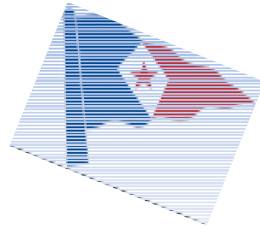


THE COYOTE POINT YACHT CLUB



CONSTITUTION



REVISED JULY 16, 2019

The
Coyote Point Yacht Club
1820 COYOTE POINT DRIVE
SAN MATEO, CA 94401

CONSTITUTION
2019

VOICE: 650.347.6730
SOCIAL/EVENTS/RESERVATIONS: 650.347.2528
FAX: 650.347.6764
Email: info@cpyc.com
<http://www.cpyc.com>

CONSTITUTION COMMITTEE

Gary J. Edwards, Commodore 2016 (Chairman)

Yvette Yong, Commodore 2018

Abby Wakefield

Jan Mendez

Wayne Weathers, Commodore 2007

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1 **ARTICLE I - THE CLUB**

2 **Section 1 Name**

3 The club shall be known as the **COYOTE POINT YACHT CLUB, INCORPORATED**, a
4 California non-profit corporation.ⁱ

5 **Section 2 Purpose**

6 The purpose of the Club shall be to encourage yachting as a sport and recreation; to promote
7 interest in seamanship and navigation; to encourage fellowship; to provide and maintain a
8 clubhouse; to provide a harbor and landing for the use of the Membership when possible; and to
9 promote an active youth sailing program.

10 **Section 3 Burgee**

11 The Burgee of the Club shall be a pointed flag in red, white, and blue with the white vertical
12 diamond containing a red five-pointed star in its center, bounded by blue at the hoist and red at
13 the fly. Any boat duly enrolled in the Club fleet may take part in any of the Club’s regattas and
14 fly the Club Burgee. The original Coyote Point burgee remained in effect until January 1, 2000.ⁱⁱ

15 **ARTICLE II OFFICERS AND BOARD**

16 **Section 1 Flag Officers**

17 The Officers of the Club shall be the Commodore; Staff Commodore; Vice Commodore; Rear
18 Commodore; Secretary; Treasurer; and Port Captain. As Flag Officers they shall display the
19 regulation flag of their office on their vessel.

20 All Flag Officers are encouraged to attend both PICYA Leadership Conferences.

21 **Commodore**

22 The Commodore shall command the Club Fleet and shall preside at all meetings of the Club.

23 The Commodore shall enforce all rules and regulations as the chief executive officer of the Club.
24 He/she shall have the power to make and sign contracts and agreements in the name of and on
25 behalf of the Club, with the approval of the Board of Directors. He/she shall generally do and
26 perform all acts incident to the office of a president of a California corporation and which are
27 authorized or required by law.

28 He/she may call a Special Meeting at any time, and such Special Meetings shall be called for a
29 specific purpose and in conformity with rules hereinafter set forth.

30 He/she may appoint any committee not described. He/she shall be an ex-officio member of
31 every committee. He/she may appoint a substitute for any officer who may be temporarily absent
32 or ill for a period not to exceed thirty (30) days.

33 No person shall be Commodore for two (2) consecutive years.

1 **Vice Commodore**

2 The Vice Commodore shall assist the Commodore in the performance of his/her duties. In the
3 absence of the Commodore he/she shall preside over meetings and shall carry on the duties of the
4 Commodore.

5 The Vice Commodore shall be responsible to the Board of Directors for the internal operation of
6 the Clubhouse. He/she shall recommend the Chair of the House Committee to the Nominating
7 Committee, and together with the House Chair, supervise the duties of the House Committee.
8 He/she shall supervise any employees or contractors who may be hired and the non-financial
9 activities of the Club Manager.

10 The Vice Commodore shall plan and host the annual Club birthday event during the first week in
11 July.

12 The Vice Commodore shall attend both PICYA Leadership Conferences.

13 **Rear Commodore**

14 The Rear Commodore shall assist the Commodore in such duties as the Commodore may deem
15 necessary and of benefit to the Club. In the absence of the Commodore and the Vice Commodore
16 he/she shall preside over meetings and shall carry on the duties of the Commodore. He/she
17 shall recommend the Chair of the Regatta Committee to the Nominating Committee and through
18 the Regatta Chair supervise the duties of that Committee. He/she shall appoint Cruise, Youth
19 Sailing and Beer Can Chairs, and otherwise be responsible to the Board of Directors for races,
20 regattas, and Club-sponsored water events.

21 The Rear Commodore shall plan and host the annual Installation/ Commodores' Ball on the
22 Saturday after the third Tuesday in January.

23 **Secretary**

24 The Secretary shall be responsible for coordinating all Club communications between the Board,
25 Membership and others within the boating community.

26 The Secretary shall recommend the Chair of the Membership Committee to the Nominating
27 Committee and supervise the recruiting activities of that Committee. He/she, as the coordinator
28 of Club communications, shall supervise the Editor, Webmaster and Historian.

29 The Secretary shall maintain a true record of Club procedures in a book provided for that
30 purpose; post the Minutes of each General Meeting on the Club bulletin board and all current
31 methods of member notification at least one (1) week prior to the next General Meeting; attend
32 to the Club's correspondence, proprietary certificates and all master copies of Club-governing
33 documents, and have custody of the Club's Official Seal, Logo and Articles of Incorporation.

34 The Secretary shall be responsible for maintaining, directly or through the Club Manager, if any,
35 a ready supply of Club stationery and related identification materials.

36 The Secretary shall notify each Director of every Board of Directors meeting and each Member
37 of every General Membership meeting as may be required by either the Board of Directors or
38 this Constitution and Bylaws; control and maintain the posting of notices on the Club's bulletin
39 board; properly file and record all documents, records, reports and important communications
40 connected with the Club excepting financial records; and provide necessary materials to be in
41 readiness at the place of any meeting which he/she is unable to attend.

1 The Secretary shall be responsible for the annual solicitation of member information necessary
2 for publication of the CPYC Directory and PICYA Yachting Yearbook in keeping with
3 publication deadlines. The Secretary shall request an annual written update from Members in
4 Retirement and perform such other duties as may be prescribed by the Constitution and Bylaws
5 or may be requested by the Board of Directors.

6 The Secretary shall post the current fees applicable to the Membership and approved by the
7 Board of Directors on the Club bulletin board and all current methods of member notification.

8 **Treasurer**

9 The Treasurer shall prepare and preserve a true and accurate record of all financial transactions
10 of the Club in accordance with sound accounting practices.

11 The Treasurer will maintain control over and be responsible for all checkbooks, bank accounts,
12 safe deposit boxes, insurance policies, and tax returns maintained by the Club. Together with the
13 Vice Commodore and with the approval of the Board of Directors the Treasurer shall hire and
14 supervise office personnel and accounting firms.

15 A financial report shall be posted before and presented during each General Membership
16 meeting. This shall include a profit and loss statement, balance sheet and a quarterly report. A
17 detailed financial report shall be presented at the November Annual Meeting, a copy of which
18 shall be posted on the Club bulletin board and all current methods of member notification
19 ten (10) days prior to the annual meeting. The Treasurer whenever requested by the Board of
20 Directors shall present financial reports of the Club's activities.

21 The Treasurer shall bill each Member monthly showing all debits and credits accruing thereto
22 and collect, receive and properly deposit all money due the Club.

23 The Treasurer shall maintain a list of Members in arrears and insure that proper actions are taken
24 regarding those Members, their Club privileges and monies in arrears as described in detail in the
25 House Rules. The Board of Directors shall be kept informed on a monthly basis of the Members
26 in arrears, amounts involved and proposed action. See House Rules "Financial Policies" and the
27 Constitution, Article III, Section 4: "Dues and Assessments".

28 The Treasurer will pay all bills which have been properly authorized and contracted by the Club.
29 In the event the Treasurer feels a bill has not been properly authorized it will be reviewed by the
30 Board of Directors for final resolution.

31 The Treasurer shall supervise the Club Manager, if any, on all financial matters relating to Club
32 activities. The Treasurer will cooperate with the Audit and Finance and Planning Committees
33 and prepare a financial report for the Board of Directors at the end of each year consistent with
34 the annual examination by the Audit and Finance and Planning Committees.

35 The outgoing Treasurer shall not be relieved of his/her responsibilities until such time as the Board
36 of Directors approves the final reports submitted by the Treasurer and the Audit Committee.

37 **Port Captain**

38 The Port Captain shall be responsible for the proper coordination of all Club yachting events
39 with the Coyote Point Harbor Master. He/she shall report to the Membership all events and
40 developments within the harbor which affect the Members. He/she shall be the Club's official
41 representative to all incoming cruisers, providing assistance and support to guests.

1 The Port Captain shall contact PICYA Yacht Clubs in October to request their first and second
2 choices for scheduling at the Club’s December Calendar Session. He/she shall make every effort
3 to coordinate cruise-outs and cruise-ins. He/she shall maintain a schedule of cruise-ins and
4 related bookings, and advise members and the Board when necessary.

5 The Port Captain shall be responsible for the Club Guest Dock and shall report monies due from
6 the guest dock to the Treasurer and the Club Manager.

7 **Staff Commodore**

8 The Staff Commodore shall be the immediate Past Commodore and shall be available to the
9 Board of Directors in an advisory capacity. He/she shall chair the Finance and Planning
10 Committee and shall be available for periodic updates to the Board of Directors.

11 **Section 2 Line Officers**

12 Line Officers shall be House Chair, Membership Chair, and Regatta Chair.

13 **Line Officer – House Chair**

14 The House Chair is selected by the Nominating Committee with the approval of the Vice
15 Commodore-elect and slated as a voting Board member, responsible to the Vice Commodore.

16 He/she shall select and preside over a minimum committee of three (3); one of which will be the
17 Vice Commodore ex-officio, who will, with the concurrence of the Board of Directors, hire and
18 oversee day-to-day maintenance as well as contractors necessary for any major Club
19 modifications. See the Constitution, Article II, Section 6: “Standing Committees, House”. Also
20 see House Rules: “Club Facilities”.

21 **Line Officer – Membership Chair**

22 The Membership Chair is selected by the Nominating Committee with the approval of the
23 Secretary-elect and slated as a voting Board member responsible to the Secretary. He/she shall
24 select and preside over a minimum committee of four (4), one of which shall be the Secretary ex-
25 officio.

26 The Membership Chair shall provide the Secretary or Club Manager, if any, with all necessary
27 new member information for Club records and the annual Club Directory, provide a Membership
28 Status Report for Board of Director meetings, and Club Bulletin Board. He/she shall welcome
29 new members via the Coyote’s Bay newsletter. The Chair and Committee shall oversee all
30 recruiting events planned to accommodate the Constitution, Article 1, Section 2: “Purpose”.

31 Also see the Constitution, Section 6: “Standing Committees, Membership”.

32 **Line Officer – Regatta Chair**

33 The Regatta Chair is selected by the Nominating Committee with the approval of the Rear
34 Commodore-elect and slated as a voting Board member, responsible to the Rear Commodore.
35 He/she shall select and preside over a minimum committee of three (3); one of which shall be the
36 Rear Commodore ex-officio.

37 The Regatta Chair will supervise all water events sponsored or sanctioned by Coyote Point Yacht
38 Club including power, sail and beer can racing.

1 See the Constitution, Article II, Section 6: “Standing Committees, Regatta”.

2 **Directors At Large**

3 There shall be three (3) Directors at Large selected by the Nominating Committee. They shall
4 serve in various capacities at the discretion of the Board of Directors.

5 **Section 3 Board of Directors**

6 The Board of Directors shall consist of thirteen (13) voting Members: the Flag Officers:
7 Commodore, Staff Commodore, Vice Commodore, Rear Commodore, Secretary, Treasurer, and
8 Port Captain; Line Officers: House, Membership, Regatta, and three (3) other Proprietary or
9 Proprietary Spouse Members in good standing, who are Directors at Large. A Proprietary
10 Member and their spouse shall not be members of the Board of Directors concurrently.

11 The Commodore shall chair the Board of Directors. The Board of Directors shall control the
12 business and property of the Club and shall have the power to make such rules for governing the
13 Club as it deems expedient and generally shall do all things which may be necessary for the
14 proper business management of Club affairs and premises.

15 The Board of Directors shall meet at least six (6) times each year, and at any other time that may
16 be set by the Commodore or any three (3) other Directors. There must be an October Board of
17 Directors meeting held at least 7 days prior to the October General Membership meeting.

18 The Board of Directors shall officially take office on January 1 of the year following the
19 November election. During the interim period the sitting Board and the elected Board shall meet
20 together for at least two meetings consisting of a Joint Planning and Joint Board Meeting.

21 The Board of Directors shall be given written or acknowledged verbal notice of each Board
22 Meeting not less than seventy-two (72) hours prior to the time of the meeting. Seven (7)
23 Directors shall constitute a quorum for Board action. Should a vacancy occur on the Board of
24 Directors, the remaining Directors shall have the power and duty to appoint a successor to serve
25 for the unexpired term.

26 The Board of Directors shall have the duty and power to recommend changes of dues and
27 assessments, but such action must be approved by a two-thirds (2/3) majority of Members
28 present and voting at a Special Meeting called for that purpose.

29 The Board of Directors shall have the power to suspend any Member or remove any guest
30 violating Club rules or guilty of improper conduct; but before reporting action to the Club, the
31 Board of Directors must allow the Member to present himself/herself before the Board of
32 Directors at a hearing called for that purpose. Upon the conclusion of such a hearing, or in the
33 absence of such a hearing if the Member refuses or fails to appear, the Board of Directors shall
34 recommend appropriate action to the Club at any regularly scheduled Club meeting. Expulsion
35 from the Club shall require a majority vote of the Proprietary Memberships present and voting at
36 any regularly scheduled Club meeting.

37 The Board of Directors shall have no power to make the Club liable for any debt beyond the
38 amount of money, which is in the Treasurer’s hands at any given time, and not required for the
39 discharge of prior debts and liabilities. However, with the consent of two-thirds (2/3) of the
40 Proprietary Members present at a Special Meeting called for this purpose, the Board may incur
41 such indebtedness as is necessary to further the Club’s interest.

1 The Board of Directors shall appoint Delegates to represent the Club at various regional and
2 class associations which require Club representation. Between regularly scheduled meetings the
3 members of the Board of Directors shall be available to advise the Commodore on any situation
4 affecting Club business or operations.

5 The Board of Directors shall approve or disapprove applications for Club Membership in
6 accordance with the Constitution, Article III, Section 1: "Application".

7 The Board of Directors may take action either at a properly called Board Meeting or by a
8 properly operated vote by email. Actions taken by the Board of Directors at a properly called
9 Board Meeting shall require a majority vote of Members present at the Board Meeting with a
10 quorum present.

11 To resolve delayed board decisions, to modify motions passed by the board, or in circumstances
12 that require a timely response, the Commodore can request the Secretary to undergo a special
13 email vote by 1) sending an email to the full board explaining the subject of the vote and making
14 a motion for a particular action and 2) obtaining a minimum number of votes equal to a quorum
15 of the Board of Directors.

16

17 The Commodore, Vice Commodore, Treasurer, and Staff Commodore shall be authorized to sign
18 all checks. All checks shall require two (2) of the above signatures. One of these signatures
19 should be that of the Treasurer.

20 **Club Manager**

21 If the Board of Directors authorizes the hiring of a Club Manager, he/she shall be an 'at will'
22 employee. He/she will be selected by a committee composed of the Commodore, Vice
23 Commodore, and Treasurer, and may not be a club member. At the direction of the Vice
24 Commodore, the Club Manager is responsible for the proper oversight and operation of the
25 clubhouse and grounds. The Club Manager will perform duties as deemed appropriate by the
26 Vice Commodore and Treasurer on behalf of the Board of Directors.

27 The Club Manager shall be supervised by the Vice Commodore regarding club maintenance and
28 operations and shall report to the Treasurer matters related to the duties of the Treasurer.

29 **Checks and Balances**

30 The action of the Board of Directors in exercising any of the powers herein provided may be
31 reversed by a vote of two-thirds (2/3) of the Proprietary Memberships present at a Special
32 Meeting called for that purpose.

33 Any Club Member may request permission to read, but not copy, the Minutes of any meeting of
34 the Board of Directors upon reasonable notice to the Commodore. The Minutes Book(s) may not
35 be removed from the Office.

36 **Removal of Officers or Directors**

37 Any Director or Officer who is absent at three (3) or more consecutive Board of Directors
38 meetings may be removed by a vote of two-thirds (2/3) of the Directors at any regularly
39 scheduled Board of Directors meeting. Any Officer or Director of the Club may be removed for

1 cause when voted by an affirmative vote of two-thirds (2/3) of the Proprietary Memberships
2 present and voting at a Special Meeting called for that purpose.

3 **Filling Vacancies of Officers or Directors**

4 In the event of a permanent vacancy on the Board of Directors, the Board shall have the power to
5 fill that vacancy with a majority vote. This is meant as a solution for the current year only and
6 not to intrude on the normal progression. It would be preferred, but not mandatory, that the
7 person filling the vacancy meets the requirements of the Constitution, Article II, Section 3:
8 “Nominations”:

9 **Section 4 Elections**

10 **Nominating Committee**

11 The Nominating Committee shall consist of five (5) members and one alternate selected and
12 appointed by the Board of Directors at the September Board meeting. Each Board Member shall
13 propose one name of a Proprietary or Proprietary Spouse member in good standing, who has
14 been a Member for a minimum of two (2) full years and who has agreed to serve on the
15 Nominating Committee. Each Board Member will vote for 5 persons from the names submitted.
16 The five receiving the most votes will be selected as members, the sixth will become an
17 Alternate. In the event of a tie, there will be two additional votes on the potential nominee(s)
18 that received the same number of votes. If the tie still exists, the Staff Commodore will choose
19 which tied nominee is to serve. If a spousal member of the Nominating Committee member is
20 nominated for an office said committee member will be disqualified and replaced by the
21 Alternate Nominating Committee member.

22 Once appointed to the Nominating Committee, members of the Nominating Committee shall not
23 be eligible to be nominated as an officer or Director in the year they serve on the Nominating
24 Committee. Any changes to the Nominating Committee must be made and approved by the
25 Board of Directors. If a member of the Nominating Committee resigns and there is no alternate
26 to fulfill that position, the Board of Directors must immediately appoint a new member.

27 Once appointed, the Nominating Committee shall meet within seven (7) days and select a
28 Committee Chair. The Nominating Committee shall not be dissolved until the entire Board of
29 Directors has taken office. Should a vacancy occur after the election of the Board by the General
30 Membership, but prior to the Board taking office, the nominating committee recommends a new
31 member to be ratified by the current board of directors and approved by the new board of
32 directors.

33 A list of potential candidates for appointive offices will be compiled by the Nominating Committee
34 and made available to the slated candidates prior to the finalization of the slate in order to
35 determine Line Officers and/or committee appointees.

36 The Nominating Committee Chair shall present a proposed slate of Officers and Directors to the
37 Board of Directors at their October Board Meeting which must take place at least 7 days prior to
38 the October General Membership meeting. The entire Membership will be advised of the
39 proposed Slate within 24 hours following the October Board Meeting using all current forms of
40 communication and the proposed Slate shall be posted on the Club bulletin board within the
41 same 24 hours period. The slate shall be voted on at the November Annual Meeting.

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Nominations

To be eligible to be nominated for the office of Commodore, a candidate must have been a Proprietary or Proprietary Spouse member in good standing for a minimum of four (4) full years at the time of taking office and shall have completed four (4) full years as a Board Member at the time of taking office, one of which must have been in the capacity of a Flag Officer. The same person may be elected Commodore more than once, but no person shall serve as Commodore for two (2) consecutive years.

To be eligible to be nominated for the office of Vice Commodore, a candidate must have been a Proprietary or Proprietary Spouse member in good standing for a minimum of three (3) full years at the time of taking office and shall have completed three (3) full years as a Board Member at the time of taking office, one of which must have been in the capacity of a Flag Officer at the time of taking office.

To be eligible to be nominated for the office of Rear Commodore, a candidate must have been a Proprietary or Proprietary Spouse member in good standing for a minimum of two (2) full years at the time of taking office and shall have completed two (2) full years as a Board Member at the time of taking office.

Candidates for Flag Officers other than Commodore, Vice Commodore and Rear Commodore, must have been a Proprietary or Proprietary Spouse member in good standing for a minimum of two (2) full years at the time of taking office.

Candidates for Flag Officer positions must maintain at least fifty percent (50%) ownership in a boat.

Any issues of eligibility that are identified by any member must be rectified by the Nominating Committee prior to the slate being presented at the October Meeting. Any defects in the procedure of the Nominating Committee may be accepted by the board and, if not accepted, then the Nominating Committee is directed by the board to cure the defect.

The term of office, Change of Watch, for the Board shall begin January 1 of the calendar year immediately following the election; and shall end on December 31 of that same year.

The Nominating Committee **shall** make a reasonable attempt to have individual conversations (e.g., by email, text, telephone, or in-person) with all current officers to ascertain their interest or intent in further service prior to deliberations. The committee **shall** solicit eligible candidates from the current officers and the general membership.

The Nominating Committee must maintain an open mind in assessing potential candidates. Nominating Committee interviews with candidates for the slate shall only include Nominating Committee members. All deliberations and proceedings of the Nominating Committee shall remain strictly confidential and will include all members of the Nominating Committee as well as the Alternate.

It is recommended that each eligible candidate be interviewed for all elected positions. It is mandatory that the Nominating Committee prior to the selection of the Commodore nominee interview the current Commodore, Vice Commodore and Rear Commodore. The normal

1 progression of Rear Commodore, Vice Commodore and Commodore should be observed unless
2 there is significant reason not to do so. Such departures must be discussed in detail with the
3 passed over candidate prior to further slate selections.

4 Once the incoming Commodore nominee has been selected he/she shall become an ex-officio
5 member of the committee. Attention should be given to the selection of the Rear Commodore.
6 Traditionally the Secretary, Treasurer and Port Captain are interviewed for this position.

7 Nominations may be made from the floor at the October meeting. The name of each such other
8 candidate and the office for which he/she is running must be posted on the Club bulletin board
9 three (3) weeks prior to the November Annual Meeting and each such candidate so posted must
10 have obtained signatures of at least seven (7) Proprietary Memberships in good standing in
11 his/her support. Nominations must be for a specific office and acceptance of the candidate must
12 be obtained in writing before nomination or posting and submitted to the Nominating Committee
13 Chair.

14 One week after presentation of the slate, and providing there are no nominations from the floor,
15 the posted candidates may begin selecting committee personnel.

16 No candidate shall be elected to office unless nominated as herein provided.

17 **Voting**

18 Voting shall take place at the November Annual Meeting providing there is a quorum of the
19 Membership present. A quorum for the Annual Meeting is the lesser of twenty-five (25) voting
20 members (Proprietary Memberships) or 25% (rounded up to an integer number) of the
21 Proprietary Memberships. Although there may be two people that are part of a single
22 Membership there is only one (1) vote per Membership, not two (2) and not two half votes. For
23 the purpose of establishing a quorum two people that are part of one membership count as one
24 (1). Only one (1) of the two members can sign a petition in support of any action. With no
25 objections from the floor, the entire proposed slate can be elected by acclamation; otherwise each
26 office shall be elected by a majority vote. If no quorum of members exists no votes may be taken
27 and a special meeting must be set for the purpose of electing a new board within two (2) weeks
28 following the November Annual Meeting. In the case of a tie vote or the lack of a majority,
29 successive ballots shall be cast until a majority is obtained. A secret written ballot shall be had at
30 the request of any Member.

31 An absentee ballot shall be sent out with the billings in November. The ballot must be received
32 in good order by the Secretary one day prior to the meeting to be valid. Absentee ballots will be
33 counted by the Secretary and one other board member and made public after the vote by the
34 members present at the Meeting.

35

36 **Taking Office**

37 The Officers elected at the November Annual Meeting shall take office as of January 1 of the
38 calendar year following the meeting. All materials pertaining to Board positions must be
39 transferred to the incoming Board Member either electronically or in hard copy ten (10) days
40 prior to the combined Board Meeting in December.

1 Both boards must participate in the combined Board and General Meetings in December as
2 defined in the Constitution, Article II, Section 2: “Board of Directors”. The outgoing
3 Commodore thanks his/her Board, introduces the Commodore-elect, passes the gavel and the
4 Commodore-elect introduces his Board.

5
6 The Installation/Commodores’ Ball will be hosted by the Rear Commodore-elect and held on the
7 Saturday following the third Tuesday of January, at which officers of the new Watch will be
8 installed.

9 Section 5 Meetings

10 A quorum for all Club Membership meetings shall be the lesser of twenty-five (25) Proprietary
11 Memberships or 25% (rounded up to an integer number) of the Proprietary Memberships. A
12 Proprietary Membership shall be deemed present if either the Proprietary Membership’s
13 Proprietary Member or Proprietary Spouse Member, which may include Officers and Directors,
14 is physically present. A quorum for Board of Directors meetings is as specified in the
15 Constitution, Article II, Section 2: “Board of Directors”. A quorum must be present for any
16 actions taken at all meetings.

17
18
19 Robert’s Rules of Order shall be followed in the conduct of all meetings.

20 Whenever the approval of the Members is required for any purpose, this shall mean a majority of
21 the Proprietary Memberships present at any special or regular meeting unless otherwise specified
22 herein.

23 A REGULAR MEETINGS - Regular Membership Meetings shall be held at the Coyote
24 Point Yacht Club and will be established as to time and place by the Board of Directors. No
25 less than four (4) meetings per year will be scheduled.

26 B. ANNUAL and/or SPECIAL MEETINGS - Notices of the annual meeting or of special
27 meetings shall be made by the Secretary to each Member, and using all current methods of
28 member notification, not less than five (5) nor more than fifteen (15) days in advance of such
29 meetings. Special Meetings may transact only that business for which the special meeting
30 was called. The annual meeting shall be held on the third Tuesday of November each year,
31 unless moved one-week later at the discretion of the Board with sufficient notice to the
32 membership.

33 A Special Meeting may be called by any Proprietary Member requesting such a meeting by
34 notifying the Commodore of such a request stating the purpose for which the meeting is called
35 and attaching the signatures of twenty-five (25) Proprietary Members in support of such special
36 meeting.

1 **Section 6 Committees**

2 **Standing Committees:**

3 Sub-groups having jurisdiction over a defined area of activity or concern. Standing Committees
4 shall be: Community Liaison, Constitution, Cruise, Editor, Gifts-Memorials-Bequests,
5 Historian, House, Membership, Program, Publicity, Regatta, Ship’s Store, Social Events,
6 Webmaster and Youth Sailing Committees.

7 The Commodore-elect shall announce Standing Committee appointments at the December
8 General Meeting following the passing of the gavel.

9 Standing Committee vacancies may be filled by Directors At Large.

10 **Community Liaison**

11 The Commodore shall chair the Community Liaison Committee, which shall be responsible for
12 maintaining regular communication with fellow tenants in the Coyote Point Marina, Marina
13 management, the San Mateo County Park and Recreation Commission and the local community.

14 The Commodore shall designate representative(s) who may participate in his/her absence or at
15 his/her direction, reporting directly to the Board of Directors as needed.

16 **Constitution**

17 The Committee Chair shall be appointed by the Commodore and shall consist of five (5)
18 members, one more than half of which shall be Past Commodores. The committee shall be
19 convened at any time at the request of the Commodore or the Board of Directors for performing
20 a specific task. The Committee may recommend or propose changes for the Board to consider as
21 well as review the Club’s Constitution for content and procedure as directed by the Commodore
22 or Board of Directors. Board approval is required for any proposed changes or amendments and
23 must follow the procedures described in the Constitution, Article V: “Amendments”.

24 The Committee may, at the Board’s discretion, be responsible for presenting Board-approved
25 amendments to the membership, and explaining the comparison between existing and proposed
26 language being considered at an Annual or Special Meeting called for that purpose. Upon
27 membership approval of any amendments the Committee’s task is complete.

28 **Cruise**

29 The Cruise Chair shall be appointed by the Board of Directors and responsible to the Rear
30 Commodore for the planning and scheduling of all Club cruise-outs for the coming twelve (12)
31 months. The Committee shall select and assist individual Cruise Leaders for each cruise-out,
32 keeping the Port Captain advised of details on outgoing cruises.

33 **Editor**

34 The Coyote’s Bay Editor shall be appointed by the Board of Directors and responsible to the
35 Secretary for the timely publication and distribution of the Club’s monthly newsletter in both
36 printed and electronic form. The Editor shall receive input from club officers and other entities
37 and perform all the traditional functions associated with the task of editing a publication. The
38 Editor sets editorial policies and content guidelines with approval of the Board.

1 **Gifts–Memorials-Bequests**

2 The Committee Chair shall be a Proprietary or Member in Retirement in good standing
3 appointed by the Board of Directors and responsible to the Treasurer, and consist of four (4)
4 members, two of which shall be the Club Manager and Treasurer. The committee shall establish
5 procedures for the receipt, acknowledgment, recording and cataloging of all gifts, memorials,
6 donations and bequests made to Coyote Point Yacht Club.

7 The Board of Directors may accept or reject any offered gift. Cash gifts will be kept in a sub
8 account of the general fund and shall be allocated for specific expenditures. Expenditures from
9 these allocated funds must be approved by the Board of Directors and shall follow the general
10 wishes of the donor(s) when possible, while supporting the needs of the Club. In the case of cash
11 equivalent or real property, the Board of Directors shall decide to either convert the item into
12 cash or use it to benefit the Club in an appropriate manner. Reports shall be issued to the
13 membership quarterly.

14 **Historian**

15 The Historian shall be appointed by the Board of Directors and responsible to the Secretary for
16 receiving, maintaining and preserving significant records and artifacts of Coyote Point Yacht
17 Club history.

18 **House Committee**

19 The House Chair shall work with the Vice Commodore and Club Manager, if any, on a regular
20 basis. The House Committee shall be responsible for the selection, care and maintenance of all
21 contents of the Clubhouse interior, the supervision of exterior dry boat storage, and those
22 grounds leased from the County of San Mateo.

23 The Committee shall review the House Rules regularly and propose changes to the Vice
24 Commodore. Board approved changes to the House Rules shall be posted and distributed to the
25 membership in print and electronic format promptly. See House Rules: “Club Facilities”.

26 The Committee shall be responsible for proper accounting of all funds expended and received in
27 the course of Clubhouse operations.

28 **Membership Committee**

29 The Membership Committee shall be responsible for recruiting and processing new members.
30 The Committee shall plan, schedule and execute sufficient recruiting events vital to ensure the
31 support of Coyote Point Yacht Club activities and operations as defined in the Constitution,
32 Article I, Section 2: “Purpose”.

33 A committee member shall host each new member at the General Meeting of his/her initiation,
34 introduce each to the Board of Directors and the membership, and serve as a continuing liaison
35 with new members during their initial year of membership.

36 The Committee shall inform the Secretary or Club Manager of new member information and
37 initiation date, and provide copies of all Coyote Point Yacht Club governing documents, insignia
38 and identification items for each new member.

1 **Program**

2 The Program Chair shall be appointed by the Board of Directors and responsible to the Vice
3 Commodore for presenting programs of interest at regular Membership meetings and such other
4 meetings that may be held. Subjects of interest may range from boating to community concerns.
5 The membership shall be informed of meeting topics in advance.

6 **Publicity**

7 The Publicity Chair shall be appointed by the Board of Directors and responsible to the
8 Secretary, with direction from the Board. He/she shall maintain a current list of local media
9 contacts and deadlines. Details about CPYC events, classes or programs having community
10 interest, participation or educational value shall be submitted to the media on a timely basis, with
11 file copies and/or clippings of coverage provided for the Historian wherever possible. All forms
12 of media should be used to provide a positive image of Coyote Point Yacht Club and the benefits
13 it offers to the community.

14 **Regatta Committee**

15 The Committee shall supervise all Club races. It shall receive entries for all races, act as judges
16 thereof, appoint substitutes or assistants, if necessary, and have the control and direction of all
17 sail and power boat racing.

18 Disputes shall be subject to Committee decision which shall be based upon official sailing rules
19 and powerboat regulations. It shall have full power to disqualify any yacht which has violated
20 any Club yachting rule or any other custom of the sea. There shall be no appeal from the Regatta
21 Committee except as prescribed by it. No owner or part owner of any contesting yacht shall
22 officiate in any race in which his/her yacht is entered.

23 The Regatta Committee shall keep a record of all races and the winners thereof in a book
24 provided for this purpose and shall award prizes and trophies to regatta contestants as authorized
25 by the Board of Directors. The Committee is responsible for a proper accounting of all funds
26 expended and received in the course of Regatta Committee operations.

27 **Ship's Store**

28 The Ship's Store Manager shall be appointed by the Board of Directors and responsible to the
29 Commodore for operations, inventory and promotion of items carried by the Ship's Store. The
30 Committee shall be responsible to the Treasurer for proper accounting of all funds expended and
31 received.

32 **Social Events**

33 The Committee shall be appointed by the Board of Directors and responsible to the Vice
34 Commodore for the proper planning and coordinating of all Club social events. The Committee
35 shall provide for self-sustaining social entertainment of Members and guests and assist at Club
36 special events as requested. The Committee shall be accountable to the Vice Commodore and
37 Treasurer for a proper accounting of all funds expended and received.

1 **Webmaster**

2 The Webmaster shall be appointed by the Board of Directors and responsible to the Secretary for
3 maintaining the Coyote Point Yacht Club electronic mail service and Club mail aliases as
4 required. He/she shall oversee a committee of volunteers that have upload and password access
5 to the Club’s electronic media stored for public consumption on the Word Wide Web (aka
6 internet). He/she, with Board approval, shall maintain contracts with service providers for DNS,
7 URL, IP addressing, and ICANN registration, and report to the Board of Directors any changes
8 to contracts or charges related to club web services.

9 The Webmaster shall monitor Club web pages and content to insure they emphasize the positive
10 value of the Club to the community.

11 **Youth Sailing**

12 The Chair of the Youth Sailing Committee shall be a Proprietary or Proprietary Spouse Member
13 appointed by the Board of Directors, and responsible to the Rear Commodore for organizing and
14 supervising the activities, syllabus and curricula. The Committee shall provide and maintain a
15 yachting program suitable for teaching sailing skills to youth in the local community, utilizing
16 the club’s fleet of Club-owned dinghies and support boats.

17 With Board approval, the Committee shall be responsible for the maintenance of the equipment,
18 hiring youth sailing instructors, monitoring the instructional activities and all necessary safety
19 precautions. The Committee shall be responsible for the proper accounting of all funds expended
20 and received.

21 **Ad Hoc Committees:**

22 Sub-groups serving a specific purpose that adjourn when the purpose has been met. The ad hoc
23 committees shall be: Audit, Finance and Planning, Nominating and Special Purpose.

24 **Audit**

25 The Committee shall be appointed by the Board of Directors. They shall examine the financial
26 records of the Club in December of each year, and report to the Board of Directors as to the
27 condition thereof. The outgoing Treasurer shall not be relieved of his/her responsibilities until
28 such time as the Board of Directors approves the final reports submitted by the Treasurer and the
29 Audit Committee.

30 **Finance and Planning**

31 The Committee shall be comprised of four (4) Members, one of whom shall be the current
32 Treasurer, and another who shall be the Commodore from the previous year (Staff Commodore),
33 who shall chair the committee. One of the remaining two Members shall be appointed by the
34 Staff Commodore to serve a two-year appointment to provide continuity. The Finance and
35 Planning Committee shall have the following duties:

- 36 1. Prepare and submit to the Board of Directors a five-year plan at the October Board of
37 Directors meeting for such action as the Board of Directors deem advisable;
- 38 2. Make a quarterly report to the Board of Directors as to findings and/or conclusions on the
39 fiscal management of the Club;

1 3. Prepare and submit to the Board of Directors a budget for the coming year at the
2 December Board of Directors meeting.

3
4 Vacancies shall be filled by action of the Board of Directors per the Constitution, Article II,
5 Section 2: “Board of Directors”.

6 **Nominating**

7 The duties of the Nominating Committee may be found under the Constitution, Article II,
8 Section 3: “Elections”.

9 **Special Purpose**

10 Special committees may be appointed by the Commodore whenever deemed advisable and as
11 described in the Constitution, Article II, Section 1: “Commodore”.

12 **ARTICLE III MEMBERSHIP**

13 **Section 1 Application**

14 A completed application form for Membership shall be presented at a regular meeting of the
15 Board of Directors by the Membership Committee, accompanied by the administrative, initiation
16 or transfer fee and any applicable dues or assessments. Thereupon, it shall be posted on the
17 Club bulletin board for a period of at least one month. The application shall then be presented at
18 the next regularly scheduled meeting of the Board of Directors. The Directors present shall vote
19 on the application and should two (2) negative votes be cast, then such application shall be
20 denied and may not be presented again for at least six (6) months. In the event of an affirmative
21 vote on such application, applicant shall be admitted to Membership and agrees to abide by the
22 Constitution and Bylaws of the Club.

23 **Section 2 Rights and Restrictions**

24 Membership categories shall be Life Member, Proprietary Member, Proprietary Spouse Member,
25 Adrift Member, Member in Irons, Member in Retirement , Corinthian Member, Youth Member,
26 and Honorary Member.

27 When a Membership is relinquished, all Proprietary certificates, Membership cards, key cards,
28 Club Burgees and other paraphernalia as applicable shall be returned to the Club Treasurer.

29 **Section 3 Membership Categories**

30 **Life Members**

31 This category of Life Member has been created to show appreciation for the early efforts of
32 certain Members in securing the land, and with their own labor, founding the Club. Had it not
33 been for the untiring enthusiasm of these Members, the Coyote Point Yacht Club would not have
34 been possible.

35
36 Those designated as Life Members will have their names perpetually listed in our membership
37 directory. Other than those originally designated as Life Members, no new Life Members can be

1 named. Life Members shall have all the privileges extended to Proprietary Members but shall be
2 exempt from the payment of annual dues, quarterly surcharges and future assessments. A Life
3 Membership may not be sold, and only transferred to a surviving spouse.

4 **Proprietary Members**

5 The Club's Proprietary Membership was limited to 400 in 1985, and may thereafter increase by
6 not more than 100 new Memberships every two (2) years, at the discretion of the Board of
7 Directors, without limitation. The Board of Directors shall establish the selling price of Club-
8 owned Memberships. Every Proprietary Membership has one vote on Club affairs and has an
9 equal right in Club property. Each Proprietary Member owns one (1) Proprietary Membership
10 and may hold office and has equal privileges. Each Proprietary Member shall be issued a current
11 Membership card. No person who is under the age of twenty-one (21) years shall be eligible for
12 a Proprietary Membership. No person other than the Club shall own more than one Membership.

13
14 The Club may own Proprietary Memberships, but such Memberships while so owned by the
15 Club shall neither be entitled to vote, nor be liable for dues or assessments. Such Proprietary
16 Memberships may be sold by the Club, as hereafter provided, on such terms and conditions as
17 may be determined by a majority vote of the Board of Directors.

18 The dues for Proprietary Membership shall be determined pursuant to the Constitution, Article
19 II, Section 2: "Board of Directors".

20 A Proprietary Membership may be sold or transferred through the following procedures:

- 21 1. The Member shall notify the Membership Chair in writing of his desire to donate to
22 the Club, sell, or transfer his Membership and shall appoint the Membership Chair as
23 his agent. Except in the case of an in-family transfer, the Member shall indicate the
24 lowest price he will accept.
- 25 2. An applicant for Membership shall submit his application via the Membership Chair
26 on the Coyote Point Yacht Club Membership form, properly completed and
27 accompanied by the required deposit. After acceptance of the application for posting
28 at the next Board of Directors meeting, the Membership Chair shall sell to the
29 applicant the Membership of the Member offering his Membership at the lowest
30 price. Sale of a Club owned Membership shall also follow the procedure of this sub
31 paragraph and shall be sold in an order determined by the Board of Directors. In
32 cases of hardship, the Club may purchase a Membership by mutual agreement with
33 the consent of the Board. Nothing in this section shall preclude a Member from
34 disposing of his/her Proprietary Membership to a person acceptable for Membership
35 to Coyote Point Yacht Club in the manner provided by the Constitution and Bylaws.
36 Such a transfer shall be subject only to a transfer fee as set by the Board of Directors
- 37 3. It will be the responsibility of the applicant to reach an agreement for purchase of a
38 Membership from a Member or The Club at a mutually agreeable price.
- 39 4. The agreed price will be paid to Coyote Point Yacht Club and the application for
40 Membership processed in accordance to the Constitution, Article III, Section 1:
41 "Application". No Membership shall be transferred until the transfer fee and any
42 delinquencies of the selling Member have been paid.

- 1 5. The Club shall charge a transfer fee, as determined by the Board of Directors in
2 accordance with the Constitution, Article II, Section 2: “Board of Directors”, on any
3 sale of a Membership by a Proprietary Member, except as described in paragraph 8
4 below. The residual amount after deduction of charges and transfer fee shall be paid
5 to the selling Proprietary Member.
- 6 6. In the event of the death of a Proprietary Member, his/her legal representative shall
7 have the right to dispose of such Membership as described herein.
- 8 7. If a Proprietary Membership is involuntarily terminated as set forth in the
9 Constitution, Article III, Section 4: “Dues and Assessments”, such terminated
10 Proprietary Member shall have no further participation in Club activities, may not fly
11 the Burgee, shall not be entitled to exercise the terminated Proprietary Membership’s
12 vote, must return all keys to the Club and/or any other Club property which may be
13 in such Member’s possession. Such Member further renounces all claims to Club
14 assets.
- 15 8. Notwithstanding any other provision in this Constitution and Bylaws, a Proprietary
16 Membership may be transferred by any Proprietary Member to a spouse or child of
17 that Member, provided that such spouse or child has attained the age of twenty-
18 one (21) years. Such a transfer shall be subject only to a transfer fee as set by the
19 Board of Directors. Such transfer may be accomplished after the death of the
20 Member.
- 21 9. A terminated membership that has not been transferred according to this provision
22 reverts to the club.

24 **Proprietary Spouse Members**

25 A Proprietary Spouse Member shall be limited to the spouse or significant other of a Proprietary
26 Member and shall be named by the Proprietary Member in writing during application for
27 Membership. The Proprietary Member may add, delete, or change the named Proprietary Spouse
28 Member as circumstance dictates by written notice to the Secretary and shall be responsible for
29 all actions and liabilities created by the named Proprietary Spouse Member.

30
31 The Proprietary Spouse Member may use the Club premises, may serve on and chair
32 committees, and may vote within those committees. A Proprietary Spouse Member shall not
33 serve on the following committees concurrently with their spouse: the Nominating Committee,
34 the Audit Committee and the Finance and Planning Committee. Proprietary Spouse Members
35 shall pay no initiation fee or dues. A Proprietary Spouse Member may exercise their spouse’s
36 Proprietary Membership’s vote. No person shall be a Proprietary Spouse Member and a
37 Proprietary Member concurrently. The Proprietary Spouse Member’s data shall not be used to
38 determine eligibility for Members in Retirement status.

39 The Proprietary Spouse Member’s dues, quarterly surcharges, and assessments are included in
40 those paid by the Proprietary Member. The Proprietary Spouse Membership is only transferred
41 with the Proprietary Membership and cannot itself be transferred.

1 **Adrift Members**

2 Adrift Members shall be persons who have been Proprietary Members for a minimum of two (2)
3 years and who remove their place of permanent domicile, business, and their boat, if any, more
4 than seventy five (75) statute miles measured in a straight line from Coyote Point or as accepted
5 by the Board of Directors, and who otherwise comply with the provisions of this paragraph.
6 Upon written notification to the Secretary, such may be placed on the Member Adrift list for a
7 period of five (5) years. During this time he/she may enjoy privileges of the club. He/she shall be
8 required to pay one-half (1/2) the dues. An Adrift Member shall not be entitled to vote or to be
9 a Member of the Board of Directors or hold any office in the Club, but will be subject to
10 assessments.

11 Upon a member's written request, and before such Member shall have been a Member Adrift for
12 a total of five (5) years, he/she may be restored to regular active Proprietary Membership, or
13 extended as a Member Adrift at the discretion of the Board of Directors.

14 The Secretary must be notified of any changes in Adrift location promptly and in writing.

15 **Members in Irons**

16 A Member in Irons shall be a Proprietary Member who has a hardship; personal, financial, or
17 other which may temporarily affect their full participation in the Club, but who wish to retain
18 their membership status. A Member in Irons has no voting privileges and must pay cash when
19 using the Club facilities. He/she shall incur no further charges and begin reduction of
20 indebtedness.

21 Eligibility for this category requires the member to be a Proprietary Member for a minimum of
22 one full year and received authorization from the Board of Directors. The application for
23 Member in Irons must be presented to the Board in writing.

24 The monthly dues for a Member in Irons will be one-half (1/2) the dues. The maximum time a
25 member may be a Member in Irons is one year. A Proprietary Member may become a Member in
26 Irons only once during their membership.

27 **Members in Retirement**

28 The Proprietary Member may apply for Member in Retirement status if the Proprietary Member
29 has achieved the calculated total of 85 points.

30 These points are a sum of age plus full years of Proprietary Membership in the Club. As an
31 example, a Proprietary Member who reaches the age of seventy (70) and has been a Proprietary
32 Member for fifteen (15) continuous years qualifies to apply for Member in Retirement status.

33 The Proprietary Membership is donated to the Club and individual ownership no longer exists.
34 Since there is no ownership a Membership in Retirement may not be sold, transferred, or
35 inherited.

36 The Member in Retirement must inform the Club of his or her contact information annually. If
37 the Member in Retirement does not return the Secretary's annual written update notice the
38 Retirement status will be terminated. From the approval date forward the maximum number of
39 Members in Retirement allowed will be calculated each year on January 1st. The maximum
40 number of Members in Retirement will be twenty percent (20 %) of the Proprietary Members in
41 good standing expressed as a whole number without rounding up. When the number of

1 Members in Retirement drops below the figure set in January of that same year, the first member
2 on the Wait List shall be added to Member in Retirement Status.

3 A Member in Retirement shall be required to pay one-half (1/2) the dues. A Member in
4 Retirement shall not be entitled to vote or to be a Member of the Board of Directors or hold any
5 office in the Club, but will be subject to a quarterly surcharge and assessments.

6 He/she shall be encouraged to serve on committees and may vote within these committees. A
7 Member in Retirement will enjoy all other privileges and share all other responsibilities,
8 including financial responsibilities, required by the Constitution in order to remain a Member.

9 An application for Member in Retirement from an eligible Proprietary Member shall be dated
10 and presented at a regularly scheduled meeting of the Board of Directors and shall be acted upon
11 in the order of date of receipt. If the Board of Director finds that all conditions have been met,
12 the application shall be approved.

13 **Corinthian Members**

14 In order to qualify for a Corinthian Membership, an applicant must be a regular member of the
15 crew of a boat, power or sail, owned in whole or in part by a Proprietary Member of the Club and
16 have never been previously a Proprietary Member of the Club.

17 An applicant for Corinthian Membership shall be proposed by the Proprietary Member and shall
18 be accompanied by a deposit of \$25 and acted on as per the Constitution, Article III, Section 1:
19 “Application”. The Corinthian Member shall not pay monthly dues but rather a fee as described
20 in the annual fee schedule. Corinthian members shall not pay quarterly surcharges.

21 A Corinthian Member shall not be entitled to vote or hold any office in the Club and may not sell
22 or transfer such Membership. A Corinthian Member shall be issued a Corinthian Membership
23 card and shall be entitled to the use of all Club facilities when opened but shall not be entitled to
24 the use or possession of a key card and shall pay in cash for bar and galley services, unless a
25 credit line has been established and guaranteed in writing by the sponsoring Proprietary Member.
26 Should the sponsoring Proprietary Member be delinquent and denied privileges of the Club, the
27 same privileges shall be denied the sponsored Corinthian Member.

28 A Corinthian Membership may be revoked by written notice to such Member if either the
29 Member ceases to act as crew on the boat of the sponsoring Proprietary Member, unless such
30 Corinthian Member shall have transferred to another boat owned in whole or in part by another
31 Proprietary Member, with the consent of the original sponsoring Member; or upon presentation
32 to the Board of Directors by any Proprietary Member of evidence that the Corinthian Member
33 has been acting in a manner prejudicial to the interest of the Club. On receipt of such evidence,
34 the Board of Directors shall afford the Corinthian Member so charged a reasonable opportunity
35 to respond to such charges, but the decision of the Board of Directors shall be final.

36 A Corinthian Membership may not exceed two (2) years from date of adoption unless extended
37 by the Board of Directors on a case by case basis.

38 **Youth Members**

39 Youth Members shall be limited to those who reached their eighth (8th) birthday but who have
40 not reached their twenty-first (21st) birthday. Youth Members shall not be entitled to hold office
41 or vote, but may enter club events, serve on committees, fly the Burgee and enjoy other

1 privileges of the Club. Youth Members will be issued a Membership Card without key access
2 privileges. They shall pay in cash for purchases unless a credit line has been established and
3 guaranteed in writing by the sponsoring Proprietary Member. Youth Members may not consume
4 alcohol while on Club property and/or during club events. Youth Members may also be subject
5 to other such restrictions and regulations as the Board of Directors may approve.
6 Youth Members do not pay dues or quarterly surcharges, but are responsible for a fee as described
7 in the annual fee schedule.

8 **Honorary Members**

9 Honorary Members may be elected for specified periods of time by a two-thirds (2/3) majority
10 present at any regular meeting. Members in military service shall be considered Honorary
11 Members; but when their military service is ended they shall resume the rights and privileges and
12 obligations of their membership as before. Honorary Members may fly the Club Burgee and use
13 the Club premises; but they shall not vote, pay no dues, and shall not be eligible for office in the
14 Club. Other Honorary Members may be elected for specified periods of time by a two-
15 thirds (2/3) majority of those present at any regular meeting.

16 **Section 4 Dues and Assessments**

17 Dues shall be set according to the Constitution, Article II, Section 2: “Board of Directors”.

18 Unless otherwise indicated, all members shall be subject to dues payable in either twelve (12)
19 monthly installments or annually in advance, at the option of each member. Each Proprietary
20 Member shall be mailed a monthly statement at his/her last known address. Members in
21 membership classes other than Proprietary Membership shall be mailed statements as deemed
22 appropriate by the Treasurer.

23 The amount of dues to be collected from each Member shall be adjusted annually in the month of
24 January and shall be based on the Consumer Price Index (CPI) for the previous twelve (12)
25 months in San Mateo County.

26 If the CPI for the previous twelve months is less than one percent (1%), no adjustments shall be
27 made.

28 If the CPI for the previous twelve months is greater than five percent (5%), the annual
29 adjustment for that year shall be limited to five percent (5%), unless a greater amount is
30 approved by vote of the General Membership.

31 If the Club has not received the Member’s payment within sixty (60) days from the billing date,
32 that Member shall be considered in arrears and shall be subject to loss of Club privileges as
33 defined in the House Rules: Financial Policies. A Member more than one hundred twenty (120)
34 days in arrears on any monthly statement shall lose all rights to his Proprietary interest in the
35 Club and be removed from membership records as defined in the House Rules: Financial
36 Policies. The Board of Directors may grant an additional grace period upon a show of good
37 cause.

38 A Proprietary Membership terminated under these provisions shall become the property of the
39 Club.

40 Assessments may be voted as prescribed in the Constitution, Article II, Section 3: “Board of
41 Directors”. Such resolution shall bear a due date and a delinquent date. Billing of the assessment

1 shall be sent to each member at his/her last known address and such bill shall be considered
2 proper and sufficient notice. No grace period shall be granted. If unpaid within the prescribed
3 time, the delinquent Members shall be removed from the Club Membership and such Proprietary
4 Membership shall become the property of the Club.

5

6 Unless otherwise indicated, each member shall be assessed a quarterly surcharge as set by the
7 Board of Directors.

8

ARTICLE IV VISITORS

9 The Board of Directors may grant reciprocal Club privileges to other yacht clubs as may be
10 appropriate.

11 Visitors to the Clubhouse will be admitted as guests of Members or as a member of a Club that
12 has been granted reciprocal privileges, and shall conduct themselves appropriately and be
13 responsible for any expenses that they may incur. All visitors must sign the guestbook.

14 Visiting clubs shall be responsible for the good conduct of their Members. The privilege of
15 visitors or guests may be withdrawn at any time by any Officer or Director of this Club for any
16 unbecoming conduct.

17

18

ARTICLE V AMENDMENTS

19 This Constitution and/or Bylaws may be repealed or amended at the November Annual Meeting
20 or at a Special Meeting called for that purpose. A two-thirds (2/3) majority of the Proprietary
21 Memberships present and voting shall be required to approve any repeal or amendment. Notice
22 of proposed repeal or amendment shall be posted on the Club bulletin boards and all current
23 methods of member-notification at least twenty (20), but not more than forty-five (45) days
24 before the November Annual Meeting or any Special Meeting called for that purpose.

25

26

ARTICLE VI EFFECTIVE DATE

27 This Constitution and Bylaws was first adopted on 24 August 1941 and amendments adopted by
28 the Membership on the following dates:

29

18 November	1958	20 November	1979
17 November	1959	16 November	1982
17 July	1962	20 November	1984
19 November	1963	17 July	1990
16 November	1965	20 October	1992
15 November	1966	15 June	1993

21 February	1967	21 November	1995
19 November	1968	1 July	1997
18 November	1969	21 April	1998
21 November	1972	17 August	1999
20 November	1973	19 November	2002
19 February	1974	20 November	2005
19 November	1974	21 November	2006
17 June	1975	18 November	2008
16 November	1976	20 November	2012
15 February	1977	19 November	2013
20 December	1977	16 July	2019
21 February	1978		

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Palo Alto Yacht Club organized: Fall 1928
Palo Alto Yacht Club officers elected: January 1929
Coyote Point Yacht Club organized: 21 July 1941
Coyote Point Yacht Club Constitution-Bylaws adopted, officers elected:
24 August 1941
Coyote Point Yacht Club Incorporated: 22 July 1944
Coyote Point Yacht Club and Palo Alto Yacht Club merged
17 June 1997

ⁱ *Coyote Point Yacht Club was founded on 24 August 1941. On 17 June 1997 Palo Alto Yacht Club merged with Coyote Point Yacht Club with the surviving Club's name as Coyote Point Yacht Club. Therefore, our origin is dated as the founding date of the Palo Alto Yacht Club, which is January 1929. Coyote Point Yacht Club's anniversary is traditionally celebrated on July 4th.*

ⁱⁱ *The original Coyote Point Yacht Club burgee was described in the Constitution and Bylaws first adopted 24 August 1941 as "a regulation triangular flag with the upper horizontal half in red and the lower horizontal half in blue, the letter C in the upper left half and the P in the lower left half, the letters are white capitals."*