

PREFACE

The first meeting of the Auxiliary was held on October 10, 1940, with nineteen (19) members present. The men presented \$25.00 to the ladies for their treasury.

First election of officers was held on November 7, 1940. At this time By-Laws were discussed and finally adopted in March 1941.

Penny collections for refreshments, card parties and bingos were held to increase the treasury.

The membership has grown, to this revision, to a total of 175 members.

PREAMBLE

Whereas, We the Auxiliary of the South Norwalk Boat Club, Incorporated, for the purpose of good fellowship and sociability do establish this code of By-Laws.

Therefore, be it resolved this Auxiliary shall be under the jurisdiction of the South Norwalk Boat Club, Incorporated.

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CONSTITUTION

ARTICLE I

Name

This Auxiliary shall be known as the Auxiliary of the South Norwalk Boat Club, Incorporated.

ARTICLE II

Object and Purpose

The object and purpose of this Auxiliary shall be for the social development and good fellowship among its members and for the good and welfare of the South Norwalk Boat Club, Incorporated.

ARTICLE III

Officers and Executive Board

The officers of this Auxiliary shall consist of:

1. President
2. Vice-President
3. Recording Secretary
4. Corresponding Secretary
5. Treasurer

The Executive Board shall consist of five (5) officers, the Past President, and three (3) members in good standing, elected by the Auxiliary.

ARTICLE IV

Nominations and Elections

Annual nominations shall take place on the third Thursday in September and elections shall take place on the first Thursday in October.

The Nominating Committee is chaired by the Past President. The Nominating Committee shall present a slate of candidates. Additional candidates may be nominated by the Auxiliary.

Nominations may be closed on the naming of candidates.

Elected officers shall be by the majority vote of those present, if they constitute a quorum of fifteen (15).

No member shall be elected as an officer, or as a member of the Executive Board, unless they have been a member of the Auxiliary at least one year (1), and are in good standing.

The President's term in office shall not exceed two (2) years in succession.

Should the President's office become vacant through death, resignation or any other cause, the Vice President shall be automatically sworn in as President.

Should any other office become vacant through the death or resignation of such officer, or through any other cause, such vacancy shall be filled for duration of term. The successor of the position should revert to the previous voting positions from the original election results or a nomination will be submitted by the President – only with the approval of the floor.

New officers begin to perform their duties the following meeting (the third Thursday in October). Dues of all officers shall be deferred while holding office.

ARTICLE V **Duties of the President**

It shall be the duty of the President to:

1. Preside over all meetings of the Auxiliary, and conduct said meeting in an orderly manner.
2. Should any office become vacant, the President shall install a member to fill the office.
3. See that all rules and regulations are enforced.
4. Make a request for Chairpersons to head each committee.
(Chairperson to select their own committee). In the event of multiple applicants and the selection cannot be resolved among the applicants, the President shall select the Chairperson.
5. Call all Special Meetings.
6. Sign checks in the absence of the Treasurer.
7. Retiring President shall obtain and present the Life Member Pin, Membership Card and Plaque at the Annual Dinner.
8. Retiring President shall turn the gavel over to the new President and install the newly elected officers by reading to them their duties from the By-Law book.

9. Retiring President shall become the Chairperson of the Nominating Committee for the following year.

ARTICLE VI

Duties of the Vice President

It shall be the duty of the Vice President to:

1. Conduct the meeting of the Auxiliary in the absence of the President.
2. Read Section 10 “Addressing the Chair” and the “Preamble” after the “Roll Call of Officers” whenever a new member is sworn in.
3. Investigate new applications to verify the South Norwalk Boat Club member signed the application and is a current member in good standing.
4. Manage the applications through the installation process.
5. Create and manage electronic membership cards.
6. Monitor and update postings on Auxiliary bulletin board.
7. Record and document volunteer activity of members to be used for consideration in assessing life member nominations. It will be the responsibility of the committee chairperson(s) to report this information to the Vice President.
8. Read names and resumes for the life member nominations.
9. Give By-Law book to new member after being sworn in.

ARTICLE VII

Duties of the Recording Secretary

It shall be the duty of the Recording Secretary to:

1. Begin attendance count and call the Roll of Officers.
2. Read the minutes of the previous meeting.
3. Take the minutes of all meetings.
4. Read applications for new membership.
5. Properly file all applications.
6. Keep a complete record of all amendments to the Constitution or By-Laws, and maintain a copy of same.

ARTICLE VIII
Duties of the
Corresponding Secretary

It shall be the duty of the Corresponding Secretary to:

1. Read all correspondence and bills at each meeting of the Auxiliary.
2. Write all letters and send all special notices.
3. Notify new members who are accepted by the Auxiliary.
4. Send notice to delinquent members from list supplied by Treasurer on first meeting in February.
5. Notify by mail any member who has been dropped by the Auxiliary.
6. Send a copy of each Amendment of Constitution and By-Laws to all Auxiliary members and the South Norwalk Boat Club, Incorporated.
7. Maintain and update Roster.
8. Send a copy of the Auditor's Report and the names of newly elected Officers to the South Norwalk Boat Club, Incorporated.

ARTICLE IX
Duties of the Treasurer

It shall be the duty of the Treasurer to:

1. Read a report at each meeting giving the financial status.
2. Collect all dues and assessments.
3. Read a list of delinquent members as of the first and second meetings in February and give a list of delinquent members to the Corresponding Secretary for notification to be dropped by the first meeting in March.
4. Pay all bills as authorized by the Auxiliary.
5. Keep a correct account of all receipts and disbursements up-to-date.
6. Deposit all money and checks in the bank to the account of the Auxiliary of the South Norwalk Boat Club, Incorporated within one (1) week of the meeting.
7. See that there is no indebtedness incurred in excess of monies in the Treasury at any time.
8. Sign all checks.
9. Immediately following annual election of officers give all books to Auditor.
10. Immediately after annual election, provide the bank with the required list of Officers for the purpose of signing checks.

ARTICLE X
Duties of the Executive Board

It shall be the duty of the Executive Board to:

1. Make the final decision on the interpretation of the Constitution and the By-Laws of the Auxiliary.
2. Act on any violation of the By-Laws or any breach of conduct.
3. Investigate further action for membership that has been blackballed and decide on final action.
4. Meet quarterly unless President calls for an emergency meeting. Seven (7) members constitute a quorum for the transaction of business.
5. The Executive Board shall discuss Life Member proposals submitted in writing by an auxiliary member. After discussion, names with full resume shall be brought to the floor for election of each proposed member at the second meeting in July.
6. Make suggestions for the good and welfare of the Auxiliary and the South Norwalk Boat Club, Incorporated.
7. The President votes in a tie breaking situation only.

ARTICLE XI
Committees (List of)

The committees of this Auxiliary shall consist of:

1. Flowers and Cards
2. Nominating
3. Welcome
4. Mates Log
5. Fish Pool
6. Photography
7. Kitchen Supplies
8. Life Member Chairperson (Chairperson must be a Life Member)
9. Sunshine (Attendance Book)
10. Special Raffle/Dark Horse
11. Information & Technology
12. By-Laws

It shall be the duties of ALL above Committee Chairpersons to submit complete itemized reports with attached receipts of expenditures, listing names of all members on their committee, if any, with the report dated and signed.

Committee chairpersons' duties shall start on the third Thursday in October, after elections, and run through the first Thursday in October of the following year.

ARTICLE XII

Duties of Flowers and Cards Committee

It shall be the duty of the Flowers and Cards Committee to:

1. Send flowers or gift to members in the hospital, if stay is over 24 hours, once per fiscal year (October to October).
2. Send flowers or appropriate donation to a charity or organization as requested by family of any deceased member, or to any immediate family of the Auxiliary member, (parents, spouse, sister, brother or child), if said member is in good standing.
3. Send cards to members ill at home or in hospital.
4. Send sympathy cards to members on the loss of a family member or a relative.

ARTICLE XIII

Duties of Nominating Committee

It shall be the duty of the Nominating Committee to:

1. Bring in a slate of not less than two (2) nominations for each elective office, if possible. (Past President is to be Chairperson of this Committee).

ARTICLE XIV

Duties of Welcoming Committee

It shall be the duty of the Welcoming Committee to:

1. Greet new members, brief them of the proceedings and stay with them until called for installation.

ARTICLE XV

Duties of the Sunshine Committee

It shall be the duty of the Sunshine Committee to:

1. Keep an attendance record of each member at every meeting.

ARTICLE XV1

Special Raffle and Dark Horse Committees

It shall be the duty of these committees to:

1. Hold raffles at any or all Auxiliary Meetings. They will determine which meeting(s) to hold the raffle.

ARTICLE XVII

Duties of the Mates Log Committee

It shall be the duty of the Mates Log Committee to:

1. Gather any information pertaining to the Auxiliary and all special events and send Mates Log and/or email to all members.

ARTICLE XVIII

Duties of the Fish Pool Committee

It shall be the duty of the Fish Pool Committee to:

1. Notify members of new season (April 1 – November 1) and the amount of the then current fee.
2. Check board and report any new weigh-ins and standings at each meeting.
3. Chair the Fish Pool Award Ceremony or Dinner to be held to honor the winners of the previous season at the discretion of the Chairperson.
4. Record all fish from Fish Pool board and check for season open/close dates.
5. Submit new fish postings to the Recording Secretary for reporting at meeting.

ARTICLE XIX

Duties of Photography Committee

It shall be the duty of the Photography Committee to:

1. Take photos of events of the Auxiliary.
2. Distribute and post event photos.

ARTICLE XX

Duties of Kitchen Supplies Committee

It shall be the duty of the Kitchen Supplies Committee to:

1. Check supplies after every meeting and purchase what is necessary before the next meeting and organize cupboard.
2. Keep Auxiliary cupboard stocked for the committee doing refreshments.

ARTICLE XXI

Information & Technology Committee

It shall be the duty of the Information & Technology Committee to:

1. Maintain and improve the Auxiliary's computer systems including but not limited to the computer network, printers/scanners, website and social media accounts.
2. Design systems and procedures to assist the Executive Board with entering data into the systems to provide timely and accurate functions of the Auxiliary's financial and recorded documents.
3. Evaluate systems and make recommendations for improvements to the Executive Board for upgrades needed for collection of data and utilization of information.
4. Establish, maintain and control the Auxiliary's website, including appropriate access controls for the purpose of providing the membership with information as deemed necessary by the Executive Board.

ARTICLE XXII

By-Law Committee

The By-Law Committee shall consist of five (5) members. Committee members are appointed by the President, subject to the approval of the Executive Board. It shall be the duty of the Committee to perform continual review and evaluation of the By-Laws and shall make recommendations to the Executive Board when deemed necessary.

BY-LAWS

SECTION 1

Members

Applicants for membership must be the spouse, parent, sibling or child of a current South Norwalk Boat Club, Incorporated member in good standing at the time of application. Applicants for membership shall be twenty-one (21) years of age or older. Proof of the applicant's relationship to the member may be required by the Auxiliary.

Any present or former member of the South Norwalk Boat Club, Incorporated will not be allowed to apply for membership in its Auxiliary. Nor shall any applicant who applied for membership into the South Norwalk Boat Club, Incorporated be allowed to apply for membership into its Auxiliary.

If a South Norwalk Boat Club, Incorporated member ceases to be in good standing, resigns, dies, or divorces, it shall not affect the standing of the person who has acquired membership in the Auxiliary through the member's standing.

SECTION 2

Applications

The Auxiliary shall not discriminate in matters of Race, Color, Creed, Gender or National Origin in the election of a member. No person shall be elected as a member of this Auxiliary who has been convicted of a morals charge. No person shall be elected as a member of this Auxiliary who has been convicted of a felony unless the matters are first referred to the Board. The Board shall investigate the seriousness of the crime, the time since the conviction and other relevant circumstances. The Board may either reject the application or by a two thirds (2/3) majority recommend the candidate to the floor as suitable for membership. The floor shall then vote on the candidate's application in accordance with its normal procedure.

Applications for membership must be written in ink, signed by applicant and the South Norwalk Boat Club member and accompanied by the Initiation Fee, plus one (1) year's dues and shall be presented to the Recording Secretary.

This money is to be given to the Treasurer after the first reading of application. Money is to be returned to applicant if the application is rejected.

SECTION 3

Election of Members

At the second reading of application for membership, it shall be voted upon by the Auxiliary members present at the meeting using ballot box and balls.

If one (1) black ball appears, the application shall be referred to the Executive Board for further action. Members so voting must appear before the Executive Board to submit their reason.

Applicant, if accepted, will be notified by the Corresponding Secretary. Applicant must appear within two (2) meetings to take their Oath or notify the Secretary, otherwise application will be rejected and money forfeited.

Applicant shall be given a By-Law Book after taking the Oath.

SECTION 4

Initiation Fee

The initiation fee for membership shall be equal to the dues in effect at the time of application. This initiation fee plus dues for the year obligated shall accompany the application. All money shall be returned to the applicant if the application is rejected or withdrawn.

SECTION 5

Dues

The annual dues shall be set at the first Executive Board Meeting after the October election to determine if the dues shall be raised. If it is determined that the dues shall be raised, the Executive Board shall take the recommendation to the floor. A two-third (2/3) majority of the votes cast by members present shall be required to establish the dues. Dues set at that meeting will be in effect for the next calendar year and will be due on January 1st. Thirty (30) year members and Life Members shall be exempt from annual dues.

SECTION 6

Delinquent Members

Any member whose dues are unpaid by January 1st will not be considered a member in good standing and shall not participate in the Auxiliary meetings

and activities. Any member whose dues shall remain unpaid as of midnight January 31st shall be subjected to delinquency charge of double the yearly dues.

The Corresponding Secretary shall, at the first meeting in February, notify the member of the amount due the Auxiliary and if this indebtedness is not paid in full by midnight March 1st, the member shall be dropped from the rolls and notified by mail.

SECTION 7

Membership Cards

The electronic membership cards are for the Auxiliary member's use only. The card cannot be given to anyone to gain access to the club property. If an Auxiliary card is found in the hands of anyone but the Auxiliary member, the Auxiliary member will face disciplinary action and/or a fine from the Executive Board.

If you lose your electronic membership card, you must notify the Executive Board and pay the card replacement fee.

SECTION 8

Resignations

Resignations must be forwarded to the Auxiliary, in writing, and must be presented at the next regular meeting.

SECTION 9

Violation of By-Laws

For any violations of the Constitution or By-Laws, or any Breach of Conduct, including inappropriate behavior, a member may receive a certified letter of reprimand, be suspended or expelled. Charges must be presented in writing to the President, who shall refer all such charges to the Executive Board for discussion and a recommended penalty. The Auxiliary member shall be informed by certified mail of the nature of the charges and an assigned date to appear before the Executive Board. Failure to appear before the Board or notify the Board of a conflict prior to the hearing date shall result in a mandatory suspension and will forfeit the right to any appeal to the floor of any action taken by the Board.

The member will be notified by certified mail of the decision of the Executive Board.

Any member expelled or suspended shall be refused admission to the club and will not be allowed to enter as a guest of another member. The club will be notified of any expulsion or suspension.

No member may be allowed more than two (2) suspensions. A third (3rd) suspension would mandate automatic expulsion.

Any appeal by the member of the decision on the penalty imposed by the Auxiliary must be submitted in writing to the Auxiliary within the next two (2) business meetings.

A special meeting will be called by the President to discuss the appeal. A two-thirds (2/3) vote of the qualified members present shall be necessary to reverse the decision.

The action of the Auxiliary at this special meeting shall be final.

SECTION 10

Addressing the Chair

The President Chair shall be addressed as Madam/Sir President.

Members must stand to address the Chair and remain standing while speaking to the Chair.

The standing member, recognized by the Chair as having the floor, shall have the undivided attention of all members.

Members in speaking shall not be interrupted except by the "Call to Order".

A motion is made, seconded, discussed then voted upon. A motion may be rescinded or tabled.

SECTION 11

Meetings

Regular meetings shall be held on the first and third Thursday of each month.

Special meetings shall be called by the President or by a two third (2/3) vote of the membership present at a regular meeting whenever deemed necessary.

Fifteen (15) members, including the Officers, shall constitute a quorum required to hold a meeting. Notice of all special meetings, no matter how called, shall be sent to each member at least three (3) days previous to such meeting, and such notice shall specify the time and place of such meeting and the business to be transacted at such meeting. No actions shall be taken on any matter of business not specified in the call for such meeting.

No beverage (alcohol or other), shall be purchased during the meeting.

No smoking will be allowed on the premises or permitted during the meeting.

The Club Room is to be left in a tidy condition after each meeting. Members serving refreshments shall see that this is carried out.

If a member arrives late to a meeting and the meeting has already been called to order, the member should wait at the door until they are recognized and then they may be seated. Cell phone calls and/or electronic devices are not permitted during meetings.

Members should remain seated during meetings except when recognized by the Chair.

SECTION 12

Bills

All bills must be presented in writing in complete itemized form, read and voted upon by the members, at the meeting before they are paid by the Treasurer.

SECTION 13
Treasurer's Books

Any member in good standing shall have the privilege of inspecting the books at any time.

All books are the property of the Auxiliary and may be subject to an audit at any time deemed necessary.

They are to be given to a qualified member immediately following annual election and returned to the Auxiliary at the next scheduled meeting in October. If an Auxiliary member audits the books, they cannot be an officer at the time of the audit.

All individual functions should be itemized on the Audit Report.

A gift shall be given to the Auditor upon completion and approval of the audit.

SECTION 14
Auditor's Report

The Auditor's Report is to be read at the meeting on the third Thursday in October but in no event later than the next scheduled meeting.

One (1) copy shall be sent to the South Norwalk Boat Club, Incorporated, and one (1) copy each to be kept by the Recording Secretary and the Treasurer.

SECTION 15
Life Membership

Life Membership shall be considered on the basis of at least fifteen (15) consecutive years of membership in good standing and exceptional services for the Auxiliary.

Life Member proposals shall be submitted in writing by an auxiliary member prior to the first meeting in May. After discussion, name(s) of the candidates with full resumes shall be brought to the floor for each proposed member at the second meeting in July. The election of any candidate to be a Life Member shall require a two thirds (2/3) vote of all members present at the meeting.

Exceptional service shall include, but not limited to, continuous attendance at meetings, participation in Auxiliary events, committee involvement and serving as an officer.

SECTION 16
Annual Dinner
To Honor Outgoing Officers

The annual dinner shall be held the second Thursday in October. (No business meeting).

Only members in good standing will be permitted to attend.

Complete roll call shall be taken. (Members to stand as their name is called).

The new officers shall be installed by the retiring President.

The outgoing President shall present any Life Member(s) with a pin, Life Membership Card and plaque.

SECTION 17
Order of Business Meeting called to order by President

1. Pledge to flag.
2. Checking of membership by Recording Secretary.
3. Roll call of Officers by Recording Secretary.
4. Admission of new member(s).
5. Reading Section 10 of the By-Laws, "Addressing the Chair" and the "Preamble" by the Vice-President to be read upon admission of new member(s).
6. Reading and approving of the Minutes of the previous meeting by the Recording Secretary.
7. Treasurer's Report read by the Treasurer.
8. Applications read by Recording Secretary.
9. Balloting, if any (explanation by President). (First meeting in October.)
10. Report of Committees by Chairperson:
 - (a) Flowers and Cards
 - (b) Nominating
 - (c) Welcoming

- (d) Mates Log
 - (e) Fish Pool
 - (f) Photography
 - (g) Kitchen Supplies
 - (h) Life Member
 - (i) Sunshine
 - (j) Special Raffle/Dark Horse
 - (k) By-Laws
 - (l) Information & Technology
 - (m) Bingo
 - (n) Annual Dinner
 - (o) Christmas Party
- 11. Correspondence read by Corresponding Secretary
 - 12. Bills read by Corresponding Secretary
 - 13. Bills to be paid, voted upon
 - 14. Reading and discussion of the Minutes of the Executive Board meeting by the Recording Secretary
 - 15. Unfinished Business
 - 16. New Business
 - 17. Good and Welfare of Auxiliary
 - 18. Adjournment

SECTION 18

Oath

Given to new members by the President:

I, (applicant's name in full), promise to abide by the By-Laws and work for the good and welfare of this Auxiliary. I shall always conduct myself appropriately while enjoying the privileges of the South Norwalk Boat Club, Incorporated.

SECTION 19

Governed by the

South Norwalk Boat Club, Incorporated

Matters pertaining to procedure, not otherwise covered by the By-Laws of the Auxiliary, shall be governed by the Constitution and By-Laws of the South Norwalk Boat Club, Incorporated.

The interpretation of this Constitution and these By-Laws shall rest in the hands of the Executive Board. Their decision shall be final.

SECTION 20

Amendment / Alteration of By-Laws

These By-Laws shall not be altered or amended, unless proposed in writing and read at one (1) regular meeting and consented to by two thirds (2/3) of the members present at the meeting.

Auxiliary members can submit proposed changes in writing to the Executive Board. The submission will be reviewed by the Executive Board and By-Law Committee. If the proposed change is deemed valid, the change will be read at a meeting and voted on. An approved change must have two thirds (2/3) of the vote of those present. Once approved by the Auxiliary membership, the changes must be submitted to the South Norwalk Boat Club, Incorporated for final approval. Once their approval has been received, the new By-Laws will go into effect immediately.

An amendment will be issued to the existing By-Law book.

REVISIONS BY MEMBERS August 2017