

COMMODORES CLUB, LLC

BYLAWS

Approved

June 4, 2016

BYLAWS OF THE COMMODORES CLUB LLC

ARTICLE I- NAME

Section 1. The name of the corporation, hereinafter called the Club, shall be the Commodores Club, LLC organized February 1, 2006. The Commodores Club, LLC is also known as the Commodore Yacht Club.

ARTICLE II- PURPOSE

Section 1. The purpose of this Club shall be the promotion, protection, and encouragement of boating for pleasure and sport; to encourage the development and cultivation of good fellowship among its members; and to provide for social activities and other forms of entertainment as may be proscribed by the Directors and the Members.

ARTICLE III- MEMBERSHIP

Section 1. Eligibility

Membership in the Club shall be open to persons with an abiding interest and demonstrated experience in the stated purpose of the Club. The minimum age for membership shall be eighteen (18) years.

Section 2. Categories of Membership

There shall be two (2) categories of membership: an Active Member with a contract to harbor their vessel at the Marina and a Social Member.

Section 3. Rights, Responsibilities, and Privileges of the Categories of Membership

Active Member: Active Members are the core of the Club. The Active Membership category shall be limited to a person owning a vessel that has a contract to harbor their vessel at the Marina. The Active Membership of the vessel owner shall be considered the Primary Active Member.

One (1) additional Active Membership can be held by the spouse or significant other of the Primary Active Member. This additional Active Membership shall be considered the Secondary Active Member.

The ownership right of an Active Member is not assignable nor transferable in any manner.

1) Rights of the Active Member shall be:

- a) Each Active member shall be entitled to one (1) full vote on matters open to voting by the membership
- b) Active Member shall be the only membership category that can make a motion, seconded a motion, and vote on matters
- c) Active Member shall be the only membership category qualifying to hold Board/Bridge positions
- d) Active Members are invited to attend all Club meetings and give input/suggestions

- 2) Responsibilities of the Active Member shall be:
 - a) To pay Active Member dues annually and are subject to other fees and assessments in an amount as directed by the Board/Bridge
- 3) Privileges of the Active Member shall be:
 - a) Access to the Club facilities
 - b) Reduced fees for certain Club functions as determined by the Board/Bridge
 - c) Priority use of the Club facilities for rental functions
 - d) Other such privileges as the Board/Bridge may from time to time bestow at its discretion

B. Social Member: Social Membership may be extended upon sponsorship of an Active Member and approval of the Board/Bridge. Social Members support the purpose of the Club as non-equity participants. The number of Social Members may be limited at the discretion of the Board.

- 1) Rights of the Social Member shall be:
 - a) Social Members are invited to attend all Club meetings and give input/suggestions
- 2) Responsibilities of the Social Member shall be:
 - a) To pay Social Member dues annually and are subject to other fees and assessments in an amount as directed by the Board/Bridge
- 3) Privileges of the Social Member shall be:
 - a) Access to the Club facilities
 - b) Reduced fees for certain Club functions as determined by the Board/Bridge
 - c) Use of the Club facilities for rental functions
 - d) Other such privileges as the Board/Bridge may from time to time bestow at its discretion

Section 4. Family Included

Membership in any category shall extend to the member's spouse/significant other and dependent children twenty-four (24) years of age or younger who live in the same household. Upon request or receipt of a recommendation from an Active or Social Member, the Board/Bridge may, at its discretion, determine in a case by case basis the extension of privileges of membership to a member's spousal equivalent and/or dependent children twenty-four (24) years of age or younger.

Section 5. Applications for Membership

Applications for membership shall be in such form and processed in such order as authorized by the Board/Bridge. The Board/Bridge are instructed to conduct this and

all other business of the organization in a manner that is consistent with reasonably efficient management of the affairs of the organization.

Section 6. No Assignment of Membership

No membership or membership interest, in whole or in part, in the club can be assigned, pledged, or transferred in any manner.

Section 7. Membership Probation

All membership categories will have a 30 day probationary period of membership. Any probationary membership may be terminated during the probationary period for any reason by a majority vote of the Board of Directors in their sole discretion.

Section 8. Changes Among Categories of Membership

- A. Changes among categories of membership may be made at the discretion of the Board/Bridge
- B. If an Active Member terminates their contract with the Marina within the year of membership, the membership category will convert to a Social Member. This does not include winter dockage/storage outside of the marina.

Section 9. Membership Fees

Membership fees entitle membership in the Club for a calendar year (January 1 – December 31). Any membership fee that is not renewed annually will dissolve membership in the Club. Any membership fee paid after January will continue membership until December 31.

Section 10. Voting Rights of Member Categories

- A. The Primary Active Member shall have one (1) full vote on all votes that come before the membership
- B. The Secondary Active Member shall have one (1) full vote on all votes that come before the membership
- C. All votes in the Club will be counted and the majority of the votes will decide Club actions except in circumstances otherwise indicated in these bylaws
- D. Any change in voting rights must be made by amendment to the bylaws

Section 11. Membership Discipline

- A. General Intent: This section shall govern the conditions and procedures by which members may be disciplined

- B. Grounds for Discipline: This section shall not apply to situations where a member is delinquent or in arrears in the payment of financial obligations. The following may constitute grounds for member disciplinary action:
- 1) Disorderly conduct, immoral or lewd behavior on Club premises, while participating at Club or inter-club functions, or while representing the Club,
 - 2) Inappropriate communications to the Club,
 - 3) Theft or embezzlement of monies or property belonging to the Club,
 - 4) Assault and/or battery committed while on the Club's premises against any person,
 - 5) Failure to fulfill a payment as compensation for damages, or
 - 6) Conviction of a member of a felony.
- C. Initial Procedure for Imposing Discipline: When an Officer of the Club is informed or becomes aware that a member may have engaged in an action that constitutes grounds for discipline, the matter shall be promptly placed before the Board/Bridge at a Special Meeting announced to membership seven (7) days in advance of the date or at the Club's next Regular Meeting. The Commodore shall close to non-Board/Bridge members that portion of the meeting pertaining to an allegation of conduct by a member that could warrant discipline. If the Board/Bridge, by two-thirds (2/3) vote of the Directors present at the Closed Session, vote in favor of pursuing a disciplinary proceeding against a member, then the member shall be notified via certified mail, return receipt requested, that he or she must attend the next meeting at which the Disciplinary Hearing shall occur.
- D. Disciplinary Hearing: A Disciplinary Hearing shall be held during a Closed Session of the Board. The member against whom the disciplinary complaint and proceeding has been initiated shall be present in person, but shall not be entitled to representation by any agent or other person (other than a family member). The Board/Bridge shall review the allegations of misconduct satisfying the grounds set forth and the member may (but is not required to) address the Board. Upon a motion duly made and seconded, the Board/Bridge shall then vote determining if the member did or did not engage in action or conduct that satisfies the grounds for discipline. If there is a two-thirds (2/3) finding that the member did engage in conduct that satisfies the grounds for discipline, then the Board shall, by simple majority, vote a penalty.
- E. Penalties: The Board may impose any or a combination of the following penalties and a timeframe for compliance:
- 1) The member may be reprimanded
 - 2) The member may be required to reimburse the Club or its members for any losses, costs, and expenses incurred by their acts
 - 3) The member may be required to make a written apology to those affected by the conduct
 - 4) The member may be suspended for a period of time, following which the member may seek reinstatement

- 5) The member may be expelled from the Club
- 6) The foregoing may be applied to some or all of a family membership
- 7) Failure to satisfy any and all penalties imposed may be grounds for expulsion

F. Appeal to Membership: A member against whom disciplinary action has been imposed may appeal the Board's penalty(ies) to the membership at a Special Meeting. In order to perfect an appeal, the member shall obtain a written petition with verified signatures of not less than twenty (20) Active Members. Once the Secretary has verified that a valid petition has been submitted, then a Special Meeting of the members shall be called by the Commodore. All Special Meetings require a seven (7) day prior notification to the membership. The member being disciplined shall have his/her membership suspended and the penalty(ies) shall be stayed until the determination of the membership is made at the Special Meeting. The sole agenda item at that Special Meeting shall be the matter of the member's discipline. At the Special Meeting, the members present in person - with no proxies permitted - shall constitute a quorum. The meeting shall be limited to whether the penalty(ies) imposed by the Board/Bridge were fairly warranted. If the members present do not, by a two-thirds (2/3) vote, overturn the Board's imposed penalty(ies), then the disciplinary action shall be final and the penalty(ies) shall follow forthwith. If the members present do, by a two-thirds (2/3) vote, overturn the Board's imposed penalty(ies), then the penalty(ies) shall be withdrawn.

G. Mandatory Procedures: The foregoing procedures shall be mandatory in all instances. Failure to satisfy the penalty(ies) as imposed shall result in immediate termination of membership. Failure to follow the provisions of this section shall constitute a failure to exhaust the Club's internal remedies.

ARTICLE IV- DUES, FEES, AND PAYMENTS

Section 1. Setting Dues and Fees

Changes to any membership fees, special assessments, and annual dues shall be recommended by the Board and placed before the membership for consideration at a Regular Meeting or at a Special Meeting of the membership.

Section 2. Payment

Annual dues are recommended to be paid by January 31 of each year so that the Club's budget can be determined. Other assessments and fees may be paid according to the approved fee schedule.

Section 3. Dues

- A. All membership dues shall be paid in full
- B. Failure to pay a due will terminate membership in the Club

Section 4. Special Assessments

Special Assessments may be proposed by any Active Member of the Club or by the Board/Bridge at any meeting. Such proposals shall clearly state the purpose of the

funds sought, the amount of the funding, and the schedule of member billing(s). If the proposal is approved by the Board/Bridge, the proposal shall be presented to the membership and majority vote will prevail. Failure by a member to pay a special assessment when due shall be considered in the same manner as failure to pay dues which will terminate membership in the Club

Section 5. Member Responsibility for Damage

Members shall be directly responsible to the Club for all costs and expenses incurred in connection with any damage done to the property of the Club by the member, their family, or their guests to an extent and an amount determined by the Board/Bridge. A member held to be responsible will be notified of their responsibility and amount of reimbursement in writing, sent to the member via certified mail, return receipt requested. The member shall pay the reimbursement amount within thirty (30) days of receipt of such notice. Failure to pay the reimbursement amount when due may result in further member discipline and may be grounds for termination of membership by a simple majority vote of the Board subject to membership appeal as defined in the Membership Discipline section of these bylaws.

Section 6. Other Fees and Charges

Other fees and charges may be determined at the discretion of the Board/Bridge through resolution, policy, or by delegation to committee(s).

ARTICLE V- GOVERNANCE

Section 1. Power Vested in Board/Bridge

- A. The business and affairs of the Club shall be under the management and strategic direction of a Board of Directors (Board)
- B. The Board shall consist of five (5) Flag Officers
- C. Each member of the Board shall have one (1) vote on matters before the Board
- D. Five (5) voting members of the Board shall constitute a quorum for the purpose of transacting the business of the Club
- E. Subject to any limitations of the Article of Incorporation or these bylaws, all corporate powers, the business and affairs of the Club shall be exercised and controlled by, or under the authority of, the Board. It is hereby expressly declared that the Board shall have, but not be limited to, the following powers.
 - 1) To be responsible to the membership and to conduct, manage, and control the affairs of the Club and to adopt such rules, policies, and regulations not inconsistent with law or with the Articles of Incorporation or the bylaws as they may deem best and take such steps as it deems necessary for the enforcement of such rules, policies, and regulations
 - 2) To designate a place for the holding of any Board meeting. To hold at least one (1) regular Board Meeting every two (2) months, at a published, fixed time and place

- 3) To manage in such manner as they may deem best, all funds and property, real and personal, received and acquired by the Club, and to distribute, loan, or dispense the same or the income and profits therefrom.
- 4) Appoint agents and employ employees, including attorneys and accountants, as it sees fit to assist in the operation of the Club and to fix their duties and to establish their compensation
- 5) Prepare budgets and maintain a full set of books and records showing the financial condition of the affairs of the Club in a manner consistent with generally accepted accounting principles, prepare an annual financial report, and cause to be prepared any required tax returns and reports to governmental agencies
- 6) Contract for and pay premiums for insurance and bonds, including indemnity bonds, which may be required from time to time by the Club
- 7) Pay all taxes, and charges which are or would become a lien on any portion of the Club's properties
- 8) Open bank accounts
- 9) Appoint, remove, or replace committees and make such special appointments as it deems necessary from time to time in connection with the affairs of the Club
- 10) Bring and defend actions on behalf of the Club so long as the action is pertinent to the operations of the Club
- 11) To elect, discipline, and reinstate members
- 12) Review and approve the minutes and financial statements and make them available to the membership in the Board's discretion or upon request of a member
- 13) Maintain the club calendar

F. Special Board Meetings

- 1) The Board may hold Special Board Meetings as needed to address any business of the Club that requires consideration sooner or outside a Regular Board Meeting
- 2) Special Meetings shall be announced to membership seven (7) days in advance of the date

G. Closed Session

- 1) The Board, at its discretion, during a Regular or Special Board Meeting, may choose to meet in Closed Session to discuss Club issues of a sensitive nature
- 2) The minutes of a meeting at which Closed Session has been called, shall reflect that the Board moved into Closed Session and record who was present during the Session
- 3) The discussions of the Session shall be limited to the reason for which the Board moved into Closed Session and may not be entered into the official record of the meeting

- H. Voting by the Board may occur by voice vote, roll call, secret ballot, or by electronic methods at the discretion of the Board, consistent with the prescriptions of these bylaws

Section 2. Qualifications for Office

An Active Member in good standing shall be eligible to serve on the Board of Directors as a Flag Officer. A Flag Officer shall remain in good standing at all times during his or her term of office.

ARTICLE VI- FLAG OFFICERS & DIRECTORS

Section 1. Flag Officers

- A. The initial Board of Directors shall also be referred to as the Bridge consisting of Flag Officers, namely Commodore, Vice Commodore, Past Commodore, Secretary, and Treasurer
- B. The duties of above named Flag Officers shall be those usually delegated to officers in social organizations when officers are designated as President, Vice President, Past President, Secretary, and Treasurer
- C. All Flag Officers shall serve for a term of two (2) years
- D. Only Active Members owning a vessels with a contract at the Marina shall be eligible to be nominated to serve as a Flag Officer
- E. The Flag Officers shall be elected every two (2) years as prescribed by these bylaws with the exception of the Immediate Past Commodore who shall hold the flag of Past Commodore for the year(s) immediately following the year served as Commodore
- F. Any Flag Officer who misses three (3) consecutive meetings, without informing the Commodore of just cause, will be notified by the Secretary of the Club that if one more meeting is missed without just cause, it will signify their lack of interest and subsequent resignation from the Board of Directors of the Commodore Yacht Club

Section 2. Term

- A. The term of a Flag Officer shall be the shortest of the following periods:
 - 1) Two (2) years
 - 2) Early resignation
 - 3) Termination of ownership of a boat regularly harbored at the Marina
 - 4) Expulsion from the board by a vote of $\frac{3}{4}$ of all other Directors
- B. Unless otherwise specified in these bylaws, all Officers shall hold office until such time as their successors have been elected or appointed
- C. Flag Officers may be elected to successive terms

Section 3. Vacancies

- A. In case of vacancy on the Board, the Board shall, at their next Regular or Special Meeting, appoint an Active Member to fill the vacated Board position until December 31

- B. The vacated Board position shall then be filled for the balance of the vacated term commencing January 1, after the next nomination meeting, by an Active Member elected as prescribed in these bylaws

ARTICLE VII- DUTIES OF THE FLAG OFFICERS

Section 1. Flag Officers Duties

A. Commodore's Duties

- 1) To preside at all meetings of the Board and the membership
- 2) To perform such other duties as the Board shall require
- 3) To call Special Meetings of the Board and the Membership when deemed necessary
- 4) To hire and discharge all employees and contractors of the club, subject to Board oversight
- 5) With the consent of the majority of the Directors, the Commodore may assign additional duties to Flag Officers
- 6) To execute on behalf of the Club all contracts subject to Board oversight

B. Vice Commodore's Duties

- 1) To assist the Commodore in the performance of the Commodore's Duties
- 2) In the absence of the Commodore, the Vice Commodore shall be designated to direct the activities of the Club and act in the Commodore's stead

C. Past Commodore Duties

- 1) To assist the Commodore and Vice Commodore in the performance of their duties
- 2) In the absence of the Commodore and Vice Commodore, the Past Commodore shall be designated to direct the activities of the Club and act in the Commodore's stead

D. Secretaries Duties

- 1) To keep a record of all meetings of the membership and Board and make these records available for member review
- 2) To conduct official correspondence of the Club as directed by the Commodore or Board
- 3) To file and maintain records and communications of the Club and upon retirement from the office, transfer such and any Club-owned property and supplies to a duly selected successor
- 4) To comply with other duties defined elsewhere in the Articles of Incorporation, bylaws, and policies of the Club

E. Treasurer Duties

- 1) To keep, properly document, and report regularly to the Board and membership, the accounts of the Club
- 2) To keep membership applications and waivers on file
- 3) To retain receipts of payments for dues and other assessments
- 4) Keep an up to date record of members
- 5) To make all collections and pay all bills as directed by the Commodore and Board
- 6) To prepare, file, and maintain records of all government required reporting
- 7) To work with the Board to create and operate within an annual budget for the Club
- 8) Upon retirement from the office, to work with a duly selected successor to ensure a smooth transfer of authority, records, accounts, forms, supplies, and funds belonging to the Club in the retiring Treasurer's possession

ARTICLE VII- COMMITTEES

Section 1. Committees shall not be Standing Committees, but shall be formed and designated by the Directors annually in such numbers and for such purposes as the Directors may consider appropriate

A. Qualifications for Committee Service

- 1) Committee members may be appointed from any membership category and must be in good standing prior to and during their term
- 2) More than one (1) family member in a membership may serve on a committee

B. Committee Reporting

The committees shall coordinate with all appropriate committees and members and shall periodically report to the Board to assist the Board in developing and maintaining the Club calendar and to inform the Board of the plans, actions and results of the committees

ARTICLE IX- MEMBER MEETINGS

Section 1. Regular Meetings

- A. At least one (1) Regular Board meeting shall be held every two (2) months at a published, fixed, time and place
- B. The Board/Bridge can determine an increased frequency of Regular Meetings dependent upon needs of the Club.

Section 2. Special Meetings

- A. All Special Meetings require a seven (7) day prior notification to the membership

- B. A Special Meeting of the membership may be called by the Commodore, the Board, ten percent (10%) of the membership by means of a petition presented to the Board at a Regular or Special Meeting of the Board, or by a member seeking a disciplinary appeal following the guideline set forth in the Member Discipline section of these bylaws.

Section 3. Order of Business

The order of business shall be:

- 1) Minutes of previous meeting
- 2) Treasurer's report
- 3) Old Business
- 4) Matters set forth in the Petition calling for the meeting if applicable
- 5) New Business
- 6) Adjournment

Section 4. Voting

- A. All votes taken of the membership shall be by ballot, in person, or by other means as determined by the Board, such that only members in good standing vote
- B. Voting by the membership may occur by secret ballot, voice vote, roll call vote, electronic methods, other means, or a combination at the discretion of the Board
- C. Active Members shall have one (1) full vote per membership
- D. When voting in person- Non-secret Ballot:
 - 1) At a meeting of the membership, a vote may be called for from the members by voice vote, roll call, or other voting means
 - 2) Roll call votes may include written or electronic ballots in the tally of the vote

Section 5. Quorum and Threshold

- A. Elections: The quorum will be the number of valid ballots received. The highest number of votes shall elect each Board Member
- B. Member Discipline Appeal: Quorum will be the number of members present. Two-thirds (2/3) vote of the eligible members present is required to overturn the Board-imposed penalty
- C. Initiation fees, special assessments, annual dues changes, and other matters requiring membership approval: The quorum required will be the number of members present. A simple majority of votes cast will affirm a proposal
- D. Bylaws amendments: The quorum required will be the number of members present. A simple majority of votes cast will affirm a proposal
- E. Dissolution of the Club: The quorum required will be fifty percent (50%) of the eligible votes. Seventy-five percent (75%) of the eligible votes must affirm dissolution of the Club

ARTICLE X- INDEMNIFICATION

Section 1. Directors and Officers

- A. The private property, both real and personal, of the Directors and Officers of the Club shall not be subject to the payment of corporate debts to any extent whatsoever
- B. Additional Indemnity Protection: The Club shall indemnify its Directors and Officers to the fullest extent permitted by law. Every Director and Officer of the Club shall be indemnified by the Club against all expenses and liabilities, including attorneys' fees, incurred by or imposed upon the Director or Officer in connection with any proceeding to which the Director or Officer may be a party, or may become involved, by reason of the Director or Officer being or having been a Director or Officer of the Club, whether or not a Director or Officer at the time such expenses are incurred, except in such cases wherein the Director or Officer is adjudged guilty of willful or wanton misconduct or gross negligence in the performance of such duties. Provided that, in the event of any claim for reimbursement for indemnification hereunder based upon a settlement by the Director or Officer seeking such reimbursement or indemnification, the indemnification herein shall apply only if the Board (with the Director seeking reimbursement abstaining) approves such settlement and reimbursement as being in the best interest of the Club. The foregoing right of indemnification shall be in addition to and exclusive of all other rights to which such Director or Officer may be entitled
- C. A volunteer Director or Officer of the Club shall not receive anything of value from the Club for serving as a Director or Officer other than reimbursement for actual, reasonable, and necessary expenses incurred by a Director or Officer in his or her capacity as a Director or Officer

Section 2. Former Directors and Officers

The indemnification provided in this article continues for a person who has ceased to be a Director or Officer and shall inure to the benefit of the heirs, executors, and administrators of that person

Section 3. Summary

The Club shall indemnify its Directors and Officers and may indemnify its employees, members, volunteers, and agents for their lawful acts for the benefit of the Club to the fullest extent permitted by law to the extent deemed appropriate by the Board of Director

ARTICLE XI- CONFLICT OF INTEREST

- Section 1. A Director, Flag Officer, committee member, member, or employee of the Club shall not use his or her position or office for personal gain or act in a manner contrary to the interest of the Club. Board Members shall abstain from voting on matters in which the Board Member has a financial or personal interest, whether personally or through a spouse or dependent. If in doubt, the Board Member may submit a written request to

the Commodore, who shall make a ruling as to whether the Board Member may vote on the matter.

Further, to ensure impartiality, when a Board Member has a financial interest in a matter, that Director or Officer shall refrain from discussing the matter with other Board Members and Flag Officers, shall not receive any documents relating to the matter, and shall recuse himself/herself from meetings where the matter is discussed.

ART8ICLE XII- AMENDMENT TO BYLAWS AND INTERPRETATION

Section 1. Amendments

- A. Amendments to the bylaws must be introduced in writing, by the Board, at any Regular Membership Meeting or Special Membership Meeting of the Club.
- B. Amendments to these bylaws may be made by the vote of ¾ of all Directors or a majority of the general members at a Regular or Special Meeting

Section 2. Interpretation

In the event of ambiguity in any portion or provision of the Club’s bylaws, or in the event of inconsistency between any two (2) or more portions or provisions thereof, the Board shall be empowered to resolve such ambiguity or inconsistency, and its interpretation or construction shall be binding upon all members of the Club; this provided that no modification or change of a prior interpretation or construction by the Board shall invalidate any action taken in reliance upon and according to such interpretation or construction by the Board.

ARTICLE XII- FISCAL YEAR

Section 1. The Club shall operate on a fiscal year basis starting January 1 and ending December 31.

Certification

I, Paula Rust, as the duly appointed Secretary of the Commodores Yacht Club, hereby certify that the foregoing bylaws, as amended, were duly adopted by the membership at a Membership Meeting held _____ and are effective immediately and in full force.

Dated: _____

Secretary
Commodores Yacht Club

COMMODORES CLUB, LLC

Amendments

Amendment to Commodores Club, LLC Bylaws, Article VI- Flag Officers & Directors, Section 1 and Article VII- Duties of the Flag Officers, Section 1 approved by members at October 6, 2018 meeting

ARTICLE VI- FLAG OFFICERS & DIRECTORS

Section 1. Flag Officers

- A. The initial Board of Directors shall also be referred to as the Bridge consisting of Flag Officers, namely Commodore, Vice Commodore, Past Commodore, Secretary, Treasurer, and Membership Director

ARTICLE VII- DUTIES OF THE FLAG OFFICERS

Section 1. Flag Officers Duties

E. Treasurer Duties

- 1) To keep, properly document, and report regularly to the Board and membership, the accounts of the Club
- ~~2) To keep membership applications and waivers on file~~
- 2) To retain receipts of payments for dues and other assessments
- ~~3) Keep an up to date record of members~~
- 3) To make all collections and pay all bills as directed by the Commodore and Board
- 4) To prepare, file, and maintain records of all government required reporting
- 5) To work with the Board to create and operate within an annual budget for the Club
- 6) Upon retirement from the office, to work with a duly selected successor to ensure a smooth transfer of authority, records, accounts, forms, supplies, and funds belonging to the Club in the retiring Treasurer's possession

F. Membership Director

- 1) Oversee memberships which includes ensuring applications, waivers, contact information and fees are in place and properly filed
- 2) To keep, properly document, and report regularly to the Board and membership, the memberships of the Club
- 3) Upon retirement from the office, to work with a duly selected successor to ensure a smooth transfer of authority, records, accounts, and forms

