

SEAS-Monmouth

The Society for the Education of American Sailors, Inc.
Monmouth Chapter
Monmouth County, New Jersey

BYLAWS

January 1987

Updated January 2006 (See end for changes after January 2006)

1. MEMBERSHIP

1-1 CLASSIFICATIONS OF MEMBERSHIP

The Monmouth Chapter shall recognize four classes of members:

- A. Monmouth Active Member - An individual who has met the requirements of eligibility, completed the procedure for application, and has assumed the responsibilities of a member as stated in the Chapter Bylaws.
- B. National Regular Member - An individual who has met all requirements for membership as stated in the SEAS National Bylaws.
- C. Reciprocal Member - An individual who is a member in good standing of another chapter of SEAS.
- D. Associate Member - An individual, not otherwise a member of SEAS, who is enrolled in a SEAS-sponsored sailing course.

1-2 ELIGIBILITY

The requirements to become a member of this Chapter are as follows:

- A. Meet SEAS National requirements for membership.
- B. Successfully complete a SEAS Basic Sailing Course or demonstrate an equivalent level of sailing proficiency.
- C. Meet minimum age requirement for majority in the State of New Jersey. Exception: This age requirement shall be waived for American Red Cross Certified Sailing Instructors.

1-3 PROCEDURE FOR APPLICATION

There are three steps to the application process:

- A. Prove that eligibility requirements are met.
- B. Complete the application for membership.
- C. Pay the annual dues.

1-4 RESPONSIBILITIES OF MEMBERS

- A. Each member of SEAS-Monmouth shall support and promote the objectives of the SEAS organization through exhibiting a genuine interest in the sport of safe sailing, possessing a true desire to expand his/her skills and knowledge of the sport, and demonstrating a willingness to share his/her knowledge, interest, and experience with others to the best of his/her ability.
- B. Members are encouraged to participate in committee and educational functions of SEAS, Monmouth Chapter.

1-5 MEMBERSHIP PRIVILEGES

SEAS-Monmouth members are entitled to the following privileges in accordance with the policies and procedures established by the General Membership:

- A. Usage of SEAS-Monmouth equipment and facilities
- B. Participation in:
 - SEAS sponsored courses
 - Red Cross certification courses
 - Seminars
 - Social activities
 - SEAS chartering activities
 - Races
 - Other events as determined by the General Membership

1-6 TERMINATION OF MEMBERSHIP

Revocation or suspension of membership and/or privileges may result from the performance of an act that is deemed detrimental to the organization or from failure to abide by the responsibilities that are accepted upon membership. Such acts include but are not limited to:

- Abuse or neglect of Chapter property
- Unsafe acts
- Endangering others
- Causing adverse publicity to the Chapter

Failure to pay fees or fulfill responsibilities

Implementation of revocation or suspension shall be the responsibility of the Executive Board, such action to be effected upon the decision of a two-thirds majority vote of the total membership of the Executive Board.

2. FINANCES

2-1 FEES AND DUES

- A. Yearly dues for the Chapter shall be determined by the Executive Board. New member dues received after September 1 of any year shall be applied to dues for the following calendar year.

CONTRACTS AND LOANS

- A. The General Membership may authorize any Officer, Agent or Agents, to enter into any contract in the name of and on behalf of the Chapter. Such authority may be general or confined to specific instances.
- B. No loans shall be contracted for on behalf of the Chapter and no evidence of indebtedness shall be issued in its name unless authorized by the General Membership. Such authority may be general or confined to specific instances.
- C. All contracts, loans, or evidence of indebtedness shall be signed by any two Officers of the Chapter as may be designated by the General Membership.

2-3 COMMODORE'S FUND

There shall be a fund established annually in the amount determined by the executive board for discretionary use by the Commodore. Accurate records shall be kept of fund expenditures, and Fund activity shall be subject to audit.

3. OFFICES AND OFFICERS

3-1 CHAPTER EXECUTIVE BOARD

The Chapter Executive Board shall act as the screening agent for the Chapter and shall conduct the normal business of the Chapter between meetings of the General Membership. It shall oversee any employees and shall provide for the needs of the Chapter. The Executive Board shall consist of the Executive Officers and the Trustees. The Executive Board shall appoint a Registered Agent for the Chapter if state law requires one. The Registered Agent need not be a member of SEAS-Monmouth.

3-2 TRUSTEES

The Trustees shall serve as representatives of the General Membership in matters involving the Executive Board.

3-3 EXECUTIVE OFFICERS

The duties and responsibilities of the Executive Officers shall be as indicated below:

A. Commodore - The Commodore shall be the Chief Executive Officer of the Chapter. He/she shall preside at all meetings of the General Membership and of the Executive Board. The Commodore shall supervise the activities of the other Executive Officers of the Chapter and shall have the power to appoint committees as outlined in Article VII of the Constitution. He/she shall be empowered to utilize the Commodore's Fund. At meetings of the General Membership, the Commodore shall have no vote except in the event of a tie.

B. Vice Commodore - The Vice Commodore shall assist the Commodore in his/her duties and shall execute the powers of the Commodore in his/her absence. He/she shall assume the office of Commodore in the event of a vacancy in that office. The Vice Commodore shall serve as the Chairperson of the Chapter's Education Committee.

C. Secretary - The Secretary shall accurately record in detail the minutes of the meetings of the General Membership and of the Executive Board. The Secretary shall give notice of all such meetings and shall distribute the minutes of these meetings to the General Membership on a monthly basis. He/she is responsible for all correspondence of the Chapter. The Secretary shall maintain updated files of the Constitution and Bylaws in accordance with the procedures contained in the National Constitution and as may be further mandated by the General Membership. Files of all motions enacted by the Membership and of orders issued by the Commodore shall be similarly maintained. The Secretary shall be responsible for the provision of all forms used by the Chapter and shall file a copy of each with the Corporate Record.

D. Treasurer - The Treasurer shall have custody of the funds of the Chapter and shall be responsible for the maintenance of the financial records of the Chapter. He/she shall deposit all monies in the name of the Chapter in such depositories and instruments as may be designated by the General Membership and shall disburse said funds, after taking proper vouchers for such disbursements, as may be directed by same. He/she shall conduct these activities in accordance with the consistent application of generally accepted accounting principles. The Treasurer shall provide a written monthly summary of the financial activities of the Chapter, and a yearly summary report of the chapter's financial status. The Treasurer shall provide to SEAS National such financial reports as are required by the National Constitution and Bylaws.

3-4 PAST COMMODORE

The most recently previously elected Commodore shall be designated as the Past Commodore. The Past Commodore shall act as an advisor to the Commodore and the Executive Board, but

shall have no vote on the Executive Board unless holding elected office. He/she shall perform such ceremonial tasks as are befitting of his/her position.

3-5 LIMITATIONS ON HOLDING OFFICE

No member of the Chapter shall simultaneously hold two or more elected offices in the Chapter, unless approved by the Executive Board.

3-6 DELEGATION OF DUTIES

In case of the absence of any Officer of the Chapter, or for any other reason the Chapter may deem sufficient, the General Membership may delegate, for the time being, any or all of the powers and duties of such Officer to any other member of the Chapter.

3-7 OTHER DUTIES OF OFFICERS

Officers shall perform such other duties as are incident to their respective offices or as may be prescribed by the General Membership.

NOMINATIONS AND ELECTIONS

4-1 ABSENTEE BALLOTS

Official absentee ballots shall be prepared by the Nominations Committee and given to the Secretary for distribution to all eligible voters. Any other absentee ballots will be disqualified. All official absentee ballots are to be returned to the Chairperson of the Nominations Committee in a manner prescribed by the Nominations Committee.

4-2 ELIGIBLE VOTERS

Only those Monmouth chapter members of record as of the nomination meeting for that election shall be eligible to vote.

5. COMMITTEES

5-1 BUDGET COMMITTEE

- A. The Commodore shall be Chairperson of the Budget Committee with members of the Committee consisting of the elected Executive Officers and others as he/she may appoint.
- B. In January of each year the Committee shall present to the Membership a proposed budget for the following year. It shall review all requests for funds and submit such requests to the General Membership for approval.

5-2 CONSTITUTION AND RULES COMMITTEE

- A. The Chairperson shall serve as the Chapter Parliamentarian.
- B. The Committee shall consider all proposed changes to the Constitution or Bylaws and shall recommend a course of action on each as soon as possible.

5-3 AUDIT COMMITTEE

The Audit Committee shall conduct an annual audit or cause the same to be conducted by an independent agency. It shall report to the General Membership directly on the findings of this audit.

5-4 MEMBERSHIP COMMITTEE

The Membership Committee shall be responsible for recruiting new members and for carrying out those actions described in Section 1 of these Bylaws.

5-5 EDUCATION COMMITTEE

This Committee shall be chaired by the Vice Commodore and shall be responsible for the conduct of all educational activities pursuant to Section 6 of these Bylaws.

5-6 FUND RAISING COMMITTEE

- A. The committee shall be responsible for the conduct of projects and activities designed to increase the assets of the Chapter.
- B. These activities of the Committee shall fall into those categories approved by the National Organization and further clarified by the Chapter.
- C. Committee shall petition the National Organization for funds when they are available and are needed.

5-7 MAINTENANCE COMMITTEE

- A. This Committee shall be responsible for the maintenance of all Chapter owned equipment and shall control the maintenance budget.
- B. As a part of its responsibility, it shall keep maintenance and inventory records of all equipment.

5-8 PUBLICITY COMMITTEE

- A. The Publicity Committee shall prepare and distribute such materials as it deems necessary and appropriate to preserve and upgrade class enrollment and membership. It shall work with the Membership, Social, and Education Committees and with the Executive Board to coordinate activities for the calendar and shall supervise all documents being issued to the general public.
- B. This Committee shall be responsible for all media coverage of Chapter activities.

5-9 SOCIAL COMMITTEE

- A. This Committee shall be responsible for any social portions of any Membership meeting.
- B. This Committee shall be responsible for scheduling such social activities as the members desire and shall periodically poll the Membership to determine their desires.
- C. This Committee shall oversee those subcommittees dealing with special activities of a social nature.

5-10 RACING COMMITTEE

The Racing Committee shall coordinate the racing and regatta schedule of such racing fleets as this Chapter shall form. The duties and responsibilities of the Racing Committee shall include:

- A. The conducting of regattas.
- B. The overseeing of the conduct of Chapter sponsored racing fleets.
- C. The preparation of racing classes, the submission of course outlines and materials to the Education Committee for approval, and the coordination of class requirements with the Education Committee. Upon approval, the Racing Committee shall conduct these courses under the supervision of the Education Committee.
- D. The Racing Committee shall hear any protests evolving out of fleet races and regattas.
- E. The formation of educational programs in race committee functions and procedures.

6. EDUCATION

6-1 All provisions of the National Constitution and Bylaws pertaining to education shall be adhered to as required.

6-2 This Chapter shall offer Red Cross certified classes in Basic Sailing, and such other sailing, sailing instruction, and Red Cross courses as the General Membership shall authorize.

6-3 The Education Committee shall be responsible for the conduct and scheduling of all courses and shall coordinate as needed with the Racing and Social Committees and with the Executive Board.

7. RELATIONS WITH THE NATIONAL ORGANIZATION

7-1 The Executive Board shall annually elect the appropriate number as determined by the National organization to serve as the Chapter's representatives to the National Executive Board.

8. OTHER

8-1 Meetings shall be held at dates and times determined by the Executive Board.

List of Updates:

1. 2/15/2006: Updated Bylaws and Constitution
2. 2/27/2006: The one combined Bylaws and Constitution were split into two separate documents: Constitution and ByLaws
3. 4/11/2006: Section 2-1 A was amended changing October to September as the date upon which dues of new members are applied to the following year.