Fleet Captain is appointed by the Vice Commodore in consultation with the Manager and is responsible for monitoring the seaworthiness of the rental fleet, and scheduling, coordinating and/or performing proper maintenance as appropriate to ensure these ends. The Fleet Captain shall provide at least a quarterly report to the Council regarding related plans and activities.
- 2.6.3. The Race Committee Chair is appointed by the Commodore in consultation with the Vice Commodore and is responsible for organizing club sailing races.
- 2.6.4. The Cruise Director is appointed by the Commodore in consultation with the Vice Commodore and is responsible for organizing club cruising activities.

2.6.5. The treasurer is appointed by the Commodore and serves for the same term as the Commodore. Duties are described below in section 2.9.

2.7. Elections to the Bridge and Council, and Award of the Phifer Trophy for Outstanding Service

2.7.1. The Commodore will appoint a past Commodore as Chair of the Nominating Committee by 15 April.

2.7.2. The Chair will appoint at least two members to serve on the committee.

2.7.3. The Committee will present nominations for the positions of Commodore, Vice Commodore, Rear Commodore and at least six Governing Council members to the current Governing Council for approval at their June meeting. The Committee can recommend more than one person to run individually or jointly for each vacancy if they so wish. They will invite nominations from the general membership by posting notices in the Porthole and on the club bulletin boards and identifying the Nominating Committee members that can be contacted with recommendations.

2.7.4. In addition to those named by the Nominating Committee, any member wishing to be nominated for any position can do so by submitting a petition with at least ten signatures of members to the Governing Council by 31 July. The names of the members nominated by this process will be added to the election ballot.

2.7.5. In the event that there is only one name for each position, the ballot will be presented for vote at the October General Meeting. If there are several choices to be made, the ballot will be mailed to all members in September. Nominees on the ballot may submit an autobiography for publication at the same time.

2.7.6. In addition to the Bridge and Council positions, the Nominating Committee shall also select the Yachtsman of the Year. The Phifer Trophy was donated to the Presidio Yacht Club by Mrs. Heloise Phifer to honor her husband, Rear Admiral Thomas Phifer who was a long time club member and avid boatsman. This annually awarded trophy is to honor the person who contributed most to the goals and ideals of the PYC.

2.7.6.1. The Nominating Committee will solicit nominations from the Membership in time to make a selection based on the above criteria, and advise the outgoing Commodore prior to the Change of Watch ceremony in November

2.7.6.2. A plaque with the awardee's name will be affixed to the Phifer Trophy on display in the club lounge.

2.7.7. If ballots are necessary, the Commodore will appoint an Election Committee consisting of at least three individuals who are not members of the Nominating Committee. Their job is to receive, store and count the votes.

2.7.8. The election ballots must be sent to the Club attention "Election Committee" either by mail, hand delivered, or deposited in the ballot box during the October

workday no later than noon. The Election Committee will not open the mailed or hand-delivered ballots prior to the official ballot counting.

- 2.7.9. The Election Committee shall count the votes after closure of the poll. They will provide the results to the Commodore who shall announce them at the conclusion of the workday dinner. The results will also be published in the next issue of the "Porthole."

2.8. Meetings of the Members.

- 2.8.1. The annual meeting of the PYC members shall normally be held in October after workday at a time designated by the Commodore. The Governing Council and the flag officers shall be elected on the day of the annual meeting using the above procedures.
- 2.8.2. Special meetings of the members may be called at any time by the President of the Governing Council, the Commodore, or upon written request to the President of the Governing Council signed by 25 or more members, stating the purpose of the meeting.
- 2.8.3. A notice of the time and place of each meeting, and in the case of special meetings the business to be transacted, shall be sent to each member at least ten (10) days prior to the meeting.

2.9. Finances.

- 2.9.1. The programs and activities of the Presidio Yacht Club shall be financed in accordance with the budget approved by the 60t Services Squadron.
- 2.9.2. The Commodore is responsible for analyzing each monthly Travis Marina financial statement and reporting the results with any recommendations to the Governing Council. The Commodore will work with the Manager to prepare the annual operating and capital budgets for approval by the Governing Council and the Commander, 60th Services Squadron.

2.11. Burgee.

- 2.11.1. The Burgee of the PYC shall be a white pennant with a red diamond centered thereon.

ARTICLE 3. USE OF TRAVIS SAILING CENTER PROPERTY/FACILITIES/EQUIPMENT

3.1. General Rules.

- 3.1.1. For general rules regarding access to and use of the Travis Marina, facilities and equipment, refer to Travis Air Force Base Operating Instruction 34-01
- 3.1.2. Responsibility for Damage. PYC members are responsible for the prompt repair or replacement of any Marina property, facility or equipment that they or their guests or agents damage or lose. Members may be billed for required repairs.
- 3.1.3. Charges. There may be charges associated with use of Marina facilities or equipment. These charges are established and collected by the Manager.

3.2. Specific Rules and Fees.

3.2.1. The rules regarding use of Travis Marina are contained in Travis Air Force Base Operating Instruction 34-01. Members must comply with these rules when using the facilities and equipment. A copy is available in the Manager's office. Members are responsible for being familiar with these requirements.

3.2.2. Fees associated with use of the marina, facilities, harbor, tools and equipment are contained in Travis Air Force Base Operating Instruction 34-01. A copy is available in the Manager's office.

3.2.3. Workday dinner and Special Events.

3.2.3.1. CANCELLATIONS and NO SHOWS: The bridge must be notified of cancellations at least 48 hours before the event or the member will be charged the full cost of the meal. If you have an outstanding balance, you will not be eligible to attend future functions until your bill is paid in full.

3.2.3.2. PRE-PAY EVENTS: For events over \$20 per person (New Year's Eve, Crab Feed, etc) you must pay in advance. Your payment will be your reservation. Unless specified otherwise, cancellations must be received 48 hours before the event to receive a refund.

3.2.3.3. PARTIES OF SIX OR MORE: Parties of six or more will be required to pay one week in advance. If payment is not received, the reservation will be cancelled.

3.2.3.4. CHILD PRICING: Children 12 and under will be half-price. All others will be full price. No exceptions.

3.2.3.5. PROOF OF PAYMENT: The day or evening of the event, each individual will receive a sticker or nametag to wear as proof of payment.

3.2.3.6. People who show up for dinner without a reservation can be seated on a space available basis. An additional \$5 fee will be added to the cost of the dinner.

3.2.3.7. The volunteer Chef for workday dinner and four assistants will be not charged for the workday dinner

3.2.3.8. WALK-INS: You must have your name on the list to be guaranteed seating at an event. Walk-in seating is extremely limited and may not be available at all.

ARTICLE 4: WORKDAY RULES.

4.1. Purpose. The operation and maintenance of the Travis Marina is strongly dependent upon the skills and work contributed by the members of the Presidio Yacht Club. In addition to the payment of dues, each member is urged to participate in all regularly scheduled workdays or to perform equivalent service for the Club during a given month.

4.2. Workday Schedules. Workdays are normally held on the second Saturday of the month. To receive credit, four hours of work is expected.

- 4.3. Approval of Projects.** The Manager, with input from the Flag Officers and the Port Captain, shall establish projects for the workday with an estimate of the manpower, materials, and expenditures the projects will require. Normal upkeep and maintenance shall be assigned to volunteers at the discretion of the Commodore and his staff. The Port Captain will work with the Manager to develop a list of needed materials prior to the workday. The Manager shall purchase or obtain all necessary materials to complete workday projects at least one day in advance.
- 4.4. Assignments.** The Vice Commodore and Port Captain shall work together to assign members to work on approved projects that will make the best use of the member's talents. Work on a personal slip is not an acceptable workday assignment unless specifically authorized in advance by the Port Captain, Vice Commodore or Manager.
- 4.5. Supervision.** Work in the clubhouse and kitchen shall be directed by the Rear Commodore or representative. Work in the shop area, harbor and outside the clubhouse shall be directed by the Vice Commodore or Port Captain.

John C. Machun
President, PYC Governing Council

Donald Kavanaugh
Commodore, Presidio Yacht Club