

Gilford Park Yacht Club

~ By-Laws ~

Updated by the General Membership 2019



Updated by the General Membership 2019

Table of Contents

Article	Page	
1	1	Name /Corporate Seal/ Glossary
2	2	Objective
3	2	Board of Trustees
4	2-3	Club Meetings
5	3-4	Nominations, Elections & Appointment of Officers
6	5-8	Duties of the Officers
7	8	Committees
8	9-11	Membership
9	11	Dues & Fees
10	12	Guests
11	12	Burgee
12	12	Emblem
13	13	Orders of Business
14	13	Amendments
15	14	Uniform Regulations

By-Laws of the Gilford Park Yacht Club

Article 1

Name

Section 1: The Name of the organization shall be **Gilford Park Yacht Club**.

Corporate Seal

Section 2: A circle 1 3/4 inch in diameter, enclosing Gilford Park Yacht Club, NJ following the perimeter of the circle. Inside of which is an inner circle enclosing organization Inc. August 9, 1933 with an outline of the Burgee in the center. The 3 points of the burgee are touching the inner circle. The Size of the seal is to be determined by the final use and the location.

Section 3: If for any reason this corporation is dissolved, all assets of the corporation must be liquidated and all funds belonging to the corporation must be donated to the Mutual Assistance Fund of the United States. If for any reason, except for a name change, the Gilford Park Yacht Club is, dissolved, this corporation is dissolved.

Glossary

Section 4: When used in this publication, "he", "him", "his" and "men" represent both the masculine and feminine genders until otherwise stated.

4 A: Flag Officers of the club shall be the Commodore, Vice Commodore, Recording Secretary, Financial Secretary, and Treasurer. Their position is as described above in that order, and shall be referred to in this document as (Officer).

4 B: A Trustee is described as a person who has been elected and along with Officers administer the business of the Gilford Park Yacht Club and shall be referred to in this document as (Trustee).

4 C: General membership, are members in good standing and have all voting rights including the board of trustees.

4 D: The BOARD OF TRUSTEES' are all elected members of the GPYC for terms of either one year (Flag Officers) or two years (Trustees) and shall be referred as a group in this document as the (The Board of Trustees).

4 E: When used in this publication GPYC and The Gilford Park Yacht Club are the same.

4 F: A bona fide member is one that has all voting rights granted to them by officially joining and paying their Initiation fee and their yearly dues.

Article 2

Objective

The objective of this club shall be to encourage the sport of boating, to promote the science of seamanship and navigation, to honor and commemorate the service of Veterans and First Responders, and to provide and maintain a suitable Clubhouse available for the recreation and use of its members.

Article 3

Board of Trustees

Section 1: The Board of Trustees shall consist of the Commodore, Vice-Commodore, Recording Secretary, Financial Secretary, Treasurer and eight (8) Trustees.

Article 4

Club Meetings

Section 1: The Board of Trustee meeting of the Club shall be on the second Saturday of the month at 6:00 pm, unless otherwise determined by Commodore, with the exception of the March meeting which will be at an alternate Saturday to be determined by the Commodore at the February meeting and posted via the web site.

Section 1A: The regular meeting of the Club shall be on the second Saturday of the month at 7:30 pm, with the exception of the March meeting which will be at an alternate Saturday to be determined by the Commodore at the February meeting and posted Via the GPYC website.

Section 2: The August meeting shall be the Annual Meeting and Election of Officers and Trustees.

Section 3: At the regular meeting in August, no new members shall be inducted and no new business shall be conducted.

Section 4: Special Trustee and Membership meetings of the Club shall be held when called as provided in Article 6, Section 2 and 2A. No business shall be transacted at a special meeting, Club or Board of Trustees meeting except for that for which said meeting was specifically called.

Section 5: All meetings shall be held at the Clubhouse.

Section 6: Seven (7) elected Officers/Trustees shall constitute a quorum at a Board of Trustee meeting.

Section 6A: The immediate outgoing Commodore shall be considered a non-voting, honorary guest at the Board of Trustees meeting for a period not to exceed one (1) year.

Section 6B: Twenty-five (25) members in good standing shall constitute a quorum at a General Membership meeting.

Section 7: The majority vote of the members present shall constitute any action on motions except in the case of an amendment of these By-laws, which shall require a 2/3 vote of the members present in good standing. The presiding Officer shall be entitled to cast a ballot in case of a tie vote.

Section 8: No alcoholic beverage shall be permitted in the meeting room during a Trustee or General Membership meeting.

Section 9: No Officer shall be downstairs during any meeting of the Club.

Section 10: Once the meeting starts, no alcohol will be served to members, and all members on the property are required to be at the meeting or leave the property except in the case of an excuse sanctioned by the presiding Officer of the meeting.

Section 11: All Officers must wear their uniforms at all regular meetings and are designated Officer(s) of the day at the discretion of the Commodore.

Section 12: The Sergeant-At-Arms shall maintain order and decorum during the General Meeting, oversee the signing in of all members, and ascertain that all present are entitled to stay.

Section 13: Any member being disruptive as decided by the flag officers shall be removed from the meeting and asked to leave the property in accordance with Article 4 section 10.

Article 5

Nomination, Election and Appointment of Officers

Section 1: Nominations for office shall be made from the membership of the Club at the regular July meeting preceding the August meeting. No member shall be a candidate for office unless present to accept the nomination, either in person or in writing.

Section 2: At the regular meeting of the Club to be held in June, the Commodore shall appoint a Nominating Committee who shall hold office until its report has been acted upon at the regular meeting held in July. This Committee shall nominate all Officers and Trustees then post the names of all such nominees on the bulletin board in the Clubhouse no later than seven (7) days prior to the regular meeting the Club. The

Committee shall render a report of its nominations at the regular Club meeting held in July.

Section 3: The above provision shall not exclude the nomination of any other candidate of any office, but no member shall otherwise be eligible for election for any office unless he shall have been nominated at the regular meeting in July. The Recording Secretary shall post the names of the candidates on the bulletin board in the Clubhouse no later than seven (7) days following the meeting. The social Media/Communications Director shall post the same via member website.

Section 4: The election and swearing in of members of the Board of Trustees shall take place at the August meeting, at which time each electee shall assume his duties. Elections shall be by ballot only. Ballot positions shall be determined by lottery. Each Flag Officer shall be elected and hold office for one (1) year. Trustees shall be elected and hold office for two (2) years. All outgoing Officers shall, on the night of the elections, turn over all records and keys to the Recording Secretary. These records shall include:

1. Committee reports and records
2. "Dates to Remember". Such as but not limited to: dates to file for special permits, licenses, insurance's, etc....
3. Keys (Keys to backroom, upstairs, safe deposit box, file cabinets, etc....)
4. All records and forms pertinent to the performance of Officer's duties. The Treasurer shall have available the necessary forms to change signatures at bank. Any Officer failing or refusing to comply will be liable to charges.

4A: Voting shall remain open from 7:30 pm - 9:00 pm minimum. All members on premises at 9:00 pm shall have the right to vote, ballots may close 15 minutes after the last vote has been cast.

Section 5: Annually, on the night of the July meeting, the Commodore shall appoint an Election Judge and a minimum of two (2) Election tellers, who are members in good standing and are not candidates. The appointed Judge and Tellers shall conduct the elections of Officers and Trustees with the assistance of the Sergeant-At-Arms.

Section 6: Vacancies in Flag Officers Shall be filled from the Board of trustees by a trustee vote.

Section 6A: The Board of Trustees may fill Vacancies in the office of Trustees until elections at the next August meeting. On Election Day all trustee vacancies shall be filled by highest vote total. After Election Day the board may fill vacant position with a 2/3 vote.

Article 6

Duties of the Officers

COMMODORE:

Section 1: It shall be the duty of the Commodore: To command the squadron and to preside at all scheduled and special meetings of the club.

Section 2: He may call a special meeting of the Board of Trustees when necessary. He may call such special meetings, which shall be held within ten (10) days of the receipt of a written request of three (3) members. Board of Trustees shall receive notification by current means of communication.

Section 2A: He may call a special meeting of the members when necessary which shall be held within 7 days of notification of the members. Multiple subjects can be discussed as long as all members are aware prior to meeting. Membership shall receive notification via member webpage or other current means of communication.

Section 3: He shall be President of the Board of Trustees and a member of all committees ex-officio. He shall be non-voting except when breaking a tie.

Section 4: In the event of the temporary absence of either the Secretary or Treasurer, the Commodore shall appoint a Board of Trustee member to act in the Officer's behalf.

Section 5: He shall, with the Financial Secretary or Treasurer as the case may require, sign all contracts and other obligations of the Club when duly authorized by the Board of Trustees under a \$2000.00 limit without the approval of the General Membership.

Section 5A: 2 flag officers and 3 trustees all trustees shall be notified can approve all purchases under 500.00.

Section 5B: All purchases between 501.00 and 2000.00 requires full board vote. Quorum required.

Section 6: He shall appoint members in good standing to the positions of Sergeant-At-Arms and Fleet Captain, whose terms shall run concurrently with the Commodore's.

VICE-COMMODORE:

Section 7: It shall be the duty of the Vice-Commodore: To assist the Commodore in the discharge of his duties and in case of vacancy in the office of Commodore, through death, resignation, etc., the Vice-Commodore automatically assumes all duties of Commodore and is declared as such for the remainder of his term.

If the Vice-Commodore refuses succession, he is automatically dropped from the governing body, and his successor is to be selected from and by the Board of Trustees.

RECORDING SECRETARY:

Section 8: It shall be the duty of the Recording Secretary to:

- A. Keep a true record of the proceedings of the Club and the Board of Trustees in books provided for that purpose,
- B. Keep a correct list of all members with the date of their induction.
- C. Cause the necessary books and papers to be conveyed to the place of meeting in case of inability to attend any meeting.
- D. Have printed all forms of every kind including the By-laws as authorized by the Board of Trustees,
- E. Have custody of the Club seal and all trophies, documents, records, reports and communications, other than financial, connected with the business of the Club.
- F. Keep a book; available on request, of all motions passed (with dates) at Trustee and General Membership meetings.
- G. Keep a file of all registered and/or certified letters mailed by and to the Club. File will include: date sent, date reply is received or appropriate disposition.
- H. Handle all correspondence pertaining to the Club.
- I. Shall post the names of candidates for election on the bulletin board in the clubhouse no later than seven (7) days following the July meeting.
- J. All emails pertaining to club business shall be printed and provided to Recording Secretary prior to the next meeting

TREASURER:

Section 9: It shall be the duty of the Treasurer to:

- A. To steward all accounts payable.
- B. He shall keep a record of all receipts of monies due and paid by the Club; pay all bills or other financial obligations contracted by the Club as authorized by the Board of Trustees, keeping a correct account of the same in books provided for that purpose.
- C. Prepare all basic tax forms relating to Club monies.
- D. Meet with the Audit Committee once a month for verification of records.
- E. Keep a record of all appropriations for payment.
- F. Make a report at each meeting of the Club and the Board of Trustees of all receipts and disbursements with a statement of the amount of money then on hand. A detailed report shall also be posted in a locked cabinet in a common area of the club.
- G. Negotiate all short and long-term deposits, savings and insurances of all types as authorized by the Board of Trustees.

- H. Prepare a financial statement showing the receipts and disbursements of the Club for the previous year to December 31. This statement shall be presented to the Board of Trustees at their meeting in March.
- I. The Treasurer shall be bonded in the manner and amount to be determined by the Board of Trustees and the bond filed with the Recording Secretary.
- J. He shall provide a current list in alphabetical order of bonafide members in good standing as of April 1st for the current year no later than April 21st to the bar Chair.

FINANCIAL SECRETARY:

Section 10: It shall be the duty of the Financial Secretary to:

- A. To steward all accounts receivable.
- B. He shall keep a record of all receipts of monies collected and received by the Club as authorized by the board of trustees keeping a correct account of the same in books provided for that purpose with the exception of monies collected through the bar, kitchen, gpyc store and sunshine fund.
- C. Measure any sail or power vessel and to compute her real classification in the manner prescribed by the dock Committee.
- D. Qualify entrants in all races sponsored by the Club.
- E. Keep in a book provided for the purpose a correct record of the ownership, name, dimensions and type of each vessel enrolled in the Club and such other information as may be required by the Commodore.
- F. Classify all vessels owned by members with regard to charges for wharfage in the manner prescribed by the Board of Trustees. A record of this classification shall be supplied to the Treasurer on April 1st of each year and shall be corrected for change of ownership as required.
- G. He shall be responsible for all financial record applying to the Club outside the realm of the Treasurer. Such as slips and sublets.
- H. He shall hold a slip meeting on a Sunday in April to be announced at March meeting and oversee the slip picks according to the seniority list.
- I. He shall be custodian of boat slip seniority list and pier and dock rules as prescribed by the Board of Trustees.
- J. He shall provide a current list of slip holders with contact information for authorized personnel to be kept behind the bar. no later than April 21st.

TRUSTEE:

Section 11: The Trustees shall be the eight (8) Members elected as trustees who shall serve for two-year terms in accordance with Article 5, Section 4.

Section 12: The general management and control of the affairs, funds and property of the Club shall be vested to the Board of Trustees. They may not however, sell or convey the property of the Club without approval of the membership. They shall otherwise have full powers; and it shall be their duty to carry out the principles of the Club according to the By-Laws.

12 A: All hiring and firing shall be at the sole discretion of the Board of Trustees

Section 13: The Board of Trustees shall make such other rules, as they deem proper regarding use of the Club and grounds (including grounds and slips) and charges when applicable, prescribe rules for admission of strangers and guest, fix penalties for offenses against their rules, and make rules for their own government of the Committees.

Section 14: The Board of Trustees shall make recommendations for the appropriations for the use, by Officers and standing committees of the Club, subject to audit.

Section 15: Any Board of Trustee member, who—exceeds three unexcused (3) meetings during a term year (September – August) without a legitimate excuse as determined by the Board of Trustees, shall have his office automatically declared vacant. It is the responsibility of said trustee to notify the Board prior to the absence. The Recording Secretary shall track excused absence vote(s) at the board of trustee meeting.

Section 16: Trustees shall be Officers of the Day (OD) when deemed necessary by the Commodore.

Section 17: Each Trustee shall be a working member of at least one (1) committee.

Article 7

Committees

Section 1: The Commodore shall appoint a Trustee to oversee each committee established by the Board of Trustees. These committees hold office at the pleasure of the Commodore.

Section 2: All committees shall be appointed from the membership and shall consist of at least three (3) members including a Trustee.

Section 3: All committee reports shall be detailed reports kept in a special book for that purpose and shall be read at each Trustee meeting.

Section 4: The following is a breakdown of the committees:

- A. Audit
- B. Bar (Includes Bar Maintenance)
- C. Ramp, Beach & Grounds
- D. By-Laws/House rules
- E. Club Building Maintenance (Inside & Outside)
- F. Dock & Breakwater Maintenance
- G. Entertainment
- H. Membership
- I. Social Media/Digital Communications

J. Kitchen (Galley) (Includes Kitchen Maintenance)

K. Veterans

L. Financial Committee

(The purpose of the financial committee is to explore ways to operate the club efficiently and bring recommendations to the Board of Trustees)

Section 5: One Trustee shall be in charge of each committee. The Trustee will, as needed, fill all vacancies on committees. Volunteers also will be solicited from the membership. As stated in Article 6, Section 3, the Commodore is a member of all committees, ex-officio.

Article 8

Membership

Section 1: Any citizen of the United States of America who is over twenty-one (21) years of, and a property owner in the Gilford Park, Toms River area within the boundary limits set forth by the Gilford Park Yacht Club, as defined below, shall be eligible, provided said applicant is sponsored by a member in good standing and the application is obtained from someone who has been appointed to the Membership Committee.

Section 1 A: New members are required to wait one year before becoming eligible to become a sponsor.

Boundaries are as follows: East to west along the Toms River from Barnegat Bay to Hooper Avenue (including residents of Island Heights). Hooper Avenue north to Fischer Blvd. Then south on Fischer including residents Waters Edge and west of Silver Bay and Barnegat Bay. Following from North to South along the bay to the junction of Barnegat Bay and Toms River (including the residents of BayShore).

It shall be the responsibility proposed member to visit the Club on three (3) separate occasions during the screening period, which is to be five (5) weeks from the date of application, inclusive. It is the sponsor's further responsibility to introduce said applicant to the members and have them endorse the proposed member and to be present at the induction of the proposed member.

Membership shall be open to immediate (spouse, children) families over 21 years old providing the member is in good standing and member agrees to sponsor them. Membership is open to the children and spouses of deceased members, who were in good standing at the time of their death and such children, have reached the legal limit. Only one person of the family need be a member. Club initiation fee for immediate family members shall be paid at 50%.

Deceased Member continuation: The spouse of a deceased member after being sworn in may assume the spouses membership for the current year to the GPYC with initiation and sponsorship being waived. In the event both spouses are

Updated by the General Membership 2019

members the surviving spouse may receive a prorated dues credit for the following year.

Section 2: Members shall be entitled to the privileges of the Clubhouse and Dock for themselves and their families in accordance with all Club rules.

Section 3: An application for membership must be posted on the bulletin board at least two (2) weeks before the Board of Trustees and the members at the next regular meeting acts upon it.

Section 4: A majority vote is needed for acceptance of an applicant. The vote shall be taken by open ballot. All potential members shall be voted upon individually. No more than two attempts may be made for membership.

Section 5: Any member may resign from the Club. The right, title, and interest of any member in the property, assets, or privileges of the Club shall cease with the termination of his membership. Guest privileges will be extended for members who resign as a result of relocation over two hundred (200) miles from the Club. Any member who is delinquent in dues and associated penalties for more than one (1) full year shall lose club membership.

Section 5A: In the event husband and wife are both members one may resign and still be eligible for guest privileges.

Section 6: Any written complaint by an Officer, Trustee or member to the Commodore, accusing any member of violating any of the By-Laws or House Rules, disobeying the orders of the Officers in command, acting in a manner injurious to the name, reputation or welfare of another member and/or the Club, or in any manner unbecoming to a gentleman or lady, shall be reviewed at a regular or specially called Trustee meeting following receipt of within seven (7) days of said complaint.

If, at its sole discretion, the Board of Trustees finds the complaint to be valid, a notice of said complaint shall be issued to the accused member within (21) days. The notice may be sent by certified mail or hand delivered. The accused member shall have ten (10) days from the delivery date of the notice to provide his or her defense or request a hearing, in written form.

The Board of Trustees shall conduct an investigation concerning the written complaint and the accused member's defense statement. The Board of Trustees, at its sole discretion, may require that both parties to the complaint appear before them to clarify the matter before issuing a final determination. Failure to appear before the Board of Trustees when requested or two (2) unanswered attempts at notification without resulting in a reply shall result in an automatic guilty verdict. The Board of Trustees shall be the sole judge.

If the Board of Trustees finds the accused member guilty, he or she shall be fined a minimum of \$50.00 and any other incurred expenses plus additional sanctions as

determined by the Board of Trustees on the first offense. Should a first offense be of a criminal or heinous or violent nature, the Board of Trustees may elect to expel the guilty member from Club membership with no recourse for any further or future membership in the Club. If the accused member is found guilty on a second offense, he or she shall be considered “not in good standing” until such time all assessed penalties are satisfied. The Board of Trustees, at its sole discretion, on any second offense, may elect to expel the guilty member from Club membership with no recourse for any further or future membership in the Club.

Section 6A: Members “not in good standing” shall forfeit all rights to use of the Clubhouse.

Section 6B: The Club’s Statute of Limitations will not apply in any criminal offense.

Section 6C: Any member found guilty of a non-criminal or non-violent first offense by the Board of Trustees, who has paid his fines and has not been found guilty of any other infractions of the rules for a period of three (3) years following a first offense, shall have that guilty charge expunged from his/her record. The three (3) year period shall begin on that date the member was found guilty by the Board of Trustees.

Section 7: Any member found guilty of charges and fined by the Board of Trustees, as per Section 6: shall be given thirty (30) days to pay same, and failing to do so shall be automatically expelled from membership in the Club.

Article 9

Dues & Fee’s

Section 1: The annual dues shall be payable by midnight April 1st in each year. On occasion the Board of Trustees may direct that each member be assessed a fixed rate in order to cover the cost of any unusual incidents. Assessments levied by the Board of Trustees shall not exceed one (1) year’s dues.

Section 2:

- A) The Board of Trustees shall determine the amount of dues
- B) The Board of Trustees shall determine the initiation fee

Section 3: Dues fee shall be prorated quarterly.

Section 4: Lifetime memberships (dues free) shall be awarded after 50 years of continuous membership.

Section 4A: After 25 years of continuous membership a 25-year pin shall be awarded.

Section 5: Members in arrears as of April 1st will be considered delinquent. All privileges shall be suspended until paid in full. After 90 Days delinquency occurs, that member’s name will be removed from the membership record.

Section 6: Members who currently hold slips and those whose names are on the boat slip waiting list must have their dues paid by midnight April 1 or their names will be

removed from that list. If the existing slip holders do not pay for their dues and slip by midnight April 1, they not only lose their slip but will also have their names removed from the waiting list.

Article 10

Guests

Section 1: Members introducing guests shall be responsible for their conduct.

Section 2: Any property owner as defined in Article 8, Section 1, having access to the Club as a guest, other than immediate family members, must join the Club "if eligible" after three (3) visits or lose guest privileges.

Section 3: No member shall bring onto the club property any member that has resigned (except as defined by Article 8 section 5A) been declared delinquent or a member that has been expelled from the club this includes clubhouse, beaches docks and piers.

Section 4: Reciprocity shall be granted annually at the April meeting as determined by the Board of Trustees. A copy of such list shall be kept behind the bar.

Article 11

Burgee

The Burgee is a triangle shaped flag, the top half of which is blue; the bottom half, white with the letter "G" reversing the colors.

Article 12

Emblem

The Club emblem shall be a replica of the Corporate Seal.



Article 13
Order of Business

Section 1: The following shall be the order of business at the Club meetings:

- 1) Roll call of Officers
- 2) Reading of the Minutes
- 3) Induction of new members
- 4) Correspondence
- 5) Report of the Treasurer
- 6) Report of the Trustees
- 7) Report of the Committees
- 8) Unfinished Business
- 9) New Business
- 10) Adjournment

Section 1A: At the August meeting, all regular business will cease for the election of Officers.

Section 1B: After the reading of the minutes, all regular business will be suspended for the voting and swearing in of new members.

Section 2: ROBERTS RULES OF ORDER current version shall decide any point of order not covered by these By-Laws.

Section 3: Gilford Park Yacht Club shall adhere to DIVISION OF ALCOHOLIC BEVERAGE CONTROL regulations. The specific regulations governing club licenses are found in Subchapter 8 of Chapter 2, Title 13 of the New Jersey Administrative Code.

Article 14

Updated by the General Membership 2019

Amendments

Section 1: Any proposed amendment must be legibly written or printed and signed by at least two (2) members in good standing and sent to the Secretary of the Club who shall immediately have proposed amendment delivered to Board of Trustees to be vetted (within 7 days) for conflicts and biases. If none found. Secretary shall then post a copy thereof on the bulletin board in the Clubhouse. If conflicts or bias are found proposed amendment shall be returned to authors for clarification. Before said amendment can be considered at a regular meeting, it must have been so posted for at least forty five (45) days. A copy of the proposed By-Law amendment shall be published via the web site until voted on.

Section 2: Amendments shall become effective upon their approval at a regular meeting of the Club.

Section 3: There shall be no suspension of the By-Laws.

Section 4: By-Laws to be amended when necessary and reprinted when obsolete.

Article 15

Uniform Regulations

Uniform regulations for the Gilford Park Yacht Club are as follows: (Unless otherwise changed by the Commodore)

Formal

- 1) White Shirt
- 2) Black Tie
- 3) Blue Blazer
- 4) White Pants

Leisure wear

- 1) White polo shirt with GPYC emblem.
- 2) White or tan pants or shorts.

Article 16

Cameras

Section1: All cameras located both inside and outside the yacht club shall never be turned off.

Section 1A: The outside cameras of the yacht club can be viewed by all members for the purpose of viewing their boat slips or current weather conditions.

Section 1B: The inside cameras of the yacht club shall be accessed by a certain number of designated members. The designated members who shall be granted

access are The Commodore, Bar Manager, Kitchen Manager, and the IT Technician. The IT Technician who is currently a member shall have access solely for updates, repair, support to designated members, and maintenance of the cameras. In the event the IT Technician is a non-member the same rule applies to that individual as listed for the current IT member.

Section 2: The inside cameras are to be utilized and viewed for documentation purposes only by the designated members.

Section 3: Designated members can view the cameras from their personal cell phone, mobile device, or home computer. Trustees and Board Members are permitted to view the cameras through a designated member for documentation purposes in the event that an incident occurred.

Section 4: The password for the cameras shall be generated by The Commodore. The password shall only be known by The Commodore and the IT Technician. The IT Technician shall know the password for any maintenance purpose and as a backup in the event The Commodore is not able to perform his or her duties as a result of illness or another circumstance. The Commodore will solely input the password on the Kitchen Manager and Bar Manager's preferred viewing device.