

CAPITOL CITY SAILING ASSOCIATION

BY-LAWS

SECTION I – NAME

1. The name of the organization will be the Capitol City Sailing Association (CCSA).

SECTION II – PURPOSE

1. To encourage and foster both the sport of sailboat racing and recreational sailing.
2. The Association will promote sailing in a wholesome manner, providing the organization and facilities for competitive racing, day sailing, educational and social activity, in compliance with the By-Laws.

SECTION III – MEMBERSHIP, DUES AND SPECIAL ASSESSMENTS

1. Membership

- a. Member must have submitted an approved application form and paid all dues as required by Section B of this Section.
- b. Members shall agree to comply with the Association's Code of Conduct and are expected to uphold standards of conduct, sportsmanship, and care of Association facilities and equipment as defined therein.

2. Dues and Fiscal Year

- a. Dues or assessments shall be voted at a Board meeting and approved by a majority.
- b. Fiscal year is January 1 through December 31.
- c. Dues shall be paid by May 1 of each year to maintain membership in the Association.

3. Honorary Members

- a. Honorary Members shall consist of those having rendered extraordinary service to the Association. They shall be elected by the Board and shall have the privileges of a member in good standing.

4. Refund of Dues

- a. Dues are not refundable when a member is suspended or dismissed due to disciplinary action. In cases of voluntary resignation or non-disciplinary termination, dues may be refunded on a pro-rated basis at the discretion of the Board of Directors.

SECTION IV – OFFICERS AND THEIR DUTIES

1. Officers

- a. The officers of the Association are designated Commodore, Vice-Commodore, Secretary, Treasurer, Rear Commodore, and Past Commodore.
- b. The Secretary / Treasurer offices may be combined only by action of the Board of Directors.
- c. The precedence of the officers is in the order shown above.
- d. Term of office for officers is one (1) year.
- e. Officers shall be permitted to serve two or more consecutive terms.

2. Duties

1. Commodore

- a. This officer will direct the day-to-day affairs of the Association in a manner consistent with the policies of the Board of Directors and will enforce Association regulations. The Commodore may make disbursements in the absence of the Treasurer and shall be Chairperson of the Board of Directors. The Commodore is an ex-officio member of all committees.

2. Vice-Commodore

- a. This officer will assist the Commodore and, in the Commodore's absence, act in that officer's stead.

3. Rear Commodore

- a. This officer will serve as an advisor and for special projects as assigned. The Rear Commodore is the immediate past Commodore and is not elected.

4. Past Commodore

- a. The Past Commodore shall serve in an advisory capacity and may be assigned special projects. The Past Commodore is a member of the Board of Directors provided the total number of Directors does not exceed nine (9) members as defined in Section V.

5. Secretary

- a. The Secretary is responsible for ensuring that members receive clear, accurate, and timely information regarding Association activities, events, meetings, and operations.
- b. This officer shall draft and distribute official communications, including newsletters, announcements, reminders, and notices.
- c. The Secretary shall maintain official archives of Association communications and notices.
- d. This officer shall maintain non-financial membership contact and distribution records in coordination with the Treasurer.
- e. The Secretary shall ensure that official dates, schedules, and notices are posted or updated on the Association's website and shall coordinate with appointed roles responsible for social media or promotional outreach.
- f. The Secretary shall report to the Board of Directors.

6. Treasurer

- a. The Treasurer shall collect all moneys due the Association and make disbursements therefrom as approved by the Board of Directors. In addition, the Treasurer will keep an account of all club property and investments.
- b. The Treasurer shall maintain the official financial membership records, including dues status and payment history, and shall coordinate with the Secretary to ensure accuracy of membership information.
- c. The Treasurer will make a financial report for the Association annual meeting.

SECTION V – BOARD OF DIRECTORS

1. The Board of Directors is the governing body of the Association and shall consist of nine (9) members, including the Officers. Five (5) members, including two Officers, shall constitute a quorum.
2. The Board may require committees and Officers to report to it and has control over policy and finances.
3. The Board shall report to the Association at its annual meeting.
4. All property of the Association shall be vested in the Board as trustee for the members.
5. The Board may fill vacancies for unexpired terms only.
6. The Board shall not incur debt in excess of annual income unless authorized by the membership.

SECTION VI – SPECIAL APPOINTMENTS

1. The Officers and Board of Directors shall appoint the following positions from the active membership: Race Chair, Education Chair, Facilities Chair, and Social Chair.
2. Each appointment shall report to the Officers and Board of Directors.
3. Special Appointments are intended to support operational needs and shall not duplicate the duties of elected Officers.
4. Special Appointments may be modified, combined, or discontinued by action of the Board.
5. No member appointed to a Special Appointment shall incur debt without specific authorization.
6. **Race Chair:** Coordinates racing events and race committees and provides results to the membership.
7. **Education Chair:** Provides educational programs, clinics, and safety instruction.
8. **Facilities Chair:** Coordinates issues related to the Site and liaises with external agencies.
9. **Social Chair:** Coordinates social events including the Annual Meeting and awards.
10. The Board may appoint additional temporary positions as needed.

SECTION VII – MEETINGS

1. The annual general meeting shall be held the second Saturday in February unless otherwise designated by the Board.
2. Special meetings may be called by the Board or by written request of one-fourth of the membership.
3. Committee chairs may arrange committee meetings.
4. Proxies may be submitted in writing.

SECTION VIII – NOMINATIONS

1. At least thirty (30) days prior to the annual meeting, the Board shall issue a call for nominations to the membership.
2. The Board shall appoint a nominating committee consisting of two Board members, one regular member, and one Officer.
3. The committee shall solicit candidates and prepare a proposed slate.
4. The slate shall be submitted to the Board no later than two weeks prior to the annual meeting.
5. The Board shall present the slate at the annual meeting and accept nominations from the membership.

6. Nominees must be current members and submit a statement of willingness to serve prior to election.

SECTION IX – ELECTIONS

1. Officers and Board Members shall be elected at the annual meeting by majority vote.
2. Each Officer and Board Member shall serve for a term of one (1) year.

SECTION X – FLEETS

1. Fleets may be one-design or miscellaneous.
2. Miscellaneous fleets shall be scored on a handicap basis.

SECTION XI – COMMITTEES

1. Committees shall be appointed by the Commodore and consist of not less than three members.

SECTION XII – DISMISSAL OF MEMBERS

1. The Board shall oversee member conduct in accordance with the Association's Code of Conduct. Written complaints shall be provided and hearings held as required.
2. No refund of dues shall be issued when dismissal or suspension is based on disciplinary action.
3. Members may appeal dismissal to the membership.

SECTION XIII – AMENDMENTS

1. These By-Laws may be amended by majority vote of the members present at a general meeting, with prior notice.

SECTION XV – PARLIAMENTARY PROCEDURE

1. All meetings shall be governed by Robert's Rules of Order if requested.