

HAWAII YACHT CLUB
CONSTITUTION
BYLAWS
AND
STANDING RULES

(Revised June 7, 2016)

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CONSTITUTION

ARTICLE I.

The name of the Club shall be THE HAWAII YACHT CLUB

ARTICLE II.

The Hawaii Yacht Club shall be a non-profit organization chartered under the laws of the State of Hawaii.

ARTICLE III.

The object of this Club shall be to promote the sports of yacht racing, cruising, fishing, motor boating, and other marine activities and to afford its members opportunities for participation in these activities.

ARTICLE IV.

The burgee of Hawaii Yacht Club shall be a red field containing a blue five-pointed star centered therein, and the name HAWAII in white letters shall be superimposed upon the whole.

ARTICLE V.

Any person who professes an interest in sailing, motor boating, fishing or other similar water sports and who is, in the judgment of the Club members, a person who will share in the responsibilities of the Club and in its spirit of good sportsmanship may be accepted as a member. No person shall be deemed unacceptable for membership in Hawaii Yacht Club on the basis of race, religion, or national origin.

ARTICLE VI.

The Members of this Club shall annually elect a Board of Governors whose duties shall be prescribed in the Bylaws.

ARTICLE VII.

Any person whose membership in the Club is terminated by resignation, expulsion or for any other reason shall forever forfeit all rights and interests in and to the property of the club.

ARTICLE VIII.

This Constitution shall be amended only by affirmative vote of two -thirds of the Club Members at a convocation called for this purpose. Members shall be notified in writing one month in advance of the Convocation of the date, and the amendment or amendments that are proposed. For amendment of this Constitution, a quorum of not less than 20% of the Membership in good standing must be present at the Convocation.

BYLAWS

ARTICLE I. – STRUCTURE

SECTION 1 Board of Governors

A. Structure

- I. The management of the Hawaii Yacht Club will be the responsibility of the Board of Governors.
- II. The Board of Governors will be composed of the Commodore and six (6) Voting Members elected as Governors for staggered three (3) year terms. Two (2) Governors will be elected each year.
- III. The Board of Governors will meet each month on the second Tuesday of the month.
- IV. The Board of Governors will appoint one of their members as Treasurer and one as Second Treasurer.
 - a. A Club Manager may be appointed by the Board of Governors for such term and at such compensation as the Board may decide. Such Manager shall be charged with the active management of the Club, including the hiring, discharging and supervising of employees and the performance of such other duties as may be required by resolution of the Board of Governors as contained in the job description for the Club Manager in the Standing Rules. The Club Manager shall only be subject to control of the Board of Governors or executive committee acting as such. The Club Manager shall report to the Board of Governors monthly.

B. Duties

- I. The duties of the Board of Governors of the Hawaii Yacht Club will be to meet as a body and be responsible for establishing policy and conducting the business matters of the Club.
 - a. The Board of Governors are prohibited from using the name of the Hawaii Yacht Club, or their affiliation with same, to take positions on, or lobby for legislation or ordinances or any other political activity without calling a special meeting of the membership to discuss and approve any such political positions or efforts, under the provisions of the Bylaws related to special meetings.
- II. The Treasurer will be the principal Financial officer of the Club and will be responsible for:
 - a. Collecting and receiving all monies due and owing to the Club.
 - b. Depositing all receipts in a financial institution which is fully insured by the FDIC or the FSLIC or other general revenue obligations issued or insured by the U.S. Government, the State of Hawaii or Municipalities located within the State of Hawaii and approved by the Board of Governors.

- c. Submitting monthly written financial reports to the Board, making copies available to the General Membership as requested.
- d. Signing, with the Commodore, on behalf of the Club, all contracts, bonds and other written instruments approved by the Board of Governors.
- e. The Board of Governors will obtain an Audit, Review, or informal review at the close of each calendar year. A copy of the Audit or Review, if obtained, shall be available to all regular members upon request.

III. In the absence of the Treasurer, the Second Treasurer will assume the Treasurer's responsibilities.

IV. The Board of Governors will establish the Standing Rules of the Hawaii Yacht Club. Changes in Standing Rules will be posted on the Bulletin Board(s) for thirty (30) days before taking effect. Members desiring clarification and explanation may apply to the Board members for same.

C. Qualifications.

I. A candidate for the Board of Governors shall have been a voting Member of the Hawaii Yacht Club for a continuous period of at least three (3) years immediately preceding his/her nomination.

II. No Governor may serve in more than one office at any one time.

III. No Governor shall be an employee or maintain any contract for regular paid services with the club.

IV. Candidates for the Board of Governors shall have been full time residents of the State of Hawaii for a continuous period of at least three (3) years immediately preceding their nomination.

D. Provisions for Removal or filling vacancies on the Board.

I. A Governor who fails to attend two consecutive regularly scheduled Board and General Membership meetings, without advance approval of the Commodore, will be notified by the Commodore that removal from office is under consideration and the he/she will be given the opportunity to state his/her case at the next Board meeting. Removal of a Governor shall be by majority vote of the Board of Governors.

II. A member of the Board of Governors may be removed from office by a motion of impeachment, or petition, and approved by a two-thirds vote by secret ballot of the voting members present at a meeting identified for that purpose. Notification of such action shall be mailed to all voting members at least ten (10) days prior to the meeting. The Governor shall be first presented with a letter setting forth the charges as stated in the petition. Said petition shall be signed by at least ten percent (10%) of the Voting members. This letter shall be delivered at least ten (10) days prior to the meeting. Before a vote may be taken, the Governor shall be allowed a reasonable amount of meeting time to answer such allegations.

III. Vacancies on the Board of Governors will be filled by appointment by the Board of Governors to serve until the next election. A Governor will be elected at the next election. A Governor will be elected at the next election to fill the remainder of the vacated term. Of the nominated candidates the two (2) receiving the most votes will serve the full three (3) year term. The candidate receiving the third (3rd) highest number of votes will serve the

remainder of the vacated term.

E. Liability of Governors.

- I. No member of the Board of Governors will be liable for acts, defaults or neglects of any other Governor or Officer, or any loss sustained by the Club, unless same has resulted from his/her wrongful act.

SECTION 2. Officers

A. Officers.

- I. The elected Officers of the Hawaii Yacht Club shall be:

- a. Commodore
- b. Vice Commodore
- c. Rear Commodore for Sail
- d. Rear Commodore for Power

- II. The term of Office of the elected Officers will be one year.

- III. The following Officers of the Hawaii Yacht Club will be appointed by the Commodore and will include, but not be limited to:

- a. Port Captain
- b. Membership Secretary
- c. Recording Secretary
- d. Editor
- e. Historian

- IV. Fleet Captains will be elected by Voting Members of Hawaii Yacht Club recognized fleets and report to the Commodore.

- V. The Commodore, Vice Commodore, Rear Commodore for Sail, Rear Commodore for Power, and Staff Commodores will be designated Flag Officers of the Hawaii Yacht Club.

B. Duties of Officers.

- I. In addition to the specific duties outlined below, the Commodore, other Officers and Committee Chairpersons will meet as the Commodore may designate, but at least once each quarter, to conduct the activities of the Club.

- a. The Commodore and/or individual officers of the Hawaii Yacht Club are prohibited from using the name of the Hawaii Yacht Club, or their affiliation with same, to take positions on, or lobby for legislation or ordinances or any other political activity, without calling a special meeting of the membership to discuss and approve any such political positions or efforts, under the provisions of the Bylaws related to special meetings.

- II. The Commodore shall be Chairman of the Board of Governors and Chief Executive Officer of the Hawaii Yacht Club. The Commodore will be responsible for:

- a. Enforcement of the Constitution and Bylaws of the Hawaii Yacht Club.
- b. Implementing and maintaining all policies established by the Board of Governors.
- c. Calling and presiding over all meetings of the General Membership, Board of Governors and his/her staff.

- d. Signing, with the Treasurer or Second Treasurer, on behalf of the Club, all contracts, bonds, and other written instruments approved by the Board of Governors.
 - e. Appointing additional Officers and Committee persons as may be required to conduct programs appropriate to the purpose of the Club, as stated in Article III of the Constitution.
- III. The Vice Commodore shall assist the Commodore and, in his/her absence, will officiate in his/her stead. The Vice Commodore shall also be responsible for:
- a. Preserving and Maintaining all trophies belonging to the Club.
 - b. Chairing selection and arrangement of all Club entertainment.
 - c. All Club activities during all significant events that are not sponsored by the Club.
 - d. Coordinating the Club participation in Sea Fest.
 - e. Scheduling and arranging all Club parties.
 - f. Participating as a non-voting member of all Standing and AdHoc committees.
- IV. Staff Commodore
- a. All past Commodores will be recognized as Staff Commodores.
 - b. The immediate Past Commodore will serve in an advisory capacity to the Board of Governors. In the event the Commodore is re-elected or elected to the Board of Governors the Advisory Commodore position shall be filled by a vote of the Board of Governors from the list of past Commodores.
- V. The Rear Commodore for Sail will be responsible for all sailing activities of the Club. These will include, but not be limited to:
- a. Establishing a yearly race schedule.
 - b. The structure and functions of the Race Committee and that committee's compliance with all rules and regulations pertaining to Yacht racing.
 - c. Representing the Club with the Hawaii Yacht Racing Association (HYRA) or any other national or State Yacht racing association.
 - d. Apprising the Membership of applicable race rules and regulations.
 - e. Maintaining and posting an accurate record of all Hawaii Yacht Club regatta results and Season's Points standings of all Hawaii Yacht Club racing yachts as well as preserving their trophies.
 - f. Developing a budget for the year's racing activities and a proposed budget for the following year.
- VI. The Rear Commodore for Power will be responsible for all power boat activities of the Club. These shall include, but not be limited to:
- a. Establishing tournament and other power boat activity schedules.
 - b. The structure and functions of the Tournament Committee and that committee's compliance with all rules and regulations pertaining to tournaments.

- c. Representing the Club with the International Game Fishing Association (IGFA) or any other national or State Power/fishing organization.
- d. Apprising the Membership of applicable tournament rules and regulations.
- e. Maintaining and posting an accurate record of all Hawaii Yacht Club Tournament results Season's points standings of all Hawaii Yacht Club Power and Sail fishing boats as well as preserving their trophies.
- f. Developing a budget for the year' power boat activities and a proposed budget for the following year.

VII. Fleet Captains will be responsible for programs and activities of their fleets.

C. Qualifications

- I. A candidate for the office of Commodore will have been a Voting member of the Hawaii Yacht Club for a period of four (4) years and shall have served as an elected Officer or Board Member for at least one (1) full year.
- II. Candidates for all other elected offices will have been a Voting Member for a period of at least three (3) years.
- III. Candidates for elected offices will have been full-time residents of the State of Hawaii for a continuous period of at least three (3) years immediately preceding their nomination.
- IV. No Officer of the Club may serve in more than one position with the Club structure at any one time.
- V. No Officer of the Club may be an employee or maintain any contract for regular paid services with the Club.

D. Provisions for Removal and/or Filling vacancies of Officers.

- I. An elected Officer who fails to attend two (2) consecutive regularly scheduled meetings, without prior advance approval of the Commodore, will be notified by the Commodore that removal from office is under consideration and that he/she will be given the opportunity to state his/her case at the next Board Meeting. Removal of an Elected Officer shall be by majority vote of the Board of Governors.
- II. An elected Officer may be removed from office by a motion or impeachment, or petition, approved by a two-thirds vote by secret ballot of the Voting Members present at a meeting identified for that purpose. Notification of such action shall be electronically transmitted or mailed to all voting Members at least ten (10) days prior to the meeting. The Officer shall be first presented with a letter setting forth the charges as stated in the petition. Said petition shall be signed by at least ten percent (10%) of the Voting Members. This letter shall be delivered at least ten (10) days prior to the meeting. Before a vote may be taken, the Officer shall be afforded a reasonable amount of meeting time to answer such allegations.
- III. Should the Office of Commodore become vacant, the Vice Commodore will serve as Commodore for the balance of the term. He/she shall appoint a Voting Member to serve as Vice Commodore for the balance of the term, subject to confirmation by the Board of Governors.
- IV. Any other vacancy of an elected Office will be filled by appointment by the Commodore,

subject to confirmation by the Board of Governors.

E. Liability Bonding.

- I. The following Board Members, Officers and employees shall be bonded by a corporate surety:
 - a. Commodore
 - b. Vice Commodore
 - c. Treasurer
 - d. Second Treasurer
 - e. Employees of the Club having access to cash assets.

SECTION 3 Committees

A. Standing Committees

- I. The Commodore will appoint the following Standing Committees:
 - a. Finance
 - b. Bar
 - c. Galley
 - d. Planning
 - e. House and Grounds

B. AdHoc Committees.

- I. The Commodore and/or Board of Governors may establish Ad Hoc Committees.

ARTICLE II – MEMBERSHIP

SECTION 1 Types

A. Regular Membership.

- I. Regular Members will be Voting Members and will be granted the privileges of:
 - a. Filling any office, elected or appointed, in the Club providing they otherwise meet the office qualifications criteria.
 - b. Inviting guests into the Club within the limits as stated in the standing rules.
 - c. Participating in all Club activities and programs.
 - d. No member or Spouse of a Member may be an employee of the club except those already employed before date of enactment of this revised Bylaw and only while their current period of employment continues.
- II. Regular Membership may be conferred by a majority Vote of the Board of Governors upon applicants without prior membership status subject to the following conditions / requirements.

- a. Applicants must be at least 18 years of age.
- b. Applicants must submit completed Hawaii Yacht Club application forms, including endorsements in writing of two (2) Voting Members who are in good standing and have been members of the Club for six (6) months or more.
- c. Applicants must be endorsed and recommended by the Membership Committee.
- d. Applicants must be posted for thirty (30) days for review and comments by the General Membership.
- e. Applicants must pay all initiation fees, dues and quarterly minimum as stipulated in the standing rules.

III. Regular Membership may be conferred upon Intermediate Members, Spouses of deceased Voting Members, spouses of current Voting Members, and previous Voting Members by a majority vote of the Board of Governors subject to the following conditions and / or requirements:

- a. Applicants must submit written request to the Board of Governors via the Membership Committee.
- b. Applicants must pay, if appropriate, pro-rated dues for the current quarter.
- c. Spouses of current Voting Members, intermediate Members and previous Voting member applicants must pay the current Regular Membership initiation fee less initiation fees already paid.

IV. Regular Membership may be conferred upon Junior members by a majority vote of the Board of Governors, subject to the following conditions/requirements:

- a. Applicants must apply within two (2) months of their 18th birthday.
- b. Applicants must submit completed Hawaii Yacht Club application forms.
- c. Applicants must be endorsed and recommended by the Membership Committee.
- d. Applicants must pay pro-rated dues for the current quarter.
- e. Applicants must pay current initiation fees. Applicants will be given a credit toward the current initiation fees of \$50.00 per complete year of Junior membership. The total amount of this credit cannot exceed 50% of the current initiation fees.

B. Senior Membership.

I. Senior Membership is a Voting Membership and shall be granted the privileges of:

- a. Filling any office, elected or appointed, in the Club providing they otherwise meet the office qualification criteria.
- b. Inviting guests into the Club within the limits as stated in the Standing Rules.
- c. Participating in all Club activities and programs.
- d. Paying 50% of dues paid by Regular Members.

II. Senior Membership may be conferred upon Regular members or Spouses of deceased voting members by a majority vote of the Board of Governors, subject to the following conditions/requirements.

- a. Applicants must submit written requests to the Board via the Membership Committee.
- b. Applicants must have been Voting and/or Spouse members for at least fifteen (15) years.
- c. Applicants must have reached their 65th birthday.

B. Life Membership

- I. Life Membership is a Voting membership and shall be granted the privileges of:
 - a. Filling any office, elected or appointed, in the Club providing they otherwise meet the office qualification criteria.
 - b. Inviting guests into the Club within the limits as stated in the standing rules.
 - c. Participating in all Club activities and programs.
 - d. Paying 10% of the annual dues paid by Regular members if their Life Membership date is after 12/31/90 or nonpayment of dues if their Life Membership date is before 01/01/91.
- II. Life Membership may be conferred upon Voting Members or Spouses of deceased Voting Members by a majority vote of the Board of Governors via the Membership Committee.
 - a. Applicants must submit, in writing, applications to the Board of Governors via the membership Committee.
 - b. Applicants must have been Voting or Spouse members for at least twenty (20) years.
 - c. Applicants must have reached their 70th birthday.

C. Honorary Life Membership.

- I. Honorary Life Membership is a Voting Membership and shall be granted the privileges of:
 - a. Filling any office, elected or appointed, in the Club providing they otherwise meet the office qualification criteria.
 - b. Inviting guests into the Club within the limits as stated in the standing rules.
 - c. Participating in all Club activities and programs.
 - d. Being exempt from the payment of Dues and Assessments.
- II. Honorary Life Membership may be conferred upon Voting Members by a two thirds vote of the Voting Membership present at a Regular or Special General Membership meeting, subject to the following conditions:
 - a. They must have been voting members of the Club for at least ten (10) years.
 - b. They must have distinguished themselves in the sports of yachting/fishing and or served the Club in an exemplary and extraordinary way.
 - c. They must be endorsed and recommended by the Board of Governors.

D. Spouse Membership

- I. Spouses of Voting Members are considered Spouse Members and shall be granted the privilege of:
 - a. Inviting guests to the Club within the limits stated in the Standing Rules.

- b. Serving on all Hawaii Yacht Club committees unless specifically precluded by these Bylaws.
- c. Participating in all recreational Club activities and attending any Regular or Special General Membership Meeting as a non-voting participant.

II. Spouse Members may, with the approval of the Board of Governors, exchange memberships with their spouses. However, membership seniority is not transferable; therefore, seniority will be based upon his/her own tenure as a Voting or Spouse member. The request for membership exchange must be signed by both Members.

E. Social Membership.

I. Social Memberships are non-voting Members and shall be granted the privileges of:

- a. Inviting guests to the Club within the limits stated in the Standing Rules.
- b. Participating in all recreational Club activities and attending any regular or special General Membership meeting as a non-voting participant.
- c. Social Members cannot serve as Committee Heads according to the Bylaws. Social Membership may be conferred by a majority vote of the Board of Governors upon Applicants without prior Membership status subject to the following conditions:
 - i. Applicants must be at least 18 years of age.
 - ii. Applicants must submit completed Hawaii Yacht Club application forms, including endorsements in writing of two Voting Members who are in good standing and have been Members of the Club for six (6) months or more.
 - iii. Applicants must be posted for thirty (30) days for review and comments by the General Membership.
 - iv. Social membership is limited to 60 non-consecutive days use of Club facilities in a calendar year.
 - v. Applicants must pay all initiation fees, dues as stipulated in the Standing Rules.
 - vi. Social Membership does not include a Spouse or Companion card.
- d. Social Membership can be converted to Regular Voting Membership upon payment of present Regular Member's initiation fees.

F. Corporate Membership

I. Corporate Memberships are non-voting members and shall be granted the privileges of:

- a. Inviting guests to the Club within the limits stated in the standing rules.
- b. Participating in all recreational Club activities and attending any regular or special General membership meeting as a non -voting participant.
- c. Corporate Members cannot serve as Committee Heads in compliance with the Bylaws.
- d. Corporate Memberships may conferred upon applicants without previous status as a Voting Member by the Chairperson of the Membership Committee, subject to the following conditions / requirements:

- i. Corporation must have a minimum of twenty -five (25) employees.
- ii. Corporation must submit completed Hawaii Yacht Club application forms to Membership Chairperson.
- iii. Corporation may assign a minimum of four (4) employees to Corporate membership according to the fee structure in the Hawaii Yacht Club Standing Rules.
- iv. Applications must be endorsed and recommended by the Board of Governors and Membership Chairperson.
- v. The corporation has the right to re-assign employee memberships as approved by the Hawaii Yacht Club Board of Governors.
- vi. Corporation must pay all dues as stipulated in the Hawaii Yacht Club Standing Rules.

G. Associate Membership

- I. Associate Members are non-voting members and shall be granted the privileges of:
 - a. Inviting guests to the Club within the limits stated in the Standing Rules.
 - b. Participating in all recreational Club activities and attending any Regular or special General Membership Meeting as a non-voting participant.
 - c. Using the Hawaii Yacht Club facilities for thirty (30) days each calendar year.
- II. Associate Membership may be conferred upon applicants without previous status as a voting member by the Chairperson of the Membership Committee, subject to the following conditions / requirements:
 - a. Applicants must be 18 years of age.
 - b. Applicants must prepare and submit a Hawaii Yacht Club membership application to the Membership Committee.
 - c. Applicants must not reside on the Island of Oahu for more than sixty (60) days each calendar year.
 - d. Applicants must not be legal or permanent residents of the island of Oahu.
 - e. Applicants must pay all initiation fees and dues stipulated in the Standing Rules.
 - f. Applicants must pay the pro-rated dues for the remainder of the year. Any dues already paid will be credited toward the applicant's Associate Membership dues.

H. Intermediate Membership

- I. Intermediate Members are non-voting members and shall be granted the privileges of:
 - a. Inviting guests to the Club within the limits stated in the Standing Rules.
 - b. Holding only appointive offices within the structure of the Club and serving on all Hawaii Yacht Club committees unless specifically precluded by these Bylaws.
 - c. Participating in all recreational Club activities and attending any regular or special

General Membership meeting as a non-voting participant.

II. Intermediate Membership may be conferred upon an applicant by majority vote of the Board of Governors, subject to the following conditions / requirements:

- a. Applicants must be between 18 and 28 years of age.
- b. If the applicant is not currently a Junior member, he / she must:
 - i. Submit a completed Hawaii Yacht Club application form.
 - ii. Be a full-time student or a member of the Armed Forces or obtain the written endorsements of two Voting Members who are in good standing and have been members of the Club for six (6) month or more.
 - iii. Be posted for thirty (30) days for review and comments by the General Membership.
- c. Applicants must be endorsed and recommended by the Membership Committee.
- d. Applicants must pay current initiation fees and dues.

III. Junior Members who apply within two months of their 18th birthday will be given a credit toward the initiation fee of \$50.00 per complete year of Junior Membership. The total amount of this credit cannot exceed 50% of the current initiation fees.

IV. Intermediate Members must convert to Regular Membership before their 28th birthday or relinquish their membership in the Hawaii Yacht Club.

I. Junior Membership

I. Junior Members are non-voting members and shall be granted the privileges of:

- a. Inviting guests to the Club to regularly sponsored Junior events. Guest adults, including parents, must be signed in the Guest Register by the Club member Advisor helping to sponsor the event.
- b. Holding office within the structure of their own organization.

II. Junior Membership is automatically conferred upon dependent children, ages 8 through 18, of Regular, Senior or Life Members.

III. Junior Membership may also be conferred upon children, ages 8 through 18, whose parents are not members of Hawaii Yacht Club by a majority vote of the Board of Governors, subject to the following conditions / requirements:

- a. Completion of Hawaii Yacht Club Junior applications by their parent(s) or guardian(s), giving approval for the child's participation in club activities.
- b. Review and recommendation of the Membership Committee.
- c. Payment of initiation fees and dues as stipulated in the Standing Rules.

J. Honorary Membership

I. Honorary Members are non-voting, non-dues-paying Members, granted for a period of one year, by unanimous approval of the Board of Governors.

II. Honorary Membership in the Hawaii Yacht Club grants its holders the following:

- a. Exemption from the payment of any annual dues and assessments.
- b. The right to invite guests to the Club within the limits as stated in the standing rules.
- c. Participating in all Club recreational activities and attendance at any Regular or special General Membership meeting as non-voting participants.

III. Honorary Membership may be conferred upon individuals who meet the following qualifications:

- a. Individuals who have distinguished themselves in the sport of sailing or fishing.
- b. Any outstanding individual who, in the opinion of the Board of Governors, will be an asset to the Club.

IV. A review of the Honorary Membership listing shall be conducted by the Membership committee each November, and shall be presented to the Board of Governors for approval at their December meeting, together with the listings of approvals and deletions proposed by the membership committee.

K. Temporary Membership.

I. Temporary Members are non-voting members and shall be granted the privilege of participating in all Club activities and programs.

II. Temporary Membership, not to exceed thirty (30) days, may be conferred by the Commodore or the Board of Governors for special events.

III. Temporary Membership, not to exceed thirty (30) days, may be conferred by the Commodore, Vice Commodore, a Board Member or the Port Captain upon a cruising yachtsman visiting Oahu subject to the following conditions/ requirements.

- a. Applicants shall pay the established dues in advance.
- b. Applicants shall only be allowed two (2) Temporary Memberships in any twelve (12) month time period.

IV. The Board of Governors may establish equitable fees for Temporary Memberships issued for special events which will be published in the Standing Rules.

V. A fee for a Temporary Membership for the purpose of mooring shall be established by the Board of Governors for visiting yachtsmen affiliated with a recognized Yacht Club and visiting yachtsmen not affiliated with a recognized yacht club. Each fee will be for a weekly period and shall be published in the Standing Rules. Applicants shall pay the established fees in advance.

VI. Temporary Members may not bring guests into the Club except for their immediate families.

L. Courtesy Membership.

I. Courtesy Memberships are non-voting memberships and may be conferred by any elected Officer, Board Member or the Port Captain for a period not to exceed two (2) weeks.

II. Courtesy Members may not bring guests into the Club except for their immediate families.

M. Military Membership

I. Military Members are non-voting Members and shall be granted the privileges of:

a. Inviting guests to the Club within the limits stated in the Standing Rules.

b. Participating in all recreational Club activities and attending any regular or special General Membership meeting as a non-voting participant.

c. Military Membership may be conferred by a majority vote of the Board of Governors upon applicants without prior Membership status subject to the following conditions:

i. Applicants must be at least 18 years of age and on active duty with a branch of the United States Military, to include the U.S. Coast Guard.

ii. Applicants must submit completed Hawaii Yacht Club application forms, including endorsements in writing of two Voting Members who are in good standing and have been Members of the Club for at last (6) months or more.

iii. Applicants must be endorsed and recommended by the Membership Committee.

iv. Applicants must be posted for (30) days for review and comments by the General Membership.

v. Applicants must pay all initiation fees and dues as stipulated in the Standing Rules.

d. Military Membership does include a Spouse. A Companion Card must be requested.

e. All conditions for a Spouse and or Companion cards must be followed.

f. Proof of Active Duty is required annually in January.

g. Military Membership can be converted to a Regular Voting Membership upon payment of the present Regular Member initiation fee.

II. Fees amendment for Military should be:

a. No initiation fee until retired from active duty and or requesting a change to a Regular Voting Member.

b. Quarterly dues apply as long as on active duty.

III. Membership Drive Incentives such as Certificates or Credits towards dues etc. do not apply for the sponsors.

SECTION 2. Reciprocity of Membership.

A. The Hawaii Yacht Club recognizes members of other Yacht Clubs subject to the following qualification / conditions:

I. The individual must not be a resident of Oahu.

II. The individual must not be a member of a Yacht Club located on Oahu.

III. The individual's Yacht Club must reciprocate with and recognize members of the Hawaii Yacht Club.

IV. The individual's Yacht Club, if located within the United States, must be listed in the register of American Yacht Clubs.

B. Under this recognition, members of said clubs may utilize the Club facilities and bring guests into the Club within the limits stated in the Standing Rules.

SECTION 3. Limitation of Membership

A. The Membership rolls of Hawaii Yacht Club shall not exceed seven hundred (700) Regular Members or thirty-five (35) intermediate Members.

B. In the event the Regular Membership or Intermediate Membership has reached their maximum number, applicants must wait for a vacancy in the Club rolls before being considered for membership. Preference, on a first-come first-served basis, will be given to members converting from another Hawaii Yacht Club Membership category.

C. The Board of Governors may, at its discretion, establish limits on Non-voting Memberships that are not established by these by-laws.

SECTION 4. Membership Standing.

A. Members shall be in Good Standing if:

I. They have paid all financial obligations to the Club on or before the date on which they are due.

II. They have abided by the rules and regulations of the Club as established by these Bylaws and Standing Rules.

B. Members shall not be in Good Standing if:

I. They are in arrears in dues, assessments, etc., or have not paid all their financial obligations to the Club.

II. They have been suspended or barred from the Club by action of the Commodore or Board of Governors and have not yet been reinstated.

SECTION 5. Reinstatement of Membership

A. Members in Good Standing at time of Resignation.

I. Members who voluntarily resign their Memberships shall be deemed to have resigned in Good Standing if their accounts are paid in full at the time of their resignations, and they shall be eligible to become Members again at a later date by reinstatement or normal application.

B. Members Not in Good Standing at Time of Resignation/dismissal.

I. A Member who is dropped for non-payment of dues, fees or assessments, who resigns owing the Club monies or dismissed for cause is considered to be Not in Good Standing at the time of resignation/dismissal.

II. Members dropped for non-payment of financial obligations may apply for reinstatement if they pay all monies owed to the Club at the time of their resignation/dismissal.

The Board of Governors may:

- a. Waive initiation fees and reinstate the applicant.
- b. Consider the application on the same basis as a new applicant.
- c. Deny the applicant's request for reinstatement.

III. Members who are dismissed for a non-financial cause may apply for reinstatement no sooner than twelve (12) months from the date of dismissal.

The Board of Governors may:

- a. Reinstate the applicant with or without special conditions.
- b. Consider the applicant on the same basis as a new applicant.
- c. Deny the applicant's request for reinstatement.

C. The Commodore may temporarily suspend any Member or other person from the Club when the Commodore believes such immediate action is in the best interest of the Club. Such suspension shall continue until the next regular or special meeting of the Board of Governors at which time the matter shall be resolved.

D. The following verification and review process shall be adhered to when punitive action against a Member is being considered:

- I. The involved Member shall be notified by certified mail, return receipt requested and, if possible, verbally, by the Commodore or a Governor that the Board of Governors is considering taking punitive action(s). The notification must contain the reason(s) prompting such consideration.
- II. If the involved Member desires to appear before the Board of Governors, he/she shall be responsible for contacting the Commodore or a Governor within fifteen (15) days of receiving the notification for the setting of an appearance date.
- III. The Board of Governors shall not take any final punitive action until after one of the following:
 - a. The Member appears before the Board of Governors.
 - b. Fifteen (15) days after the member receives the notification if the Member does not request to appear before the Board of Governors.
 - c. The agreed-to appearance date if the Member fails to appear at the appointed time.
- IV. The involved Member shall be notified via registered mail of the Board of Governors final action.

ARTICLE III – FINANCES

SECTION 1. Club Finances.

A. Revenue

- I. The revenue of the Club will be in the form of fees, dues, assessments, fines, voluntary contributions and through the operation of Club activities.

II. The Board of Governors will submit all recommendations for changes in initiation fees, dues and/or assessments to the General Membership, by mail, not less than fifteen (15) days before the date of the meeting at which the proposed changes are scheduled to be voted upon.

III. Initiation fees and dues may be increased or decreased and assessments may be levied only by an affirmative vote of the majority of the Members present at a regular or special meeting provided proper notification has been given.

B. Fiscal Year.

I. The fiscal year of the Hawaii Yacht Club will be the Calendar year.

C. Payment of Dues.

II. Dues will be payable in advance on a yearly basis, semi-annual or in quarterly installments on or before:

a. January 1

b. April 1

c. July 1

d. October 1

SECTION 2. Financial Responsibility of Members.

A. Members who have not paid their dues by the established dates shall be deemed delinquent and Not in Good Standing.

B. A Member who rents from the Club or controls for his own use boat slips, lockers, storage racks, etc., must pay for these facilities in order to remain in Good Standing.

C. A Member on whom a fine has been levied by the Board of Governors must pay it within thirty (30) days from the notification or be considered Not in Good Standing.

SECTION 3. Members in Arrears.

A. A Member who is in arrears for a period of thirty (30) days shall automatically be barred from the use of the Club premises and from participating in Club sponsored events until his/her Good Standing is restored.

B. The Membership Secretary will post on the Club bulletin board, and the bar, the names of Members who are in arrears thirty (30) days.

C. A Member in arrears for thirty (30) days will be notified by certified mail that he/she must meet his financial obligations within the current quarter or be dropped from the Club.

D. A Member in arrears may regain Good Standing by payment in full of all financial obligations, plus pre-payment for the next quarter.

E. No member will knowingly have as his Club guest anyone who has been barred from the Club, nor will any Hawaii Yacht Club skipper of a yacht during Hawaii Yacht Club sponsored events knowingly have as a member of his crew a person who has been barred from the Club.

SECTION 4. Forfeiture of Membership

A. A member in arrears ninety (90) days (one quarter) shall forfeit Membership in the Club and shall be removed from Club Membership rolls in accordance with the procedures contained in

these Bylaws.

SECTION 5. Financial Hardship

- A. A Member who cannot pay his/her dues on time because of temporary financial hardship may appear before the Board of Governors to request an extension of time for the payment of dues and other obligations provided the Member has not been dropped. The Board may extend the due date for a period not to exceed ninety (90) days. The Member will be allowed the use of Club facilities, without voting privileges, until the date agreed upon by the Member and the Board of Governors at which time he/she must pay all obligations in full or be dropped. In the event the Member cannot appear before the Board of Governors, the Board of Governors may accept a letter requesting an extension of time.

ARTICLE IV – MEETINGS

SECTION 1. Regular and Special Meetings

- A. Regular meetings of the General Membership will be conducted on the third Tuesday of each month at 6:30 p.m. at the Clubhouse unless otherwise specified by the Board of Governors and upon due notice to the Membership.
- B. The December General Membership Meeting will include the installation of Officers and Governors and they will assume their duties at this time.
- C. Special meetings of the General Membership may be called by the Commodore, three members of the Board of Governors or by petition signed by at least twenty-five (25) voting members, and upon fifteen (15) days notice to the Membership electronically transmitted or by mail.
- D. Special meetings of the Board of Governors may be called by the Commodore or by three (3) Members of the Board of Governors.

SECTION 2. Quorum

- A. At any regular or special meeting of the General Membership, a quorum will consist of not less than ten percent (10%) of the current total number of Voting Members and will be deemed present throughout the meeting.
- B. A quorum of the Board of Governors will consist of at least fifty percent (50%) of its members.
- C. A motion for a quorum count shall be made only immediately upon the call to Order by the presiding Officer, otherwise a quorum shall be deemed present.

SECTION 3. Procedure for Voting

- A. Voting at Club meetings shall be by show of Membership cards of voting members, except as follows:
 - I. Officer and Governors will be elected by secret ballot.
 - II. Voting for the purpose of amending Bylaws or the Constitution will be by secret ballot.
 - III. Impeachment of Officers or Governors will be by secret ballot.
 - IV. Voting on any action will be by secret ballot if the majority of the Voting Members present so indicates.

ARTICLE V – ELECTION

SECTION 1 Nominating Committee

- A. The Nominating Committee will consist of seven (7) members; one of whom shall be Chairman. All members of the Committee will be Voting Members.
- B. The Vice-Commodore, Rear Commodore for Sail and Rear Commodore for Power will each appoint one Voting member to the Nominating Committee. Their selections will be announced at the July General Membership meeting.
- C. At the July General Membership Meeting, the Membership will nominate and elect a nominating committee Chairman. Any Voting Member, excluding elected Officers and Governors, may be nominated for the position of Nominating Committee Chairman. At the close of nominations, each candidate may address the meeting after which a vote of those present will be taken. The candidate with a simple plurality will be elected and will be responsible for appointing the three (3) remaining members of the Nominating committee. The roster of the Nominating Committee shall be listed on the bulletin board one week after the July General membership Meeting.
- D. It shall be the duty of this committee to nominate a slate of qualified candidates who are willing to serve for each office. No person shall be nominated for more than on position in the Club structure. At least two-thirds (2/3) of the nominees shall be boat owners at the time of their nomination.
- E. The Chairman of the nominating committee will be responsible for announcing the nominees at the September General Membership Meeting and posting the slate on the Club bulletin boards immediately thereafter.

SECTION 2. Nomination by Petition

- A. Member who is not on the published slate prepared by the Nominating Committee may be added to the ballot by the submission of a petition which shall identify the nominee, his/her qualifications, the office he/she is running for, and shall be signed by at least twenty-five (25) Voting Members.
- B. It will be the responsibility of the Members presenting the petition to ascertain that the nominee is willing to run.
- C. The petition must be presented within twenty (20) days after the September General Membership meeting. Petitions shall be posted immediately upon verification of signatures by the Club office.
- D. Candidates for Officers and Governors may only be nominated in accordance with the procedures contained in these Bylaws. There shall be no nominations from the floor on Election night.
- E. It will be the duty of the Chairman of the Nominating Committee to post the official slate of nominees of the committee or by petition by the 15th of October on the club bulletin board. The slate of nominees will be prepared in accordance with the ballot preparation procedure contained in these Bylaws.

SECTION 3 Ballots

- A. All voting will be by official ballots prepared by the Hawaii Yacht Club Office.
- B. The ballot will be prepared with the offices listed in the following order:
 - a. Commodore
 - b. Vice-Commodore
 - c. Rear Commodore for Sail
 - d. Rear Commodore for Power
 - e. Governors
- C. Candidates will be listed in alphabetical order under the office for which they are running.
- D. If a Member determines that he / she may not be able to attend the November General Membership Meeting to cast his / her vote, he/she may request an absentee ballot.
- E. Absentee ballots shall have been counted before the meeting, and no Member who has been issued an absentee ballot shall be issued a ballot at the meeting.
- F. The Chairman of the Nominating Committee shall certify the election as official and inform the Membership of the results at the election meeting and post the results, including ballot counts for thirty (30) days after the meeting.

SECTION 4 Voting

- A. Elections will be held during the November General Membership Meeting. The Chairperson of the Nominating Committee will preside over the meeting during. The election and will be responsible for ensuring the integrity of the balloting process. And the counting of ballots.
- B. Each candidate will be allowed no more than five (5) minutes to address the Meeting.
- C. The ballots, other than absentee ballots, will not be available until after all candidates have had the opportunity to speak.
- D. The entire ballot will be voted at one time. The voting shall be by secret ballot.
- E. Absentee ballots shall have been counted before the Meeting, and no member who has been issued an absentee ballot shall be issued a ballot at the Meeting.
- F. The Chairman of the Nominating Committee shall certify the election as official and inform the Membership of the results at the election meeting and post the results, including the ballot counts for 30 days after the meeting.
- G. If, for whatever reason, the Nominating Committee Chairperson cannot certify the election results, the election will be considered invalid and rescheduled for the next scheduled Membership meeting or a special meeting convened by the Board. Currently elected/appointed officials will continue to serve until an official election is conducted and certified.
- H. The Candidate receiving a plurality of votes cast for an elected position shall be deemed to be elected to that position. If there are multiple vacancies for the same office with different lengths of service time, the term length(s) shall be awarded based upon the number of votes garnered with the longest term being awarded to the candidate garnering the greatest number of votes cast for the position.

ARTICLE VI - AMENDMENTS

SECTION 1 Introduction of Proposed Changes

- A. Any Board Member or elected Officer may introduce a proposal for changes to the Bylaws to the Board of Governors for consideration.
- B. Members who are not on the Board of Governors may submit a proposal for changes to the Bylaws in writing at any regular or at a Special Board meeting. Each such proposal must be endorsed by at least twenty-five (25) Members in Good Standing.

SECTION 2 Duty of the Board of Governors

- A. It will be the duty of the Board of Governors to examine all proposals for changes and submit them to the General Membership.

SECTION 3 Submission to the Membership.

- A. Proposals for changes in the Bylaws shall be printed, together with the Board of Governors recommendation of the proposed changes, and electronically transmitted or mailed to the General Membership at least fifteen (15) days prior to the date of the meeting at which the proposal or proposals shall be voted upon.

SECTION 4 Procedure for Amending the Bylaws.

- A. The Bylaws of the Hawaii Yacht Club shall be amended by a two-thirds (2/3) affirmative vote of all votes cast at a regular or special meeting of the General membership.
- B. Voting shall be by secret ballot. Blank votes will not count as votes cast.
- C. Proposals which fail to pass may be altered or reconstructed and resubmitted to the Membership by the Board of Governors at a subsequent meeting, in accordance with sections 1, 2 and 3 of this article.

HAWAII YACHT CLUB

STANDING RULES

I. GENERAL RULES

- A. All meetings will follow the abridged Robert's Rules of Order (RONR 11th ed., 2011). Obeying the 'rules of order' provides a uniform process for conducting meetings in a fair, orderly and expeditious manner.
- B. Foul and/or offensive language, communication, and/or foul or offensive touching, will not be tolerated within Hawaii Yacht Club premises. Violation of this rule is subject to reprimand and/or suspension of HYC bar privileges and/or Club Membership by the Commodore.
- C. Except for Certified Service Animals, animals are NOT permitted within the Hawaii Yacht Club area except for transport to or from a vessel moored within the Hawaii Yacht Club area. This Standing Rule shall be construed and applied in such a manner so as to comply with the Americans With Disabilities Act.
- D. After 6 p.m. swimsuits are not allowed within the clubhouse and gentlemen will wear shirts in the clubhouse.
- E. Swimming is not allowed from Hawaii Yacht Club docks.
- F. Members will not conduct or condone any illegal or unlawful activities within Hawaii Yacht Club premises.
- G. Merchandise may not be displayed without prior approval of the Board of Governors.
- H. Automobiles may be drive onto Hawaii Yacht Club premises only to load/unload materials, gear or equipment.
- I. Bicycles, tricycles, motorcycles, mopeds, etc., may not be ridden or parked on Hawaii Yacht Club premises.
- J. Bicycles may be parked in the Hawaii Yacht Club bike rack for a maximum of forty-eight (48) hours or longer by Hawaii Yacht Club permit.
- K. Ball playing, roller-skating, skateboarding, etc., are not permitted with Hawaii Yacht Club Premises.
- L. Dues, Deposits and fees, except for dues, initiation fees and assessments will be determined by the Board of Governors and published in the Fee section of these Standing Rules.
- M. Delinquent members will pay an additional \$25.00 late fee in addition to payment in full of all financial obligations, plus prepayment of the next quarter dues as stated in the Bylaws. Third time delinquent members, in addition, will also be dropped from the waiting lists for facility usage to include, but not limited to, mooring, locker and storage facilities.
- N. The Hawaii Yacht Club logo is the property of the Hawaii Yacht Club and may not be used for commercial purposes without the expressed written consent of the Board of Governors.

II. IDENTIFICATION OF MEMBERS

- A. A Member must show his/her Membership card upon request.
- B. A Member shall not loan his/her Membership card to another person for any reason.
- C. A Member who loses his/her Membership Card shall immediately report the loss to the membership committee Chairperson, in writing, along with a request for a replacement. A fee will be assessed for each replacement.
- D. A companion card may be issued in place of a Spouse card to a Voting Member of Hawaii Yacht Club upon request. The companion card shall be the responsibility of the Voting member. The card will bear the name of the companion

III. GUESTS

- A. All guests must be registered in the guest book by the Member acting as their host/hostess.
- B. Guests are not allowed to purchase liquor at the bar.
- C. Host Members will be held responsible for the conduct and safety of their guests.
- D. Guests may not remain on Hawaii Yacht Club premises after their host/hostess has departed the premises.
- E. Unless otherwise specified in the Hawaii Yacht Club Bylaws, a Member is limited to seven guests at any given time unless proper approvals for a party have been obtained.
- F. No Member shall knowingly bring, as a guest, any person who has been expelled from Hawaii Yacht Club, any person who has applied for Membership in Hawaii Yacht Club, and been refused, or who has been asked to leave because of his/her conduct.
- G. Associate Members and visiting Yacht Club members shall sign the Guest Log that is maintained at the upstairs bar each time they visit the Hawaii Yacht Club.

IV PARTIES.

- A. Any event/function that is expected to have more than seven (7) participants shall be considered a party and be conducted in accordance with these Standing Rules.
- B. All parties must be hosted (sponsored) by voting members of Hawaii Yacht Club.
- C. All parties must be approved by the Commodore or Vice Commodore.
- D. Members desiring to sponsor a party must, at least two (2) weeks prior to the planned event, submit a written request which contains the following:
 - 1. Nature of the party
 - 2. Number of anticipated party participants
 - 3. Date and time of party
 - 4. Plan for ensuring the integrity of Hawaii Yacht Club grounds during the party
 - 5. Type and method of decoration planned for the party
 - 6. Bar support requested for the party
 - 7. The required deposit and use fee.
- E. Member sponsored parties may not be conducted during General Membership meetings, Monday

evenings or Friday evenings.

- F. All expenses to Hawaii Yacht Club caused by a party participant must be borne by the sponsoring member.
- G. Hawaii Yacht Club shall not sponsor or conduct more than four (4) events each calendar year that enjoins members without tickets from use of the club facilities or grounds.
- H. Member sponsored parties that have twenty (20) or more participants shall be charged a use fee.
- I. Checking in of guests at the front gate will be the responsibility of the member sponsoring the party. An open door policy is unacceptable.
- J. All professional catering must be done through the Hawaii Yacht Club concessionaire. No outside commercial catering is allowed without approval of the Commodore.

V. BAR REGULATIONS.

- A. Only Members in good standing and recognized members of other reciprocating Yacht Clubs that meet the State of Hawaii legal drinking age requirement may purchase liquor at the Hawaii Yacht Club bar.
- B. Only alcoholic beverages purchased at the bar may be consumed on Hawaii Yacht Club premises.
- C. No person under the State of Hawaii legal drinking age may enter the bar area.
- D. No person under the State of Hawaii legal drinking age may consume alcoholic beverages within the Hawaii Yacht Club premises.
- E. The bartenders will have the right to refuse service to members or their guests if that person is, in the opinion of the bartender, intoxicated.
- F. Members may not purchase alcoholic beverages for consumption by persons who are intoxicated.
- G. No alcoholic beverages may be removed from the club premises to the parking area at any time, either in an open or unopened container. Members shall be responsible for clearing their tables of bar glasses and other beverage containers.
- H. Members will not be given credit at the bar.
- I. Only individuals that possess a current Tuberculosis Clearance Report issued by the State Department of Health may serve alcoholic beverages within Hawaii Yacht Club.
- J. Commercial signs or displays advertising a specific product or products shall not be displayed in the bar areas of the Hawaii Yacht Club unless such signs/ displays also clearly advertise a Hawaii Yacht Club event or the Hawaii Yacht Club. Clearly, as used in this standing rule, means that the name of the Hawaii Yacht Club event or the Hawaii Yacht Club shall be the most dominated aspect of the sign/display.

VI CHECK CASHING

- A. Cashing of personal checks at the Hawaii Yacht Club bar is a privilege extended to Members in Good Standing and their spouses.

- B. The amount of any one check shall not exceed \$25.00.
- C. The total dollar amount of checks cashed on any given day by a Member and/or spouse shall not exceed \$50.00.
- D. Non-members shall not be afforded the privilege of cashing personal checks and may only cash one (1) Travelers check of \$50.00 or less per day.
- E. Non-personal checks will not be accepted for cashing.
- F. Members will be charged a fee if a cashed check does not clear his/her bank and is returned unpaid.
- G. A Member's check cashing privilege may be withdrawn by the Board of Governors or Commodore if it is abused.
- H. Checks may not be cashed at the Hawaii Yacht Club Office.

VII. MINORS.

- A. Children under the age of 12 must be accompanied by an adult member/parent while on Hawaii Yacht Club premises unless they are participating in Junior activities, in which case they may be under the guidance of the Fleet Captain or his/her designee.
- B. Parents/Guardians are expected to keep their children in sight at all times and are responsible for their actions.
- C. Parents/guardians shall not allow their children to run on moles, catwalks or docks or disturb Members in the clubhouse.

VIII. WORK AREAS.

- A. The area on the mauka side of the clubhouse may be used for repairing, sanding and painting small vessels and for repairing or refinishing spares or larger vessels.
- B. Members who desire to use this area must advise the Port Captain before moving equipment or boats into the area.
- C. Work must proceed with reasonable vigor. On no occasion should boats, spars or equipment block access to the locker or the El Toro racks.
- D. Members who use the work area must leave it clean and orderly at the end of each day's work.
- E. Any boat, gear or equipment left in the work area for more than seven (7) days will be disposed of by the Port Captain.

IX. CLUB BOATS.

- A. All boats owned or controlled by the Hawaii Yacht Club shall be under the jurisdiction of the Board of Governors and will be utilized by and at the discretion of the Port Captain.
- B. The Port Captain may check out and approve any Member as authorized to operate Hawaii Yacht Club vessels.
- C. Any Member using Hawaii Yacht Club vessels shall be responsible for any damage or other costs incurred as a result of his/her negligence.

X. DAY DOCK

- A. The Hawaii Yacht Club Day Dock shall be considered to be the center portion of the ewa floating pier that is carpeted or otherwise marked.
- B. The Day Dock may be used by boats for periods of less than 24 hours except at times when the dock is being used for Club activities such as El Toro racing.
- C. No boat of any size may be left unattended at or upon the day dock without the permission of the Port Captain.
- D. Cruising boats will not be berthed at the Day Dock.

XI. BULLETIN BOARD.

- A. No non-club advertisement, subscription list or other commercial announcement may be posted on Hawaii Yacht Club bulletin boards.
- B. Members may post, on designated bulletin boards, notices of personal property for sale or trade. Such posting shall not exceed 7x5 in size and bear the date of posting and the posting member's name.
- C. Display signs that advertise Hawaii Yacht Club, Hawaii Yacht Club events or other yachting events, may contain commercial announcements names as long as the dominant name on the display signs Hawaii Yacht Club and or the event.

XII. HYC EMPLOYEES.

- A. The Club Manager of Hawaii Yacht Club is charged with the active management of the Club, including the supervision of the purchase of supplies and equipment, the preparation and maintenance of an accurate inventory of club property, including it's location and approximate value. The keeping of books showing a complete account of receipts, disbursements and amount owing to or by the Club, the rendering of regular statements to each member of his account, the rendering of monthly accounts to the Board of Governors of his management and condition of the club (including the membership by classes and changes therein, detailed classification of receipts and disbursements and any other necessary information) together with any recommendations with respect thereto, and shall be charged with the maintenance of order on the Club premises and the performance of such other duties as may be required by resolution of the Board of Governors.
- B. Recommendation for the Commodore to have authority to act on behalf of the BOG in directing day to day operations and supervising office staff on their duties and responsibilities.
- C. Club employees are directly responsible to the Club Manager and indirectly to the Governors. No other Members may take it upon themselves to reprimand any employee.
- D. Any discourtesy or inattention to duty on the part of an employee shall be reported to the Club Manager. Bartenders are specifically authorized by the Board of Governors to enforce those standing rules that pertain to the use of the bar and dining facilities.
- E. Bartenders are authorized to remove any Member or guest who persist in violating HYC bar or dining rules.

XIII. PRIVATE MAIL

- A. Members may, for a fee, have their mail delivered to the Hawaii Yacht Club.
- B. Mail received for a Member that is not collected in a reasonable amount of time will be returned

to sender.

C. Hawaii Yacht Club mail facilities shall not be used for business purposes.

D. Parcels, registered mail, certified mail, etc., may only be picked up during regular posted office hours.

XIV. SHOWER LOCKERS

A. Members may for an annual fee be assigned a shower room locker.

B. Assignments will be limited to one (1) per Member and Members without HYC mooring will be given priority.

C. Only a member lock will be used to secure locker contents.

D. Lockers may only be used to store wearing apparel, toiletries and other items needed for one's toilette activities. Lockers assigned to Members may not be sublet by the assignee to anyone else

XV. FEES

A. Dues and initiation fees.

I. Fee for the payment of membership dues quarterly and semi-annually shall be \$10 (Ten Dollars) payable at the rate of \$2.50 per quarter or \$5.00 semi-annually.

The annual dues costs for Membership in the HYC shall be as follows:

a. Regular Member	\$1,300
b. Senior Member	\$650
c. Life Member	\$130
d. Intermediate Member	\$445.5
e. Social Member	\$600
f. Associate Member	\$222.2
g. Junior Member without voting member parents	\$44
h. Corporate	\$2,420
i. Military	\$539

II. The Membership initiation fees for the Hawaii Yacht Club shall be as follows:

a. Regular Member	\$	660.00
b. Intermediate Member	\$	300.00
c. Social Member	\$	None
d. Associate Member	\$	100.00
e. Junior Member without voting member parents	\$	10.00

III. The Temporary Membership fee for a visiting yachtsman shall be \$55.00 for each 30-day period.

a. Temporary Membership for yachtsmen affiliated with a recognized yacht Club for the purpose of mooring is \$8.00 per week.

b. Temporary Membership for yachtsmen NOT affiliated with a recognized Yacht Club for the purpose of mooring is \$15.00 per week.

IV. Corporate Membership: No initiation fees and dues of \$2420.00 per year for four (4) non-voting membership cards plus \$600.00 per year for each additional member.

V. Non-Members:

a. Non-members entering the club will be issued a one time, free 30-day consecutive membership. They will also be given a Membership Application, a brochure and an invitation to join in the Monday night BBQ.

b. If the guest has received a previous 30-day membership, they will be denied entry.

B. Fees and/or deposits for parties.

I. Fees for profit organizations shall be:

a. Non-refundable party fee \$150 .00

b. Cleaning deposit \$50.00

Cleaning fee will be charged from deposit for above normal janitorial cleaning time.

II. Fees for non-profit organizations or private individuals with less than twenty (20) or more participants shall be:

a. Cleaning deposit \$50 .00

b. Cleaning fee for above-normal janitorial cleaning time will be charged from deposit.

c. Fees for parties conducted Tuesdays, Wednesdays or Thursdays \$100.00

d. Fees for parties conducted on Saturdays or Sundays \$100.00

C. Other General Member's Fees.

Shower Locker Fees / Annual	\$	65.00
Large Locker Fees / Annual	\$	200.00
Mailbox Fees / Annual	\$	65.00
Kayak Rack / Annual	\$	200.00
Laser Racks / Annual	\$	200.00
All Delinquent Fees	\$	35.00
Returned Check Fees	\$	35.00
Lost Membership Card	\$	50.00
Mooring request application	\$	50.00
Mooring waitlist annual renewal	\$	20.00
Quarterly minimum (Regular & Social only)	\$	75.00

D. Mooring and related fees (see additional information in section for Standing Rules for Moorings and Storage)

Rates for permanent mooring (based on boat LOA or slip LOA, whichever is greater)	
Mooring (permanent non live-aboard) / month	\$ 9.50 / ft
Mooring (live-aboard) / month	\$ 14.25 /ft
Utilities / month	\$ 27.00
With air conditioning add	\$ 27.00

Rates for temporary mooring (per foot LOA*)		
	Per month	per day
HYC Regular member	\$ 19.50	\$.65
Non HYC, reciprocal member	\$ 25.00	\$ 1.00

Non-HYC, non-reciprocal member**	\$ 28.50	\$ 1.10
Overnight guests / night		\$ 11.00
Owner as stay-aboard / night		\$ 7.00
50 amp electrical service		\$ 16.00

All payments to be rounded to nearest dollar and paid on departure or end of the month.

* Boats over 55 feet – Rate to be determined by Port Captain.

** includes temporary HYC membership as required by HYC Bylaws Article II., Section IV. & Mooring and Storage Facilities Standing Rules X, Section C.2.

- E. Hawaii Yacht Club members assigned a permanent mooring shall pay the minimum mooring footage listed in X -A or the boat L.O.A. whichever is greater, plus the State General Excise tax per month, upon written request to the Port Captain and approval of same if their slip is to be vacant for more than thirty (30) days and less than one year. During such time, the Port Captain shall assign their slip to first, Hawaii Yacht Club members on the temporary waiting list and second, to visiting vessels.
- F. Non-Live aboard assignees shall be charged a fee per night for guests who stay on their vessels for more than three (3) consecutive days. Fee starts from day one (1).

MOORING AND STORAGE FACILITIES STANDING RULES

I. GENERAL

- A. Mooring and storage of vessels and equipment within the Hawaii Yacht Club grounds is a privilege of Membership and is intended for use by eligible active pleasure boaters.
- B. The policies/procedures contained within these rules are designed to ensure that the limited mooring and storage facilities of the Hawaii Yacht Club are used and administrated in a fair and equitable manner.
- C. These rules are adopted by the Board of Governors of the Hawaii Yacht Club and no person or body may authorize deviations from these rules except as identified herein.
- D. The Clubhouse, mooring/storage areas and grounds are inappropriate locations for the promotion of boat sales or sales of any marine gear or hardware except as identified in the Bulletin Board section of the General Standing Rules.
- E. For Sale signs may be displayed on vessels permanently moored within the Hawaii Yacht Club. Such signs shall be approved by the Port Captain and be limited to 12x18 inches in size.
- F. Mooring and storage assignees are expected to periodically check the Hawaii Yacht Club Bulletin and/or the Bulletin Board for any special notices that may be posted by the Port Captain.
- G. All commercial activities within or originating/terminating from the Hawaii Yacht Club ground are prohibited. This prohibition includes such activities as sailing schools, charter fishing / boating, commercial fishing, etc.
- H. The storage facilities within the Hawaii Yacht Club shall include the El Toro racks, other boat dry storage and all lockers on the Club grounds.

II. RESPONSIBILITIES

- A. The Port Captain is appointed by the Commodore and is responsible for mooring, small boat storage, lockers, all Hawaii Yacht Club boats and work areas within the Hawaii Yacht Club grounds.
- B. The Port Captain shall be in charge of the Mooring Committee, which will be established by the Commodore.
- C. When enforcing the mooring and storage rules, the Port Captain and the Mooring committee are considered to be acting for the Commodore and the Board of Governors.
- D. All mooring and storage assignments will be reviewed semi-annually during the months of January and July by the Port captain and Mooring Committee to ensure that facility usage is in compliance with the spirit and intent of these mooring and storage rules.
- E. The Port Captain will document the results of the semi-annual review and present the documented review to the Board of Governors during their February and August meetings.

III. ELIGIBILITY

- A. All persons requesting and/or assigned a mooring within or under the control of the Hawaii Yacht Club must be a Voting Member of the Hawaii Yacht Club.
- B. Voting and Junior Members are eligible to request space in the El Toro racks and the attendant lockers.
- C. All persons assigned mooring within or under control of the Hawaii Yacht Club must physically reside on the island of Oahu at least nine (9) months of each calendar year unless otherwise approved by the Board of Governors.
- D. A Member may not participate in more than one mooring within or under the control of the Hawaii Yacht Club. Participation in more than one dry boat storage agreement may be authorized by the Port Captain.
- E. The surviving married spouse of a deceased member may be accorded the privilege of retaining the mooring assignment at the discretion of the Board of Governors.
- F. Only vessels wholly owned by Voting Members of the Hawaii Yacht Club may be assigned permanently mooring within or under the control of the Hawaii Yacht Club.
- G. Anyone who has had a mooring agreement at Hawaii Yacht Club revoked may not apply for the Mooring wait list.

IV. LIABILITY

- A. The Hawaii Yacht Club assumes no responsibility for injury to any person or persons while in the mooring/storage areas. Members, families and/or employees use the Club facilities at their own risk.
- B. Individual members are liable for any damage to docks, lockers or other Club property or equipment caused by them and/or their vessels. Members are also liable for damages, accidental or otherwise, caused by their families or guests.
- C. The Hawaii Yacht Club assumes no responsibility for moored vessels or other personal property in the mooring/storage areas. Vessels and lockers shall be locked when unattended.
- D. The Hawaii Yacht Club requires that all mooring assignees maintain at least \$100,000 of liability insurance on their vessel.

V. ASSIGNMENT

- A. All mooring slips of the Hawaii Yacht Club will be assigned to Members of the Hawaii Yacht Club in accordance with these standing rules. The slip at the seaward end on the inside of the Aloha Dock is a cruising slip. The slip at the mauka end inside of the Aloha Dock is a Member slip. The entire outside of the Aloha Dock will remain unassigned and remain for transient use by Club Members, special fishing and sailing events and the Junior sailing programs. Slip 543 is a cruising slip.
- B. All requests for mooring and storage assignment shall be made in writing, and, in the case of a mooring request, accompanied by a non-refundable fee.
- C. Mooring assignments will be made from the Mooring request list. If on the list for more than one year, there is an annual fee per calendar year to remain on the list.

1. The Member who is #1 will be given one right of first refusal and the member will maintain his/her position on the mooring list. The next time a slip is offered to the Member, it must be accepted or the member will be dropped from the list.
- D. Members who cannot accept a slip assignment because of vessel size or non-availability of a live-aboard slip will be allowed to remain on the Mooring request list.
- E. Members offered a mooring must occupy same or show proof of a firm order for a vessel which will occupy same within thirty (30) days from the date the mooring is offered. Failure to do so for any reason other than inadequate slip size will cause the applicant to be dropped from the Mooring request list. The thirty (30) days may be extended by the Board of Governors.
- F. Mooring charges shall start from the date of assignment.
- G. A Member assigned a slip within or controlled by the Hawaii Yacht Club may petition the Board of Governors for permission to occupy the assigned slip with a vessel not wholly owned by him/her.
- H. Initial and continued approval to moor a multi-owned vessel in a slip within or controlled by the Hawaii Yacht Club must be specifically approved by the Board of Governors and shall be contingent upon compliance with the following:
1. The purpose of the multi-ownership must be for the enjoyment of yachting and be so reflected in the ownership agreement.
 2. The ownership agreement must be duly documented and recorded with the Bureau of conveyances.
 3. A copy of the ownership agreement must be given to the Port Captain for retention in the Hawaii Yacht Club mooring files.
 4. The ownership agreement may not contain provisions for the scheduled transfer of the assignee's interest in the vessel. Such provisions will be considered as Agreement of Sale provisions and therefore a transfer of ownership.
 5. Slip assignee must possess at least a 50% interest in the moored vessel and will be considered the Major owner. All other owners will be considered Minor owners.
 6. Slip assignee is solely responsible for all charges and liabilities associated with the mooring assignment.
 7. All owners of the vessel must be Hawaii Yacht Club Voting Members.
 8. Only the slip assignee may be allowed to live aboard the vessel.
 9. Slip assignee must be aboard the vessel at least 50% of the time it is being used for its designed intent.
- I. Minor owners of a multi-owned vessel shall not have any rights to the assigned slip unless they have progressed to the Number 1 position on the Mooring request list.
- J. In the event a Minor owner of a multi-owned vessel progresses through the mooring request list, he/she may be given succession rights to the slip assignment of the multi-owned vessel or he/she may request assignment of his/her own slip assuming all other slip assignment requirements are complied with, including disposition of his/her Minor interest in the vessel already moored. The Member will only be given one opportunity to exercise his/her slip request option. If it is not exercised when offered, it is forfeited; however, the Minor owner shall retain the succession rights outline in Paragraph V, K of these Standing Rules.

- K. In the event the two Members with assigned moorings form a partnership, one of the Members shall be identified as the Major owner and shall be considered the slip assignee. The Minor owner shall have the right to assume full responsibility for the slip in the event the Major owner expires or, for whatever reasons, gives up his/her rights to the slip. The Minor owner's right of succession shall have priority over the right of succession that can be afforded the surviving spouse.
- L. An assignee wishing to change his slip assignment must notify the Port Captain in writing. Such requests will be considered and, if possible, honored before available slips are assigned to new assignees.
- M. Mooring/storage assignments are not transferable. In the event of any change in ownership of possession of the vessel, the assignee must notify the Port Captain within seven (7) days from the date of transfer.
- N. A mooring/storage agreement allows the use of the assigned slip/rack for one specifically approved vessel. If the assignee parts with possession of or transfers title to or interest in the vessel identified in the mooring agreement by any agreement whatsoever, the agreement shall automatically terminate unless:
1. The assignee submits a written request to the Port Captain for retention of the slip/rack
 2. The new vessel has characteristics appropriate for the involve slip/rack and can be moved into the slip/rack with in thirty (30) days of the request and
 3. Such request is approved by the Port Captain.
- O. An assignee may not rent or loan his slip, rack or storage space. All temporary assignment of slips, racks and storage are to be made by the Port Captain.
- P. The assignment of space should not be considered permanent. The assignee or Hawaii Yacht Club Board of Governors may, without cause, terminate any mooring or storage assignment with sixty (60) days written notice. The Port Captain may re-assign any vessel or locker with thirty (30) days notice. Any vessel or locker contents may be ordered removed from Hawaii Yacht Club property by action of the Board of Governors. Such action will be at the expense of the assignee. Unidentifiable and unclaimed items may be considered abandoned and subject to disposal.
- Q. Prior to being assigned a mooring, the assignee will appear before the Port Captain to provide proof of ownership and sign an agreement of mooring. Proof of ownership may be verified by presentation of one or more of the following documents:
1. State Registration Certificate
 2. Federal Documentation Certificate
 3. Notarized Bill of sale
 4. Other documents as deemed necessary
- R. Members who are assigned mooring/storage within or under the control of the Hawaii Yacht Club shall be given preferential choice of lockers within the Club grounds. Members who do not have a vessel moored in the Club will be required to vacate their locker if additional lockers are needed by the Port Captain for Club usage or for new slip assignees. There shall be only one locker per mooring / storage agreement.

- S. Should a Member with a vessel moored in the Club refuse a locker assigned or give up his/her locker, he/she shall be deemed to have waived his/her right to preferential treatment.
- T. El Toro-type vessels (small sailboats), shall be given assignment priority over other vessels, such as dinghies, for storage in the small boat storage racks. This priority includes the displacement of stored vessels if the space occupied is needed to accommodate additional El Toro-type vessels.
- U. No more than seven (7) Hawaii Yacht Club slips can be assigned as live aboard slips at any given time. Members currently moored within the Hawaii Yacht Club and on the Live-aboard waiting list will be given priority consideration over new assignees.
- V. Assignees giving up their live-aboard status for whatever reason and/or period of time must re-apply for permission to live aboard and will be treated as a new applicant and inserted on the bottom of the Live-aboard waiting list.
- W. The Port Captain may assign non-cruising Hawaii Yacht Club slips to Hawaii Yacht Club slips to Hawaii Yacht Club Members on a temporary basis using the following procedures:
 1. Assignee must be on the Mooring Request list.
 2. Assignment will be based upon date of written request and compatibility of the available slip.
 3. Each assignment will fulfill a written request. Therefore a new request must be submitted if additional assignments are desired.

VI. USAGE

- A. Usage of a vessel moored in a Hawaii Yacht Club slip as the assignee's principal residence (Live-Aboard) must have the prior approval of the Board of Governors.
- B. Live aboard assignees shall be limited to "permanent slip holders" at HYC.
- C. Assignees of Live-Aboard vessels must comply with the Rules & Regulations governing State Boat Harbors which requires a Live-Aboard permit issued by the State DLNR.
- D. Assignees are expected to actively use their vessel to its designed intent and must use them at least once per quarter year.
- E. If a vessel is identified as being inactive by the Port Captain the assignee will be notified and advised in writing that continued inactivity will result in termination of the mooring agreement. The assignee must document subsequent vessel usage for the next two (2) quarters. Usage documentation will specify the Date, Time and Names of accompanying individuals and must be given to the Port Captain within twenty-four (24) hours of occurrence. Strong member demand for dock space dictates vessels either remain active or that slips be made available to other members on the waiting list. To further this recognized Corinthian standard, boats that are not documented as having been used one time a quarter shall be assessed an additional amount equal to 1 month's slip fee in their subsequent quarterly billing. Usage shall consist of a complete departure from the slip by sail or power for a minimum of 30 minutes. Details, including date, departure time and return time shall be entered and signed for in a log to be kept at the upper bar, within 24 hours of return. At the discretion of the Board of Governors, this requirement may be waived upon receipt of a request from the slip holder due to special circumstances such as health, family, or maintenance issues. Such requests must be submitted In writing before the end of the quarter in question. Members who fail to fulfill this requirement for 3 consecutive quarters will be subject to termination of their mooring agreement.

- F. If a mooring agreement is terminated, the subject vessel must be moved from Hawaii Yacht Club mooring facilities within fifteen (15) days. Failure to do so will automatically be followed by a notice to appear before the Board of Governors for disciplinary action in accordance with the Hawaii Yacht Club bylaws.
- G. An assignee must notify the Port Captain when planning to remove the vessel from its mooring for any period of time in excess of five (5) days and shall give forty-eight (48) hours notice when planning to return.
- H. The Port Captain has the right to require assignees to vacate slips for special events or dock maintenance. Hawaii Yacht Club will provide alternate mooring at Hawaii Yacht Club's expense if necessary. Failure of a member to comply will result in termination of the mooring agreement.
- I. Non Live-aboard assignees and/or their guests desiring to stay aboard their vessels for more than three (3) consecutive nights must obtain approval of the Port Captain.
 - 1) Non Live-aboard assignees shall be charged a fee per night for guests who stay on their vessel for more than three (3) consecutive days. Fee starts from day one (1).
 - 2) Non Live-aboard assignees shall not allow a guest to stay overnight on their vessel for more than forty-five (45) days per calendar year.
 - 3) Non Live-aboard assignees who stay on their vessels for more than fourteen (14) consecutive days or ninety (90) cumulative days in a calendar year shall be charged a fee per night starting with the fifteenth (15th) consecutive day and/or the ninety-first (91st) cumulative day.
- J. Any assignee using his/her vessel as a residence, regardless of the number of days per month he/she stays aboard, or any assignee who consistently remains aboard several nights per month will be considered to be in a live-aboard status and required to adhere to all applicable rules including the payment of live-aboard fees.

VII. CRUISING

- A. The Port Captain shall be notified in writing of the assignee's intention to leave his/her assigned slip for an extended cruise with a general outline of the planned cruise.
- B. Cruising is defined as living aboard the vessel while sailing to various ports and islands, other than Oahu and its ports, for the purpose of pleasure. An assignee that is away from his/her slip aboard the vessel and living at another location while pursuing an occupation is not considered to be on a cruise.
- C. If a slip assignee is absent from his/her slip for a period of twelve (12) months from the date of departure, the Port Captain and Mooring Committee shall review his/her cruising status to confirm his eligibility to retain the slip. Such a review will be conducted quarterly after the first year. In the event that the Port Captain and Mooring Committee determine the cruise has been terminated, the assignee shall be notified of the findings by registered mail and the assignee shall have thirty (30) day from the receipt of notification to re-occupy his/her slip with the vessel assigned to the slip. Failure to comply shall cause revocation of the mooring agreement and loss of the slip.
- D. In the event an assignee should leave on a cruise on another vessel leaving his boat in the Club slip; all of the above criteria shall apply. In addition, the assignee shall designate a Member to be responsible for his/her vessel and meet all other mooring rules otherwise applicable including

usage of the vessel for its designed intent.

- E. In the event a Member leave on a cruise while his/her name is on the Mooring Request list and his/her name comes up for assignment during his/her absence, he/she shall be notified by mail of the offering. The Member shall, in turn, notify the Port Captain of his/her acceptance or rejection within the normal thirty (30) day period. If the Member accepts the slip on a temporary basis until the return of the assignee.
- F. A Member who is away on a cruise shall be considered a resident for the purposes of the Mooring rules.

VIII. MAINTENANCE

- A. All vessels using the Hawaii Yacht Club facilities shall be maintained in shipshape condition. The Port Captain may request improvement in the appearance of a vessel. Lack of compliance may be cause for cancellation of a Member's mooring agreement.
- B. All mooring areas shall be maintained by the assignee in a neat and safe manner.
- C. The slip assignee is responsible for the safe mooring of his/her vessel.
- D. No structures, fixtures, or equipment may be set upon or affixed to the mooring area without prior approval of the Port Captain.
- E. It shall be the responsibility of the assignee to notify the Port Captain of any defects in a mooring facility.
- F. Maintenance and minor repair of vessels may be done in the assigned mooring to said vessel, provided that other vessels and Club property are protected at all times. Any major repairs shall require the approval of the Port Captain.
- G. Individual members are responsible for any repair and/or maintenance personnel they may bring into the Club. The assignee should notify the office if any repairman or maintenance personnel will be working on his/her vessel.
- H. Electric lines used on Club grounds must not cause a hazard. When a vessel is out of its assigned mooring, power lines must be disconnected and stowed. No electric lines may be used from any outlet not directly assigned to the slip

IX. CRUISING AND VISITING MEMBER VESSELS.

- A. Visiting vessels which are assigned temporary space may allow their crew to stay on board by completing a visitor's form and paying the required fees and deposits.
- B. Visiting vessels may be rafted outboard of the Aloha dock to enable accommodation of more vessels at a given time.
- C. Visiting vessels from recognized Yacht Clubs shall be given mooring priority over vessels not associated with a recognized Yacht Club. Hawaii Yacht Club Members will be given mooring assignment priority over visiting vessels not associated with a recognized Yacht Club.
- D. Hawaii Yacht Club voting members will be allowed to moor in a cruising slip for 2 weeks each calendar year. This mooring will be provided at no cost on a space available basis.
- E. Hawaii Yacht Club Members and cruisers will be allowed to moor more than two (2) weeks only if approved by the Port Captain.

X. MOORING AND STORAGE FEES

A. Each slip under the control of the Hawaii Yacht Club shall be assigned a minimum mooring footage. The monthly mooring fee charge Members assigned Hawaii Yacht Club slips shall be the minimum mooring footage listed below or the Boat L.O.A., whichever is greater, plus the State General Excise tax.

1.	HYC slips 453 through 460	41feet
2.	HYC slips 461 and 462	32 feet
3.	HYC slips 544A, 545B, 546A, 547B, 548A	35 feet
4.	HYC slips 544B, 545A, 546B, 547A, 548B, 549A	25 feet
5.	HYC slips 549B and 550A	40 feet
6.	HYC slip 543	50 feet

B. Monthly live-aboard fees shall be based on a per foot of the boat L.O.A.

C. Visiting yachtsmen who moor at Hawaii Yacht Club shall be charged a facility usage fee. Daily rates for visiting yachts are available from the Hawaii Yacht Club office and/or the Port Captain.

1. Visiting yachtsmen from recognized Yacht Clubs who moor at Hawaii Yacht Club must obtain temporary membership if more than 2 weeks/year
2. Visiting Yachtsmen without affiliation with a recognized Yacht Club must obtain a Temporary Membership before they may be allowed to moor at the Hawaii Yacht Club.
3. Transients should pay in advance for mooring charges on a 2 week basis

STANDING RULES
FOR
ORGANIZATION AND ADMINISTRATION OF THE
MEMBERSHIP COMMITTEE

I. MEMBERSHIP COMMITTEE

A. PURPOSE

1. Maintain the Membership Rolls and introduce the membership of Hawaii Yacht Club, those persons who are an asset to the community and who will be an asset to the Membership of this Club.
2. Maintain an organization to carry out the administrative functions required by the Hawaii Yacht Club Bylaws.

B. ORGANIZATION. The committee shall consist of:

1. Membership Chairperson and no less than four (4) and no more than eight (8) Voting, Spouse or intermediate Members in Good Standing with the advice and consent of the Commodore.

II. The Membership Committee is charged with the following duties and responsibilities in accordance with the Hawaii Yacht Club Bylaws.

- A. When the Membership Rolls of the Hawaii Yacht Club reach the limitations outlined in the Hawaii Yacht Club Bylaws, the Membership Committee shall establish and maintain an active file of all applicants for Membership in order of precedence which shall constitute a waiting list.
- B. The Membership Committee shall screen all applicants for Membership in the Hawaii Yacht Club in accordance with the Hawaii Yacht Club Bylaws and Standing Rules. All Regular and Intermediate Membership applicants will be interviewed by the Membership Committee.
- C. The Membership Committee shall be responsible for the introduction of prospective members to the duties, responsibilities, rights and privileges of membership as required by the Hawaii Yacht Club Bylaws and Standing Rules.
- D. The Membership committee shall act to safeguard Club privileges as set forth in these Standing Rules.
- E. The Membership Committee shall, upon direction from the Commodore, investigate alleged misconduct of Members, reporting the findings in writing only to the Commodore.

III. PROCESSING APPLICATIONS FOR REGULAR MEMBERSHIP

- A. Voting Members of the Hawaii yacht Club desiring to sponsor an individual for membership in the Hawaii Yacht Club shall submit a completed Membership application to the Hawaii Yacht Club office for the attention of the Membership Committee, (Incomplete applications will be returned to the sponsors.)
- B. The Membership Committee shall contact the sponsoring member(s) to arrange for an initial interview and screening of the applicant by at least three (3) members of the Membership Committee. Sponsor(s) will be interviewed prior to the applicant to determine the relationship between the sponsors and applicant and sponsor's reason for sponsorship. During the interviews the applicant and his/her sponsor(s) will be:

1. Apprised of the applicant's responsibilities as a Hawaii Yacht Club Member.
 2. Informed that during the first year of Membership, the applicant Member must be available for Gate Watch and serve as a productive working member of at least one (1) committee or equivalent major Club function.
 3. Questioned about the applicant's suitability for membership in the Hawaii Yacht Club, emphasis will be upon the applicant's yachting interest and experience.
- C. Based upon the initial interview and the applicant's application, the Membership Committee shall refer the applicant to the General Membership for additional screening via a thirty (30) day posting or recommend that the Board of Governors deny the applicant's request for Hawaii Yacht Club Membership.
- D. Applicants not recommended for Membership shall be submitted to the Board of Governors for disposition.
- E. The Voting Membership shall be given the opportunity to screen all applicants recommended by the Membership Committee for Membership in the Hawaii Yacht Club. Screening by the General Membership will be conducted as follows:
1. Name of applicants and their sponsors and brief who/why statement about the applicant shall be posted for one month on the Hawaii Yacht Club Bulletin Board.
 2. Members may, during the posting period, submit written comments to the Membership Committee as to why an applicant should or should not be accepted as a Hawaii Yacht Club Member.
 3. Any information obtained during the course of this screening shall be the property of Hawaii Yacht Club and shall be considered confidential. Information contained in this file as compiled by the Membership Committee will not be released to anyone except the Board of Governors and the Commodore.
- F. The Membership Committee shall, after the Membership screening period, again review the complete package of all applicants.
- G. If necessary the applicant and his/her sponsors may again be asked to appear before the Committee to address areas of concerns that may have arisen during the screening process.
- H. The Membership Committee shall submit its recommended disposition of the application and the applicant's package, including Membership comments, to the Board of Governors for final disposition.
- I. Recommendation of the Committee shall not be prejudiced because of Race, Color, Religion, or Sex.
- J. The Board of Governors shall review the recommendation of the Membership Committee and approve or disapprove the applicant's request for Hawaii Yacht Club Regular Membership.
- K. The applicant and sponsors shall be notified of the Board of Governors action within fifteen (15) days of the action.
- L. The applicant shall be advised if he/she will have to be placed upon a Membership waiting list because of membership limitations or immediately accepted as a Hawaii Yacht Club Member.
- M. Applicants being accepted as Members shall be given thirty (30) days from date of notification to accept or reject Membership in the Hawaii Yacht Club and to pay all monies due.

- N. On final approval of applicant for Membership, the Membership Committee shall arrange at least one session with the new Member, to indoctrinate that new Member and review for his/her spouse, the Bylaws, rights, privileges and responsibilities of Membership and sponsorship.
- O. New Members shall be properly introduced to the Club at a General Membership meeting. He/she and, if appropriate, spouse, shall be accompanied by at least one (1) sponsor.
- P. The Membership Committee will interface with the various Hawaii Yacht Club Committee Chairpersons to enable the assignment of new Members to a Committee or equivalent major club function for service during his/her first year of Membership. The Chairman of the assigned committee shall be notified of the assignment and the new Member's name, address and telephone number.
- Q. Regular Membership in the Hawaii Yacht Club commences when the new member has paid all necessary fees and dues and has completed indoctrination and introduction.

IV. PROCESSING OF APPLICATIONS FOR ASSOCIATE MEMBERSHIP

- A. Screening and acceptance/rejection of applicants for associate Membership shall be accomplished by the Membership Committee Chairperson or his/her designee.
 - 1. Applicant submits completed application form to the Membership Committee.
 - 2. Applicant is screened by review of information on his/her application form.
 - 3. Membership Committee Chairperson/designee approves or disapproves application.
- B. Applicant shall be notified of the acceptance or rejection of his/her application by the Membership Committee Chairperson/designee.
- C. Accepted applicants will be provided information about the Hawaii Yacht Club and their rights and privileges.

V. PAYMENT OF DUES AND FEES.

- A. The initiation fee shall be the fee currently approved and shall be due in full unless paid in accordance with section XV, Paragraph A, Sub-paragraph 2 of the General Standing Rules.
- B. The dues charges for Regular Members shall be based on the number of months remaining in the year commencing with the month the Board of Governors approved the applicant's Membership request.
- C. Dues for Regular Members may be paid by the quarter. Dues for the remainder of the current quarter are the minimum amount that may be paid by the new Regular Member.
- D. Dues charges for Associate Members shall be based upon which half of the year the individual joins Hawaii Yacht Club. Associates joining during the first half of the year shall pay 100% of the current annual Associate dues. Associates joining during the second half of the year shall pay 50% of the current annual Associate dues.

VI. MEMBERSHIP WAITING LIST

- A. A Membership waiting list shall be established and maintained by the Membership Committee when the number of applicants approved for Hawaii Yacht Club membership exceeds the number of members allowed by the Hawaii Yacht Club Bylaws.

- B. Applicants shall be placed upon the Membership waiting list according to their priority and the date their request was approved by the Board of Governors. Priority will be as follows:
1. Associate Member (Previously Regular) to Regular. Based on previous Regular Membership.
 2. Junior/limited member to Regular. Junior attaining State Legal age. Limited Member upon completion of qualification for limited status.
 3. Associate Members who were screened and accepted prior to 5/1/87.
 4. Based upon date of acceptance as an Associate Member.
 5. Spouse of Voting Member.
 6. New Applicant.
 7. Member suspended, dismissed or resigned in Good Standing.
- C. The Membership Committee shall conduct an ongoing review of the Membership waiting list which will encompass the following, but not limited to:
1. Membership status of sponsor.
 2. Character of applicant
 3. Residence of applicant.
 4. Continued expression of desire for Membership by an applicant.

VII. SAFEGUARDING OF CLUB PRIVILEGES.

- A. The Commodore may request the Membership Committee to conduct an ongoing surveillance of Membership Card usage to ensure that:
1. Access to Club property is restricted to Members and their guests.
 2. Purchases of alcoholic beverages at the bar are made only by card-carrying Members.

VIII. INFORMAL INVESTIGATION OF ALLEGED MISCONDUCT.

- A. The Commodore or the Board of Governors shall have the authority to initiate an informal investigation into the alleged misconduct of any Member, and / or their family or guests.
- B. The investigation will be conducted by no less than three (3) Staff Commodores.
- C. The Staff Commodores shall conduct the investigation in accordance with the Hawaii Yacht Club Bylaws.
- D. The accused, accuser, interested parties and witnesses shall have the right to make an oral or written statement.
- E. The accused shall have the right to question the accusers and all witnesses.
- F. The Staff Commodores shall report their findings and recommendations to the requesting authority.

STANDING RULES
for
GENERAL ELECTION PROCEDURES

I. General Election Procedures

- A. The date and time of Hawaii Yacht Club General Elections shall be in accordance with Article V of the Hawaii Yacht Club Bylaws.
- A. Absentee ballots shall be given out to those Members in good standing who have requested such ballots in writing.
- B. Each absentee ballot and its accompanying return envelope will be given a matching number. If the number on the returned ballot and envelope do not match, the ballot will be considered invalid and destroyed.
- C. The names of all Members provided an absentee ballot will be retained on a list by the office staff.
- D. Absentee ballots will be counted before the General Election by the office staff, two (2) members of the Board of Governors and the Nominating Committee Chairperson. The actual counting procedure outlined in Paragraph K of this section should be used to count the absentee ballots lots.
- E. The General Election Meeting will be closed to all Non-Hawaii Yacht Club members. A table will be set up at the head of the front stairs for the purpose of checking in Voting Members.
- F. A Voting Member listing will be generated from the Hawaii Yacht Club Member database by the office staff. All Members given absentee ballots or Not in good standing will be redlined and annotated as a Member Not in Good Standing or as an absentee voter by the office staff before the list is given to the Chairman of the nominating Committee.
- G. Voting eligibility will be verified by having each Member check in at the check-in table. The names of those Members determined to be eligible will be lined out and the back of their left hand will be stamped. The unique stamp will be selected by the office staff and must vary from year to year.
- H. Following the election speeches, the Chairman of the Nominating Committee will instruct the Voting membership to pick up their ballots. Voters will proceed to the ballot distribution table and show the ballot distributor the back of both hands. If only the left hand is stamped, the voter will be given a ballot and his/her right hand will be stamped. Individuals with no stamp on their left hand or a stamp on both hands will not be given a ballot.
- I. After a reasonable period of time, the Chairman of the Nominating Committee will notify Members of the planned voting cutoff time. When voting is cut off, the ballot boxes will be removed from the tables and taken to the Boardroom.
- J. The integrity of the vote counting will be maintained by separating the votes into two boxes and having one part of them counted in the office and the other part counted in the Boardroom. The actual counting will be done by four (4) people in each room. One person will announce the content of the ballot and two (2) people will record the votes on separate tally sheets. The fourth

person will be a Flag Officer or Board Member and serve as the observer.

- K. Once the ballots have been counted, the recorders will compare tally sheets. If the counts are identical, the observer will sign the tally sheets and give them to the Chairman of the Nominating committee. If the counts are not identical, the counting process will be repeated.
- L. The Chairman of the nominating Committee will total the tally sheets from each room and the previously counted absentee ballots. All ballots and tally sheets will be wrapped into a single package and stored in the office safe.
- M. The Chairman of the Nominating Committee shall announce the election results to the Membership.