

CONSTITUTION  
FOR THE  
WOMEN'S ASSOCIATION OF THE ROCHESTER YACHT CLUB  
REVISED OCTOBER 2014

ARTICLE I  
NAME

This organization shall be known as the Women's Association of the Rochester Yacht Club.

ARTICLE II  
PURPOSE

The purpose of this organization shall be to stimulate interest and coordinate the participation of the women members and the wives of members in the activities of the Yacht Club and to assist the Board of Directors of the Rochester Yacht Club. Any major project undertaken by the Women's Association shall have the approval of the Rochester Yacht Club Board of Directors.

ARTICLE III  
MEMBERSHIP

The membership of the Women's Association shall consist of the wives of the Yacht Club members and all women members of the Rochester Yacht Club.

ARTICLE IV  
THE OFFICERS

1. The elected officers shall consist of President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary, Publicity Chair, and Treasurer. They shall be elected at the Annual Meeting at the November Event. The Treasurer shall serve for two years, and the other officers shall serve a term of one year.
2. Progression of Officers shall be as follows:
  - a. 1<sup>st</sup> Vice-President moves to President
  - b. 2<sup>nd</sup> Vice-President moves to 1<sup>st</sup> Vice-President
  - c. President moves to Immediate Past President and Advisor to the Executive Board
3. In the event the President cannot complete her term of office, the 1<sup>st</sup> Vice-President shall succeed as President for the balance of the term and her full term of office shall begin on January 1 and a special election shall be held to fill the vacancy of the 2<sup>nd</sup> Vice-President.

ARTICLE V  
EXECUTIVE BOARD

1. The Executive Board shall consist of the Officers and Special Committee Chair Persons. The Immediate Past President shall serve as the advisor to the Executive Board.
2. The Executive Board shall be responsible for the administration of the Women's Association.

ARTICLE VI  
FINANCES

1. There shall be no dues for this organization.
2. All funds obtained from projects undertaken by the Women's Association are for the benefit of the Rochester Yacht Club.
3. All funds shall be handled through the Treasurer of the Women's Association.

ARTICLE VII  
ANNUAL MEETING

The Annual Meeting of the Women's Association shall be held at the November Event. At that time the election of officers shall be held.

ARTICLE VIII  
AMENDMENTS

This Constitution may be amended at any regular meeting of the Women's Association. A notice that proposed amendments are being made will be noted in The Log. The proposed amendments shall be posted on the RYCWA section of the RYC website for the membership 30 days prior to the meeting and posted on the Club Bulletin Board for Women's Association members who do not have access to the internet.

BY-LAWS  
To the Constitution

ARTICLE I

THE WOMEN'S ASSOCIATION

1. The Women's Association shall sponsor events monthly except during the months of January, July, and August when there shall be no events.
2. Notices of the monthly events will appear in the Rochester Yacht Club RYC Log and on the website.

ARTICLE II

THE EXECUTIVE BOARD

1. The Executive Board shall meet monthly except July and August. Special meetings may be called by the President or any three members of the committee.
2. The President shall appoint such Committee Chairs as deemed necessary for the operation of the Association.
3. *(All Executive Board members and special Committee Chairs shall submit an annual written report to the President by December 1<sup>st</sup>.)* **OMIT THIS**
4. All members of the Executive Board are required to attend as many events as possible.

ARTICLE III  
NOMINATIONS

1. The Immediate Past President serves as Nominating Committee Chair. If the Immediate Past President is unable to serve as Nominating Committee Chair, the Executive Board shall appoint another Past President as Chair.
2. The Past President shall appoint and call a Nominating Committee in September which will select the slate of officers for the coming year.
3. The Nominating Committee shall consist of five to seven Past Presidents &/or past officers.
4. The Nominating Committee shall submit the slate of officers to the membership *(at the October event and on the website.)* **IN OCTOBER VIA THE LOG, WEBSITE AND OTHER APPROPRIATE COMMUNICATIONS**

5. Additional nominations may be made to the Secretary upon the written request of not less than ten members of the Women's Association.
  - a. Requests must be received twenty days prior to the Annual Election.
  - b. Such additional nominations must be placed on the website not less than ten days before the Annual Election.

JOB DESCRIPTIONS AND POLICIES  
Revised October 2008

PRESIDENT:

- Shall preside at all meetings.
- Shall call Board Meetings monthly except July and August and special meetings as necessary.
- Shall appoint Special Committee Chairs.
- Shall attend monthly Executive Board Meetings of the Rochester Yacht Club.
- The President reports directly to the Commodore of the Rochester Yacht Club.
- Shall send a year end report to the Commodore in November.
- Shall submit a budget to the Rochester Yacht Club Treasurer in September.

1<sup>st</sup> VICE-PRESIDENT:

- Shall assist the President.
- Shall preside in the absence of the President.
- Shall set meeting schedule and discuss with the Executive Board the possible programs including Special Children's events.
- Shall inform the Publicity Chair of all meetings for publicity each month.

2<sup>nd</sup> VICE-PRESIDENT:

- Shall assist the President and 1<sup>st</sup> Vice-President in all the above.
- Shall focus on New Membership by:
  - Contacting the Office Manager for a list of new members.
  - Contacting new members to welcome them and make them aware of upcoming events.
  - Organizing a yearly new members event.
  - Introduce and welcome new members at the monthly events.

SECRETARY:

- Shall record minutes at each meeting and email them to board members within 1 week.
- Shall have nametags available (*for each event.*) **FOR APPROPRIATE EVENTS**
- Shall appoint someone to record minutes if she is unable to attend.
- Shall write and receive correspondence for the Women's Association.
- Write thank-you notes to all speakers.
- Write notes of condolence.

**PUBLICITY CHAIR:**

- Collect and prepare information for the monthly RYC Log and provide the info to the Log Chair prior to the Log deadline.
- Prepare posters for all events to be posted on the website, *(in the reception area and in the Women's Rest Room.)* **AND IN THE RECEPTION AREA**
- Communicate with the RYC receptionist regarding all events and provide information that should be posted on the website.
- Be responsible for dissemination of all necessary publicity.
- Order nametags for the Women's Association Board.

**TREASURER:**

- Keep accurate financial records.
- Pay all bills.
- Assist the President in preparation of an annual budget to be submitted to the Rochester Yacht Club Treasurer in September.
- Present a financial report at each monthly meeting.
- Transfer financial records and Bank signature cards to the new Treasurer by January 1.

**PAST PRESIDENT:**

- Serve as advisor to the Executive Board and is welcome at their meetings.
- Serve as Chair of the Nominating Committee.

**POLICIES**

1. *(Any member of the Executive Board who is absent from three consecutive scheduled meetings shall tender her resignation.)* **OMIT THIS**
2. There shall be an Annual New Members Event.
3. Financial records shall be audited annually.
4. The Constitution shall be reviewed periodically but at least every 6 years.
5. Each officer of the Executive Board shall have a notebook folder which will include the Constitution, her job description, the Annual Report, and her annual log. This notebook will be passed on to the Next Officer to hold that job.

**COMMITTEE TO REVISE THE CONSTITUTION:**

Dawn Shumway, Chair  
Linda Webb  
Sheri Gilbert  
Peggy Gleason

Donna DePeters