

MARYLAND YACHT CLUB AUXILIARY
Standard Operating Procedure
Amended July 2021
DRAFT

OBJECTIVE: The purpose and mission of this independent affiliate organization is to promote and support The Maryland Yacht Club.

Funding for the Auxiliary will be generated by having special events. Funds for a project may also be raised by way of contests or raffles, etc. A portion of the funds raised by the MYCA support the MYC Princess, flower donations to MYC for Spring Beautification Day, and various children's events.

Proposed annual events of the Auxiliary:

Bull & Oyster Roast*
Children's Easter Egg Hunt
Beautification Day
Member Appreciation Day
Crab Feast*
Children's Halloween Party
Adult's Halloween Party
Children's Christmas Party
Other events as determined and voted on by the Auxiliary

Officers, First Mates, and Princess Pins and Charms

The Auxiliary will provide once-per-lifetime, per recipient, pins and charms as appropriate.

*Events denotes fundraiser

All Events are coordinated with the Fleet Captains, Program Director, and General Manager.

THE MARYLAND YACHT CLUB AUXILIARY
By-Laws
DRAFT

ARTICLE I – Name

- Section 1: The legal name of this organization shall be "The Maryland Yacht Club Auxiliary".
- Section 2: The working name of this organization shall be “The Maryland Yacht Club Auxiliary”.

ARTICLE II - Mission Statement

The purpose and mission of this independent affiliate organization is to promote and support The Maryland Yacht Club.

ARTICLE III – Membership

- Section 1: The following persons age 21 or over are eligible for membership:
- 1) Any member, spouse or mate of any member in good standing of The Maryland Yacht Club.
 - 2) Any unmarried child over twenty-one (21) years of age whose parent is a member in good standing of The Maryland Yacht Club.

ARTICLE IV – Officers

- Section 1: The Board shall consist of a President, Vice President, Secretary, and Treasurer.
- Section 2: Elections will be held at the October General Meeting of the Auxiliary.

Section 3: All officers elected or appointed shall serve for a term of one year, but an officer may serve more than one term if the membership so votes.

Section 4: The President may appoint persons to fill vacancies, but only for the remainder of the term.

Section 5: Duties of the officers:

- 1) The President shall preside at all meetings of this organization.
- 2) The President shall attend executive sessions of the MYC BOG.
- 3) The Vice President shall assist the President and shall, in the absence of the President, perform the duties of that office.
- 4) The President and Vice President will co-chair all projects.
- 5) The Vice President shall promote membership in the Auxiliary.
- 6) The Secretary shall maintain a current roster of the Membership with addresses, telephone numbers and email addresses.
- 7) The Secretary shall record the minutes of all Board and General Membership meetings. The Secretary shall preserve and maintain the minutes of this organization. The Secretary will handle non-financial correspondence.
- 8) The Treasurer shall manage all funds of this organization, maintain all financial records, and shall pay all bills approved by the Board or membership. The Treasurer will prepare a written report monthly and a year-end report in December.

ARTICLE V – Auxiliary General Membership Meetings

Section 1: General Membership meetings of this organization shall be held at The Maryland Yacht Club, or in another appropriate venue or format, on the first Friday of the month. Meetings may be changed at the discretion of the President. Twenty-five percent (25%) of the Membership shall constitute a quorum.

Section 2 : Elections will be held at the October Auxiliary General Membership meeting.

ARTICLE VI – Board

Section 1: This organization shall be governed by the Board which shall consist of elected officers as set forth in ARTICLE V, Section 1.

Section 2: Seventy-five (75%) of the Board membership shall constitute a quorum. The Board shall be limited to expenditure of funds not to exceed \$500.

Section 3: Expenditure of funds in excess of \$500 requires a fifty-one (51%) affirmative vote of the quorum at any General Meeting.

ARTICLE VII - Parliamentary Authority

Section 1:

The rules contained in "Roberts' Rules of Order Revised" shall govern this organization in all cases.

ARTICLE VIII - Projects and Events

Section 1: Projects and events for the coming year will be decided at the October General Membership meeting. Any member may propose projects for the coming year,

Section 2: Projects will be funded by having special events. Funds for a project may be raised in other ways such as contests, or raffles, etc. Excess funds will be saved in a bank account and may be used for future events or projects.

Section 3: Projects must be approved by a majority vote of those members at a General Membership meeting. A special meeting may be called after a ten (10) day notification of all members.

Section 4: Once projects are decided upon, the President and Vice President will solicit members to assist with each project. Meetings for planning can be held informally as needed.

Section 5: Any changes or additions to projects and activities may be decided at any General Membership meeting.

Section 6: Projects will be coordinated with various Maryland Yacht Club committee chairs and/or officers and directors. in order to avoid scheduling conflicts and to increase overall participation and assistance from the Club members.

ARTICLE IV - Dissolution

Section 1: If at any time this organization dissolves, all remaining assets shall be turned over to The Maryland Yacht Club.

Section 2: A vote to dissolve must be carried by a two-thirds majority of the members in attendance at a scheduled Auxiliary General Membership meeting.

Section 3: Notice of the intent to dissolve must be provided to all members at least thirty (30) days in advance of the scheduled meeting.

ARTICLE X – Amendments

Section 1: These By-Laws may be amended at any General Membership meeting of this organization by a two-thirds majority vote of the members present.

Section 2: Proposed amendments must be provided to all members thirty (30) days prior to the meeting.

-End-

MYC Auxiliary By-Laws: updated as amended and approved as of ____