

WASHINGTON YACHT CLUB BY-LAWS

Revised: 16 March 2010

I. Introductory Definitions

A. Fleets and Classes of Boats

1. Sailboard Fleet

Several classes of sailboards designed for single-handed sailing. The rig is connected to the board by means of a universal joint and supported by the sailor and wind.

2. Single-handed Fleet

Boats designed to be sailed by one person

a) Laser Class

A 4.2 m, cat-rigged (having a single sail), daggerboard racing sailboat.

b) Laser Radial Class

The same as Laser Class, but a reduced size sail is used by lighter sailors in breeze.

c) Finn Class

A cat-rigged, centerboard racing sailboat (see Section I.B.4.b .)

d) Bravo Class

Bravo Class, A 12 ft, cat-rigged catamaran with basic rigging.

3. Double-handed Fleet

Boats designed for 2 people.

a) Flying Junior (FJ) Class

A 4.0 m, sloop-rigged (having two basic sails), centerboard sailboat.

b) Laser 2 Class

A 4.4 m, sloop-rigged, daggerboard sailboat.

c) 470 Class

A 4.7 m, sloop-rigged, centerboard racing sailboat (See Section I.B).

d) 505 Class

A 5.05 m, sloop-rigged, centerboard high performance sailboat (See Section I.B.4.d).

- e) **International 14 Class**
A 4.3 m, sloop-rigged, daggerboard racing sailboat.

4. **Daysailor Fleet**

- a) **Flying Scott Class**
A 5.8 m, sloop-rigged, centerboard sailboat.
- b) **Pearson Ensign Class**
A 6.86 m, sloop-rigged, fixed-keel sailboat with a cutty cabin (see Section I.B.)
- c) **Lightning Class**
A 5.8 m, sloop-rigged, centerboard racing and cruising sailboat
- d) **Cal20 Class**
A 6.09 m, sloop-rigged, fixed-keel sailboat with small cabin

5. **Catamaran Fleet:**

Boats with more than one hull.

- a) **Hobie 16 Class**
A 5.0 m, sloop-rigged, beach catamaran for 2 people
- b) **Hobie sx18 Class**
A 5.5 m, sloop-rigged, gennaker-rigged, high performance catamaran
- c) **Hobie 18 Class**
A 5.5 m, sloop-rigged, gennaker-rigged, high performance catamaran
- d) **Hobie 20 Class**
A 6.1 m, sloop-rigged, high performance catamaran
- e) **Hobie 21 Class**
A 6.4 m, sloop-rigged, beach catamaran

6. **Keelboat fleet**

- a) **Ranger 26 Class**
A 7.9 m, fixed-keel sloop-rigged, cruising sailboat.
- b) **Catalina 27 Class**
A 8.2 m, fixed-keel sloop-rigged, cruising sailboat.

7. **Service (Rescue) Powerboat Fleet**

Comprises powerboats maintained for the purpose of rescue, instruction, and race committee operations. See Section III.F.1, which concerns the use of these boats.

a) **Boston Whaler 13**

A 4.0 m, high powered, highly maneuverable powerboat.

b) **Boston Whaler 16**

A 5.0 m, high-powered, extremely seaworthy powerboat.

B. Basic Ratings

1. **Crew Rating**

A member is a Crew in each class of boat until they pass the appropriate written and sailing tests to obtain a Novice, Intermediate, or Skipper rating. Crew members must obtain permission to sail in those classes of boat which they do not have applicable ratings, except when sailing as a guest in a boat with a member who has a higher rating. (See, especially Sections III.B.4 and III.B.5 and II.A.)

2. **Bravo Rating**

A member has a Bravo Rating when he or she has fulfilled the requirements of II.B.3.

a) **Bravo Rating**

A Bravo Rating allows a member to sail, without obtaining permission, the Bravo class of boat subject to the restrictions of these By-Laws, (see, especially, Section II.B.).

3. **Novice Rating**

A member is a Novice when he has passed the Novice Written Examination and the Novice Practical Test.

a) **Single-handed Novice**

A Single-handed Novice rating allows a member to sail, without obtaining permission, the Laser class of boat and Bravo class of boat subject to the restrictions of these By-Laws (see, especially, Sections III.A.4 and II.B.)

b) **Double-handed Novice**

A Double-handed Novice rating allows a member to sail, without obtaining permission, the FJ class, Laser 2, and Flying Scott class boats subject to the restrictions of these By-Laws (see, especially, Sections III.A.4 and II.B.)

c) Sailboard Novice

A Sailboard Novice allows a member to sail, without obtaining permission, the Sailboard Fleet of boats subject to the restrictions of these By-laws (see, especially, Sections III.A.4 and II.B.)

d) Catamaran Novice

A Catamaran Novice rating allows a member to sail, without obtaining permission, the Hobie 16 class boats subject to the restrictions of these By-Laws (see, especially, Sections III.A.4 and II.B.)

4. Intermediate Rating

A member is an Intermediate when he has passed the Novice Written Examination and the Intermediate Practical Test.

a) Single-handed Intermediate

A Single-handed Intermediate rating allows a member to sail, without obtaining permission, the Laser fleet of boats and Bravo class of boats subject to the restrictions of these By-Laws (see, especially, Sections III.A.4 and II.D.)

b) Double-handed Intermediate

A Double-handed Intermediate rating allows a member to sail, without obtaining permission, the Double-handed Fleet of boats and the 470 class, Pearson Ensign class, Cal20 class and Lightning class boats subject to the restrictions of these By-Laws (see, especially, Sections III.A.4 and II.D.)

c) Sailboard Intermediate

A Sailboard Intermediate allows a member to sail, without obtaining permission, the Sailboard fleet of boats, subject to the restrictions of these By-Laws (see, especially, Sections III.A.4 and II.D.)

d) Catamaran Intermediate

A Catamaran Intermediate rating allows a member to sail, without obtaining permission, the catamaran fleet of boats subject to the restrictions of these By-Laws (see, especially, Sections III.A.4 and II.D.).

e) Finn Specialty

The Finn may be sailed by any member who has a Single-handed Intermediate rating and who can demonstrate to a Chief the rigging procedure in the boat. Such demonstration shall be recorded in the Rating book and on the member's card.

f) **Hobie sx18, Hobie 20, Hobie 21 and Hobie 18 Specialty**

The Hobie sx18, Hobie 20, Hobie 21 and Hobie 18 may be sailed by any member who has a Catamaran Intermediate rating and who can demonstrate to a Catamaran Chief the specialty procedures in each boat. The ratings shall be recorded in the Skippers Book and on the member's card. A practical demonstration in Intermediate conditions is necessary to use the gennaker.

5. Skipper Rating

A member is a Skipper when he has passed the Novice and Skipper Written Examinations, and the Skipper Practical Test.

a) **Single-handed Skipper**

A Single-handed Skipper rating allows a member to sail, without obtaining permission, the Single-handed fleet of boats subject to the restrictions of these By-Laws (see, especially, Sections III.A.4 and II.F.)

b) **Double-handed Skipper**

A Double-handed Skipper rating allows a member to sail, without obtaining permission, the Double-handed and Daysailor fleet of boats subject to the restrictions of these By-Laws (see, especially, Sections III.A.4 and II.F.)

c) **505 Specialty**

The 505 may be sailed by any member who has a Double-handed skipper rating and who can demonstrate to a Chief the rigging procedure in each boat. Such demonstration shall be recorded in the Skippers Book and on the member's card.

d) **Sailboard Skipper**

A Sailboard Skipper rating allows a member to sail, without obtaining permission, the Sailboard fleet of boats, subject to the restrictions of these By-Laws (see, especially, Sections III.A.4 and II.F.) Note that Sailboard Novices and Intermediates do not have to take the Novice Centerboard/Daggerboard Written Examination, but that this is a prerequisite for taking the Centerboard/Daggerboard Skipper Written Examination.

e) **Catamaran Skipper**

A Catamaran Skipper rating allows a member to sail, without obtaining permission, the catamaran fleet of boats subject to the restrictions of these By-Laws (see, especially, Sections III.A.4 and II.F.)

f) **Hobie sx18, Hobie 20, Hobie 21 and Hobie 18 Specialty**

The Hobie sx18, Hobie 20, Hobie 21 and Hobie 18 may be sailed by any member who has a Catamaran Skipper rating and who can demonstrate to a Catamaran Chief the specialty procedures in each boat. The ratings shall be recorded in the Skippers Book and on the member's card. A practical demonstration in Intermediate winds is necessary to use the gennaker.

g) **International 14 Specialty**

The International 14 may be sailed by any member who has a Double-Handed Skipper rating and who can demonstrate to a chief the rigging procedure in the boat. Such demonstrations shall be recorded in the Skipper's Book and on the member's card.

6. Whaler Rating

a) **Qualifications**

In order to obtain a whaler rating one must fulfill the requirements of II.P.2 and II.P.3.

II. Rating

A. Crew

1. Qualifications

Anyone who is a paid member in good standing will be given a rating of Crew.

2. Privileges

A member with the rating of Crew may sail in any Club boat having a member with a higher rating in that boat on board. Any member wishing to sail during organized Club activities must have permission of the officer in charge of that activity.

B. Bravo

1. Wind Limitations

A Novice is entitled to sail in wind not over 7 knots in Union Bay within sight of the WAC (see Section I.B.2).

2. Expiration

Bravo Ratings are valid for only one year. The Bravo Rating may be renewed by taking the Bravo Practical Test.

3. Requirements

To obtain a Bravo Rating one must:

- a) **Ratings Prerequisite**
Have a rating of Crew.
- b) **By-Laws**
Read the By-Laws.
- c) **Written Examination**
Pass the Centerboard/Daggerboard Written Examination or the Bravo Written Examination.
- d) **Check Out Procedures**
Know the check-out procedures.
- e) **Practical Skills**
Rig and derig the boat, and demonstrate basic sailing ability, docking, and perform a wet capsize in at least 3 knots of wind.
- g) **Safety and Protection**
Display consideration for the safety of lives and for the protection of club equipment.

C. Novice

1. Wind Limitations

A Novice is entitled to sail in wind not over 7 knots in Union Bay within sight of the WAC (see Section I.B.2).

2. Expiration

Novice Ratings are valid for only six months. It is recommended that members obtain an Intermediate or higher rating within this time, as the purpose of the Novice Rating is to allow the member to practice whenever he wishes, so that he may learn to sail well. The Novice Rating may be renewed by taking the Novice Practical Test.

3. Requirements

To obtain a Novice Rating one must:

- a) **Ratings Prerequisite**
Have a rating of Crew.
- b) **By-Laws**
Read the By-Laws.

- c) **Written Examination**
Pass the Novice Written Examination (Centerboard/Daggerboard or Sailboard.)
- d) **Knots**
Be able to tie the following knots: Bowline, Cleating, and Figure Eight.
- e) **Check Out Procedures**
Know the check-out procedures.
- f) **Practical Skills**
Rig and derig the boat, and demonstrate basic sailing ability, docking, and perform a wet capsize in at least 3 knots of wind.
- g) **Safety and Protection**
Display consideration for the safety of lives and for the protection of club equipment.
- h) **Double Handed Novice**
The Double-handed Novice Practical Test must be taken in a Laser 2 or Flying Junior.

D. Intermediate

1. Wind Limitations

An Intermediate is entitled to sail in winds not over 15 knots in Union Bay within sight of the WAC (see Section I.B.3).

2. Requirements

To obtain an Intermediate Rating, one must:

- a) **Ratings Prerequisite**
Have a rating of Crew.
- b) **By-Laws**
Read the By-Laws.
- c) **Written Exam**
Pass the Novice Written Examination (Centerboard/Daggerboard or Sailboard.)
- d) **Knots**
Be able to tie the following knots: Bowline, Cleating, Figure Eight, and Rolling Hitch.

- e) **Check Out Procedures**
Know the check-out procedures.
- f) **Practical Skills**
Rig and derig the boat, and demonstrate proficiency in performing all maneuvers as directed by the examiner in a least 7 knots of wind.
- g) **Docking**
Demonstrate highly proficient docking ability.
- h) **Capsize**
Demonstrate a side capsize and successful recover of the boat. The capsize will be done with both the skipper and crew (in the case of the Double-handed rating test) in the water (otherwise known as a wet capsize).
- i) **Man Overboard**
Demonstrate a man overboard procedure with proficiency (except for an Intermediate Sailboard Rating).
- j) **Safety and Consideration**
Display consideration for the safety of lives and for the protection of club equipment.
- k) **Single Hand Intermediate**
The Single-handed Intermediate Practical Test may be taken in any of the Single-handed fleet of boats.
- l) **Double Hand Intermediate**
The Double-handed Intermediate Practical Test may be taken in any of the Double-handed fleet of boats.

E. Day Sailing

1. **See Section II.F and II.N.**

F. Skipper

1. **Wind Limitations**

A Skipper is entitled to sail in all winds, subject to the restrictions of these By-Laws, with the following restrictions (see Section I.B.4)

- a) **Dinghy Skippers**
Single-handed, double-handed and catamaran Skippers may sail in all interconnecting waters east of the Aurora Bridge.

b) Sailboard Skippers

Sailboard Skippers may sail in Union Bay and in Lake Washington north of the Evergreen Point Floating Bridge and south of Sand Point.

2. Requirements

To obtain a Skipper rating, one must:

a) Ratings Prerequisite

Have a rating of Crew.

b) By-Laws

Read the By-Laws.

c) Written Exams

Pass the Novice and Skipper Centerboard/Daggerboard Written Examinations.

d) Knots

Be able to tie the following knots: Bowline, Cleating, Figure Eight, and Rolling Hitch.

e) Check Out Procedures

Know the check-out procedures.

f) Rigging

Demonstrate rigging and derigging of the boat. (This requirement is fulfilled if the member has the appropriate Intermediate rating).

g) Practical Skills

Demonstrate a high level of proficiency in tacking, jibing, sailing on all points of sail, and performing all maneuvers directed by the examiner in at least 15 knots of winds.

h) Knowledge

Demonstrate by oral examination a good local knowledge of Lake Washington, and proper judgment in handling of emergency situations and heavy weather. Demonstrate knowledge of Rules of the Road, and ability to act quickly and give commands.

i) Docking

Demonstrate safe docking procedure in heavy weather, and proper securing of the boat.

j) Capsize Recovery

Demonstrate a bottom-up capsize of the boat, with successful recovery.

- k) **Man Overboard**
Demonstrate a man overboard procedure (except for Sailboard Skipper Rating.)
- l) **Safety and Protection**
Demonstrate consideration for the safety of lives and the protection of club equipment.
- m) **Single Hand Skipper**
The Single-handed Skipper Practical Test may be taken in any of the Single-handed fleet of boats.
- n) **Double Hand Skipper**
The Double-handed Skipper Practical Test may be taken in any of the Double-handed fleet of boats.
- o) **Catamaran Skipper**
The catamaran Skipper practical test may be taken in any of the catamaran fleet of boats.

G. Lake Sailor

1. Privileges

A Lake Sailor is entitled to sail the boats in the Pearson Ensign and Flying Scott fleets in wind not over 15 knots in Union Bay and in Lake Washington north of the Evergreen Point Floating Bridge and south of Sand Point. The wind speed be determined in the place where the boat is being sailed, not at the WAC.

2. Requirements

To obtain a Lake Sailing rating, one must:

- a) **Ratings Prerequisite**
Have an Intermediate Double-handed rating.
- b) **Procedures**
Demonstrate proper check-out, rigging and derigging, and any other special problems applicable to the class.
- c) **Sailing Skill**
Demonstrate proficiency in sailing, according to the requirements determined by the designated chiefs for the class, and approved by the Executive Council.

d) **Seamanship Skill**

Demonstrate proficient docking and man overboard maneuvers.

H. Keelboat Novice

1. Privileges

A Keelboat Novice is entitled to sail a Keelboat in all winds in Lake Washington and all interconnecting waters east of the Aurora Bridge, during the hours covered by s reservation, subject to the restrictions of these By-Laws. Passage under the I-90 Floating Bridge between the West shore of Mercer Island and the East shore of Seattle is prohibited.

2. Requirements

To obtain a Novice Rating in Keelboats, one must:

a) **Ratings Prerequisite**

Have a rating of Crew.

b) **By-Laws**

Read the By-Laws.

c) **Written Exams**

Pass the Novice and Skipper Centerboard/Daggerboard Written Examinations.

d) **Knots**

Be able to tie the following knots: Bowline, Cleating, Figure Eight, Sheet Bend, Rolling Hitch and Reef Knot.

e) **Check Out Procedures**

Know the reservation and check-out procedures appropriate to Keelboats.

f) **Rigging Demonstration**

Attend a demonstration of rigging and equipment of the Keelboats given by a designated Chief.

g) **Sailing Exam**

Take a Keelboat sailing test to demonstrate sailing proficiency equivalent to an Intermediate (Single-handed or Double-handed) Rating and ability to recover a man overboard.

h) **Safety and Consideration**

Display consideration for both the safety of lives while sailing and protection of club equipment.

I. Keelboat Skipper

1. Privileges

A Keelboat skipper is entitled to sail a Keelboat in all winds in all waters for which the club carries insurance during the hours covered by a reservation, subject to the restrictions of these By-Laws. Passage under the I-90 Floating Bridge between the West shore of Mercer Island and the East shore of Seattle is prohibited.

2. Requirements

To obtain a Skipper Rating in Keelboats, one must:

a) Ratings Prerequisite

Have a rating of Crew.

b) By-Laws

Read the By-Laws.

c) Dinghy Written Exams

Pass the Novice and Skipper Centerboard/Daggerboard Written Examinations.

d) Keelboat Written Exam

Pass the Keelboat Skipper written test as administered by designated Chiefs only.

e) Knots

Be able to tie the following knots: Bowline, Cleating, Figure Eight, Sheet Bend, Rolling Hitch and Reef Knot.

f) Procedures

Know the reservation and check-out procedures appropriate to Keelboats.

g) Keelboat Proficiency

Demonstrate proficiency in the many aspects of Keelboat sailing in tidal water including; basic navigation, anchoring, reefing, and changing sails, Inland and International Rules of the Road as part of a practical exam which may be given only by Designated Chiefs.

h) Equipment Proficiency

Demonstrate the use of such secondary equipment as head, engine, stove, seacocks, and compass.

i) **Man Overboard**

Demonstrate man overboard recovery.

j) **Safety and Consideration**

Display consideration for both the safety of lives while sailing and protection of club equipment.

J. Chief

1. Requirements

To become a chief, one must have a Single-handed and Double-handed Skipper rating, be nominated to the position by the Executive Council, and approved by the members voting at a General Meeting after a probationary two quarters.

2. Membership

A Chief must be a regular member for each quarter he intends to perform the duties and have the privileges of the Chief rating.

3. Duties

The duties and the responsibilities of a Chief, to be exercised with discretion and courtesy, are to:

a) **Rules Enforcement**

Enforce the Constitution and By-Laws.

b) **Club Authority**

Exercise absolute authority in all matters regarding the safety of all club operations, subject to later review by the Executive Council. A Chief is not authorized to criticize Skippers when they are engaged in recreational sailing except in the case of danger to life, limb, or equipment.

c) **Administer Tests**

Administer rating tests and assist with the training of beginning sailors.

d) **Executive Council Meetings**

Attend and vote at Executive Council meetings.

4. Officers

The Commodore, Vice Commodore, and Rear Commodore shall automatically become Chiefs upon election if they possess the Single-handed and Double-handed Skipper ratings. They shall be expected to fulfill this requirement as soon as possible and will not have the rights and duties of a Chief until they do so.

K. Associate Chief

1. Requirements

Associate and Honorary Members may become Associate Chiefs either:

a) Membership Change

Having previously acquired the rating of Chief but currently being Associate or Honorary Members, or

b) Meeting Requirements

By fulfilling the requirements of Section II.I.

2. Duties

Associate Chiefs have the same duties and privileges of a Chief, except as stated in the Constitution, Article IV, Section 2 and 4.

L. Designated Chief

1. Requirements

To become a Designated Chief for a boat class, one must:

a) Chief Requirement

Be a chief or associate chief

b) Designated Boat Rating

Have a Skipper Rating in that boat class except for Whaler ratings.

c) Election

Be designated by a majority vote of the Executive Council.

2. Designated Chief Types

Designated Chiefs exist for sailboard, catamaran, keelboat and whaler.

3. Giving Ratings

Only Designated Chiefs in a class shall give skipper ratings in that boat class.

4. Keelboat Designated Chiefs

Keelboat Designated Chiefs shall give Keelboat Skipper Written and Practical Tests. Any Chief who is a keelboat Skipper may give Keelboat Novice Ratings.

M. Instructor

1. Requirements

To become an Instructor, one must be a member, have at least one dinghy Skipper rating with an Intermediate rating in the other dinghy class, and successfully complete an Instructor training program under the direction of the Vice Commodore. Members with the above qualifications but only possessing Single-handed and Double-handed Intermediate ratings may teach in pairs at the Vice Commodore's discretion with the stipulation that they have passed the Skippers Written test and intend to pass the Skippers Practical test as soon as possible. Only Instructors shall be qualified to teach beginning and Intermediate sailing classes.

a) Sailboard and Catamaran Instructors

Sailboard and Catamaran Instructors must have, in addition to the requirements in M.1., an intermediate rating in the class of boat in which they wish to teach.

2. Duties

The duties and responsibilities on an Instructor, to be executed with discretion and courtesy, are to:

a) Instruction

Instruct members in beginning and/or Intermediate sailing.

b) Practical Exams

Administer Novice and Intermediate practical examinations.

c) Assistant Instructor Supervision

Supervise the performance of instructional duties by Assistant Instructors.

d) Rescue Barge

Use the Rescue Barge for the purpose of instruction and racing examination.

e) Written Exams

Administer Novice and Skipper Centerboard/Daggerboard Written examinations.

N. Assistant Instructors

1. Requirements

To become an Assistant Instructor, one must be a member, have both a Single-handed and a Double-handed Intermediate rating, be under the supervision of an Instructor who is responsible for training the Assistant, and be approved by the Vice Commodore.

2. Duties

Persons with an Assistant Instructor rating are qualified to assist an Instructor in all duties connected with the teaching of their class. They may not perform any of these duties unless the supervising Instructor is physically present.

O. Status of Old Ratings

1. Validity

All old ratings will continue to be valid until they either expire or the member obtains a higher rating under the current system. There is no provision for the conversion of old ratings except for the member to pass the appropriate practical or written tests, with the exceptions specified in paragraphs 2 and 3 below.

2. Old Laser Skipper Rating

Members holding an old Laser Skipper rating automatically become Single-handed by demonstrating ability to rig and derig a Laser.

3. Old C-Lark Skipper Rating

Members holding an old C-Lark Skipper rating automatically become Double-handed Skippers.

4. Old Daysailing and Specialty Ratings

Daysailing or specialty boat daysailor automatically becomes Lake Sailor.

P. Whaler

1. Privileges

Members with a whaler rating may operate WYC whalers for authorized purposes as stated in Section III.F.1.

2. Requirements

a) Rating Prerequisite

Have an intermediate level rating.

- b) **By-Laws**
Read the By-Laws.
- c) **Checkout Procedures**
Know the check-out procedures for the whalers.
- d) **Practical Skills**
Demonstrate basic knowledge of docking, whaler systems and maneuvering. Basic maneuvering skills must be demonstrated in addition to maneuvering specific to sailing instruction, as defined by the Vice Commodore.
- e) **Safety and Protection**
Display consideration for the safety of lives and for the protection of club equipment.
- f) **Radio Skills**
Demonstrate basic operation of a marine VHF radio.

3. **State Law Compliance**

To operate a whaler one must meet the requirements to operate a motor driven boat within the state of Washington. These requirements must be met before attempting a whaler practical test.

III. **Use of Boats, Facilities, and Equipment**

A. *Hours of availability and permissible sailing areas.*

1. **Sailing Areas**

Boats may be sailed by members in the waters specified below, however.

- a) **Additional Waters**
With the approval of the membership at a General Meeting, club boats may be sailed on other waters during organized club activities.
- b) **Regattas**
The Executive Council may approve the use of club boats to be sailed in US Sailing sanctioned sailing regattas within an area covered by the Club's insurance policy, or in series racing on Puget Sound conducted by a local Yacht Club.

2. **Sailing Hours**

Boats, except designated keelboat fleet, the Pearson Ensign and Cal20, may be sailed during daylight hours and must be in sight of the WAC by sunset.

a) Pearson Ensign Hours

A member with a DH rating sufficient to sail the Pearson Ensign during daylight may additionally sail the Pearson Ensign after sunset if:

1. That member also holds a keelboat rating; and
2. The navigation lights on the Ensign are in working order. Wind and Geographical restrictions while sailing the Pearson Ensign are still dictated by the member's Double Handed rating.

b) Cal 20 Hours

A member with a DH rating sufficient to sail the Cal 20 during daylight may additionally sail the Cal 20 after sunset if:

1. That member also holds a keelboat rating; and
2. The navigation lights on the Cal 20 are in working order. Wind and Geographical restrictions while sailing the Cal 20 are still dictated by the member's Double Handed rating.

3. Docking Hours

All boats, except Keelboats, the Pearson Ensign and the Cal 20, must be docked by dark. The only exception shall be when effort to comply is thwarted by insufficient wind.

a) Pearson Ensign

The Pearson Ensign cannot be checked out for more than a 24 hour period, reserved or sailed outside of interconnecting waters east of the Aurora Bridge unless allowed by an authorized club event.

b) Cal 20

The Cal 20 cannot be checked out for more than a 24 hour period, reserved or sailed outside of interconnecting waters east of the Aurora Bridge unless allowed by an authorized club event.

4. Hazardous Weather

Hazardous weather conditions shall be deemed to exist if any of the following qualifications are met: Steady winds of 25 knots or over (large branches of grown trees in motion); or, puffy, shifty winds of 20 knots or over (rapidly changing wind direction and intensity as seen in trees and in the rapidly shifting pattern of dark streaks across the water); or, the display of the Hazardous sign as posted by a Chief or the Vice Commodore at their discretion. This may include occasions when wind velocities or other conditions are not yet hazardous but are so predicted. In hazardous weather conditions, whether the sign has been posted or not, the following procedures will be adhered to:

a) **Bridge Hazard**

No boat shall be sailed to weather of the Evergreen Point Bridge.

b) **PFD Use**

Adequate flotation must be worn by all persons in Yacht Club boats.

c) **Water Limitations**

No boat shall be sailed east of Webster Point or west of the WAC unless the Rescue Barge is being operated, the majority of the Chiefs present will decide where the various boats may be sailed.

d) **Clothing**

November 1 to May 1: if the Rescue Barge is not being operated in the near vicinity, all sailors must wear wet suits or their close equivalent.

e) **Ratings Restrictions**

No Novice Sailing.

5. Keelboats

The above parts of Section III do not apply to the use of keelboats. The specific regulation concerning the use of these boats and their required equipment are determined by the Executive Council except where covered by other sections of these By-Laws.

6. Events in Union Bay

Skipper sailing only is permitted on University of Washington home football game days and on Opening Day (generally the first Saturday in May). These restrictions do not apply to the keelboats.

7. Sailboard Clothing

Sailors using the Sailboards are required to wear wet suits from Sept. 15 through June 15.

8. Sailboard Use

Only WYC members may check-out and sail Club sailboards.

B. Use of Facilities

1. Members and Guests

All sailors must be members or guests of members, or University students enrolled in sailing class approved by Executive Council and Supervised a Club Chief, Rating Examiner or Instructor and all guests must sign the Affidavit and Release for Guests on the check-out form before sailing.

2. Monetary Gain

WYC facilities and equipment shall not be used for any type of personal monetary gain.

3. Responsibilities

It is the responsibility of the member checking out a boat to ensure that:

a) Rigging

The boat is correctly rigged.

b) Derigging

The boat is correctly derigged.

c) Storage

The boat is stored in its assigned place and properly tied or lashed down.

d) Sails

The sails are correctly folded and stored.

e) Other Equipment

All other equipment on board is stored in its proper place.

4. Restrictions

No boat shall be sailed:

a) Checkout Sheet Requirement

Without filling out the appropriate Check-Out Sheet as designated by the Executive Council and without the surrender of the membership card or the signing of the Affidavit and Release for Guests by every person on board.

b) Ratings Requirement

Without a Novice, Intermediate, or Skipper aboard, except with the express permission of a Chief, Rating Examiner, or an Instructor.

c) Equipment Requirement

Without the proper equipment for the particular class of boat aboard.

5. Permission by Chiefs and Rating Examiners

A chief or Rating Examiner may, at their discretion, give permission for a crew-rated member (or a Novice or Intermediate, when high wind conditions exist) to practice sailing for the purpose of becoming a Novice, Intermediate, or Skipper, providing the following is:

a) **Permission**

Permission must be granted each time the member wants to sail.

b) **Check-Out Sheet**

The Check-Out Sheets must be signed by the Chief or Rating Examiner giving permission.

c) **Time Restriction**

A Chief or Rating Examiner may apply any time restriction he wishes.

d) **Water Limitations**

Crew, Novice, and Intermediate rated members may sail only in Union Bay within sight of the WAC. Specific permission to sail in waters outside Union Bay may be given to Intermediate, Novice, or Crew-rated members only by a Chief or Rating Examiner, who must be in the near vicinity.

e) **Catamarans and Sailboards**

Permission to sail in catamarans or Sailboards may be given by any Chief or Ratings Examiner.

f) **Basic Sailing Ability**

A Chief or Ratings Examiner giving permission to practice must watch until the member demonstrates basic ability to sail the boat.

g) **Sailboard**

A Chief or Ratings Examiner giving permission to practice on the Sailboards must either remain on the water on the Rescue Barge or tether the board until the member demonstrates basic ability to sail the board.

6. Permission by Instructor

An Instructor may, at their discretion, give permission for a member to practice, in a boat other than a Keelboat, outside the Instructor's scheduled class time for the purpose of obtaining a rating, providing the obligations detailed in Section III.B.5 above are applied to the Instructor and those to who permission is given.

7. Classes

Beginning and Intermediate classes are taught only by those members having an Instructor rating. These classes are intended to assist the inexperienced sailor in learning the basic techniques of rigging, derigging, sailing, self-rescue, and docking of club boats with primary emphasis on instilling respect for club equipment and instilling in members safe and seaman-like sailing attitudes.

a) **Times**

Classes are taught at scheduled times as determined by the Instructor and the Vice Commodore.

b) **Instructor Signature**

Class members having only a Crew rating shall, in addition to fulfilling the check-out requirements of members having ratings, obtain a permission signature from the Instructor at each class session.

c) **Boat Reservations**

Instructors may reserve those boats needed for scheduled classes subject to the restrictions of the Vice Commodore and/or Executive Council.

8. Defective Equipment

No boat shall be sailed in known defective condition as regards to hull, rigging, spars, or sails without the express permission of the Fleet Captain of that fleet.

9. Causing Injury

No boat shall be sailed in such a manner as to cause injury to personnel or damage to equipment.

10. Shoes

Only soft-soled shoes or regular yachting shoes may be worn in club boats.

11. Organized Activity

No boat may be sailed during an organized club activity without express permission of the officer in charge of that activity. During such activity, boats may (with special permission) be sailed without a member on board.

12. Sail Locker

The Sail and Gear Check-out Room in the WAC must be locked at all times unless a WYC member in the immediate area knows that the door is unlocked.

13. Smoking

There will be no smoking in the WAC.

14. Flammable Liquids

Flammable liquids must be stored in the paint shed or in the metal lockers.

15. Special Equipment Usage

A Special Equipment Usage may be granted by a 2/3 majority vote of the general membership allowing WYC boats and associated equipment to be used by an organized group of non-WYC members and thus exempted from

by-laws III.B.1, 4-7 and all associated by-laws regarding ratings and sailing areas, and stored off WYC premises subject to the following conditions.

a) Insurance Requirement

There must be documented insurance coverage for all equipment and activities of the Special Equipment Usage before the usage begins.

b) Eligible Groups

Usage may only be by an organized group of sailors in an organized setting such as lessons, activities, or regattas. Individual usage by non-WYC members outside of an organized setting is not permitted.

c) Permission Granting Motion

The motion granting the Special Equipment Usage must specify the exact WYC equipment to be used including vessel serial numbers, the group using the equipment, the nature of the usage, the location of the usage, the arrangements for insurance coverage (see section III.B.15.A.d), the storage location of WYC equipment if other than the WAC, the exact time period of the usage, and arrangements for supervision by a WYC member.

d) Insurance Coverage

The insurance arrangement shall cover liability (both for property damage and personal injury), property loss or damage, stipulations regarding parties responsible for payment of deductibles or any other relevant costs.

e) Motion Publication

The written motion containing the information required in section c shall be posted to the wyc_info email list, in the WYC Sail Locker, and in the WYC HUB Office no less than 10 days prior to the meeting where the motion will be voted on. No changes to the motion are permitted between the time of posting and the vote..

f) Motion Approval

The sponsors of the motion shall present a hard copy of the posted motion signed by an authorized representative of the organized group using the equipment at the meeting where the vote will take place. If the motion is passed, this hard copy shall be signed by the Commodore on behalf of the WYC membership indicating approval and then filed in the WYC HUB Office. A copy of the signed motion shall also be presented to the organized group using the equipment.

g) By-Laws Acknowledgement

The sponsors of the motion shall also present a copy of WYC by-laws Section III.B.15 signed by an authorized representative of the

organized group using the equipment. Each section of III.B.15 (a-j) shall be individually initialed by the authorized representative. A WYC member shall also sign as a witness.

h) Time Limit

A Special Equipment Usage and or storage of WYC property away from the WAC shall extend no longer than 90 days.

i) Wind Restriction

No WYC boats or equipment shall be used in over 25kts of wind.

j) Supervision

The Special Equipment Usage must be supervised by a WYC member, the arrangements to be specified in the motion as per III.B.15.A.c.

k) Power to Suspend Usage

A WYC Chief has the power to immediately suspend a Special Equipment Usage if any of the above conditions are being violated, WYC equipment is being used in such a manner as to cause injury to personnel or damage to equipment, or in any other circumstances where the chief feels the Special Equipment Usage should be suspended. The chief will immediately report the Special Equipment Usage suspension to the Commodore, and present a full report of the events at the next WYC General Meeting.

C. Equipment

1. Requirements

Each boat shall be equipped with the following when being sailed:

a) PFDs

One Coast Guard approved life preserver for each person aboard.

b) Buoyant Cushion

One Coast Guard approved buoyant cushion for boats carrying an outboard motor.

c) Bailing Equipment

Suitable bailing equipment.

D. Personal Safety

1. Swimming Ability

It is expected that all members of the Club will have sufficient swimming ability to take care of themselves in an emergency. Because the Club lacks testing facilities, members must vouch for their own abilities and sail at their own risk if this ability is insufficient.

2. Guests

Skippers are responsible for the safety of their guests and have authority over their vessels. All guests must sign the “Affidavit and Release for Guests” prior to boarding.

3. Club Regulations

Skippers are required to obey and enforce the safety regulations of the club, especially those rules related to the having and wearing of life preservers. Non-swimmers or persons under 18 years of age who are not University of Washington students must wear coast Guard approved life preservers at all times while on board club boats.

4. Sub-Novice Ratings

Members below Novice rating must wear flotation at all times while sailing.

5. Sailboards

All sailors of Sailboards must wear a Coast Guard approved life vest at all times.

E. Damage to Club boats

1. Responsibilities

All members are responsible, and equally so, for any damage or loss of equipment while the boat is checked out to them. The Executive Council may charge any amount they deem reasonable for such loss.

2. Damage Repair Form

Anyone damaging or finding a damaged boat shall fill out a Repair Form for that boat. If the damage is such that the boat is unsailable, the Fleet Captain of that fleet or Head Fleet Captain must be notified by phone or in person. If both these persons are unavailable, the damage may be reported to any Chief.

3. Boat Repair

In case of damage to Club boats, the skipper shall make arrangements with the Fleet Captain of that fleet or repair such damage.

F. Use of Club Rescue Powerboats

1. Personnel

The rescue boats shall be used by Chiefs, Rating Examiners, and Instructors only, except that in case of an emergency endangering life or property, anyone may use the boats. The exception to this rule shall be by express permission of any Chief.

2. Gas Supply

An emergency gas supply consisting of two full cans of gas in the gas storage area must be maintained at all times.

3. Required Equipment

The following equipment shall be on board the rescue boats when in use:

a) Gasoline

Two gallons of gasoline.

b) PFDs

A minimum of 4 Coast Guard approved life preservers.

c) Paddle

One paddle.

G. Outboard Motors

Other outboard motors except Keelboat motors may be used only by Chiefs, or by the permission of a Chief.

H. Keelboat Outboards

Keelboat outboards are limited to keelboat use by qualified Keelboat Novices and Skippers except with the permission of the Keelboat Fleet Captain or the Executive Council.

IV. Suspension of Membership

A. Violation of By-Laws

Any violation of the By-Laws of the Washington Yacht Club may be considered ground for suspension of membership.

B. Loss of Privileges

A suspended member is a member not in good standing who does not have boating privileges and is also prohibited from using any and all WYC facilities, as a guest or otherwise.

C. Authority

Persons authorized to suspend membership

1. Chiefs

Chiefs may suspend any member who is not a Chief for a period of up to two weeks.

2. Executive Council

The Executive Council may, by 2/3 majority vote, suspend a Chief for specific violations of these By-Laws.

D. Period of suspension

1. Duration

The maximum period of suspension shall be two weeks.

2. Extensions

The maximum suspension may be extended by a 2/3 majority vote of the Executive Council. This extension shall be for deliberate and/or repeated disregard of the By-Laws. (See also Section IV.I.)

E. Recommended and obligatory suspensions

1. Hazardous Weather Violations

Violation of Section III.A.4 requires obligatory suspension. The penalty shall be suspension of membership for two weeks and the infraction shall be brought before the Executive Council for review.

2. Recommended suspensions

a) Use of Facilities Violations

Violation of any of Section III.B. The penalty shall be suspension of membership for one week or removal of ratings.

b) Gas Supply Violations

Violations of Section III.F.2. The penalty shall be same as above.

F. Required Postings

The following items shall be permanently posted in the WAC and available for inspection by all members:

1. By-Laws

A current set of these By-Laws.

2. Current Suspensions

A list giving names of those suspended, the reason for suspension (section of the By-Laws infringed), and the date suspension takes effect.

G. Suspension Procedures

A Chief, upon suspending a member, shall:

1. Informing

Inform the member of their suspension.

2. By-Laws Reference

Point out the section of the By-Laws violated.

3. Enter Information

Enter all required information on the list of those suspended.

4. Remove Membership Card

Remove the person's membership card.

5. Announce Intentions

Inform the member of any intention to ask the Executive Council for an extension of the penalty.

6. Notification of Rights

Notify the member of their right to appeal to the Executive Council.

H. Appealing Suspensions

Any suspension may be appealed to the Executive Council. The suspension will be made void upon a 2/3 majority vote in favor of the appeal.

I. Repeated Violations

A member who has repeatedly violated the By-Laws, or by their actions has shown a repeated disregard for the safety of club members or equipment, or by their actions creates an overly negative or hostile environment for club members, or threatens the continued operation of the club, may be suspended indefinitely by a 2/3 majority vote of the Executive Council.

V. Removal of Ratings

A. Unqualified Ratings

Any rating may be removed for any violation of these By-Laws when, in the judgment of a Chief, a person could not qualify for that rating.

B. Procedures

A Chief, upon removal of a rating, shall:

1. Inform Interested Parties

Inform the member, the Executive Council and a Program Director of the removal of that rating.

2. Cite By-Laws

Point out the section of the By-Laws violated.

3. Modify Membership Card

Scratch the rating from the membership card.

C. Appealing Ratings Removal

A removal of a rating may be appealed to the Executive Council. The removal will be made void upon a 2/3 vote and with a majority approval at a General meeting.

D. Chief and Associate Chief Rating

The Rating of Chief or Associate Chief may be removed by the Executive Council with a 2/3 vote and with a majority approval at a General Meeting.

E. Instructor and Assistant Instructor Rating

The rating of Instructor or Assistant Instructor may be removed by a 2/3 vote of the Executive Council.

VI. Club Officers

A. Qualifications of Officers:

1. Commodore Membership

The Commodore shall have had six months membership in the club.

2. Other Officer Membership

All other officers shall have had one quarter's membership.

3. Student Requirements

The officers must be regularly enrolled University of Washington students, except for summer quarters.

B. Elections

Elections of officers are held during Fall Quarter.

C. Duties of the Officers

1. Commodore

a) Meetings

Presides at all club and Executive Council meetings.

b) Appointments

Makes appointments and removals of Committee chairpersons, to be approved by the Executive Council.

c) Activities

Coordinates all activities of the club, its officers and its committees.

d) Representation

Represents the club to the ASUW and other members of the University and the general public.

e) Purser Records Check

Has the power to check the records of the Purser.

f) Observe Officers

Insures that all other officers perform their assigned duties.

2. Vice Commodore

a) Substitute Commodore

Assumes the responsibility of the Commodore in their absence.

b) Training Program

Organizes and supervises the training program.

c) Ratings Supervision

Supervises the qualifications of all rating qualifications, including the training and qualification of Instructors.

3. Rear Commodore

a) Regattas

Coordinates all arrangements for regattas, such as protest committee, race committee, visiting team accommodations, race calendar, etc.

b) Racing Team Membership

Supplies the Executive Council with a current list of team members.

- c) **Racing Team Schedule**
Supplies the Executive Council with the full Racing Team Schedule (regattas, practices, etc.) for the next quarter.
- d) **Boat Reservations**
Obtains approval from the Executive Council for use of the specific class and number of boats required for each scheduled event. (This is to be done at the time the schedule is presented.)
- e) **Schedule Revisions**
Obtain approval of Executive Council for any revision of above schedule which would affect the rest of the club.

VII. The Executive Council

A. Definition

The Executive Council is the club's planning and coordinating agency. It is responsible to the general membership.

B. Expenditures

Passes on all expenditures under \$500 except as provided elsewhere. Expenditures over \$500 shall be approved at a General Meeting with a quorum present.

C. Chief Nomination

Nominates qualified Skippers to the rank of Chief.

D. Chief Suspension

May suspend any member or Chief for a period of time for infraction of the Constitution of By-Laws.

E. Committee Appointments

Will appoint standing committee chairpersons upon the failure of the Commodore to do so.

F. Voting Members

Voting members of the Executive Council are regular members who are Chiefs, Officers, Committee Chairpersons, Fleet Captains, Assistant Fleet Captains and Racing Team Captains.

VIII. Standing Committees

A. Appointment

Standing Committee Chairpeople and Fleet Captains are appointed by the Commodore with the approval of the Executive Council. They may be removed from

office by a 2/3 vote of the Executive Council. The Quartermaster, Program Director(s), Purser, and Rating Examiner(s) are elected as needed by the Executive Council.

B. Head Fleet Captain

1. Work Party Organization

Insures that there is a responsible club member (Fleet Captain or Chief) in charge of all work parties. They are also responsible for the organization and preparation for such work parties.

2. WAC Shop

Is responsible for the WAC shop, including coordinating with the Quartermaster to keep it stocked and making sure it is clean.

3. Waterfront Area

Plans and supervises projects to improve the Waterfront use area.

4. Fleet Captains

Coordinates the activity of the other Fleet Captains, serves as a communication link between Fleet Captains, and also teaches boat maintenance and repair to other Fleet Captains.

C. Fleet Captains

1. Definition

There shall be one Fleet Captain for each class of boat, a Sail Fleet Captain and an assistant Sail Fleet Captain. The Boat and Sail Fleet Captains shall be responsible for the repair and supervision of repair of damaged items within their specific fleets.

2. Responsibilities

Are responsible to the Head Fleet Captain and to the Executive Council for the maintenance and repair of their fleet.

3. Impounding

May impound any club boat or item of equipment for repair, when damaged, when preventive maintenance is deemed necessary or for work parties.

4. Assistants

The Laser and Barge Fleet Captains may have the assistance of one Assistant Fleet Captain each. The Keelboat Fleet Captain may have one fewer Assistant Fleet Captains than the number of boats in the Keelboat Fleet. All Assistants may make purchases, repairs and maintenance only as directed by their respective Fleet Captains.

D. Historian

1. Duties

Keeps a record of all important club events with appropriate pictures, clippings, etc.

E. Publicity Chairperson

1. Publicity Duties

Organizes and coordinates all club publicity.

2. Recruiting Duties

Organizes and supervises membership drives, open houses, and other recruiting activities.

F. Program Director

1. Meeting Planning

Plans all club meetings, lectures, etc., with the Executive Council.

2. Physical Arrangements

Assures that all physical arrangements for the above have been made, e.g.: rooms, films, PA systems.

3. University Approval

Obtain the University approval, when necessary, for Yacht Club Activities.

4. Record of Correspondence

Keeps a record of all correspondence.

5. Clerical Work

Is in charge of clerical work for the club: letters, regatta invitations, meeting notices, minutes of all meetings, etc.

6. Procedural Disputes

Keeps a copy of Robert's Rules of Order Revised to settle any procedural disputes.

7. Written Exams

Gives Novice and Skipper written examinations during normal office hours in the HUB office (a Program Director should pass these written tests before being considered fully qualified for the job.)

8. Compensation

The Program Director will be compensated on an hourly basis.

G. Social Chairperson

1. Duties

Coordinates all social activities with the Executive Council, and makes arrangements for places to hold parties, and for food and beverages.

H. Snooze'n'Cruise Chairperson

1. Duties

Plans and coordinates all phases of Snooze'n'Cruise with the approval of the Executive Council

2. Expense Report

Gives a detailed expense record of purchases to the Executive Council soon after Snooze'n'Cruise.

I. Snooze'n'Cruise Food Chairperson

1. Duties

Plans and coordinates all buying and preparation of the food and beverages for Snooze'n'Cruise.

2. Responsibility

Is responsible to the Snooze'n'Cruise Chairperson.

J. Quartermaster

1. Duties

Is responsible for maintaining an adequate supply of materials and equipment for boat repair work and for the operation of the club.

2. Sales

Coordinates all selling of club equipment as directed by the Executive Council.

3. Bills

Reviews all bills before they are submitted to the Purser.

4. Employees

Supervises the employment and discharge of paid employees as directed by the Executive Council.

K. By-Laws Committee Chairperson

1. Committee

Shall preside over the By-Laws Committee which shall consist of the Chairperson and several members appointed by the Chairperson.

2. Duties

Shall be responsible for putting all proposed By-Laws amendments in acceptable written form and deciding under which sections of the By-Laws proposed amendments should be placed.

L. Purser

1. Dues

Coordinates the collection of dues.

2. Bank Statements

Reconciles the checkbook register with the monthly bank statement within 30 days of the receipt of the statement.

3. Accounts

Maintains accounts detailing all income and expenditures and renders accurate quarterly and yearly financial reports as well as brief reports at Executive Council and General Meetings. Quarterly and Annual Reports must be presented in written form to the Executive Council within five weeks of the end of the fiscal period. (See Section X.K.1.) The Executive Council will have two weeks in which to discuss and approve or disapprove the report(s).

4. Financial Records

Will ensure that financial records divide income and expenditures into useful classifications (See also Sections X.C.4 and X.D.)

5. Bills

Pays only those bills authorized by the Quartermaster.

6. Compensation

The Purser will be compensated on an hourly basis.

M. Tell Tale Editor

1. Duties

Collects information, writes, and distributes the club newsletter.

N. Rating Examiner

1. Exams

Administers Novice and Skipper Written Examinations, and Practical tests for all ratings they are qualified to give as a chief or instructor (see N.3, M.1, L.3), at the club's Union Bay facility in boats designated by the Executive Council according to a published schedule established by the joint agreement of the Rating Examiner and the Executive Council.

2. Work

The work hours and rate of pay for the Rating Examiner will be set by the Executive Council, subject to the provisions of these By-Laws. Payment will be a flat hourly rate, not dependent of the time of day or day of the week. During work hours, the Rating Examiner will be on duty at the WAC. The Examiner's primary job is to give written and practical tests to club members. When not giving tests, the examiner will do other work for the club. This may include boat and facilities maintenance, or any other work the club requires.

3. Prerequisites

The Rating Examiner must be a Chief or an Instructor according to the provisions of these By-Laws.

O. Library

1. Definition

The Yacht Club maintains a library of books on sailing and various related subjects. The books are kept in the HUB office.

2. Duties

The Librarian shall be for determining operating procedures, such as period of a loan, fines, etc. in consultation with the Executive Council. Unless another person is designated, the Program Director shall serve as Librarian.

3. Overdue Books

Failure to return overdue books when notified shall result in suspension of Library use privileges until the books are returned. Repeated failure to do so is a violation of these By-Laws and shall be punishable by suspension of membership for one week, as well as indefinite suspension of Library use privileges.

P. Computer Consultant

1. Duties

Shall be for setting up the programs and procedures for maintaining a computerized Yacht Club Membership Data Base.

2. Training

Shall be responsible for training the Program Directors and others in the proper methods of entering data, updating entries, and producing appropriate lists and mailing labels. This includes writing a reference manual describing how to perform each of the necessary duties and where to go for help.

Q. Race Team Designated Coach

I. Duties

Assist the Race Team with practices by providing sailing expertise. This position is appointed by the Rear Commodores.

II. Requirements

The Race Team designated coach must earn a whaler rating prior to operating a club whaler.

IX. Racing Team

A. Club Priority

Racing Team shall have priority in the use of approved facilities for all scheduled events which are approved by the Executive Council. Approval should be given in time to notify the General Membership when the racing team is using club boats.

B. By-Laws

During Racing Team events, all parts of these By-Laws shall be applicable.

C. Racing Team Captain

Shall be selected by the Racing Team to represent it on the Executive Council and at General Meetings.

X. Finances

A. Initiation Fee

All new Regular and Associate members, with the exception of the spouses of Regular and Associate members joining as Associate members, shall pay an initiation fee.

1. Regular Members

Initiation fee for regular members will be \$25.

2. Associate Members

Initiation fee for associate members will be \$45.

3. Refunds

Initiation fees are non-refundable.

B. Quarterly dues shall be:

1. Regular Members

Regular Members \$40 per quarter or \$120 per year.

2. Associate Members

Associate Members dues shall be \$225 per year

3. Faculty and Staff

University of Washington faculty and staff may pay \$75 per quarter or \$225 per year.

4. Spouses

Spouse of a Regular Member or Associate Member shall pay the same dues as the member spouse.

5. WYC Racing Team Members

WYC Racing Team Dues shall be \$0 per year.

6. Refunds

Dues may not be refunded except due to extenuating circumstances as determined by the Executive Council. In the case of an indefinite suspension, the member's last dues payment shall be refunded.

C. Keelboat Fees

1. Reservations

a) Keelboat reservation fees shall be:

	Weekends, Holidays		Weekdays	
	Students	Others	Students	Others
Full Days	\$24	\$32	\$18	\$24
Half Days	\$17	\$23	\$13	\$17

b) Full-day reservations begin at 03:00 on the day reserved and end at 03:00 on the day after. Half-day reservations are either from 03:00 to 15:00 or from 15:00 to 03:00.

c) Keelboat reservation fees are due in full when a reservation is placed.

d) Policies and procedures for the placement of no-fee reservations for classes, maintenance and repair periods, and club events may be made by the Keelboat Fleet Captain.

2. Deposit

A \$40 deposit is required to be on file before a member with a Keelboat rating may reserve a Keelboat. This \$40 deposit is not retroactive for cards issued on or before June 3, 1981 where a \$20 deposit applies. A numbered Keelboat Deposit Card will be issued to the member at the time of the deposit.

3. Fleet Captain

The Keelboat Fleet Captain may set other restrictions and/or policies governing the reservation and check out of the keelboats.

4. Keelboat Fund

The Club shall maintain a Keelboat Fund to account for all moneys generated by Keelboat reservations and sales, and all moneys spent buying, maintaining, and overhauling Keelboats. The purser shall maintain this fund separate from the General Fund. The purser shall report on the balance of this fund and its change from the previous year as part of the annual fiscal report.

D. New Boat Fund

The Club shall maintain a New Boat Fund accounted separate from other funds. This fund shall consist of all proceeds from the sale of boats (except for Keelboats, see Section X.C.4), all unburdened donations, all interest earned on bank deposits, and thirty percent of all dues and initiation fees. This fund shall be used for purchasing boats except in the case of a financial emergency declared by the Commodore and the Executive Council. The Purser shall report on the balance of this fund and its change from the previous year as part of the annual fiscal report.

1. Replacement of Laser Fleet

One-fourth of the Laser Fleet shall be replaced each year by selling the oldest boats and purchasing new boats to maintain the fleet. Purchase of new boats to expand the fleet shall still require General Membership approval.

E. Inactivity

Members are permitted to be inactive for any one quarter out of four quarters. Failure to meet this requirement will result in repayment of the initiation fee.

F. Dues Periods

1. Duration

Membership dues shall be paid either quarterly or annually. The rates established for the payment of dues may not be prorated.

2. Quarterly Dues

A payment of quarterly dues shall be applied to one quarter.

3. Annual Dues

A payment of annual dues shall be applied to four consecutive quarters.

4. Purchase Dates

The first quarter a payment of dues shall be applied to shall be determined by the date the payment is received as follows

a) Autumn Quarter

For payments received in September, October, or November: Autumn Quarter.

b) Winter Quarter

For payments received in December, January, or February: Winter Quarter.

c) Spring Quarter

For payments received in March, April, or May: Spring Quarter.

d) Summer Quarter

For payments received in June, July, or August: Summer Quarter.

5. Effective Date

A payment of dues shall become effective upon its receipt by the club or the club's agent.

6. Membership Dates

Dues are effective through the day before the day instruction begins, as listed in the academic calendar published by the University of Washington, in the quarter immediately following the last quarter to which they are applicable.

G. *Salaries*

1. Maximum Hours

No WYC employees are paid for more than twenty hours of work per week.

2. Program Directors and Rating Examiners

a) Starting Wage

Hourly employees will start at an hourly wage greater than or equal to the prevailing University of Washington student minimum wage, as determined by a majority vote of the Executive Council.

b) Raises

After the first 100 hours of work, and every three quarters from then on, hourly employees will be eligible for a raise upon recommendation by a performance review committee consisting of the Commodore and at least one additional Executive Council member meeting in a closed session.

c) Maximum Wage

The maximum hourly wage paid to hourly employees will be no greater than 2 times the prevailing University of Washington student minimum wage.

d) Salary Disputes

Hourly employees may petition the Executive Council for resolution of any salary disputes with the performance review committee.

e) Hours

The Program Director's and Rating Examiner's hours will be set in consultation with the Executive Council. The Rating Examiner's hours should be spread out to insure sufficient coverage for both weekends and weekdays. The Program Director's and Rating Examiner's hours may be significantly curtailed depending on seasonal demand. The Purser's hours will be on an as-needed basis.

3. Quartermaster

The Quartermaster shall be paid up to a maximum of \$325.00 per quarter.

4. Payment Dates

The salary of the Quartermaster will be paid by the seventh week of the quarter. Hourly employees will be paid on a bi-monthly basis.

5. Salary Reduction

The Executive Council may reduce the amount paid any individual as they see fit by a 2/3 vote.

H. Dues Exemptions

1. Officers

The Officers shall be dues exempt for the quarters they hold office.

2. Committee Chairs

Fleet Captains, Assistant Fleet Captains, Program Directors, Purser, Quartermaster, Historian, Publicity Chairperson, Tell Tale Editor, Social Chairperson, Rating Examiners, Computer Consultant, Webmaster, and

Instructors shall be dues exempt for the quarter they perform their duties as determined by the Executive Council.

3. Honorary Members

Honorary Members shall be exempted from paying initiation fees and dues.

4. Work Parties

Any Chief or Instructor who runs 5 work parties in any given quarter shall be dues exempt for that quarter. Sign-ups to run work parties will be made with the Program Director during the first week of each quarter.

5. Assistant Instructors

On completion of a class of 12 or more students, an assistant instructor may apply for the refund of their dues for that quarter. Such refund must be approved by the Vice Commodore and Executive Council, and may be given for a maximum of two quarters.

I. Lost Membership Cards

Lost membership cards will be replaced for a service charge determined by the Executive Council.

J. Annual Budget

1. Reserve

The club shall maintain a \$6,000 balance in its primary savings account to insure adequate working capital for budgeting purposes. This reserve may be used in the event that there are not adequate monies in the primary checking account, by approval of the membership at a general meeting.

2. Approval

The Purser shall present an annual budget at the first meeting of each winter quarter to be approved by the general membership. Until an annual budget is approved, no expenditures shall be made, except wages, insurance, existing bills, and fuel.

3. Guidelines

An annual budget broken down by quarters shall be written by the purser in accordance with the following guidelines:

a) Due Date

The proposed annual budget shall be submitted for review by the executive council no later than December 1st of the previous year.

b) Submission Deadline

Position holders in charge of budgets are invited to submit budget requests to the purser prior to November 1st of the previous year.

c) Basis

The purser shall base the budget largely upon revenues and expenditures of the previous year.

d) Input

The Purser shall seek input from no less than two Executive Council members involved with club expenditures and the Commodore, Vice Commodore, and Rear Commodore in creating their proposed budget.

e) Distribution of Monies

Only 80% of the anticipated revenues shall be distributed in the preliminary budget. The remaining monies shall be at the control of the General Membership.

f) Revision

The executive council will make any changes they feel are necessary to the Pursers proposed budget.

g) Publication of Proposed Budget

The Purser will present this revised budget to the general membership via the wyc@u.washington.edu email list 10 days prior to the meeting at which the general membership shall vote to ratify the budget.

h) Approval

A simple majority vote of members present shall put the budget into effect.

i) Modification

The budget may be updated at any time at the request of the executive council, but must follow the approval procedures outlined for an annual budget (sections X.J.3.D, E, F, G, H).

4. Funds

a) Description

The following Funds shall be tracked with revenues being deposited into them from the indicated activities:

- i. General:* The dues and initiation fees not allocated to the New Boat Fund in addition to any other income not allocated to a different fund.

ii. New Boat: Thirty percent of all initiation fees and dues, all unburdened donations, all interest earned on bank deposits, and the proceeds from any sale of club assets not from the keelboat fleet.

iii. Keelboat: Keelboat reservation fees, keelboat deposits, keelboat sales

iv. Snooze & Cruise: All monies generated from Snooze & Cruise

v. Racing Team: All monies generated from Racing Team fundraising or donations

b) Carryover

All Funds shall carry over from year to year.

c) Loans

Loans may be made from one fund to another at the discretion of the Executive Council

d) Redistribution

The Executive Council may redistribute the monies held in any fund at their discretion.

5. Categories

Expenditures and budgets shall be tracked based on categories and drawn from funds as specified by executive council policy.

a) Announcement

Proposed changes to this policy must be announced 10 days prior to the vote where the meeting will take place via the wyc@u.washington.edu email list.

6. Approval of Exceeding Expenditures

Requests for expenditures exceeding the approved budgeted amount in any category must be approved by the general membership and posted to the wyc@u.washington.edu email list one week prior to the meeting where the vote will take place.

a) Snooze and Cruise Exemption

Snooze and Cruise is excepted given that the expenditure does not exceed the available funds in the Snooze and Cruise account.

7. Emergency Expenditures

Emergency expenses above the budgeted amount in any budget category must be approved by two members of the Executive Council, preferably the

Commodore, Purser, or Quartermaster in writing. Documentation of the expenditure amount and approval must be presented at the following club general meeting for approval.

8. Reports

Up to date budget monitoring reports shall be presented at every general meeting by the purser for review by the membership.

9. Rollover

Budgeted monies not spent from one quarter shall be rolled into the following quarter until a new annual budget is approved.

10. Insurance Costs

Insurance costs shall be paid from the general fund.

K. Purchasing

1. Check Writing

a) Check Writing Privileges

The following position holders shall have permission to write checks from the club accounts.

i. Commodore

ii. Purser

iii. Quartermaster

iv. Any Executive Council Designee

b) Distribution

Checks shall be distributed by the purser upon request.

c) Records

Check stubs shall be turned into the purser, filled out with receipts detailing which accounts the purchases shall be taken from (Section X.J.3).

d) Fees

Any fees associated with determining the details (amount and recipient) of specific checks shall be paid by the writer of the check.

e) **Restrictions**

Position holders that have check writing permission, may not write checks related to any other position that they may hold without prior authorization from the Executive Council.

2. Purchasing Accounts

The following position holders shall have permission to regularly charge on yacht club accounts provided they have the Quartermaster's approval:

a) **Head Fleet Captain**

b) **Fleet Captains**

c) **Commodore**

d) **Vice Commodore**

e) **Rear Commodore**

f) **Snooze and Cruise Chair**

g) **Quartermaster**

3. Budget Category Responsibility

Responsibility for individual budget categories shall be specified by Executive Council policy.

a) **Announcement**

Proposed changes to this policy must be announced 10 days prior to the vote where the meeting will take place via the wyc@u.washington.edu email list.

4. Vacancy

In the event that a position is vacant, the Commodore shall appoint a member of the executive council to preside over the position's designated budgets while a new position holder is being sought.

5. Payment of Specific Expenses

Bills shall be approved by the Quartermaster and paid by the Purser for the following expenses:

- a) **Whaler Fuel** (shall be 85% of the total fuel bill unless a breakout is provided by a member filling tanks)
- b) **Keelboat Fuel** (shall be 15% of the total fuel bill unless a breakout is provided by a member filling tanks)
- c) **Keelboat Deposit Refunds**
- d) **Office Telephone**
- e) **Insurance Keelboat**
- f) **Insurance General**
- g) **Vessel & Vehicle Licensing Fees**
- h) **WAC Fees**

6. **Authorized Expenditures**

Position Holders shall be authorized to spend their approved quarterly budget, or authorize the quartermaster or responsible member in their stead.

- a) **Spending Cap**
Any single item exceeding \$300 for a fleet and \$100 for all others shall be approved by the general membership..

3. **Purchasing Procedures**

- a) **Purser Notification**
The Purser must be notified of all expenses and the budget that each expense is to be charged to..
- b) **Receipts**
Receipts with multiple items from different budgets must clearly indicate the portion that is to be allocated to each budget.
- c) **Forms**
To facilitate the above, a WYC Purchasing Form shall be utilized with the approval of the executive council as to its layout.

XI. Affiliate Boat Status

A. Definition

Private boats owned by Members or Associate Members, distinguished by the services that the owner and boat provide to the Washington Yacht Club, may be granted up to 6 months affiliate boat status by a majority vote of the Executive Council.

B. Selection of Affiliate Boats

1. Club Service

Selection shall be based primarily on service the boat and owner(s) have provided to the WYC over the past 12 months. Second level consideration shall be given to service to the WYC in earlier periods and to future promises.

2. Service Defined

Services provided by the boat may include but are not limited to participating in organized club activities (Snooze'N'Cruise, open house, lake cruises, etc.), teaching lessons on the affiliate boat, taking members on overnight cruises, taking members daysailing or racing, the use of the affiliate boat by club members, etc. Services provide by the owner may include, but are not limited to teaching lessons on club boats (dinghies, sailboards, or keelboats), organizing events, serving as fleet captain, serving on committees, attending work parties, etc.

3. Application Requirements

Each applicant will provide a written summary of service to the club, indicating how many times the owner or boat performed each type of service, and the number of WYC members that benefited.

C. Moorage

1. Requirements

Any privately owned boat that is moored at the Waterfront Activities Center courtesy of the Washington Yacht Club must be an Affiliate boat.

2. Liability Insurance

All Affiliate boats must carry liability insurance while moored at the Waterfront Activities Center. Affiliate boat owners must provide facially valid proof of insurance to a Washington Yacht Club officer prior to initial moorage. Affiliate boat owners are required to inform a Washington Yacht Club officer immediately if they no longer meet the requirements of this subsection. Affiliate boats with lapsed liability insurance may not participate in club activities, and may be subject to revocation of Affiliate boat status (XI.D).

D. Revocation

Any Affiliate boat status may be revoked by a two thirds vote at a general meeting given two weeks notice.

XII. Enforcement of These By-Laws by

A. These By-Laws may be enforced by

1. Chiefs

Chiefs by their power of suspension.

2. Executive Council

The Executive Council by its power of suspension.

B. Theft

Under any circumstances which may imply theft of Yacht Club property the University of Washington Safety Division will be called upon for assistance.

XIII. Sunset Provision

If an action approved at either a General Meeting or an Executive Council Meeting has not been started within 10 weeks of the vote or the time set for the commencement of that action, that action shall be considered null and void.