

SEAS-Monmouth

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

CONSTITUTION

January 1987  
Updated January 2006  
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ARTICLE I - CHAPTER NAME

The name of this organization shall be the Society for the Education of American Sailors, Monmouth Chapter, herein known as SEAS-Monmouth.

ARTICLE II - OBJECTIVES

Section 1. PURPOSE

The purposes and aims of this organization are as follows:

- A. To render community service in promoting and encouraging small craft activity as recreation and sport by providing low cost learn-to-sail programs using volunteer instructors.
- B. To promote American Red Cross prescribed standards for proficiency and safety.
- C. To provide a forum to encourage relationships amongst all persons interested in sailing craft and water safety.

Section 2. CORPORATE STATUS

SEAS-Monmouth is a 501c(3) non-profit organization incorporated in the State of New Jersey and is an affiliate chapter of the Society for the Education of American Sailors (SEAS), a national organization.

Section 3. DISSOLUTION

In the event that the Chapter shall be dissolved or otherwise cease to exist, the assets of the Chapter shall be distributed in accordance with the objectives and purposes of the Chapter, and no part thereof shall be distributed to its Officers, Trustees, or Members, or any of them.

ARTICLE III - MEMBERSHIP

## Section 1. ELIGIBILITY

All persons regardless of race, creed, sex, or national origin shall be eligible for membership.

## Section 2. CLASSES OF MEMBERSHIP

There may be multiple classes of membership. The requirements and privileges of each shall be prescribed in the Bylaws.

## Section 3. APPLICATION FOR MEMBERSHIP

Applications for membership shall be as prescribed in the Bylaws.

## Section 4. TERMINATION OF MEMBERSHIP

Membership shall be terminated in accordance with the Constitution and Bylaws of the National or Chapter organization as applicable.

# ARTICLE IV - MEETINGS

## Section 1 - GENERAL MEMBERSHIP MEETINGS

There shall be a monthly membership meeting called in the manner prescribed in the Bylaws.

## Section 2 - SPECIAL MEMBERSHIP MEETING

### Section 3 Business meetings

There shall be a monthly business meeting called in the manner prescribed in the bylaws.

Special meetings may be called by the Commodore or by petition of twenty-five percent of the Executive Board or of ten percent of the membership of the Chapter. The membership shall be given at least seven days' notice of such a meeting.

## Section 4 - QUORUM

A. A quorum of the General Membership at all regular and special meetings shall consist of the lesser of:

1. Twenty-five percent of the Membership
2. Twenty-five members
3. A majority of the Chapter Executive Board.

B. A quorum of the Executive Board shall consist of a majority of the Board members in office.

## Section 5 - ORDER OF BUSINESS

The order of business at all meetings shall be as follows:

- A. Call to order
- B. Minutes of previous meeting
- C. Officer and committee reports
- D. Old business
- E. New business
- F. Adjournment

## ARTICLE V - GOVERNMENT

### Section 1. STATEMENT OF GOVERNMENT

The Monmouth Chapter of SEAS is an organization operating under the auspices of the National Organization of the Society for the Education of American Sailors, Inc. This Chapter's Constitution and its ancillary Bylaws shall serve as supplements to the Constitution and Bylaws- of the National Organization so as to provide for the orderly governing of Chapter activities but shall not contradict them. In the event of conflict, the National SEAS Constitution and Bylaws shall take precedence.

### Section 2. OFFICERS

The officers of the Chapter shall be:

- A. Commodore
- B. Vice Commodore
- C. Past Commodore
- D. Secretary
- E. Treasurer
- F. Nine trustees

The duties and responsibilities of the Officers shall be contained in the Bylaws of the Chapter.

### Section 3. QUALIFICATIONS FOR OFFICE

Only persons who are members of this Chapter shall be eligible for election to office.

### Section 4. TERM OF OFFICE

- A. Executive Officers are elected for one-year terms, except as provided for under the provisions for filling vacancies outlined under Article VI, Section 4 of this Constitution.
- B. The nine Trustees shall serve for staggered three-year terms with one-third of the Trustees elected to office annually.

- C. All terms of office shall commence upon the administration of the Oath of Office and shall terminate upon resignation or upon the installation of a successor.
- D. No Officer shall serve for more than two full consecutive elected terms in the same office unless approved by the executive board.

#### Section 5. REMOVAL FROM OFFICE

Any Officer shall be subject to removal at any time by the affirmative vote of a two-thirds majority of the total General Membership.

### ARTICLE VI - NOMINATIONS AND ELECTIONS

#### Section 1. NOMINATIONS COMMITTEE

- A. The Nominations Committee shall consist of three members: one Executive Board member, one committee chairperson, and one member at large.
- B. The Commodore shall select the Nominations Committee members subject to the approval of the Executive Board.
- C. No member of the Nominations Committee shall be allowed to run for elected office during his/her tenure of service on the Committee.
- D. The Nominations Committee shall be formed sixty days prior to elections and shall be dissolved immediately after the installation of all newly elected officers.

#### Section 2. NOMINATIONS

- A. Nominations shall be made at the regular monthly meeting preceding the election.
- B. The Nominations Committee shall present to the Chapter Membership a list of individuals for office consisting of members who are eligible and have expressed a willingness to serve if elected.
- C. The Nominations Committee Chairperson shall preside over that portion of the meeting during which nominations are announced and shall immediately thereafter entertain nominations for each office from the floor. All eligible members nominated from the floor must, at the time of their nomination, indicate their willingness to serve in the office if elected. In the event that a person nominated is not present, the person making the nomination shall present to the Nominations Committee a statement signed by the individual stating his/her willingness to serve before the nomination shall be entertained.

### Section 3. ANNUAL ELECTIONS

- A. Annual elections shall be held during the regular October meeting of the General Membership.
- B. The Chairperson of the Nominations Committee shall preside over the elections.
- C. A list of all nominations shall be sent to each member prior to the election meeting with sufficient time for members not present at the election meeting to return an official absentee ballot as prescribed in the Bylaws. All official absentee ballots must be received prior to the start of the election.
- D. Each office shall be voted on secretly.
- E. All ballots for each office must be submitted prior to the start of the count for that office.
- F. The order of election shall be:
  - Commodore
  - Vice Commodore
  - Secretary
  - Treasurer
  - Trustees
- G. The last order of business at the meeting of the elections shall be the installation of new officers. The retiring Commodore or presiding officer shall administer the Oath of Office.
- H. The newly elected Commodore shall then adjourn the meeting.

### Section 4. SPECIAL ELECTIONS

- A. In the event of a vacancy in an elected office, it is the responsibility of the Executive Board to appoint a Nominations Committee to function as stated in this Article so as to provide for a special election by the Membership to be held no later than two months after the vacancy occurred.
- B. Procedures to be followed for special elections are the same as those stated in this Article for annual elections.
- C. Persons elected to fill vacancies under this Section are elected to serve the remainder of the vacating officer's term of office.

- D. If a path of succession is established in the bylaws concerning the vacant office in question, that procedure shall take precedence, and no Special Election is required.

## Section 5. OATH OF OFFICE

The Oath of Office for SEAS-Monmouth shall be as follows:

I agree to assume and faithfully execute the duties and responsibilities of the office to which I have been elected, to do so without regard to any individuals or partisanship, and to support and abide by the Constitution and Bylaws of the Society for the Education of American Sailors and of the Monmouth Chapter of that society.

## ARTICLE VII - COMMITTEES

### Section 1. FORMATION OF STANDING COMMITTEES

The following procedure shall be followed for the formation of all Standing Committees unless otherwise specified:

- A. Immediately following his/her election, the Commodore shall contact and appoint Chairpersons for all Committees.
- B. The Chairpersons will be responsible for the appointment of committee members to their respective committees.
- C. Committee responsibilities shall be as described in the Bylaws. The Commodore the General Membership may assign additional duties to the committees.

### Section 2. FORMATION OF SPECIAL COMMITTEES

The Commodore shall have the power to create and appoint Special Committees when necessary. At the time of their creation the Commodore shall define the committees' duties and prescribe their powers.

### Section 3. TENURE OF OFFICE

Each Chairperson appointed by the Commodore shall serve at the pleasure of the Commodore.

### Section 4. BUDGETS

Each Chairperson shall submit an annual estimate of his/her committee's expenses and income to the Budget Committee when called upon to do so.

### Section 5. STANDING COMMITTEES

The following Standing Committees shall be appointed to fulfill the responsibilities prescribed in the Bylaws.

Audit Committee  
Budget Committee  
Constitution and Rules Committee  
Education Committee  
Fund Raising Committee  
Maintenance Committee  
Membership Committee  
Publicity Committee  
Social Committee  
Other committees as needed.

#### Section 6. EXECUTIVE BOARD

The Executive Board shall consist of all elected officers. It shall conduct the affairs of the Chapter between regular Membership meetings and shall be responsible to the Membership. It shall have the power to overrule the recommendations of any Standing or Special Committee with the exceptions of the Audit and the Nominations Committees.

#### ARTICLE VIII - FUNDS

##### Section 1. SOURCES OF FUNDS

- A. MEMBERSHIP DUES - A membership fee as set forth in the fee schedule shall be levied upon each new member joining the Chapter. Nominal dues in excess of the National dues shall be established for members of this Chapter.
- B. COURSE FEES - Course fees are monies collected from participants in educational activities and courses sponsored by the Chapter. The amount of fees shall be outlined in the fee schedule or as determined by the General Membership. All course fees shall be established at a level of self-sufficiency.
- C. FUND RAISING ACTIVITIES - Fund raising activities and events may be held for the purpose of generating income for the general use of this Chapter.
- D. DONATIONS AND GRANTS - Other funds may be received by the Chapter for the use of the General Membership or as specified by the Donor or Grantor.

##### Section 2. DISBURSEMENTS OF FUNDS

- A. EDUCATION - Course fees shall cover the cost of acquiring, maintaining, insuring, or modifying equipment and materials used primarily for instructional purposes and other expenses incidental to the Chapter's educational activities.

- B. ADMINISTRATION - Administrative costs are those necessary for the general operation and maintenance of the Chapter. Administrative costs shall be primarily covered by the annual membership dues.
- C. CAPITAL EXPENDITURES - Capital expenditures may be made from any sources of funds but must be approved by the General Membership.

#### ARTICLE IX - RELATIONS WITH THE NATIONAL ORGANIZATION

This Chapter is an affiliated Chapter of the National Organization of SEAS and governed by the Constitution and Bylaws of that Organization.

#### ARTICLE X - AMENDMENTS

Any section of this Constitution may be proposed for amendment upon a motion properly made and seconded. Such a motion once made and seconded shall be referred to the Constitution and Rules Committee for consideration. It shall be recorded verbatim by the Secretary and shall be published in the minutes. The report of the Constitution and Rules Committee shall be made at the next General Membership meeting, discussed, and voted upon. A vote of two-thirds of the members present at the meeting is required for passage. Amendments defeated at any meeting may not be submitted for six months from the date of that meeting.

#### ARTICLE XI - BYLAWS

##### Section 1. PASSAGE OF BYLAWS

Bylaws may be established or amended in either of the following two ways:

- A. Upon a properly made and seconded motion for a Bylaw, it shall be referred to the Executive Board. Upon approval of a majority of the Executive Board, the Bylaw will be submitted for approval by a majority vote of the membership present at the next General Membership meeting.
- B. Following 30 days' notice to the membership, a Bylaw may be approved by a vote of two-thirds of the members present at a General or Special Membership meeting.

#### ARTICLE XII - PARLIAMENTARY AUTHORITY

All points and procedures not covered in this Constitution, the Bylaws of this Chapter, or the Constitution and Bylaws of the National Organization, shall be prescribed in the current edition of Robert's Rules of Order.

### **History of Changes**

1. June 20, 2006: Added “incorporated in the State of New Jersey and is an affiliate chapter of the Society for the Education of American Sailors (SEAS), a national organization.” to sentence in Section 2.