

STANDING RULES AND PROCEDURES

1. The Seafair Boat Club is a non-profit corporation recognized by the State of Washington on September 16, 1975. The corporation account number is 22499123. The UBI number is 601182 475. The corporation annual renewal must be submitted to the Secretary of State by September 15 of each year. The responsibility for ensuring renewal of the corporation shall be the responsibility of the Seafair Boat Club Secretary.
2. The Seafair Boat Club is registered with the Internal Revenue Service as a 501 (C) (4) corporation and is exempt from federal income tax as of July 13, 1984. The employer I.D. number is 91-1241940.
3. Meetings
 - A. Board of Directors meetings shall be held at such time and place (including electronically) as may be established by the Commodore.
 - B. The Annual Membership Meeting (Election) shall be held in October. The General Membership Meeting shall be held in February/March. The dates are to be determined by the Board.
4. Annual Dues Structure:
 - Active: \$40.00 (as of 2023-2024 period)
 - Active (Out of State): \$20.00
 - Junior (Under 18): \$10.00
6. The club maintains a checking account at BECU or such other bank(s) as the Board may select. Club checks must have two signatures. The Commodore, Vice Commodore, Rear Commodore, and the Treasurer shall be authorized to sign checks on this account. The Treasurer is responsible for ensuring that signature cards are kept current.
7. The Commodore or delegated representative is the only person authorized to make commitments for the Seafair Boat Club.
8. The Commodore or designated representative is responsible for all dealings with Seafair. The Commodore or designated representative is responsible to ensure that a valid commission agreement or memorandum of understanding is in effect with Seafair Inc. and valid contracts are negotiated with any applicable suppliers or other entities dealing with SBC. Such agreements shall be approved by the Board prior to being signed by an SBC flag officer.
9. Operating Budget
 - A. Each year the finance committee shall prepare, and the Board shall approve an operating budget for the fiscal year. Any expenditures necessary prior to the approval of the budget must be approved by the Board. Once approved, budgeted expenditures do not need Board approval for payment. The budget is to carry the phrase "Subject to Reallocation" prior to adoption by the Board.
 - B. Procedure: Receipts for expenditures shall be presented to the designated committee chair or Commodore for submission to the Treasurer for payment. The designated committee chair and/or Commodore shall ensure expenditure amounts do not exceed the approved budget line item. Over budget amounts must be approved per section (A) of this standing rule.
10. The formation and the task of the nominating committee shall be as set forth in Article three, section 1 of the By-laws of Seafair Boat Club. The nominating committee shall be appointed as soon as practicable on or before the Board meeting held prior to the Annual Meeting. No person shall be nominated for more than one office. A current office holder may run for another office but must resign the currently held office upon being elected to the new office.

NOMINATING COMMITTEE GUIDELINES

Any active members of the club may be considered for nomination to the slate of officers. It is the responsibility of the chairman of the nominating committee to obtain the permission of each nominated candidate prior to

presentation to the Board of Directors for approval. It shall be the goal of the nominating committee to acquire at least two nominees for each office except Vice Commodore and Commodore.

11. Smoking is not permitted at Seafair Boat Club meetings.
12. The Seafair Boat Club owns and maintains a variety of equipment to support its various activities. The Secretary is responsible to maintain an inventory and storage locations for this equipment.
13. Use of Seafair Boat Club property is generally for club activities only. Any other use must be approved by the Board.
14. Awards:
 - A. At the Annual Meeting each year the appropriate jacket patch and burgee is given to the Commodore, Vice Commodore, newly elected Rear Commodore, Secretary, Treasurer, and Immediate Past Commodore. The Immediate Past Commodore is also given a memento of the term in the form of a plaque or gift.
 - B. The club presents three awards each year as follows:
 - 1) The J. Stanley Robertson Inspirational Award Trophy (golden arches donated by U.S. Navy), a perpetual trophy, is awarded to the most contributing member of the Seafair Boat Club during the year. Selection is made by the Commodore, Vice and Rear Commodores. A separate plaque is presented to the recipient and their name is engraved on the perpetual trophy.
 - 2) The Commodore's Trophy is an award presented to a SBC member whom the Commodore designates as having done an outstanding job in a behind the scenes role.
 - 3) The Tad Degenhardt Memorial Trophy is awarded to an individual who throughout their life has contributed significantly to the operation of and causes supported by the Seafair Boat Club. The recipient's name shall be engraved on the perpetual trophy.
15. The Commodore may appoint standing committees of the Seafair Boat Club to address appropriate topics, including:
 - A. By-Laws
 8. Entertainment
 - C. Finance
 - D. Future Planning
 - E. Judge Advocate
 - F. Marketing/Recruiting
 - G. Membership
 - H. Parliamentary
 - I. Photo
 - J. Porthole
 - K. Public Relations
 - L. Raffle
 - M. Sunshine
 - N. Webmaster
 - O. Logistics
 - P. J-Hydro
 - Q. Fundraising/MerchandiseAll committee chairpersons are appointed by the Commodore and approved by the Board of Directors each year. Committee chairpersons may serve more than one year. Committees normally will have one chairperson. Occasionally, a co-chair arrangement may be proposed by the Commodore and approved by the Board of Directors.
16. The following are Seafair special events committees of the Seafair Boat Club:
 - A. Hydroplane Races

- B. Milk Carton Derby
 - C. Seafair Holiday Cruise
17. GUIDELINE: Members are asked to follow the suggested dress code for the Annual and General Membership meetings and for appropriate social events. The dress code for men is a navy-blue blazer with white or gray pants during boat season and gray pants during the rest of the year. The same color scheme is appropriate for ladies.
 18. Social events are expected to pay for themselves. However, the Board may decide that SBC will subsidize or pay for an event. This subsidy or payment will apply to active SBC members only.
 19. Should a vacancy occur on the Board of Directors at any time during the year, the Commodore shall recommend a nominee to the Board for confirmation to fill the unexpired term.
 20. The standing rules may be amended by the Board at any Board meeting. A two-thirds majority vote is required to affect a change. Items marked as procedures, guidelines or attachments do not require Board approval for change.
 21. New members who join SBC after July 15 of the current year shall be considered as paying dues to include the following year.
 22. A Commodore's Fund should be established as part of the budget each year in the amount of \$200. This fund is for use by the Commodore to pay expenses associated with events or activities which are beneficial to the club. Examples of this would be taking a person to lunch who can bring benefit or experience to the club or an event in which the club is involved, a complementary membership, etc. Such funds shall not be used for any expenditure specifically denied by Board vote or action.
 23. A gift fund may be established by the Board to supplement a planned giving program such as donating to a family at Christmas or to someone who has suffered a loss at any time. Known items such as the Christmas family should be made part of the budget at the beginning of the year. Other causes must be presented to and approved by the Board. The club shall make no gift or contribution to any entity in which a Board member holds a financial interest or which otherwise creates a conflict of interest.
 24. The Board of Directors may use e-mail to vote on matters that are deemed by the Commodore and at least one other flag officer or Board Member to be urgent enough to require action when it is not feasible or prudent to meet in person. The Commodore will personally speak with any Board Member who does not have e-mail to receive that person's vote. The Commodore will record such votes and the results shall be forwarded electronically or mailed to the Board and made a part of the Board minutes for the next regularly scheduled meeting.
 25. The Seafair Boat Club maintains a web site at www.seafairboatclub.org. Any changes to this web site by the Web Page Team must first be approved by the Vice Commodore.
 26. SBC Meeting Ground Rules
 - A. Participation and Focus:
 - Active listening: Listen attentively to understand before speaking.
 - Be fully present: Avoid multitasking and distractions.
 - "Share the air": Encourage everyone to participate and make space for quieter voices.
 - B. Respect and Communication:
 - Assume best intentions: Approach discussions with a positive and collaborative mindset.
 - Respectful disagreement: Agree to disagree respectfully and focus on finding common ground.
 - Address problems, not people: Focus on issues rather than making personal attacks.
 - Forward thinking: Avoid rehashing old issues or topics.
 - C. Virtual Meeting Specifics:
 - Mute microphones when not speaking: Minimize background noise and distractions.
 - Use "I" statements: Frame your contributions with "I" statements to avoid accusatory language.
 - No side conversations: Focus on the meeting and avoid engaging in side conversations.
 - Raise Hands: Utilize the "raise hand" feature to signal you want to speak .