

# Pentwater Yacht Club

205 South Dover St.

P. O. Box 607

Pentwater, MI 49449

231-869-8921

pentwateryachtclub.com

pentwateryc@gmail.com

## 2020 Yearbook

In Memoriam .....	<i>Inside Front Cover</i>
Mission Statement .....	2
Board of Directors and Board Meetings .....	3
PYC History .....	4
PYC Hours and Service .....	5
Scheduled Events .....	7
Monday Night Dinners .....	9
Committees .....	10
2020 Sailing Schedule .....	11
Standing Rules .....	19
ByLaws .....	35
Life and Distinguished Members .....	46
Membership Directory .....	47
Member Pictures .....	70
Notes .....	
Past Flag Officers .....	page 9 to <i>Inside Back Cover</i>

The Pentwater Yacht Club is a member of the *Yachting Club of America*. As such, we welcome members of all associated yacht clubs. As reciprocity is extended to others, so are members of the PYC able to visit other clubs. If a reciprocity letter is required, please contact the PYC secretary.

We welcome guests of members. Please be sure to have guests sign the visitor book, and remember that guests are allowed only *four* visits per season. Please review the *Standing Rules* for details. NOTE: Only members may be billed for services.

**Restaurant Reservations:** members are encouraged to make dinner reservations. Reservations can be made by calling 231-869-8921 or in person at the Club.



## **OUR MISSION STATEMENT**

**THE PENTWATER YACHT CLUB is a not-for-profit corporation whose purpose is to promote and improve all water activities including sailing, power boating and associated sports; promote and engage in social activities, recreation and good fellowship; and sponsor the activities of the youth of the club.**

*All of the information contained in this directory is for the exclusive and private use of the Pentwater Yacht Club and its members. Any other use of the information contained herein is prohibited without the express written permission from the PYC Board of Directors. © 2018.*

# Pentwater Yacht Club

Pentwater, Michigan  
Established 1935

## 2020 Board of Directors



Amy LaBarge  
Commodore



Russ Cross  
Vice Commodore



Joe Guenther  
Rear Commodore



Barb Siok  
Secretary



Kathy Hamilton  
Treasurer



James Heiftje  
Past Commodore



Lisa Baker  
Term ends 2021



Macy Felter  
Term ends 2023



Steve Paulus  
Term ends 2023



Tom Bloesma  
Term ends 2020



Nick Kassanos  
Term ends 2020



Miki Slocum  
Term ends 2020



Paul Slotema  
Term ends 2023



Sally Butz  
Term ends 2020

## 2020 Board of Directors Meeting Schedule

March 21; Zoom 9:00am  
May 9; Zoom , 9:00am  
June 13; Zoom , 9:00am

July 18; PYC , 9:00am  
October 17; PYC 9:00am

## Annual Meeting: August 29, 2020, 9:00am

Commodore: [Labeeber@aol.com](mailto:Labeeber@aol.com)  
Vicecommodore: [Russcross3@gmail.com](mailto:Russcross3@gmail.com)  
Rearcommodore: [Jbguenther3@gmail.com](mailto:Jbguenther3@gmail.com)  
Secretary: [Secretary@pentwateryachtclub.com](mailto:Secretary@pentwateryachtclub.com)  
Treasurer: [Kbhamilton0962@gmail.com](mailto:Kbhamilton0962@gmail.com)  
Membership: [Macyef@sbcglobal.net](mailto:Macyef@sbcglobal.net)  
Manager: [Pentwateryc@gmail.com](mailto:Pentwateryc@gmail.com)

## PYC HISTORY



The old warehouse seen above became the home of the Pentwater Yacht Club and was affectionately known for many years as *The Dock*. The story of the PYC is told in detail in the 75<sup>th</sup> anniversary memento book, which is full of great photographs that illustrate the Club's history.

The history of the Pentwater Yacht Club and the Village of Pentwater are intertwined. The founders of the PYC were leaders of the community. They were hardworking, professional people who wanted to share each other's company and have a good time. When one looks through the archives, it is clear that providing a place to sail, motor on the lakes, water ski and play water sports was part of what these founders envisioned. It is also clear that these early members wanted fellowship and a sense of community to be an important part of the PYC environment. Many lifelong friendships have begun at the PYC, and many good times have been shared by PYC members.

The PYC has welcomed the use of the Club facilities free of charge by many non-profit organizations such as the Pentwater Women's Club, the Pentwater Service Club, Pentwater Schools, the Village of Pentwater, Hospice of Michigan, and many more. In the winter of 2010-2015, the PYC board allowed the Village of Pentwater to designate our parking lot as a snowmobile parking area.

As our history shows, we are more than a building that was saved from the wrecking ball. We strive to be an important resource to the community supported by our many volunteers that help us achieve our goals of supporting various community social functions, boater safety classes, and our regular social events, which include dances, sailing, bridge games or just sitting on the deck enjoying the lake.

## PYC Hours 2020

### **SPRING HOURS: May 14- 24 [Limited operation/Club open on designated dates only]**

- **Thursday, May 14 : Basket Night, 4:00PM – 7:30 Pm**  
*Take out only, curbside pick up due to COVID 19 restrictions*
- **Thursday May 21 thru Sunday, May 24: Take out only / Curbside**  
*Take out / curbside only due to COVID 19 restrictions*
- **Thursday May 28 thru Sunday, May 31: Take out only / Curbside**  
*Take out / curbside only due to COVID 19 restrictions*

### **SUMMER HOURS: May 28 - September 7 [Club regular hours of operation]**

*Note: Club will open at 10:00 AM, daily services include: morning cookies, tea and coffee [complimentary until gone], light breakfast sandwich, lunch served 11:00 AM to 3:00 PM, Broken Mast 3:00 -5:00 PM*

**Day[s]Club opens                      Bar Hours Dining Hours**

- **Monday-Club closed – Bar opens at 5pm for MND**
- *Note: “Monday night dinners -MND's” are hosted by members and are a PYC tradition. Tickets are available at the bar. Doors open at 5:00 PM and dinner is served at 6:30 PM.*
- **Tuesday, Wednesday (basket night), Thursday 10 AM - 10 PM**  
*Note: Basket Night – full dinner menu not available*
- **Friday and Saturday 10 AM -11PM    10 AM - 11 PM    11 AM – 9 PM**
- **Sunday 10 AM - 7 PM    10 AM -7 PM    10 AM - 7 PM**  
*Note: lunch served from 11:00 AM until 3:00 PM, Extended dining hours until 9:00 PM on Sunday, May 24, Sunday July 5, and Sunday September 6.*

### **FALL HOURS: September 7 - October 14 [Limited operation/Club open on designated dates only]**

#### **Chapter 1 Monday, September 7 [Labor Day]**

*Club open at 10:00 AM, lunch served 11:00 - 3:00 PM, bar open at 10:00 AM - 7:00 PM [Broken Mast 3:00 -5:00 PM], appetizers available 5:00 PM - 7:00 pm, club closes at 7:00 PM.*

#### **1) Wednesday Basket Night: Every Wednesday from September 9 through October 14**

*Club will open at 10:00 AM lunch served 11:00 AM -3:00 PM, bar open 10:00 AM -10:00 PM [Broken Mast 3:00PM - 5:00 PM], club will close at 10:00 PM.*

- **Friday and Saturday – Full dining room service available on these days through October 10**

*Club open at 10:00 AM, lunch served 11:00 AM -3:00 PM, Bar open from 10:00 AM - 10:00 PM [Broken Mast **from** 3:00PM- 5:00 PM], dining service with full menu 5:00 PM -9:00 PM, club closes at 10:00 PM.*

**Wednesday, October 14 is the final day of operation for the 2020 season**

### **Important reminders:**

- In order to improve our overall efficiency of our dining operations and your experience, we encourage members to **make dinner reservations, particularly on high volume evenings such as Friday and Saturday. This can be done by calling the club [231 869-8921].**
  - As a courtesy, complimentary coffee, iced tea and cookies are available daily for members beginning at 11:00 AM until gone.
1. The bar will be open past 11:00 PM on Friday and Saturday evenings and past 7:00 PM on Sunday **only if sufficient amount of members are present.**
- **Monday is the scheduled day off for all PYC staff.** The club will be open from 5:00 PM – 10:00 PM to accommodate the traditional Monday Night Dinners. Tickets may be purchased at the bar and are available one week before the date of the dinner. Monday Night Dinners will begin promptly at 6:30 PM.
  - **Special events.** Consult PYC Standing Rules
  - Please consult the **PYC website calendar** for updates to scheduled events. The weekly **PYC Signal Flags** is also designed to keep members informed of important informational items regarding the club.



## **2020 SCHEDULED EVENTS** -Please check our website

*www.pentwateryachtclub.com, or our weekly signal flags newsletter for the most up to date calendar information along with our scheduled events. Schedule will be updated based on COVID-19 regulations*

### **March**

Sat Mar. 21 Board Meeting

### **May**

Fri May 1 Member Clean-up Day, 10am – 2pm  
Fri May 8 Welcome Back Party, 5-8pm  
Sun May 10 Mother's Day Brunch  
Thur May 14 First Basket Night (on Thursdays in May)  
Fri May 5 First Bridge Club, 1pm (on Fridays in May)  
Sat May 9 Board Meeting 9am  
Board Training Session - pm  
Sat May 16 New Member Orientation 4:30-5pm  
Sun May 17 Women's Club Wine & Art, 2-5pm  
Mon May 25 Memorial Day, open till 7pm  
Tue May 26 Closed  
Wed May 27 Closed  
Fri May 29 Deck Party, music by John Merchant, 6pm – 9pm  
Summer hours begin

### **June**

Mon June 1 Soling Racing begins, 3pm  
Tue June 2 Sunfish Racing begins, 4pm  
Wed June 3 Basket Night & Bridge move to Wed  
Ensign & Offshore Beer Can Races, 5pm  
Sat June 6 Ensign Race, 11:45am; Offshore Race, 1pm  
Blessing of the Fleet, time tbd  
Mon June 8 Nine & Dine Golf Outing, 3 – 7pm  
First Monday Night Dinner – 6:30pm  
Sat June 13 Board Meeting, 9am  
Taste of Ireland, with Steel City Rovers, 6pm – 9pm  
Mon June 15 Distinguished Member & Past Commodore Luncheon, noon  
Tue June 16, 17, 18 (19 Rain Date) Crew Development  
Sun June 21 Father's Day Barbecue  
Mon June 22 First Monday Night Dinner 6:30pm  
Fri June 26 Queen's Cup Race Weekend – Milwaukee to Grand Haven  
Sat June 27 New Member Orientation, 4:15 – 5pm  
Flag Officer & New Member Cocktail Party (Open to all Members)  
Music by Third Coast Swing Band, 5pm – 8pm

## **July**

Fri	July 3	Fireworks at dusk
Thur	July 8	Don Van Zile Boater Safety Class, 8am - 12
Fri	July 9	Don Van Zile Boater Safety Class, 8am - 12
Mon	July 13	Nine & Dine Golf Outing, 3 - 7pm
Tue	July 14	Fashion Show, Noon
Fri	July 17	Deck Party, Music by Two Dudes in Flip Flops, 6pm -9pm
Sat	July 18	Board Meeting, 9am
Fri	July 24	Back from The Mac Party, 5pm to close
Fri	July 31	Christmas in July, 6 - 9pm

## **August**

Thur	Aug 6	Don Van Zile Boater Safety Class, 8am - 12
Fri	Aug 7	Don Van Zile Boater Safety Class, 8am -12 Sunset Down the Channel
Sat	Aug 15	Homecoming Fireworks, Dusk
Mon	Aug 17	Nine & Dine Golf Outing, 3 - 7pm
Tue	Aug 18	19 <sup>th</sup> Amendment 100 <sup>th</sup> Celebration, TBD
Sat	Aug 22	Wooden & Classic Boat Show, 10am - 4pm
Fri	Aug 28	Deck Party, Music by Ultimate Taste, 6pm - 9pm
Sat	Aug 29	Annual Meeting, 9am
Mon	Aug 31	Last Thursday Night Dinner, chaired by your Commodores & Featuring a Volunteer Celebration, 6:30pm

## **September**

Sat	Sept 5	Kentucky Derby Party, 5pm
Mon	Sept 7	Labor Day Rafting Party, leave dock 4pm
Fri	Sept 4	Bridge moves to Fridays, 1pm
Sat	Sept 12	Commodore's Ball, 6:30pm - 10pm
Mon	Sept 14	Nine & Dine Golf Outing, 3-7pm(Dinner offsite, location TBD)
Sat	Sept 19	Regatta Banquet, 5:30pm

## **October**

Sat	Oct 3	Candlelight Dinner, music by Sandra Effert, 5:30pm
Wed	Oct 7	Last Regular Basket Night, 5:30pm
Sat	Oct 10	Candlelight Dinner, music by Frank Galante, 5:30pm
Wed	Oct 14	Closing Day, Basket Night Bonanza!, 5:30pm
Sat	Oct 17	Board Meeting, 9am Post Season Chili Cookoff, music by Delilah Dewylde, 5-7pm Move in Blue Chairs

### **Monday Night Dinners (6:30pm)**

<i>June 22</i>	<i>Q's Smoke house</i>	<i>Joannie and Joe Guenther</i>
<i>June 29</i>	<i>Fish</i>	<i>Beth and Russ Cross</i>
<i>July 13</i>	<i>German Dinner</i>	<i>Chris and Larry Conroy</i>
<i>July 6</i>	<i>Open</i>	<i>Open</i>
<i>July 20</i>	<i>Macedonian Dinner</i>	<i>Trish &amp; Nick Stoyanoff</i>
<i>July 27</i>	<i>Open</i>	<i>Open</i>
<i>August 3</i>	<i>Italian Night</i>	<i>Joan and Jim Gehringer</i>
<i>August 10</i>	<i>Cheese Burger In Paradise</i>	<i>Kathy and Steve Hamilton</i>
<i>August 17</i>	<i>A Meal from the Mitten</i>	<i>Amy and Ron Labeeber</i>
<i>August 24</i>	<i>Rib Fest</i>	<i>Susan &amp; Mike McKearnan</i>
<i>August 31</i>	<i>Volunteer Celebration</i>	<i>Commodores</i>

*\*Dates may be subject to change. Follow signal flags weekly for any changes*

## **Standing Committees & Sub Committees**

- **Facilities** – Lisa Baker
  - Design – Dave Peterhans
  - Building & Maintenance – George Mikulyuk
  - Gardens & Landscape – Robin Martens
- **Finance** – David Nobles
  - Insurance – Jack Vanderwall
  - Development/Donor Policy
  - Centennial Fund – Larry Konopka
- **Governance** – Sally Butz, Amy LaBarge
  - Bylaws – Angie Hopkins
  - Policies & Procedures
- **Membership**
  - Membership Operations – Macy Felter
  - Communications – Ron Beeber
  - History & Traditions – Megan Hannemann
  - Social – Peggy Candela, Carol Nauta
  - PYC Youth – Pam Slotsema
  - Card Corner – Tink Witt
- **Nominating** – Joe Guenther
- **Operations/House** – Russ Cross, Joe Guenther
  - Apparel – Julie Coughlin
  - Tech Support – Sue Madden
- **Planning** – Judy Pazol
- **Waterfront** – Joe Guenther
  - Stations/Marina Operations – Paul Slotsema
  - Boating Safety – Bill Bluhm, Russ Murphy
  - Regatta – Mike Bass
  - Crew Development – Bill Walker

## **2020 RACING SCHEDULES**

There are two yachting classes established at PYC: L.M.P.H.R.F. and Ensign Class sponsored by Fleet No. 70.

\*Race Schedules subject to change based on COVID -19 restrictions

### **Ensign Fleet – Captain: Mike Bass**

Championship races start at 11:45 am except as posted

#### **Saturday Championship Series (Fun races only)**

June 13, 20, 27 ; July 4, 11, 18, 25  
August 1, 8, 15

### **Wednesday Night Beer Can Races**

Races start at 5pm at the PYC except as posted  
June 10 - Sept. 9, weather permitting

---

### **Offshore Fleet – Captain: Dave Dice**

#### **Championship Series**

June: 13, 20, 27; July: 4, 11, 18, 25;  
August: 1, 8, 16, 23, 29  
June 26 Queen's Cup Weekend

---

### **Soling Fleet – Captain: Doug Nelson**

Races, Monday, 3-5pm

### **Sunfish Fleet Captain: Doug Nelson**

Races: Tuesdays 4:00pm, anticipated start date June, (check signal flags for details)

---

***Regatta Award Dinner, Saturday September 19***

*Sailing Rules are posted on the PYC sailing bulletin board.*

*All members are invited to try Ensign racing on Wednesday nights. Come down to the Club and let a captain know you are interested in sailing or contact Mike Bass prior to Wednesday.*

# **Pentwater Yacht Club Standing Committees**

**Revised 3/21/2020**

There shall be appointed by the Commodore, the following Standing Committees, each consisting of no less than three members. The following are Standing Committees, Sub-committees and their responsibilities.

## **1. Governance**

- By-laws
- Board make-up
- Nominating standards
- Membership standards
- Policies and procedures

## **2. Finance**

- CARS- Capital Asset Replacement Schedule
- Capital Fund
- Insurance
- Development: PYC donor policy and Centennial Fund

## **3. Operations/House**

- Staffing
- Hatch
- Cleaning
- Food
- Apparel
- Tech support

## **4. Membership**

- Communications
- History and traditions
- Social
- PYC Youth
- Member operations (invoicing, dues, orientation)

## **5. Facilities**

- Design
- Building and maintenance
- Flower and landscaping

## 6. Waterfront

- Stations / Marina operations
- Boating Safety
- Regatta
- Stations operations
- Water activities and crew development

## 7. Planning

- Strategic planning
- Facilitation and coordination of overlapping projects
- Data analysis ( membership surveys)
- Risk Management

## **Description and Duties of Standing Committees**

### **Governance**

The Governance Committee is a standing committee appointed by the Commodore with no less than three members including one flag officer and two board members. Non-board members may also be appointed.

The PYC Governance Committee will be responsible for establishing and monitoring club policies and procedures, by-laws, membership standards, nominating standards, board of director's composition, terms and succession plan. The committee will meet at least annually, and present recommended changes to the Board of Directors. Recommended changes shall be presented to the Membership at the Annual Meeting.

Roles and responsibilities:

1. Maintain records of all by-laws, standing rules, and policies and procedures.
2. Review all by-laws at least annually.
3. Make recommendations for by-law changes/modifications to the board.
4. Establish and monitor all club policies and procedures as submitted by the different standing committees.
5. Review all Standing Rules and make recommendations for changes as needed.
6. Review membership standards and make recommendations as needed.
7. Review nominating standards and make recommendations as needed.

8. Monitor board of director's composition, terms and succession plan and make recommendations for changes to board.
9. Develop and monitor procedures for reconciling any conflicting interests of stakeholders in accordance with their duties, privileges and roles.
10. Present recommended changes requiring membership vote at the Annual Meeting.

### **Finance**

The Finance Committee is a standing committee appointed by the Commodore with no less than five members including the Treasurer, Rear Commodore, and one board member. Non-board members may also be appointed.

Roles and Responsibilities:

1. Establish the Annual Budget for Operations.  
Review and make appropriate revisions to the Capital Asset Replacement Schedule (CARS) report.
2. Review all financial propositions of the Club and make recommendations to the PYC Board of Directors
3. Examine the books, vouchers, records and bank accounts of the Club and report to the members at the Annual Meeting each year.
4. Review all Club insurance needs, obtaining three quotes every two years and make recommendations to the Board of Directors.
5. Development of and maintenance of PYC Donor Policy and donor funds.
6. Recommend and approve investment of Club funds by the Treasurer.

### **Operations / House**

The Operations/House Committee is a Standing Committee appointed by the Commodore and has no less than three members. The Operations/House Committee reports shall be an agenda item at all regular Board of Director meetings and at the Annual Meeting.

Roles and responsibilities:

1. Direction and oversight of all house operations, house contents/inventory.
- 2 Final approval regarding staffing, wages, menu, house purchases and pricing for all articles and services sold in the Club, including Ship's Store.

3 Approves the distribution of any staff bonuses, within the limits of the approved financial budget, recommended by the General Manager.

4 Enforces the PYC code of conduct/standing rules regarding behavior and personnel interactions, and amend as needed, with the approval of the Board of Directors.

5 Apparel Sub Committee shall purchase, assign prices and codes, and oversee the sales of all products which the Club markets to members and others.

6 Tech Support Sub-Committee shall provide support for computers, AV, IT communications and Wi-Fi.

### **Membership**

Membership is a Standing Committee appointed by the Commodore with no less than threemembers. Membership Committee reports shall be an agenda item at all regular Board of Director meetings and at the Annual Meeting. The Membership Committee shall consider and determine the qualifications of all applicants for membership in the Club, act upon all applications for membership referred by the Secretary to the Committee, act on all complaints concerning current, or prospective members, and promote new membership to the Club. The Membership Committee shall include the Secretary and one Board Member. The Committee's responsibilities are assisting the Secretary in preparing notice for dues, assessments, and membership fees, notifying new members of Club membership, and sending membership cards to members in good standing. The Committee shall welcome new members at the New Member Brunch/Party. The Committee shall send each new member an informational letter about the Club. They will call all new members and welcome them to the Club and offer to answer questions. They will inform a sponsor of a new member of their duties as a sponsor.

#### **Roles and Responsibilities:**

1. Member Operations Sub Committee shall determine qualifications of all applicants for membership into the Club. Shall hold regular Membership Committee meetings to planfor and execute New Member Introductions and Orientations. Act on all complaints concerning current or prospective members. Coordinate invoicing and submit received payments to the Treasurer. Maintain PYC Wait List. Issue invitations of membership as openings arise. Order name badges, membership cards

- and renewal stickers. Collect and report to appropriate committees.
2. Social Sub Committee shall hold regular meetings to plan for and execute social events to annual social budget. Utilize member survey and other available data. Define events, ticket / attendance pricing, coordinate with Club Manager, set up and tear down requirements and solicit volunteers. Coordinate with Communications chair to advertise event. Manage vendor contracts and secure Commodore approval and signatures.
  3. PYC Youth Sub Committee shall hold regular committee meetings to plan and execute social events tailored to the Club youth. Coordinate with Communications chair to advertise events. Oversee contents and up-keep of the Hatch. Coordinate with Club Manager and kitchen staff on children's menu and table activities. Coordinate Boater Safety classes. Coordinate with Pentwater Police or Coast Guard as needed. Coordinate with Pentwater Sportfishing Association to teach a course on fishing laws and safety.
  4. Communications Sub Committee shall coordinate with Commodore and Secretary the newsletter publication, maintain website, assist with publication of annual yearbook, informational mailings and notices.

### **Facilities**

The Facilities Committee is a Standing Committee appointed by the Commodore and has no less than three members. The Facilities Committee reports shall be an agenda item at all regular Board of Director meetings and at the Annual Meeting. The Facilities Committee is responsible for the oversight of all planning, design and maintenance of the Club's Site, Land and Building. Sub-committees are proposed as follows:

1. Landscape and Gardens Sub Committee is responsible for the design, upkeep and maintenance pertaining to exterior landscape, exterior gardens and interior floral displays. This committee shall investigate and recommend to the Board of Directors any improvements and pertinent costs.
2. Buildings and Maintenance Sub Committee shall be responsible for the upkeep and maintenance of the Club including the site, building systems, equipment and fixtures. This Sub Committee shall investigate and recommend to the Board of Directors any improvements and pertinent costs.

3. Design Sub Committee provides support for all interior and architectural design issues such as space planning, interior finishes, furniture and lighting design. This Sub Committee shall investigate and recommend to the Board of Directors any improvements and pertinent costs.

### **Waterfront**

The Waterfront Committee is a Standing Committee appointed by the Commodore and has no less than three members. The Waterfront Committee reports shall be an agenda item at all regular Board of Director meetings and at the Annual Meeting.

#### **Roles and Responsibilities:**

1. Establish, enforce and revise annually the rules for operation of the marina.
2. Make recommendations to the board of directors for improvements and repairs to the marina facilities.
3. Assigns slips according to the rules of the marina.
4. Establish rules for the operation of the front dock for club boats, transient reciprocal boats, and special events that affect its use.
5. Review annually and recommend to the board of directors all slip fees, docking charges and other fees.
6. Assist Treasurer in collection of all fees.
7. Stations Sub Committee is responsible for obtaining permits for marina operations and improvements.
8. Boating Safety Sub Committee coordinates the presentation of boater safety classes for community youngsters.
9. Regatta Sub Committee shall arrange and conduct all races held by or under the direction of the Club. Establish yachting season for all races, collect appropriate fees and submit to Treasurer. Retain custody of all Club trophies.
10. Develop and coordinate all water activities and crew development.

## **Planning**

The Planning Committee of the Pentwater Yacht Club is a process committee responsible for recommending measurable long and short-term strategic goals to the Board of Directors. To this end, the committee will be responsible for the following.

1. Regularly surveying both internal and external data impacting the club to develop measurable short and long-term goals and strategic initiatives.
2. Having at least one member of the planning committee serve on each of the other six Standing Committees.
3. Ensuring that club products/projects are consistent with the Strategic Plan.
4. Maintaining a Strategic Plan Dashboard in order to measure progress or to explore opportunities.
5. Working with each committee to identify and explore options for unforeseen major adverse circumstances.
6. Facilitating and coordinating overlapping projects.

Standing Committees are Committees of the Club, and report to the Board of Directors. Standing Committee reports shall be an agenda item at all regular Board meetings for information purposes, and at the Annual Meeting. All Standing Committees may provide information to the Board at any time.

### **Amendments to the Standing Committees**

All proposed amendments to these Standing Committees and descriptions must be presented for approval by the Board of Directors at a regularly scheduled meeting of the Board of Directors. Only one reading is required.

# **PENTWATER YACHT CLUB STANDING RULES**

Last Revised October 12, 2019

**These Standing Rules are the general operating rules of the Pentwater Yacht Club. Any situation(s) that may arise that are not covered in these Standing Rules, and requires immediate resolution, will be addressed by the Commodore who may consult the flag officer(s) or the entire Board of Directors.**

## **I. HOUSE RULES**

### **A. NO SMOKING**

The entire Yacht Club building is a “smoke free” environment. Smoking is not allowed anywhere in the building or on the Yacht Club premises except in the designated area.

### **B. ETIQUETTE POLICY**

Inappropriate behavior by members and or their guests will be subject to sanctions by the Board of Directors. Such sanctions could include suspension or revocation of membership.

All members, visitors and staff are expected to conduct themselves in a manner that:

1. Shows respect and dignity to fellow members, staff and visitors.
2. Upholds the character, integrity, good will, and community image (local and/or the broader community) of the PYC.
3. Demonstrates an understanding that members and visitors have no authority to instruct staff in job performance and duties.
4. Understands that members shall not reprimand an employee of the club. All complaints or suggestions shall be addressed to the PYC General Manager or a Flag Officer.
5. Does not denigrate or berate staff members, general membership and/or guests and does not create unnecessary strife and divisiveness.

### C. GUEST PRIVILEGES

- 1.a. Guests must be accompanied at all Club functions by a member in good standing. It is the duty of each member to **sign in his/her guest(s)** in the Guest Book. Guests may attend functions at the PYC no more than four times during a season. Only club members can purchase food, alcohol, and apparel
- 1.b. House guests of a member in good standing may attend all Club functions during their visit, only when accompanied by a member.
2. Visiting yacht club persons: Visiting yacht club persons, who are members of Yacht Clubs listed in the Register of American Yacht Clubs, and live within 25 miles of Pentwater may visit the PYC four times a year, are required to confirm their club affiliation and must sign the "Reciprocal Guest Book". Visiting yacht club persons living beyond 25 miles of the PYC are required to confirm their club affiliation and must sign the "Reciprocal Guest Book". Visiting yacht club persons and their crew shall pay for all purchases and fees by cash, check or credit card prior to leaving the Club.
3. Non-member race crews: Valid for days of PYC sponsored racing for non-member race crews only:
  - a. The Captain, a PYC member boat owner, can invite non-member race crews to the Club for refreshments and only the Captain or another PYC member can purchase alcohol and food for non-member race crew.
  - b. Non-member race crews may be on the Club premises only during the days and for a reasonable time (2 hours) before and after (2 hours) the race that the boat owner is participating in.
  - c. Non-member race crews must depart the Club premises when the Captain leaves.
  - d. The Captain is responsible for his/her crew's conduct while on the PYC premises, and for any debt, liability, or loss incurred by the crew to the Club.
4. Guest privileges may be suspended if special events are scheduled at the Club.
5. Card clubs: Members are required to sign up to play cards in advance. If the required number of players is not met, the chairperson may invite substitute guests to complete a table as long as all members are accommodated first. A Club member may purchase alcohol or food for the non-member card player(s). The guests must depart from the premises when the chair of the card club leaves.

6. Dispute resolution: If the guest chooses not to join the Club and continues to visit the Club, it will result in an advisory letter to the offending guest's sponsor(s) to cease inviting the guest. The member sponsor may ask to meet with the Commodore to resolve their issue within one week. If the offense continues, the Commodore will send a letter warning the member of possible sanctions up to and including termination. If there is no resolution, action will be taken at the next scheduled Board of Directors meeting.

#### **D. BLUE CHAIR LOUNGE**

1. Michigan Liquor Control Commission (MLCC) regulations govern our liquor/beer sales. Alcoholic beverages may only be purchased by bona fide PYC members and reciprocal guests. We solicit your cooperation regarding this so that at all times we are in compliance with the regulations of the MLCC.
2. All members must show their PYC membership cards when purchasing food and alcoholic beverages.
3. Alcohol purchased at the Club cannot be consumed off the premises unless it is sealed beer or wine that is designated as take out. No alcohol obtained from any outside source shall be permitted on the Club premises. Alcohol purchased at the Club may not be taken aboard unless designated sealed take out beer and wine any boat moored at the Club dock, nor shall any alcohol obtained aboard any boat be taken from the boat on to Yacht Club property, also a MLCC regulation.
4. In compliance with the regulations of the MLCC, alcoholic beverages may not be purchased after 2:00 am. Premises must be vacated no later than 2:30 am.
5. Minors are not allowed in the Cocktail Lounge after 9 pm unless accompanied by an adult member.

#### **E. RESERVATIONS**

1. Dinner Reservations are strongly recommended on Friday and Saturday nights and special events.
2. Reservations of over 40 will be considered Special Events and will not be accepted without Board approval. Reservations of over 20 will be considered "Large Reservations" and will require prior coordination with the Club Manager. Meal selections must be made from the menu and exact counts must be provided no later than 3 days prior to the reservation. Any financial loss to the Club due to changes or cancellations made less than 3 day prior to the event will be the responsibility of the Club member making the reservation. Large reservations will not be accepted if the Club Manager and Vice Commodore determine they will unduly interfere with normal club operations.

3. PYC Special Events (excluding Monday Night Dinners): With the improved facilities at the Club, more members are sponsoring special events and activities involving the marina, Youth Room, Main Dining Room, and Bar areas. To coordinate the above resources of the Club, the sponsoring Club members will conduct such activities similar to a Monday Night dinner. The Club will be used to sign up the activity, the sponsor, and the members helping in the event. The event must have prior approval of the Board of Directors, with a recommendation from the Manager of the Club whether it affects the other Club activities, and a budget will be prepared if the Club has financial responsibility for any of the event (meals, prizes, extra Club personnel, etc.). It is expected that such activities will break even financially or make money for the Club.

## **F. GENERAL RULES GOVERNING CLUB PROPERTY**

The following rules are for the purpose of making the Club premises the most useful and beneficial for the entire membership. It is our individual and group responsibility to ensure their application.

1. There shall be no swimming or water skiing from the Yacht Club property at any time except that the Pentwater Junior Sailing Club may provide the requisite swim test at a prearranged time and date with a certified water safety instructor present and subject to the approval of the insurance provider. This includes all docks and sea walls. Fishing is not allowed on the Club premises. Wet attire is not permitted in the Club House. No inline or roller skates or skateboards are permitted on Yacht Club property.
2. No animals will be allowed inside the Club House or on the deck where food and beverages are served, except service dogs. Dogs on leashes may be transported to and from boats.
3. No boat moored or tied up to the Yacht Club Dock, or within 100 feet there from when arriving or departing from said Dock, shall discharge ANY effluent from its Head, Galley, Sinks or Bilge, except that bailing of small open boats may be permitted.
4. DOCKING ON DAYS OF SPECIAL EVENTS: Restrictions may be placed on Club docks before, during, and after special functions. These restrictions will be posted in advance on the Club bulletin board and on the Club docks if appropriate.
5. No items of waste or refuse shall be dropped or thrown from the Club buildings or Dock onto the Club grounds or into the water.

6. Except as approved by the Board of Directors, members and/or guests are not permitted to use the Club equipment, docks or facilities for their personal business or for personal gain. This does not apply to business related meals, cocktails or visitations.

## **G. BLUE CHAIR LOUNGE AND KITCHEN**

Only Staff and authorized persons are allowed in the kitchen or behind the bar.

## **H. JUNIOR ACTIVITIES ROOM**

The Junior Activities Room is for the use of Junior Members of the Club. The Club encourages the youth of the PYC to use the facilities, to help in the maintenance of the room, and to report damage or possible improvement for their use. Events at the Club that will close the room will be posted in advance. PYC and staff are not responsible for unsupervised children.

## **I. ATTIRE**

The atmosphere of the Club is that of informality and good fun; however, it is expected that Members and guests dress in a manner appropriate to the occasion. The PYC requires that shirts and shoes be worn at all time in the PYC in order to use the facilities of the Club.

## **J. CLUB RENTAL PROCEDURES**

1. The Club may be rented for \$500 for a private event. Local non-profit organizations may use the Club rent-free if sponsored by a Club member. The Board of Directors must approve the date and the event when over 40 people will be attending.
2. Events must not conflict with the normal operations of the Club.
3. A member of the Club must sponsor and be present at the event—No Exceptions.
4. During high season which is defined as the period between Memorial Day Weekend and Labor Day Weekend, members only can rent the Club. The Club cannot be rented by a non-member even if a member sponsors the non-member. During the period outside the high season, the Club can be rented by a non-member if a member sponsors the non-member and is present for the event.

5. The participation may not exceed the permissible number allowed in the Club (maximum of 130 for a seated dinner). A manageable number of guests will be allowed for private events.
6. The exact number scheduled to attend must be provided to the Club Manager no later than 5 days prior to the event. If food is to be provided, the exact food count must be provided at the same time as the official attendance count and the event will be billed for that count.
7. A cleaning fee deposit of \$150 will be charged to each group to assure the room is cleaned following the event. This deposit will be refunded if the club is left clean and orderly after the event. If the Club provides food and the beverage service, no cleaning deposit will be required.
8. The member sponsoring the rental/use of the Club must meet and comply with the rules and regulations set by the Board of Directors and Club Manager. If the Club Manager is not available, outside caterers and the wait staff may be employed and they must meet the Club Managers and the Board of Directors rules and regulations.
9. The Club Manager will integrate rental dates into the Club calendar and ensure there are no conflicts. The event will be posted on the bulletin board at least 7 days prior to the event.
10. The use of the club for a Life Celebration or memorial for a deceased club member is not considered an "exclusive" special event as these types of events are open to the general membership and do not require approval by the Board of Directors. However, all requests for life celebrations and/or memorials for deceased club members must be approved by the Club Manager and Commodore or Vice Commodore.

## **I. MARINA FEES AND DOCK REGULATIONS**

The Marina Slips, Sunfish Dollies, Dinghy Racks, Personal Water Craft Ports and Front Dock operations are operated by the Stations Committee under the policies approved by the PYC Board of Directors. Requests for Slips and Dry Storage Areas should be submitted in writing to the Stations Committee by regular mail or e-mail to Station's Committee chairperson and will be honored in priority by the date received. This marina usage is governed by the State of Michigan Marina Operating Permit. Any boat in violation of the conditions of the operating permit will be refused a slip. By permit restrictions we cannot accept boats which extend beyond the length of the finger piers to which they are attached. Swim platforms, bowsprits and/or pulpits must be included into total boat length. Applications for large or heavy displacement boats will be accepted only as determined by the Stations Committee so as to not adversely affect the facility.

## **A. SLIP AND DRY STORAGE RULES AND FEES**

1. Slip and dry storage area fees are set by the PYC Board of Directors on recommendation of the Stations Committee and the Finance Committee.
2. Fee Payments: All slip and dry storage fees are due in full at the time of membership dues payment. Non-payment will result in the space being reassigned. These fees are non-refundable except by action of the PYC Board of Directors.
3. Marina fees for the season are provided in the Dues and Fee Schedule web page under "Club Info".
4. Dry storage area (Dinghy and dolly areas)
  - 4a. All boats in the dry storage area will be issued a PYC numbered sticker that must be affixed to the boat.
  - 4b. All boats in the dry storage area that are required to have current State of Michigan registration must have it affixed to the boats.
  - 4c. Dollies: The dollies are made for small sailboats or kayaks. The dollies are not to leave the Club premises.
  - 4d. Dinghies: Dinghy storage is primarily for members who ferry between the club and their boats on mooring buoys. After these members' needs are met, other members who have requested dinghy rack space may after June 1, in order of receipt of request, be assigned a dinghy space for the balance of that season only. The maximum dinghy length is ten feet. Dinghies should be in the rack and must not interfere with boats in slips.

## **B. SLIP ASSIGNMENT**

The following criteria shall be used in the assignment of slips at the PYC:

1. Slip assignments will be reviewed annually along with any request for reassignment. In situations where all slips cannot be used due to water levels or repairs, a procedure of seniority-in -the-basin will be followed. Members displaced will be placed at the top of the wait list.
2. Members must own the boat in the slip and a copy of the registration must be submitted to the Stations Committee chairperson prior to putting the boat in the marina. Seasonal slip occupancy by a boat owner partnership is not permitted at PYC without the approval of the Stations Committee. A boat owner partnership will only be approved when the boat in question and ALL partners are active participants in PYC sailing activities.

A boat owner partnership will not be allowed to rent slips at PYC if the partnership provides a means and is established for the purpose of avoiding a waiting list for a slip.

3. Members changing boats, where the new boat is the same size as their present boat, must notify the Stations Committee in writing. If the new boat, in the determination of the Stations Committee, fits the currently assigned slip, the member may keep that same slip.

4. Members changing boats, (larger or smaller) who presently have a slip may request a change of slip which is to be done in writing to the Stations Committee. Available vacant slips that will accommodate the request, and for which there is no one on the wait list, may be made available to the member.

5. Members whose new boat cannot be accommodated in available vacant slips in the PYC marina will be placed on the regular wait list, which is held in order of the date of request.

6. Under no circumstances will boats with Marine Sanitation Devices(MSD's) be allowed to rent seasonal or transient slips in the PYC Marina.

### **C. WAIT LIST:**

1. One current wait list will be posted for all slip sizes in the marina. The list will be in order of the received date of the wait list request. Members desiring to be on the wait list must submit a PYC wait list application form and pay the current slip wait list application fee. It is recognized that in certain cases boats that come to the top of the wait list may not qualify for the available slip if the available slip is in the North Basin. If a boat comes to the top of the waiting list but does not qualify for the available slip because of boat length, the boat will remain at the top of the wait list and the next boat on the waiting list will be offered a slip.

2. Members requesting a slip for a boat they do not currently own must specify overall slip length required (24', 20' or 16'), beam (7'0", maximum) and weight (3500 lbs. maximum) and whether the probable boat is a sailboat or power boat for which they are requesting the slip.

3. Members on a wait list who are offered slips and who refuse those slips for any reason will be removed from the wait list.

4. Members on a wait list who are offered slips have two (2) days to accept or decline the slip.

5. Unusual or extenuating circumstances concerning slip assignment will be considered and determined on an individual basis by a majority of the members

of the Stations Committee. The surviving spouse of a slip holder or of a member on the wait list, will be allowed to remain in the slip or position on the wait list

6. A PYC member may rent only one seasonal slip during a boating season. An exception to this rule may be approved by the Stations Committee for a period of one year should no waiting list exist. All exceptions will be reviewed on an annual basis to accommodate members new to the waiting list.

#### **D. LEAVE OF ABSENCE POLICY:**

Paid up slip holders may request a non-renewable one year leave of absence by sending a letter to the stations committee. To qualify for a leave, the member must have occupied a slip for a minimum of one season and have paid the total slip fee. The member receiving the leave will be refunded the amount the PYC can collect from the subsequent renter of the slip.

One season's lack of use of a slip by the renter, other than a granted leave of absence, will be considered abandonment of the slip which will then be reassigned from the wait list after Labor Day.

Slip holders are requested to notify the stations committee any time they will vacate the slip for 48 hours or more. The notification makes it possible to make the slip available upon return of the slip holder. Only the Stations Committee may sublet the slip to other yacht club members or reciprocals during a period of non-use of 48 hours or more whether or not the PYC slip holder notifies the committee of the non-use period.

#### **E. FRONT DOCK USE:**

1. The PYC Stations Committee will have overall responsibility and authority over the use of all PYC Docks as set forth in II. Marina Fees and Dock Regulations above. The Chairman of the Stations Committee shall be the Dock Master and may designate other PYC members as necessary as Dock Masters to exercise this authority and maintain the orderly use of the docks of PYC.
2. Other than docks rented for the season and covered under Section B above, the following shall apply to all other PYC docks:
  - A. Member owned boats not assigned to slips may tie up at the front dock. This dockage is intended for temporary day use. Overnight use is permitted as set out in Section F of these standing rules.
  - B. Boats of non-members (which are not owned and operated by a member of an affiliate yacht club) may tie up at the front dock if a PYC member is a guest on the boat and present at all times. No overnight privileges can be extended by the PYC member to such boats.

**C.** In utilizing the front docks at the PYC, members are encouraged to be mindful and respectful of the limited space available for docking at PYC and employ the following docking guidelines:

- All boats less than 24 feet are encouraged to use the south floating dock when available. No boat larger than 24 feet may use the south floating dock.
- Boats are encouraged to tie up as close to the end of the dock when available and as close to existing boats as is reasonable and safe to maximize available front dock space.
- All boats greater than 18 feet in length must be secured with a bow, stern, forward and aft spring lines adequately sized for the boat.
- All boats owners should expect that other member boats may RAFT off their boat if space is otherwise unavailable. Boats desiring to raft must provide adequate fenders, bow, stern, forward and aft spring lines, adequately sized. Boats desiring to raft should make an effort to contact someone on board the boat to be rafted upon for guidance and assistance. Skippers must exercise good judgment in rafting and respect the boats of fellow members. Things to consider before attempting to raft include: how the boat to be rafted upon is secured to the dock, whether mast and spreader locations of sailboats may conflict, relative size of the boats to be rafted, and sea conditions. As always, the captain of the vessel is responsible for the safety of their vessel and others. If you are rafted off another boat you should remain at PYC or have contact with the other boat's captain to ensure that they are free to leave as desired.
- All boats may be requested by a Dock Master to relocate on the front dock to accomplish efficient use of space as boats come and go. If the member owner is not present on PYC grounds he or she understands that other members may board their boat to accomplish rafting another boat or to move the boat to accomplish the efficient use of the front dock.

**D.** Boats owned and operated by a person with a current affiliate yacht club membership may tie up temporarily at the PYC front dock subject to all the above restrictions. Overnight stays by affiliate yacht club members are limited to a maximum of two nights and are subject to dock fee of the current approved transient dockage fee paid in advance at registration.

**E.** Two hours before, during and two hours after races of the various PYC sailing fleets authorized by the Regatta Committee the front dock is RESERVED for race participants.

**F.** For special events such as Wooden Boat Show, Fireworks, and other similar events the Stations Committee may post notices restricting the use of the

## F. FRONT DOCK FEES PYC MEMBERS:

1. PYC members may stay overnight on the front dock subject to the following:
  - Any PYC boat staying overnight on the front dock **must register on the day of arrival** in accordance with the club's registration procedure.
  - A PYC member boat may stay free of dockage fees for a total of 6 separate **non-consecutive** nights per season.
  - Any overnight dockage beyond the 6 free nights in a season is subject to payment of dockage fees.
  - If overnight dockage is used on **consecutive** nights, only the first night's dockage may utilize one of the member's free nights, up to the season maximum of 6 nights. **Dockage for a second and third consecutive night by a member boat are subject to dockage fees.**
  - A maximum of 3 consecutive nights dockage is permitted during any one stay by any member owned boat.
  - The current approved dockage Fee, if required by these rules, is required to be paid in advance. Unpaid overnight dockage fees shall be added to the next year's dues billing with an additional \$25.00 surcharge for each unpaid overnight stay as determined by the Stations Committee.
  - Dockage Fees for front dock start when the Club is formally opened for the season and continue until the Club is formally closed in the Fall
2. The Stations Committee Chairperson or his/her designee shall have the authority to grant exceptions to these rules limiting the duration of stays on the front dock if the boat is having mechanical problems that prevent the boat from getting underway using it's engine. All dockage Fees set forth above still apply during any such extension of permitted stay.

## G. SPECIAL CONDITION:

During the PYC Wooden Boat Show all marina slip holders are required to move their boats from the PYC marina to other locations. The marina must be empty from 6 pm Friday before the show until 6 pm Saturday. If you are unable to move your boat, you can contact the Wooden Boat Show chairperson and request assistance.

### **III. CLUB OPERATING RULES**

#### **A. EXECUTIVE OFFICERS**

1. The Flag Officers of the Club are considered the Executive Officers.
2. Subject to approval by the Finance Committee and Board of Directors, the Treasurer is authorized to borrow money from the capital fund to cover operating expenses, for maintenance purposes only, as needed for September and October. Any money that was borrowed from the Capital fund shall be budgeted and paid back during the following fiscal year.
3. The Commodores, Secretary and Treasurer will be the authorized signatories for checking and savings accounts and the safe deposit box of the Pentwater Yacht Club. Said accounts and safe deposit box will be designated annually at the organizational meeting of the Board of Directors each year. Except for the food service manager's checking account, two signatures will be required on all checking and saving account withdrawals. This will not apply to transfers between accounts.
4. The Pentwater Yacht Club shall purchase hats for the flag officers.
5. The Treasurer shall assure that an independent review of the PYC books are conducted on an annual basis.
6. Flag Officers and spouses will have dues waived in the years in which they serve. They will, however, continue to pay capital assessments as required.
7. Flag Officers may make non-budgeted expenditures up to \$1000.00. Non-budgeted expenditures that exceed \$1000.00 must be approved by the Board of Directors. Operating expenditures may be paid as they arise up to the Board approved budgeted amount. The dues and function admissions of the Commodore and his or her spouse shall be waived for the year the he or she is commodore. The dues of the Vice Commodore, Rear Commodore, Treasurer, and Secretary will be waived for the year that he or she is in that position, the fees and assessments will not be waived.
8. The cost of tickets for all Flag Officers and his/her spouses/guests will be waived for the Officers Ball.

## **B. MEMBER COMPLAINTS**

In cases where there is a written complaint filed against a current or prospective member that could result in suspension or expulsion from the Club or application refusal, and an investigation is needed, the three Commodores will appoint up to three (3) individuals to investigate the matter and report back to the Board of Directors for action. If the investigation is conducted by any member(s) of the Board of Directors, those individuals will not have a vote in determining what, if any, action is appropriate if voted on by the Board. Actions less than suspension or expulsion from the Club will be handled on a case-by-case basis as determined by the serving Commodores.

1. The Commodore, upon receipt of the complaint, will immediately forward the complaint to the person(s) who is the subject of the complaint. That person(s) will be given ten (10) calendar days to respond in writing to the complaint by sending a copy of the response to the Commodore. Copies of all communications related to this process will be shared with the Rear Commodore and Vice Commodore (serving Commodores).
2. If a suspension or expulsion could result from the complaint, the Commodores will appoint the investigative committee and shall provide the investigative committee with written direction as to the scope of the investigation. Copies of the complaint(s), written response(s) to the complaint(s) and written scope of the investigation will be provided to the committee, individual(s) filing the complaint and the person(s) who is the subject of the complaint (directly affected parties). Any changes in the scope of the investigation must be in writing from the serving Commodores and provided to the directly affected parties.
3. The committee will conduct its investigation, as it deems appropriate, and may include timely interviewing of the individual(s) filing the complaint, witnesses and directly affected parties.
4. The committee will make its recommendation to the Board of Directors.
5. Prior to making a decision, on the committee recommendation(s), the complainant and person who is the subject of the complaint may make a brief presentation to the Board.
6. The decision of the Board will be effective immediately unless indicated otherwise.

### **C. BOARD OF DIRECTORS**

1. The Board of Directors will provide in the annual budget the amount to be used to determine bonuses.
2. The Board of Directors will approve all dues and fees each year.
3. The Board of Directors will receive for approval, in October of each year, a preliminary budget from the Finance Committee to be effective the following fiscal year. A final line item budget will be presented to the Board of Directors for approval from the Finance Committee in March for that fiscal year.

### **D. MEMBERSHIP**

1. Each member shall be requested, annually, to provide current mailing address, names and date of birth of dependent children. This information shall be required for intermediate members over age 21. In addition, boat name, type and registration number will be requested.
2. Life and Distinguished Membership Status should be determined before sending out the membership dues statements. The Membership Chair will keep this information in the database.
3. The category of "Couples" shall be defined as individuals who are married or cohabit the same dwelling(s) as though married.
4. A membership application from an applicant in the Couples category will require that both individuals apply for and pay the dues determined by the Board of Directors. An exception may be requested to this requirement if one of the Couple is medically unable to participate in any of the club's activities. The Membership Committee chair will submit the requested exception to the Executive Officers who will make the final decision on the requested exception. When a current member acquires a new spouse or "significant other" according to paragraph 3 above, he/she shall be considered a "couple". The non-current member shall be required to apply for membership and pay the single initiation fee without joining the wait list.
5. Those members who have been continuous members for 50 years will be considered Life Members. All new Life Members will be recognized at the Annual meeting.
6. The membership shall not exceed 600 members unless otherwise approved by the Board of Directors. This number can be exceeded to accommodate new spouses and new "significant others" and intermediate members exercising their right to membership. No applicants from the "wait list" will be accepted until membership drops below 600.

- 7. When prospective member(s) from the wait list are invited to join the Club, he/she must accept or decline the invitation by notifying the Membership Chair in writing, by e-mail or phone call within thirty (30) days of receipt of the invitation. If the prospectiveE member fails to respond within thirty (30) days, he/she will be removed from the wait list.
- 8. Junior Members are children/wards of current members who are less than 21 years of age.
  - a. Junior Members must dress appropriately; Shirt and shoes must be worn in the Club building.
  - b. Junior Membership includes use of facilities and restaurant when not accompanied by their parent/guardian provided they are identified as a Junior Member by the PYC Manager on duty.
  - c. Junior Members may participate in all junior activities.
  - d. PYC reserves the right to suspend or rescind membership if a Junior member does not abide by the Junior Membership Rules.
  - e. Club cards are not issued to Junior Members.
- 9. Intermediate Members may not bring more than three (3) guests when not accompanied by an “individual” Member.
- 10. Membership to the Club will not be given to employees either as a perk or condition of their employment.

**E. DUES, FEES, AND ASSESSMENTS**

1. The PYC membership initiation, membership dues and fees for the 2020 season are:

Dues:	\$330.00
Building Assessment	\$55.00
Intermediate Members	\$50.00
Late Fees	\$50.00
Initiation Fee	\$400.00
Membership Application Fee	\$50.00
Slip Application Fee	\$25.00

- 2. These fees are subject to change by the Board of Directors at any time.
- 3. All dues must be postmarked by or prior to March 1 to be considered timely. Dues postmarked after March 1 will be assessed a late fee.

4. New member dues paid September 1 or later in any year will be credited to the next Yacht Club Year.
5. Invitations of membership will not be extended after May 1<sup>st</sup> annually. No prorating of dues, initiation fees or capital contributions.
6. Membership Waitlist is managed by the Membership Committee on a First Come First Served basis, and will continue to expect sponsors to screen/get to know their applicants prior to application submission.

## **F . COMMUNITY DONATION POLICY**

The PYC believes in visibly contributing, within our means, to the betterment of the Pentwater Village and Pentwater Township communities. These contributions are budgeted annually and include cash contributions to Pentwater Village/Chamber of Commerce events like the fireworks display and community youth programs. Also included are non-cash contributions like gratis use of the clubhouse, when available, for Pentwater School and service organization events. Requests to the PYC for cash contributions will be forwarded to the Treasurer to confirm budget approval; use of the clubhouse will be forwarded to the House Committee for schedule approval. Final approval of all contributions remains with the PYC Board of Directors.

## **G . GIVING POLICY**

### **The Purpose of the Guidelines and a Committee**

The Pentwater Yacht Club appreciates and welcomes donations of items or other gifts that support the overall mission, vision, and function of the PYC. The Board of Directors may, at their discretion, create a gift review/ donor process. The purpose of this proposed Giving Policy is to establish guidelines that will assist with the evaluation of potential gifts based on the mission, vision, or function of the PYC. One option is for this new policy to merge with and be managed by an existing Committee such as The Centennial Fund. The purpose of this policy is to establish guidelines which will evaluate potential gifts based on the mission, vision or suitability of a gift in meeting this policy. Recommendations will be made to the Board of Directors regarding the suitability of a gift in meeting this policy. The Board will opine of the appropriateness of a particular gift and make the final decision.

### **Types of Gifts and Restrictions**

Gifts or donations that the Board of Directors do not feel match the mission, vision, or function of the PYC facility or its members, or gifts that will create additional expense to the club, or for other reasons at the discretion of the Board of Directors, may be respectfully declined with thanks to donor for their kind consideration. Typically, monetary gifts will be preferred which would allow the PYC to purchase specific planned items from the Capital Asset List. Acceptance of a gift or donation will not imply endorsement of any business or product.

### **Appropriate Communications**

To aid potential donors who want to generously contribute, the PYC will post on both the Club Bulletin Board and website a list of items that the standing committees and/or officers have deemed desirable yet outside of the annual PYC budget. The list serves only as a wish list and starting point for consideration by donors wishing some guidance in selecting a gift or donation.

### **Ownership Protocol and Tax Guidelines**

Donated items become the property of the PYC and will be used to support the mission, vision, and function of the PYC. The useable life and/or or continued need for gifts received shall be determined by the Board of Directors.

The Pentwater Yacht Club shall acknowledge each gift in writing to the donor. The acknowledgment letter shall set forth any terms or conditions attached to such gift by either the donor or the PYC. The donor shall also be advised in the letter that the value of the gift is not tax-deductible under federal and state laws and regulations now in effect. However, each donor shall be responsible for seeking any independent legal or tax advice desired by the donor in connection with such gift to the PYC.

## **. H. AMENDMENTS TO STANDING RULES**

All proposed amendments to these Standing Rules must be presented for approval at a regularly scheduled meeting of the Board of Directors. Only one reading is required.



# **BYLAWS OF PENTWATER YACHT CLUB**

Last revised August 2019

## **ARTICLE 1: NAME**

The Club shall be known as the Pentwater Yacht Club.

## **ARTICLE 2: PURPOSE**

The Club is a not-for-profit organization whose purpose is to stimulate and improve all water activities including sailing, power boating, and associated sports; to promote and engage in social activities, recreation, and good fellowship; and to sponsor the activities of the youth of the Club.

## **ARTICLE 3: CLUB BURGEE**

The Club Burgee shall be a regulation blue pennant consisting of a Blackhawk Indian emblem on a white circular background.

## **ARTICLE 4: MEMBERSHIP**

- A. Membership in the Club shall be requested by written application on Club forms to be furnished to any prospective member by any member of the Club or by the Club manager. Applications may also be downloadable from the Club's website. All such completed applications shall be submitted to the Membership Chair. New members who have joined in the off-season will be issued membership cards valid until March 31. Membership cards will be valid from April 1 through March 31 of the following year. The Board of Directors may limit total membership in the Club as it deems appropriate. A Member is defined as a person whose application has been approved by the Club, whose dues have been paid as required by these Bylaws, and who has not been expelled from the Club.
- B. The Membership Committee shall post a copy of each application in the clubhouse for seven days during the time the Club is open. Payment and notification will come from the Membership Chair.
- C. There shall be the following classifications and their requirements for membership in the Club:
  - 1. *Full*: A Full Member shall be 21 years of age or older. Each member of a Couple, as defined by the Board of Directors, shall join as individual members.
  - 2. *Junior*: Junior members are children, or wards, of current members of the Club, who have not yet reached the age of 21.
    - a. Junior Members shall have no voting privileges in the organization, shall not hold office, or plan any functions involving the sale or service of alcoholic beverages.

- b. Junior Members shall be entitled to enjoy membership privileges and Club facilities subject to rules and regulations approved by the Board of Directors.
  - c. A Junior Member, within one year of attaining the age of 21, upon application to the Secretary, shall be entitled to full membership in the Club. Wait list and initiation fees do not apply to Junior members who assume membership at this first opportunity.
  - d. Spouses of Junior Members assume the status of that member. Wait list requirements and initiation fees shall be waived.
  - e. Junior Members who do not join at the first opportunity described above, if wishing to become Full Members, will make application, join the wait list, and pay initiation fees in the same manner as any other person wanting to join the club.
3. *Intermediate Members*: Intermediate members shall be children or wards of current members of the Club who are between the ages of 21 and 25 and who are full-time students or on active duty in the US military.
- a. Application for Intermediate Membership shall be by written correspondence to the Secretary
  - b. Intermediate Members shall be entitled to enjoy membership privileges and Club facilities subject to rules and regulations approved by the Board of Directors.
  - c. Intermediate Members shall not be entitled to vote at Club meeting or hold office in the Club.
  - d. An Intermediate Member shall be entitled to Full Membership in the Club upon application to the Secretary. Wait list and initiation fees do not apply to Intermediate members who assume membership by March 1 following their 25<sup>th</sup> birthday, or the conclusion of full time student, or active duty military service, whichever occurs first.
  - e. Spouses of Intermediate Members assume the status of the intermediate member. Wait list requirements and initiation fees shall be waived.
  - f. Intermediate Members who do not join at the first opportunity described above, if wishing to become Full Members, will make application, join the wait list, and pay initiation fees in the same manner as any other person wanting to join the club.
4. *Life members*: Fifty continuous years of membership or as deemed appropriate by the Board of Directors.

5. Distinguished members: These shall have continuously been members of the Club for thirty-five years.
6. For purposed of determining "Life Member" or "Distinguished Member" status. The year(s) on leaves of absence under Article 4 (H) shall not be considered in the calculation of continuous membership requirements.

Each such Life and Distinguished Member shall be entitled to enjoy the privileges of Club membership and shall have one vote at the annual meeting or any special meeting of the Club except as specified in item 2 above.

- D. Life Membership dues shall be \$ 0.00.
- E. Distinguished membership dues shall be one-half the regular dues.
- F. A member of the Club may resign membership by written resignation to the Board of Directors. Such resignation shall be given to the Secretary who shall forward the same to the Board at its next regular meeting. There will be no refund of dues or fees.
- G. The Board of Directors shall have the authorization to establish a junior yacht club at its discretion with an appropriate dues structure.
- H. The Board of Directors may, at its sole discretion, grant a leave of absence based on medical or other hardships.

## **ARTICLE 5: FLAG OFFICERS**

- A. The Flag Officers of the Club shall consist of Commodore, Vice Commodore, Rear Commodore, Secretary, and Treasurer.
- B. No Club member shall be eligible to serve as a Flag Officer until at least one year of membership in the Club shall have been completed.
- C. No Club member shall be eligible to serve as the Commodore until at least one term as a Director or as Flag Officer other than Commodore shall have been completed.
- D. The Flag Officers shall assume their respective duties at the start of the fiscal year for which they are elected and shall serve a term of one year.
- E. A Flag Officer, except the Commodore, may resign office by written resignation submitted to the Commodore. The Commodore may resign office by a written resignation submitted to the Board of Directors at a regular meeting or special meeting of the Board of Directors called for that purpose.
- F. Any vacancy in a Flag Office shall be filled by appointment of the Board of Directors acting at a regular meeting, or a special meeting called for that purpose, for the remainder of the vacant term.

## ARTICLE 6: DUTIES OF THE FLAG OFFICERS

Duties of the Flag Officers are many and varied. Duties identified herein may be delegated by the responsible Flag Officer to, and dispersed among, appropriate committees and individuals.

- A. *Commodore*: The Commodore shall be the chief officer of the Club and shall command the Club fleet, preside at all meetings of the Club and of the Board of Directors, and shall enforce these Bylaws and the rules and regulations of the Club. The Commodore shall appoint all Club committees and their respective chairmen except as indicated in these Bylaws and shall be an ex-officio member of all committees except the Nominating Committee. All committee members shall serve at the discretion of the Commodore. In the event of the temporary absence of the Secretary or Treasurer, the Commodore may appoint a member of the Club as acting Secretary or Treasurer. The commodore is responsible for coordinating the publishing of the official yearbook and setting the calendar for the Club.
- B. *Vice Commodore*: The Vice Commodore shall assist the Commodore in the discharge of the Commodore's duties. The Vice Commodore shall be in charge of, and responsible for, the day to day operations of the Club, including special events, and shall be a member of the House Committee. In the event of the Commodore's absence or a vacancy in office, the Vice Commodore shall act as Commodore.
- C. *Rear Commodore*: The Rear Commodore shall assist the Commodore and Vice Commodore in the discharge of their duties, shall serve on the Finance Committee, shall be responsible for organizing the Thursday Night Dinners and maintaining cost and expense information for these events, and chair the Nominating Committee. In the event of the Commodore's absence or vacancy in office, the Rear Commodore shall act as the Vice Commodore.
- D. *Secretary*: The Secretary shall keep a true record of the proceeding of all meetings of the Club and Board of Directors, serve on the Membership Committee, and be responsible for keeping a correct roll of the members; notify the Treasurer before the annual meeting of the number of members, retain all documents, records, reports, and communications connected with Club business, prepare and file all forms and reports, except taxes required of the Club under the state and federal laws and regulations, conduct correspondence of the Club as directed by the Board including being responsible for notices for dues, assessments, and membership fees, notify new members of Club membership, furnish a copy of Bylaws to new members, send membership cards to members in good standing, send each member notice of the annual meeting and any special meeting; send to each director notice of each regular or special meeting, prepare ballots for the annual meeting, send out to membership the slate of officers seven days prior to the annual meeting.

- E. *Treasurer*. The Treasurer shall collect, receive, and account for all monies due to or expended by the Club, expend funds to pay all obligations of the Club when properly approved by the Commodore or Board of Directors, report at the annual meeting as to the receipts, disbursements, and financial condition of the Club, including a statement of the amount of money then in the Treasurer's possession of the Club accounts, make investments of the Club's funds with approval of the Finance committee and shall be a member of the finance committee. The Treasurer is responsible for the preparation of all financial reports and filing of all tax forms and returns required of the Club. Prior to suspension of a member for late dues, fees, and/or outstanding charges, the Treasurer shall cause to be sent a certified letter to that member. The Treasurer shall furnish bond for faithful performance of duties, the cost of which will be paid by the Club.

## **ARTICLE 7: ANNUAL MEETINGS**

- A. The Annual Meeting of the members of the Club shall be held in August during the first three weeks of the month or as otherwise determined by the Board of Directors. The Board will inform the Members through the newsletter of the date and time of the annual meeting no later than May of each year. The following order of business shall be observed by the Commodore presiding over the Annual Meeting and shall not be departed from except by a two-thirds majority of the members present in person or by proxy:
1. Call to order by the Commodore
  2. Announcement of approval of the minutes of the prior Annual Meeting, as posted.
  3. Nominations
  4. Elections
  5. Reports of the Secretary and Treasurer
  6. Reports of the Committees
  7. Discussion of matters for the good of the Club
  8. Adjournment
- B. Nominations at the Annual Meeting shall be presented by the Nominating Committee and may also be made from the floor for any office by any member of the Club. The Committee's recommended nominations will be provided to the Members with the notice of the annual meeting at least one week prior to the annual meeting. The Nominating Committee shall nominate not more than one person for each available position. Elections shall be conducted by voice vote for all uncontested offices and shall be conducted by written ballot for all offices wherein more than one member has been nominated. Members may vote in person, or by designating a Proxy, at any annual meeting or special meeting of the Club.

- C. A special meeting of the Club may be called at any time by the Commodore, the Board of Directors, or twenty per cent of the members in good standing of the Club upon written request submitted to the Secretary. Special meeting(s) shall only be held between May 1 and November 1 following presentation of a written request(s) which may occur at any time. The request for a special meeting may include a demand to stay/postpone any action(s) by the board. The request to stay/postpone an action of the board must be specifically identified in the request for a special meeting. If the request to stay/postpone an action of the board is made, the board action identified in the request shall be stayed/postponed until the special meeting is held. Requests for a special meeting of the club may be secured and presented electronically, including email or U.S. Mail and must include the member's name, address and date of the signing of the request(s). Signatures on the request(s) may be originals, copies and PR/signatures.
- D. The Secretary shall provide advance written notice of the Annual Meeting, and of any special meeting of all Club members in good standing, at least ten days prior to such meeting. This notice may be sent by either first class mail, or electronic mail, to the address or email address published in the current Club directory.
- E. For the purposes of this article, *members* shall be construed to mean members of the Club present at the Annual Meeting in person or as a proxy, provided, however, that no business of any nature shall be transacted by the members at any meeting unless there be present in person or by proxy at least 100 members of the Club in good standing.
- F. The minutes of each Annual Meeting will be presented to the Board at its next regular meeting for approval. The approved minutes shall be posted on the Club bulletin board and/or the Club web site, and shall be distributed at the next Annual Meeting.
- G. Proxy voting shall be allowed at the Annual Meeting or at special meetings of the membership. Any member may designate any other member as a Proxy, using a form provided by the Secretary. The Proxy shall be provided with ballots for elections and other balloted votes at the Annual Meeting.

## **ARTICLE 8: BOARD OF DIRECTORS**

- A. Board of Directors of the Club shall consist of fourteen Directors, including the Flag Officers and nine members of the Club in good standing at-large, including one past PYC Commodore or member with fifteen or more continuous years of membership in the Club, and the immediate past PYC Commodore. All members of the Board of Directors shall have one vote. The terms of at least two at-large Directors shall expire at the end of each fiscal year and they shall be replaced by election at the Annual Meeting for each year. No at-large Director shall serve more than two consecutive elected terms in that capacity. The terms of office for at-large Directors shall be three years. No Club member shall be eligible to serve as an at-large Director until at least one year of membership in the Club shall have been completed.
- B. The Board of Directors shall be the governing body of the Club. The Board shall establish or approve all matters of policy and all rules and regulations of the Club. The Board shall investigate all alleged violations of the rules and regulations of the Club by members or other persons and shall take such action as deemed appropriate by the Board, subject to the requirements of these Bylaws. Any member aggrieved by any action of the Board may appeal to the Club membership at the next Annual Meeting by filing written notice of appeal with the Secretary at least ten days prior to the next Annual Meeting. A motion duly made, seconded, and approved by a majority affirmative vote at the Annual Meeting, will reverse the Board's action.
- C. The Board of Directors shall conduct at least three regular meetings during each fiscal year of the Club. Special meetings of the Board may be called at any time by the Commodore or other Flag Officer acting in the Commodore's office, or by the request of at least five Directors or at least twenty per cent of the members of the Club. Advance notice shall be given to all Directors by the Secretary of each regular or special meeting except in case of emergency. At any regular or special meeting of the Board of Directors, seven Directors shall constitute a quorum for the transaction of business. Any Board member participating by teleconference or similar means shall be counted as present at the meeting.
- D. The resignation of a Flag Officer shall also constitute a resignation from the Board of Directors. An at-large Director may resign from the board by written resignation to the Commodore. Any at-large Director vacancy on the Board shall be filled by appointment of the Board of Directors acting at a regular meeting or a special meeting of the Board.

- E. The Board of Directors may from time to time appoint such honorary officers as the Board shall deem appropriate.
- F. Board meetings will be open to all members and the minutes will be available to all Members, subject to Section G below. Non-board members may participate by submitting items for the agenda to the Commodore or Secretary seven days prior to the scheduled meeting. The presiding officer of the Board meeting shall have the discretion to recognize non-Board members during discussion of any agenda items. Non-Board members and ex-officio members shall not have a vote in Board decisions.
- G. The Board may, at its discretion, go into executive session for issues relating to disciplinary procedures; to consult with its attorney about trial or settlement strategy in pending litigation; to consider the purchase or lease of real property; for personnel issues; or for financial negotiations. The Board shall enter executive session when requested by the subject(s) of a disciplinary procedure.

The Board may also, at its discretion, conduct informal gatherings of Board members, with no quorum requirement, for the purpose of Board member orientation, training or development, or to discuss strategic planning and related matters. No Board voting shall take place at any such informal Board gathering

## **ARTICLE 9: DUES, FEES AND ASSESSMENTS**

- A. Annual dues shall be established by the Board of Directors and shall be billed to each member during the month of January of each fiscal year. Dues for the current year shall be payable on or before March 1. Dues not paid by March 1, but paid by April 1, shall be assessed a late fee. The amount of the late fee shall be determined by the Board. The Secretary shall report members in arrears at the first regular Board of Directors meeting held after March 1. Members that have not paid their dues and late fees by April 1 shall automatically forfeit membership in the Club as of April 1. Such members that wish to rejoin the Club must re-apply as a new member with all corresponding dues, fees, and assessments in order to again become a member in good standing. The Board shall have the authority to extend the dates for payment of dues in unusual cases on an individual basis. The initiation fee for membership in the Club shall be established from time to time by Board of Directors and shall be charged to all new members to the Club by the Secretary at the time of admission to the Club.

- B. The initiation fee for membership in the Club shall be established from time to time by Board of Directors and shall be charged to all new members to the Club by the Secretary at the time of admission to the Club.
- C. Assessments, in addition to fees, may be established from time to time by the Board of Directors when deemed appropriate and necessary for the good of the Club. Written notice of any such assessment shall be sent to each member and such notice shall specify the time by which the assessment shall be paid and the purpose thereof.

## **ARTICLE 10: STANDING COMMITTEES**

Refer to Rules.

## **ARTICLE 11: DUTIES OF COMMITTEES**

Refer to Rules.

## **ARTICLE 12: EMPLOYEES**

The Vice Commodore shall be responsible for the interviewing, recommending to the Board of Directors for hiring, and supervising of all Club employees.

## **ARTICLE 13: OBLIGATIONS**

All obligations and written agreements of the Club shall be signed by the Commodore and countersigned by the Secretary or Treasurer.

## **ARTICLE 14: FISCAL YEAR**

The fiscal year of the Club shall be from January 1 to December 31.

## **ARTICLE 15: AMENDMENTS**

- A. Amendment of these Bylaws shall require a two-thirds majority of the members voting in person or by proxy at the annual meeting or a special meeting called for that purpose. A copy of the proposed amendment(s) to the Bylaws shall be sent to the Secretary not less than 21 days prior to the meeting. A copy of the proposed amendment(s) to the Bylaws shall be sent to all members prior to such meeting by the Secretary, along with the required notice of the meeting. Any such amendment to the Bylaws shall become immediately effective upon its approval by the Club.

B. Amendments to these Bylaws may only be proposed to the membership by the Bylaws Committee, or by petition of not less than twenty percent of the Club members. Such petitions shall be received by the Secretary not less than 28 days before the annual or special meeting. Such proposed amendments shall be considered at the next Annual Meeting of the Club or a special meeting if the petitioners call the same. Amendments proposed by petition of 20 percent or more of the members shall be considered as if they had been proposed by the Bylaws Committee.

## **ARTICLE 16: PROCEDURE AND PARLIAMENTARY AUTHORITY**

The latest edition of *Robert's Rules of Order* shall be the Parliamentary Authority. The Chairman of any meeting may appoint a parliamentarian for such meeting if desired.

## **ARTICLE 17: INDEMNIFICATION**

The Club shall indemnify the elected Board, its elected members and officers who are named as a party to any pending or threatened complaint, litigation, action, suit, or proceeding against judgments, penalties, fines and attorney's fees, up to the value of the net assets of the Club. This indemnification will apply provided the named person(s) were acting within the scope of these Bylaws and pursuant to a matter approved by an action of the Board and/or consistent with the purpose of the Club. In order to be indemnified the named person(s) must have been acting in good faith and in a manner reasonably believed to be in the best interest of the Club.

## **ARTICLE 18: DISCIPLINARY PROCEDURES**

Alleged infraction of the Club's rules may require formal disciplinary procedures. Such procedures shall follow the recommendations in the *Disciplinary Procedures* section of the *Parliamentary Authority*.

## **ARTICLE 19: CLUB OWNERSHIP AND DISSOLUTION**

The Club is owned by its current Individual, Life and Distinguished members [the Owners]. Voluntary dissolution of the Club shall require an affirmative written vote by two thirds of its Owners. Any financial proceeds of dissolution shall be distributed to the Owners. For the purpose of this Article, a member who dies shall remain a member until April 1 of the following year.

## Membership of PYC 2020

<b>Life Memberships (50 years or more):</b>	<b>Member Since:</b>
Jean "Tink" Witt	1959
Jayne Sackrison-Knighton	1963
Margaret Scott	1967
Barbara Gorham	1969
Terry Tubich	1969

<b>Distinguished Members (35 years or more):</b>	<b>Member Since:</b>
Bill Bluhm	1971
Tim & Deezie Miller	1972
Connie Dumas	1974
Dr. Dale & Diane Baker	1975
Sarah Champagne	1975
Theodore & Joan Cuchna	1975
Martha Westergaard	1975
Floyd "Bud" & Pat Fitch	1976
Judy Primozych	1976
Dr. Richard Williams	1976
Anthony & Kareen Monton	1977
Laura Voelker	1978
William Bainton	1979
Martin Drechen	1979
Nancy Hawks	1979
Frank & Margaret Klapperich	1979
James Schram	1982
Camille & Doug Crossman	1983
Dave Nobles	1983
Mary Lou Patterson	1983
David Peterhans	1983
Marlene Veen	1983
William Weldon	1983

