



## **By-Laws and Rules Book**

### **2025 Board of Trustees**

#### **Officers**

Don Baker - Commodore  
Warren O'Donnell - Vice Commodore  
Ron Brousseau - Rear Commodore  
Barbara Hogan - Financial Secretary  
Frank Hogan - Treasurer  
Jim Piasecki - Recording Secretary

#### **Trustees**

Teddy Ahern  
Brian Costello Jr  
John McConville  
Mike Rooney  
Phil Skrabut  
Brian White

**PORT NORFOLK YACHT CLUB**  
**BY- LAWS**

**ARTICLE I**

This organization shall be known as the Port Norfolk Yacht Club, Inc., hereinafter referred to as the "Club."

**ARTICLE II**

This Club is located at 179 Walnut Street, Neponset, 02122, Dorchester District, City of Boston, Commonwealth of Massachusetts.

**ARTICLE III**

- Section 1. The purpose of this Club is to promote interest in boating and aquatic sports, as well as social intercourse among its members; also, to secure and maintain suitable buildings, premises and equipment to accomplish same.
- Section 2. Port Norfolk Yacht Club promotes equal opportunity in membership and does not discriminate against any person or persons on the basis of race, color, creed, religion, national or ethnic origin, citizenship, ancestry, class or marital status, sex, sexual orientation, familial status, disability, age or other basis prohibited by law. (6/13/06)

**ARTICLE IV**

- Section 1. The membership of the Club shall be limited to 150 dues paying members, Probationers and Regular Members exclusive of Junior, Life, Honorary, Flag, Social and Absentee Members. (01/08/08)
- Section 2. Probationers' applications shall be in triplicate and numbered. There will be separate forms for Probationer, Junior, and Social membership. (01/08/08)

**Membership Committee**

- Section 3. The Commodore will appoint a past Commodore to the post of Membership Committee Chairman. The Membership Committee Chairman will in turn select four (4) Regular members to serve on that Committee. These members shall have completed at least five (5) years in the Club as Regular members and must be in good standing. (6/13/06)

**Membership Vacancies**

- Section 4. The Recording Secretary will notify the Membership Committee when there are vacancies in the Regular membership. (6/13/06)

Section 5. The Committee will notify the Club membership by regular mail or electronic mail and post on the Club bulletin board that applications for a “lottery to place applicants on a waiting list” will be available for the next thirty (30) days. The thirty (30) day application period will start on the notice posting date and close at 8 pm on the 30<sup>th</sup> day. The lottery will take place at the Club within three (3) to seven (7) days following the close of the thirty (30) day application period at a date and time announced in the notice. (6/13/06)

### **Lottery Application for Wait List Placement**

Section 6. Applications will be available only at the Club from a member of the Membership Committee whose phone numbers will be provided in the notice. Individuals will be issued no more than one (1) application. (6/13/06)

Section 7. When a lottery application is given out, the application number, applicant’s name, and date of issuance will be entered into a logbook by a Committee member. This logbook must be kept at the Club. (6/13/06)

At this time, the applicant will be issued a copy of the “Lottery to Apply for Membership Informational Packet”. (6/13/06)

Section 8. Incomplete applications will be disqualified from participation in the lottery. (6/13/06)

Section 9. In order to be accepted, all applicants in the lottery must be sponsored by two members, Regular or Life, in good standing, one of which must have a minimum of three (3) years seniority. (6/13/06)

Section 10. Lottery applications must be hand delivered by the applicant or sponsor with a non-refundable application processing fee of \$100.00 to a member of the Membership Committee within three (3) days after the close of the application period. (6/13/06)

Section 11. If at the end of the thirty (30) days there are less applicants than there are vacancies, a lottery will not be necessary and the applicants will move to the screening process. (6/13/06)

### **Waitlist Placement**

Section 12. There will be two waitlists – Preference and General, individuals will be placed on either list. An applicant must declare what list they qualify for at application. (6/13/06)

Section 13. Any percentage of the vacancies left from either category will be filled from the opposite category. (6/13/06)

Section 14. The lottery selection ranking order will be the final order for each waitlist. (6/13/06)

## **Preference Pool**

- Section 15. The Preference Waitlist will be comprised of immediate family members and Social members with a minimum of one (1) year in the Club. Immediate family is defined as: parents, children, spouse, and siblings. (6/13/06)
- Section 16. 70% of the vacancies will be taken from the Preference Pool. (6/13/06)
- Section 17. Each application drawn from the Preference Pool will be placed on the Preference Waitlist in the order drawn during the lottery. (6/13/06)

## **General Pool**

- Section 18. The General Waitlist will be comprised of all others. (6/13/06)
- Section 19. 30% of the vacancies will be taken from the General Pool. (6/13/06)
- Section 20. Each application drawn from the General Pool will be placed on the General Waitlist in the order drawn during the lottery. (6/13/06)

## **Lottery**

- Section 21. The method of lottery will be determined by the Membership Committee. (6/13/06)

## **Probationer Membership Application**

- Section 22. When an application is distributed, the application number, applicant's name, and date of issuance will be entered into a logbook by a Committee member. (6/13/06)
- Section 23. Applications must be returned to a member of the Membership Committee within seven (7) days. (6/13/06)
- Section 24. The Committee will then investigate the applicant. Applicants will be screened for convictions. Applicants will be rejected for one or more felony convictions within the past seven (7) years. (6/13/06)
- As part of the application package, all applicants will be required to sign an authorization for consent to release information. (6/13/06)
- Section 25. Applicants who are not rejected will then be interviewed by the committee. The applicant's sponsors must accompany him/her at this interview. Failure to appear to a scheduled interview, unexcused by the Committee, will result in disqualification. (6/13/06)
- Section 26. If the Membership Committee approves the applicant, he/she will be presented to the Board of Trustees for Probationer membership. (6/13/06)

- Section 27. If an applicant does not meet the Club's established screening criteria (see section 24), the applicant will be rejected and notified in writing of the decision. The rejection letter will advise the applicant the reasons for the rejection. (6/13/06)
- Section 28. If the Board of Trustees accepts the applicant for Probationer membership, he/she must pay at that time, in full, dues and applicable fees. All monies paid are non-refundable.  
(6/13/06)

“Note: the Club's fiscal year is the calendar year ending December 31. Probationer members will be responsible for all fees regardless of month they are presented to the Board of Trustees. For example, if a member is presented and accepted in December, he/she is responsible to pay for the whole calendar year ending December 31 and will be invoiced for the new year the following month. The Club does not pro-rate annual fees.” (6/13/06)

Upon acceptance from the Board of Trustees for Probationer Membership, the applicant will be photographed and this photo will be posted on the Club bulletin board along with the applicant and sponsors' names. (6/13/06)

### **Probationer Member**

- Section 29. Applicants for membership must be at least eighteen (18) years of age, of good moral character, with the recommendation of two members, Regular or Life, in good standing, one of whom must have no less than three (3) years seniority as a Regular member. Applicant shall serve one year as a Probationer Member. (6/13/06)
- Section 30. During this time, the Membership Committee will observe the Probationer Member's attendance at Club functions, work hours performed on Club projects, attitude towards the Club and overall demeanor.
- Section 31. The trial year shall begin the date that the applicant is approved for Probationer membership by the Board and ends one year later.
- Section 32. During this period of time, the Probationer Member must perform at least forty (40) hours of work on Club projects.
- Section 33. A Probationer Member will not have seniority or voting privileges. (6/13/06)
- Section 34. After one year has been served as a Probationer Member, the Membership Committee will review the Probationer Member for acceptance to Regular membership and make a recommendation to the Board of Trustees; at that time the Board of Trustees will vote to either accept or reject the Probationer to Regular membership.
- Section 35. A Probationer Member not receiving a two-thirds (2/3rds) vote in the affirmative, shall be terminated as a Probationer Member.
- Section 36. A Probationer Member not fulfilling the minimum requirements in the trial year shall be terminated as a Probationer Member.

- Section 37. The Board of Trustees may for good reason extend the one-year trial period for up to one additional year only.
- Section 38. All proceedings of the Board of Trustees upon any application for membership and all communications received by them shall be regarded as confidential and shall not be disclosed except to state their final action hereto.

### **Junior Member**

- Section 39. Junior Member - applicant between 12 and 18 years of age, who is sponsored by two (2) Regular members in good standing. His/her membership shall be approved by a two-thirds (2/3rds) vote of the Board of Trustees. Application fee and dues shall be established by the Board of Trustees.
- Section 40. A Junior member in good standing may become eligible to apply for Regular Membership between the ages of eighteen (18) and twenty-one (21) after serving a minimum of 3 years as a Junior Member. (01.25.2022)
- Section 41. A Junior member who attains Regular Membership will have his/her seniority date be the date he/she was accepted to Regular Membership. Initiation fee may be waived at this time at the discretion of the Board of Trustees.
- Section 42. There shall be a committee appointed by the Commodore to direct and coordinate the activities of the Junior members.
- Section 43. The Junior members shall have the use of all Club facilities and must abide by all the Club rules.

### **Regular Member**

- Section 44. The member, minimum age 18, shall be responsible for payment of annual dues on or before January 1.
- Section 45. All Regular members shall perform a total of twenty hours per year on authorized club projects under the direction of a Committee Chairperson. Ten (10) hours must be completed by July 30 and the remaining ten (10) hours must be completed by November 30. The Committee Chairperson shall approve the member's work time prior to submission to the Labor Control Committee. (4/28/15)
- Section 46. All Officers, Trustees and Committee Chairpersons are exempt from the work hour requirement.
- Section 47. The Financial Secretary shall charge any part of the twenty hours work not performed to the member at the rate of \$35.00 per hour. If the member has a locker, marina slip or has charges for transient dockage, yard storage, trailer storage, tender storage or uses the ramp, they shall be charged the rate of \$100.00 per hour. Members in the active military service and those excused by the Board of Trustees may be exempt from the provisions of this section. In cases where a project requires special knowledge, skill or mobilization, the Board of Trustees may, in order to facilitate completing the project within a reasonable time, allow members whose work hours

run over the 20 hours to carry over the surplus hours into the proceeding year.  
(4/25/17)

Section 48. Regular members in good standing shall have the right to vote.

Section 49. Regular members must abide by all the Club rules.

Section 50. Upon election to membership, each member's name shall be added to the seniority list. The seniority list shall be posted in the Clubhouse at all times.

### **Life Member**

Section 51. Life Membership shall be granted to any member who has attained the age of 60 years, after 25 years of continuous membership in the Club.

As of January 1976, beginning with the calendar year following the attainment of Life membership or the month following their birthday for those just turning 60 with a minimum of 25 years, Life Members shall be exempt from work hours, annual dues and assessments, except if the Life Member has a locker or a marina slip and the assessment is for the betterment of the same. (4/25/17)

Section 52. Life Members in good standing shall have the right to vote.

Section 53. Life Members must abide by all the Club rules.

### **Honorary Member**

Section 54. Honorary Membership may be extended by a majority vote of members present at a Regular Meeting to any person who may have rendered the Club important services and benefits.

Section 55. The term for Honorary Members will be one year and they shall be exempt from work hours.

Section 56. Honorary Members must abide by all the Club rules.

### **Flag Member**

Section 57. A Flag member is the spouse of a deceased Regular or Life Member and the membership is not transferred. They shall enjoy the benefits of a Social member without fee.

### **Social Member**

Section 58. PNYC shall seek members to be classified as Social Members who shall be sponsored by two Regular members in good standing and voted on by the Board of Trustees.

Section 59. Social Members applications may be accepted at any time.

Section 60. The application fee and dues shall be established by the Board of Trustees (01-2021)

- Section 61. They will be entitled to a code to come and go as they wish and enjoy the use of the facilities.
- Section 62. They may bring their families and guests to the Club's social activities and lounge area. They shall be responsible for the conduct of their guests while on Club property.
- Section 63. All rules as to their behavior on Club property that apply to the Regular Members shall apply to the Social Member.
- Section 64. Their willingness to participate in any and all committees will naturally help the Club and further their standing, if applying for Regular membership.
- Section 65. They will have no vote as to the operation of the Club.
- Section 66. They will be exempt from work hour requirements and any assessments levied on the Regular Members.
- Section 67. They will not bring onto Club property or marina any boat, or display Club pennant.
- Section 68. They shall not operate any member's boat to and from the marina without the owner being on board.
- Section 69. They do not accumulate any seniority credits toward Regular membership.
- Section 70. Should they desire to become a Regular member of PNYC, they will follow normal application procedures.
- Section 71. They shall not attend any meeting except at the request of the Commodore, at which time they may speak at the discretion of the Commodore.
- Section 72. Any Regular Member, in good standing, may become a Social Member without a vote of the Board of Trustees after making application and without payment of application fee.
- Section 73. They shall have no financial interest in the property and assets of PNYC
- Section 74. They may be terminated by a two-thirds (2/3rds) vote of the Board of Trustees.
- Section 75. The Board of Trustees may terminate the Social Membership program.

### **Absentee Member**

- Section 76. An Absentee member is a dues paying member in good standing who has made a written application to the Board of Trustees, which has been voted on and accepted to be excused from his/her work hour responsibilities, whose status shall be reviewed by the Board of Trustees each January.

## **Miscellaneous**

- Section 77. The fiscal year of the Club shall be from January 1 to December 31.
- Section 78. The members are responsible for maintaining their correct address information with the Recording Secretary.
- Section 79. No assessment shall be levied on any member for any purpose, except under the Board of Trustees' power to fine members under the provisions of Article IV, Section 66, except by a two-thirds (2/3rds) vote of the members present at a Regular or Special Meeting called after due notice to the Membership on such proposed assessment.
- Section 80. Seniority of members elected at the same meeting of the Board of Trustees shall be in alphabetical order.

## **Expulsion, Termination or Suspension**

- Section 81. Before a member may be suspended or expelled for cause, he will be given written notice of the proceedings containing written specific charges. He will be given at least fourteen (14) days to prepare a defense and he will be given a full and fair hearing before the Board of Trustees.
- Section 82. Any member whose account or any installment thereof is in arrears for a period of sixty (60) days shall be automatically suspended on the sixtieth (60<sup>th</sup>) day unless good cause is shown to the Board of Trustees.
- Section 83. The Financial Secretary must immediately post the name of the suspended member on the bulletin board and any member on such list shall not have any privileges of the Club.
- Section 84. After having been notified, the member or his authorized representative, must appear before the Board of Trustees at its next scheduled meeting. The Board of Trustees will hear his/her case and render a decision.
- Section 85. The member shall be notified in writing fourteen (14) days prior to the meeting by Return Receipt Certified Mail by the Recording Secretary.
- Section 86. Payment of debt is mandatory and a fine, if levied by the Board of Trustees, must be paid.
- Section 87. Members suspended, who fail to appear before the Board of Trustees without being excused by the Board, shall forfeit membership.
- Section 88. Any member expelled, terminated, or suspended by a vote of the Board of Trustees shall be denied all privileges of the PNYC

## **Resignations**

- Section 89. Any member leaving the Club by resignation shall forfeit all rights or interest in the Club property or its privileges.
- Section 90. Resignation will not be accepted after December 31, unless financial obligations are paid for the current year.

## **Reinstatement**

- Section 91. Any former member who was in good standing desiring re-affiliation with the Club may be reinstated as a Regular member. Any member who was not in good standing upon Expulsion, Termination, or Suspension (Sections 81-88) may reapply as a Social Members as long as the cause for termination was due to financial, non-violent reasons. The former member will follow the Social Member Process (Sections 58-75). The former member shall be required to settle any outstanding debts. (Amended 10/24/023)
- Section 92. The requirements of a Probationer Member will be waived and he/she may be eligible for Regular membership pursuant to a two-thirds (2/3rds) vote of the Board of Trustees.
- Section 93. His/her reinstatement date becomes his/her new seniority date.

## **Interest in Club Property**

- Section 94. Every Regular and Life Member of the Club, in good standing, shall have an equal financial interest in the property and assets of the Club.
- Section 95. Any member by reason of death, withdrawal, suspension or expulsion, loses all financial interest of the Club except that heirs or successors shall retain the deceased's interest in the Club only through the expiration of dues paid that year.
- Section 96. The Club property and assets shall not be sold, or otherwise disposed of except upon a two-thirds (2/3rds) vote of all members in good standing after due notice to the membership. The Club property shall not be encumbered or mortgaged except at a special meeting called for that purpose and approved by a two-thirds (2/3rds) vote of members present after due notification to the membership.

## **ARTICLE V**

The Officers of the Club shall be Commodore, Vice Commodore, Rear Commodore, Financial Secretary, Recording Secretary and Treasurer; each of whom shall be elected annually.

The Commodore shall appoint a Fleet Captain who shall be his Executive Officer.

## **ARTICLE VI**

### **Flag Officers Commodore**

- Section 1. The Commodore shall take command of the Club, preside at all meetings and administer all rules and regulations of the Club.
- Section 2. The Commodore may call Special meetings at his discretion or shall do so by a vote of the Board of Trustees; or shall do so at the written and signed request of ten (10) members in good standing of the Club. Such written request shall state the nature of the business to be transacted at such Special Meeting. The Commodore shall appoint the Chairperson of the Committees, which he/she shall deem necessary.
- Section 3. The Commodore shall be a member ex-officio of all committees.
- Section 4. The Commodore is empowered to sign contracts and applications on behalf of the Club.
- Section 5. The Commodore shall be exempt from annual dues.

### **Vice Commodore**

- Section 6. It shall be the duty of the Vice Commodore to assist the Commodore in the event of the absence or disability of the Commodore to discharge the duties of the Office of Commodore.
- Section 7. The Vice Commodore shall be exempt from annual dues. (10/13/09)

### **Rear Commodore**

- Section 8. It shall be the duty of the Rear Commodore to assist the Commodore and Vice Commodore.
- Section 9. During the absence or disability of the Commodore and Vice Commodore, the Rear Commodore shall assume the duties of the Office of Commodore.
- Section 10. The Rear Commodore shall be exempt from annual dues. (10/13/09)

### **Fleet Captain**

- Section 11. It shall be the duty of the Fleet Captain to communicate on behalf of the Commodore with the Officers and members of the fleet.
- Section 12. To see that the Fleet is in proper order when underway.
- Section 13. He/she shall be chairperson of a committee appointed by him/her to regulate and assign mooring areas for all boats of club members and shall maintain an accurate chart of such moorings.

Section 14. The Committee shall inspect all ground tackle before placement and report to the Board of Trustees in writing of all ground tackle deemed by the Committee to be unsafe or inadequate.

Section 15. The Fleet Captain is appointed by the Commodore.

## **Requirements**

Section 16. Commodore, Vice Commodore and Rear Commodore shall have been a Member of the Board of Trustees for two consecutive years. The three Flag Officers and the Fleet Captain shall be a member in good standing and an owner or part owner of a boat in commission in the Club. (1/10/84)

## **ARTICLE VII**

### **Recording Secretary**

Section 1. It shall be the duty of the Recording Secretary to keep minutes of the proceedings of the entire Annual, Regular, Special and Trustee meetings of the Club in a book provided for that purpose.

Section 2. To keep correct roll of all members and seniority lists specified in Article IV, Section 50.

Section 3. To notify members of their financial delinquency upon receipt of written notice from the Financial Secretary.

Section 4. To notify all members of nominations, elections, Annual, Regular and Special meetings, at least seven (7) calendar days in advance on official Club stationary or facsimile.

Section 5. To file all documents, records, reports and communications connected with the business of the Club.

Section 6. To cause the necessary books, papers and minutes of meetings to be conveyed to the place of meeting (in case of absence at any meeting).

Section 7. He/she shall keep the file of the names and addresses of members up to date.

Section 8. He/she shall be exempt from annual dues.

### **Financial Secretary**

Section 9. It shall be the duty of the Financial Secretary to submit written reports at each annual and regular meeting and at each Trustees meeting.

Section 10. To collect all monies due the Club and deposit it in one or more banks approved by the Board of Trustees. He/she shall be a signatory on accounts in banks approved by the

Board of Trustees. Signatures of both the Treasurer and Financial Secretary shall be required for disbursements of \$5,000 or more. (4/24/12)

- Section 11. To keep the records of all finances of the club income.
- Section 12. To cause the necessary books and papers to be conveyed to the place of the meeting (in case of absence at any meeting).
- Section 13. He/she shall have custody of the official seal.
- Section 14. He/she shall post a list of delinquent members on the sixtieth (60<sup>th</sup>) day, with a copy to the Recording Secretary, in accordance with Article IV, Sections 62 and 63.
- Section 15. Monthly, he/she shall duplicate his/her books.
- Section 16. He/she shall be exempt from annual dues.
- Section 17. Responsible for billing. All bills will be issued in duplicate (one copy will go the Auditing Committee and one to the member).
- Section 18. A copy will be made of all checks and charge slips received and a copy will go to the Auditing Committee. There will be NO CASH transactions accepted at anytime.
- Section 19. Make deposits and keep two copies of the deposit slip (one goes to the Treasurer and other is for the Financial Secretary's records).
- Section 20. Deposit slips will be itemized with a copy of checks received stapled to the slip.
- Section 21. There will be a quarterly audit and a report given and posted at the General Body Meetings.

### **Treasurer**

- Section 22. It shall be the duty of the Treasurer to submit written reports at each Annual, Regular and Trustees Meetings.
- Section 23. To pay all bills, which have been read at a meeting of the Board of Trustees upon receipt of voucher or statement signed by two (2) Trustees.
- Section 24. To keep an accurate account of all disbursements of the club in a book provided for that purpose and to render to the club a written account of all his/her transactions as Treasurer at the Annual, Regular and Trustees meetings. He/she shall be a signatory on accounts in banks approved by the Board of Trustees. Signatures of both the Treasurer and Financial Secretary shall be required for disbursements of \$5,000 or more. (4/24/12)
- Section 25. He/she shall be exempt from annual dues.

## ARTICLE VIII

### Trustees

- Section 1. There shall be a Board of Trustees consisting of all elected officers and six (6) members who hold no other elected position. Three (3) Trustees shall be elected each year at the October meeting to serve for two (2) years or until their successors are chosen and elected.
- Section 2. The Board of Trustees may require all committees to report to the Trustees at any Trustees meeting. Each committee shall keep records of all financial transactions, which shall be subjected to official audit by order of the Board.
- Section 3. Subject to special action by the Club, the Board of Trustees shall have entire authority in the management of the affairs and finances of the Club and shall have general control of all its property.
- Section 4. They shall make necessary appropriations of money for the use of committees and for other expenditures. Any appropriation for any one purpose exceeding Five Thousand Dollars (\$5,000) must first be approved by the Club at any Annual, Regular or Special Meeting. Some larger expenditures for regular & customary operating necessities (such as real estate tax, insurance, license, event, mortgage or bond payments, etc..) may be exempted from the provision of this section. Situations of urgency, to protect life and/or property, must be reported to the body (mail or email) before the expenditure. (10.22.2022)
- Section 5. The Board shall constitute a Board of Auditors and prior to the Annual Meeting, in company with two special auditors duly selected by the Club at the Regular October meeting, shall audit the accounts of the Financial Secretary, Treasurer and all standing committees. They shall audit the accounts of the Financial Secretary, Treasurer and all standing committees after the last meeting in each quarter and make a report of their audit to the members of the Club at the next Regular Club meeting.
- Section 6. The Board shall prescribe rules for the admission of strangers.
- Section 7. They shall fix and enforce penalties for violations of the rules.
- Section 8. They shall have the power to elect members in the manner hereinafter provided and suspend, after a hearing, any member for conduct improper or prejudicial to the Club interest.
- Section 9. They shall hold a meeting on the fourth Tuesday of each month, unless same falls on a holiday, then the meeting will be held within seven (7) days, and seven (7) members shall constitute a quorum.
- Section 10. They shall keep minutes of their proceedings and present at each meeting of the Club, a report of money expended and for what purpose and, at the Annual Meeting make a detailed report in writing for the year.

- Section 11. It shall be the duty of the Board of Trustees to attend the Regular and Special meetings of the Club.
- Section 12. Any Trustee of this Club having been absent from two (2) meetings without reasonable excuse shall be notified that upon the third such absence without reasonable excuse, the office may be declared VACANT by the Board of Trustees and action taken to fill such vacancy.
- Section 13. The Board of Trustees shall elect the Club Steward.

## **ARTICLE IX**

### **Planning Board**

There shall be a Planning Board, the purpose and duties of which shall include, but not be limited to:

- Section 1. The planning of improvements and alterations of club facilities, including new structures.
- Section 2. The betterment of the grounds, berthing, floats and mooring facilities, as well as the conservation and preservation of the Club funds and assets.
- Section 3. The committee shall report through its chairperson at each Annual, Regular and Board of Trustees meetings and at such Special Meetings as may be duly called within the authority of these by-laws.
- Section 4. Said Planning Board shall consist of seven (7) members. (6/12/07)
- Section 5. The committee chairperson shall be selected from existing committee members annually.
- Section 6. Two members shall retire annually in order of their appointment. The Commodore shall appoint their replacements.
- Section 7. The Planning Board shall have no other function or authority than advisory.

## **ARTICLE X**

### **Elections**

- Section 1. The Officers and Trustees shall be elected by ballot at the Regular Meeting in October and will be installed at the Annual Meeting in January under "New Business." (4/8/97)
- Section 2. Any member in good standing for one (1) year shall be eligible for nomination to office subject to the requirements of ARTICLE VI, Section 14.

- Section 3. A nominating committee of five (5) shall be elected at the July quarterly body meeting to nominate officers for the ensuing year. All five (5) shall be elected by the membership. Members of the committee will appoint the Chairperson. (6/12/07), (amended 10/24/2023)
- Section 4. No member of the nominating committee may be nominated for any office by the committee.
- Section 5. The Committee shall submit a slate of nominations in writing to the Recording Secretary not later than August 25<sup>th</sup> and he/she shall immediately mail a notice to all the members of the slate of nominees for office.
- Section 6. Any eligible Member may be nominated to any office by a written petition signed by ten (10) members in good standing; submitted to and received by the Recording Secretary no later than 8:00 p.m. on the 25<sup>th</sup> day of August or twenty (20) days before the date of the election meeting.
- Section 7. The Commodore shall appoint any Trustee to assist the Recording Secretary to determine the validity of such candidate's status. They shall report their findings to the Commodore who shall thereupon rule on the status of such write-in candidate.
- Section 8. They shall prepare a ballot containing all the names of nominees for the election meeting in October and shall include a sample ballot in the notice of said meeting. The sample ballot shall indicate the nominees who have been selected by the Nominating Committee and those members who seek election by petition as set forth in the section. The election ballot shall include, without indicating, all members in good standing seeking election. If there is more than one nominee for office on the ballot, position will be established by lottery. (4/14/09)
- Section 9. Whenever a vacancy in an elected office is declared by the Board of Trustees, the Recording Secretary shall notify all members of such vacancy and that nominations and election shall be held at the following meeting to fill such vacancy.
- Section 10. Such election shall be held at the next Annual or Regular Meeting or at a Special meeting called therefore.
- Section 11. Nomination of candidates to fill vacant offices shall be made at the Election meeting by any member in good standing.
- Section 12. If a vacancy occurs in a Flag Office, election will be for Rear Commodore.
- Section 13. No member shall be eligible for nomination or election to more than one (1) office.
- Section 14. The Election shall be held from 2:00 p.m. to 8:00 p.m. on the day of the Regular October Meeting. (4/8/97)
- Section 15. Members of the Election Committee shall be responsible for overseeing the voting. (10/12/82)
- Section 16. Votes cast for candidates not on the printed ballot are invalid. (10/11/83)

Section 17. Any member in good standing with a reason for being out of the city on election day will receive, on his/her request in writing, delivered by the United States Postal Service (U.S.P.S.) a ballot with a return envelope (when returned the member's return address must be on the outside envelope) and an envelope within for the ballot. A request for an absentee ballot must be made no later than fourteen (14) days prior to the election. Absentee ballots can only be accepted if delivered by the U.S.P.S. The unopened absentee ballots with the return address will be presented to the election committee by the Recording Secretary at the opening of the polls. The election committee will register the voter's name, open the ballot and insert it into the voting machine, if the member is eligible to vote. No other absentee ballots will be accepted after this procedure. (6/12/07)

## **ARTICLE XI**

### **Meetings**

- Section 1. There shall be an Annual meeting on the fourth Tuesday in January and a Regular meeting on the fourth Tuesday in April, July and October of each year, prior to the monthly Trustees' meeting. (1/10/12)
- Section 2. Special meetings shall be called by the Commodore, vote of the Board of Trustees or at the written request of ten (10) members in good standing.
- Section 3. No business shall be transacted at Special meetings except that stated in the notice of such meeting.
- Section 4. Fifteen (15) members shall constitute a quorum for the transaction of business at any Annual, Regular Quarterly, or Special meeting.
- Section 5. In the absence of the Commodore, Vice Commodore and Rear Commodore, the senior member of the Board of Trustees shall preside.

## **ARTICLE XII**

### **Order of Business**

The order of business at all meetings except Special meetings shall be as follows:

Roll Call  
Pledge of Allegiance  
Moment of Silence for Deceased Members  
Introduction of New Members  
Distribution of minutes of last Regular, Trustee and Special Meetings (10.25.2016)  
Reading of minutes of last Trustee or Membership meeting, if requested (01.25.2022)  
Report of Treasurer  
Report of Financial Secretary  
Communications and Bills  
Reports of Committees  
Unfinished Business  
New Business  
Good of the Club

## **ARTICLE XIII**

### **Rules of Order**

- Section 1. Any member wishing to speak shall rise and address the chair.
- Section 2. If two (2) members claim the floor at the same time, the Commodore shall determine who shall speak first.
- Section 3. No member shall speak more than twice upon the same subject without permission from the chair.
- Section 4. Robert's Rules of Order shall be authorized for the decision of disputed questions of order and debates not herein provided for. (4/13/99)

## **ARTICLE XIV**

### **Pennant**

The Club Pennant shall be white with red cross through center and white Fleur-de-lis in blue field in upper corner. (1/9/96)

## **ARTICLE XV**

### **Amendments**

- Section 1. These By-Laws may be amended by a vote of two thirds (2/3rds) of the members in good standing present and voting at any Regular Quarterly meeting of the membership at which a quorum is present, provided that the notice of such meeting shall contain a copy of the proposed amendment. (1/13/98)
- Section 2. Any proposed amendment to the By-Laws shall be submitted in writing, in duplicate, over the signature of its sponsor to the Recording Secretary, read at a Regular Quarterly meeting and thereafter, posted on the Club bulletin board for at least sixty (60) days before being voted on at the next Regular Quarterly of the membership. (1/13/98)

### **Adoption**

These By-Laws when duly adopted and approved by the membership shall replace any and all previous By-Laws and shall be printed and a copy furnished to each member and applicant for membership.

## **Marina Maintenance**

Each year, after all boats have been hauled, two sections of Pier 1 floats will be hauled. After being hauled out a full inspection of the float including flotation boxes, decking, support structure, electrical and plumbing systems will take place, and any needed repairs or maintenance will be performed before re-launching that section in the spring. (4/23/2024)

<p style="text-align:center"><b>PORT NORFOLK YACHT CLUB</b> <b>RULES AND REGULATIONS</b></p>
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### ***Preamble***

The following rules are designated for the common benefit of all members. They are not expected to cover all causes that may arise. The Committee realizes that the harmony and welfare of the Club depends not only on the obedience of rules but, also on natural consideration of good will. Members must not infringe on the rights to others.

If clarification or direction is required, it is necessary to bring the rule or item before the Board for appropriate clarification and/or intent subject to the approval of the Body.

### ***General***

1. Members must not admit anyone to Club property except their guests and they are responsible for said guests conduct. (1978)
2. A member of other Yacht Clubs, who wish the courtesy of this club for a limited time, may be granted such upon making themselves known to Club Officers. (1978)
3. The Board of Trustees may restrict members' guests' privileges for the best interest of the Club. (1978)
4. Each member must give the security officer a six (6) digit code in order to gain entrance to the Club. (4/5/97)
5. Flag officers are required to wear uniforms at general body meetings. (6/10/90)
6. The Audit Committee shall post its audit reports on the bulletin board and the Newsletter shall report that they are so posted. (6/25/96)
7. Anything that belongs to Port Norfolk Yacht Club cannot leave the Club for personal use without the approval of a committee chairman and without a signed receipt. (2/81)
8. No member is allowed to throw out club property inside the club without permission of the Board. (3/28/06)

### ***House***

1. No intoxicant allowed in the hall during meetings. (1978)
2. Passageways must be kept clear and open at all times. (1978)

3. No animals shall be allowed in the Club House except as directed by the Board of Trustees. (1/8/85)
4. The steward is instructed to report any violation of the rules to the House Committee Chairperson. (1978)
5. All complaints regarding house rules shall be made in writing signed by the complaining member or members and addressed to the House Committee Chairperson. (1978)
6. No alcoholic beverages for consumption shall be conveyed into the Club House, or the Tiki Bar and Deck when the bar is open. (6/26/07)
7. No smoking will be allowed in the downstairs hall or hallway at functions. DJ will announce and the no smoking policy will be enforced at all functions. (3/28/06)
8. Post no smoking signs. Allow smoking at outside functions. (6/9/93)
9. The steward is to be appointed by the Board of Trustees. (12/30/97)

### ***Bar***

1. Members will not be paid for working the bar. (8/27/85)
2. No person under the age of 20 shall be allowed upstairs in the bar after 8:00 p.m. unless accompanied by his or her parent. (3/25/97)
3. Ninety percent (90%) of the profit from the bar shall be put into a savings account. (4/78)
4. Members are responsible for signing their guests into the guest book. (9/28/04)

### ***Fees/Fines/Penalties***

1. A current list of fees, fines and penalties is posted on the Club House bulletin board.
2. Assess each Probationer, Regular and (Life member with marina slip) for dredging. (6/22/04)
3. Rates are applied to the overall length of the boat to include all appurtenances attached thereto: i.e., outboard motors, pulpits, outboard rudders, boomkins, booms, bowsprits, and mufflers, etc. Boats will be measured by the official measurer. Fractional footage measurement will be adjusted to the next highest foot. The Measuring Committee will resolve any disagreements. (1978)
4. Four (4) delinquencies in five (5) years terminated. Fines for delinquencies 1 through 3 is at the discretion of the board and will be posted (06-2022)
5. Having been notified to appear before the Port Norfolk Yacht Club Board of Trustees and while a member is under suspension due to a delinquent account balance, payments will not be accepted either by first-class mail or deposited in the club's on-site mailbox. Once the member or his/her representative has appeared before the Board of Trustees as requested and

the Board of Trustees has rendered a decision, all outstanding monies owed must be paid in full including any fine(s) levied by the Board of Trustees, unless a payment plan has been approved by the Board. (8/27/02)

6. Members on payment plans who are not paid up by the date of November Trustees' meeting each year will be considered delinquent. (12/27/11)
7. Entertainment fee will be determined by the board annually and posted (06-2022)
8. Entertainment fee is reimbursed in the order of a book of PNYC dollars in five-dollar (\$5) denominations to be issued for use at the bar or club functions. No cash back. (6/22/04)
9. Entertainment: Reservations for functions may be cancelled up to forty-eight (48) hours prior to a function, or the member will be billed for that reservation. (01/23/07)
10. The Financial Officer will accept no cash payments for dues, fees, etc. All payments must be made by check or money order. (6/22/04)
11. Billing will be on a quarterly basis. (2000)
12. All dues, charges and fees (hours, electricity, etc.) will be charged in the fiscal year.
13. Work hours will be completed from November to November each year. This will allow for hours not worked in the fiscal year. (4/28/15)
14. If a member's check is returned for insufficient funds, replacement must be with a money order or bank certified check. If two checks are returned in a calendar year, all future checks must be with a money order or bank certified check. (4/23/13)

### ***Expenditures***

1. The Commodore shall be allowed 10 guests at opening night. (1/9/07)
2. The Commodore's allowance shall be \$500 per year. (2/23/1982)
3. A committee chairperson can spend up to \$500 without the approval of the Board. (06-2022)
4. The Board may spend up to \$5,000. Any appropriation for any one (1) purpose exceeding \$5,000 must first be approved by a majority of the members present and voting at any Annual, Regular, or Special meeting. (10-2022)
5. The money in the dredging fund is to be used only for bond payments and no money is to be withdrawn for any other purpose until bonds are paid off. (10/11/94)
6. All receipts for income and expenditures of the club are actually club property and no person, member or chairperson has the right to dispose of them. The records must be surrendered when ordered by the Board or Commodore. (2/23/99)
7. All receipts must be submitted monthly for reimbursement. Any receipts older than thirty (30) days,

must be approved by the Board, and any receipts older than one hundred eighty (180) days must be approved by the Body. Personal items should be at the end of the receipt. (3/27/07)

8. Payments for invoices are to be mailed within thirty (30) days. (12/27/11)
9. Where practical, three (3) bids are required for projects exceeding \$2,000 when using outside contractors. (12/27/11)

### ***Lockers***

1. Any electric wiring, plumbing, wall paneling, ceiling tile, built-in-furniture, floor tile or any other material fastened to the structure with screws, nails or any type fastening shall be left in the locker when vacated and becomes the property of the Port Norfolk Yacht Club. (1978)
2. The club will be responsible for the cost of repairs to the exterior of the lockers and the tenant will be responsible for the cost of the interior. (9/29/99)
3. Lockers shall be painted at regular intervals or when the locker chairman deems it necessary. All lockers shall be painted the same white color. (1978)
4. In case of an emergency, the Chairperson has the right to enter any locker when the tenant is not available, it will be done in the presence of two (2) members of the Board of Trustees. (1978)
5. A member shall not lease a locker in his/her name for use by another member. (1978)
6. Lockers are not transferable from one member to another and shall not be sub-leased. (1/8/85)
7. Prolonged use of electric lights or appliances is not permissible while locker is not in use. (1978)
8. The Club will not be held responsible for loss of contents of lockers. (1978)
9. When a locker has been vacated, the member must state so in writing to the secretary, so that the locker may be reassigned. The key shall be turned in immediately to the Locker Chairman. (1978)
10. There will be a locker tenant list posted on the Club Bulletin Board. (1978)
11. Locker roofs are not to be used for storage. (1978)
12. No alterations will be done to the structure of the locker without Board of Trustees approval. (4/5/97)
13. Use of air conditioners, heaters and hot plates are prohibited in lockers. (4/12/05)
14. Electricity will be shut off in the lockers from December 1 to February 28. (5/24/05)
15. Minimum use charge for electricity will be determined annually by the board and posted.(06-2022)

### ***Grounds/General***

1. Gas grills are prohibited from any area other than one designated for said purpose. Yard Chairman to designate grill area, define same. (7/25/95)
2. No boat shall be left “plugged into the electric supply” while unattended in the yard. (9/26/95)
3. Sandblasting is banned without permission of the Board of Trustees. (8/95)
4. Any spray painting must be done in an enclosed area in the yard and approved by the Yard Chairman. (9/22/98)
5. The removal of any large miscellaneous item such as tires, batteries or large personal items from the grounds is not the responsibility of Port Norfolk Yacht Club. The said member shall be fined \$50 item for removal. (2/28/06)

### ***Parking***

1. Boats are prohibited from parking on the fire access lane to Pier #1 per order of the Fire Department. (4/28/92)
2. Members and their guests shall not park vehicles in posted No Parking Zones such as boat ramp, driveway, in front of dumpster, etc. (06-2022)
3. Parking of vehicles on hardtop to be limited to three consecutive days at which time vehicle shall be moved to the back of the yard or a daily fine as determined by the board and posted will be imposed. (06-2022)

### ***Work on Boats***

1. When any NON-MEMBER is needed to work on boats placed on Club property, the member shall post on the bulletin board a notice with the date, name, telephone number and description of work to be done. (1978)
2. Any person/member who wishes to dismantle their boat on Club property must first obtain permission from the Board and under the supervision of the Grounds Chairperson, they must bring their own dumpster and remove all their debris. A deposit or retainer fee must be paid to Port Norfolk Yacht Club and will be returned after the boat and debris is removed from Club grounds. (7/28/92)
3. The boat owner must keep the space under and around their boat clean while it is on the Club grounds and must leave the space clean within 24 hours “after the boat is moved” or be charged at the hourly work hour rate for the cleanup. (10/13/92)
4. Any structure built for winter storage will be dismantled before a member’s boat is launched. (1978)
5. Any member who wants to build a boat on Club property, must request permission from the Board of Trustees. (1978)

### ***Stored Items***

1. Owners of boats under twelve (12) feet in length must request a location for such boats on the Club grounds from the Chairperson of the Grounds Committee. (6/22/04)
2. Daily fee will be charged for boats in the yard during July and August (see fees). (9/22/98)
3. No unregistered or uninsured motor vehicle shall be brought onto Club property. (3/24/92)
4. No unusable or inoperative motor vehicle shall be left parked in the yard for more than one (1) week. The owner of said vehicle left in the yard after seven (7) days shall be fined \$5.00 per day starting on the eighth (8th day). (11/27/84)
5. All boats shall be placed on Club grounds at the direction and discretion of the Yard Chairperson. If boats have to be moved for the good of the Club, it shall be done so at the owner's expense. Notice to be sent to the member, return receipt requested. (10/13/92)
6. No commercial business shall be run through or from the Club property and the Club shall not be used for storage or transfer of any business equipment. (10/12/82)
7. No house trailers, camper trailers or motor homes, etc. shall be stored on Club property without the permission of the Board. (1988)
8. All personal items must be marked with the owner's name or the name of the boat. (2001)
9. All boats stored on Club property shall be properly blocked and supported. (1990)
10. Jack stands must have pads supporting the legs. (1990)
11. Storing of boats in yard shall be done by seniority. (1978)
12. A member may store a second boat on the grounds, only if there is space available. (9/23/86)
13. Any boat left in the yard four years or more without being launched\* will be charged a "4 year daily yard storage fee" as set by the board annually and posted regardless of the fact that work is being done on the boat or not. \*Launch is defined as a boat going into the water for the boating season for a minimum of 60 days prior to Nov 1<sup>st</sup>. (06-2022)
14. All boats that have flares or flare guns must have them removed before winter storage.
15. Boat trailers in the yard must be in operable condition. A fine will be imposed by the Board of Trustees. The amount of the fine will be determined by the Board. The cost of repair to make the trailer operable is the responsibility of the trailer owner. (4/8/03)
16. Any items stored in the yard are stored at your own risk. (11/24/09)

### ***Trash***

1. No rubbish, fluids or unwanted materials (shrink wrap, wood, oil, batteries, etc.) shall be disposed of on Club property except in containers provided for such purpose or manner prescribed. (1992)
2. Member to pay the cost of a dumpster haul for dumping non-club/boat trash in the dumpster. (7/28/92)

3. Drums and reclamation system to collect glycol from boats on Spring startup and to send notice via newsletter to membership that oil and ethylene glycol reclamation are mandatory at PNYC effective 5/1/93. (4/27/93)
4. A sign will be posted on the oil barrel "Only Oil to be Discarded in this Barrel." Cost to club to dispose of contaminated oil could be up to \$1,000 (One Thousand Dollars). (6/22/04)

### ***Pets***

1. The owner of any dog on the grounds or marina un-tethered may be called before the Board if a complaint is issued and warned for the first offense. Future offenses will be subject to escalating fines as set by the board annually and posted
2. All dogs must be leashed while on club property.

### ***Hauling & Launching***

1. Notice should be given 3 days in advance to the Marina Chairman before a boat over 12 feet is launched or hauled, except in an emergency. (06-2022)
2. No one can operate the crane or forklift without a current license on file with the Crane and Equipment Committee Chair. (7/24/12) The crane is to be locked at all times. (6/22/04)
3. The member is responsible to have sufficient help present at time of launching and hauling and place it in the area designated by the Yard Chairman. (6/22/04)
4. Boat ramp area shall be kept clear at all times, tenders, trailers, etc. (2001)
5. A member using Club marina equipment and/or facilities shall pay a normal marina maintenance fee. A boat hauled or launched elsewhere and stored on club property shall pay a marina maintenance fee. (1/30/00)
6. A NON-MEMBER cannot haul or launch a boat at the Club. Therefore, a prospective member may not haul or launch a boat at the Club until such time as they have been voted into membership. (1978)
7. A member who has a boat on Club Property and sells the boat to a NON-MEMBER shall be responsible for all fees and is responsible for said vessel until it leaves PNYC property. (1978)
8. Immediately after the launching of a boat, the boat owner will remove all stands, etc. (2001)
9. The allotting of spaces for boat storage, the manner and time of hauling and launching, the billing of the fees charged for such privilege are the responsibility of the Yard Chairman. (1978)

## ***Marina Regulations***

Marina spaces are a privilege of the Club and seniority is established as follows:

- A. Date of permanent membership (See Berth Assignments).
- 1) Refusal of spot does not move person to bottom of seniority list.
  - 2) List must be posted at all times.

## ***Contracts***

1. Marina contracts must be returned by March 1st. New marina contracts will be awarded from April 1st to November 1st only. They will not be awarded at other times.  
When a marina contract is not renewed, the vacant slip contract number will be assigned by seniority, after it is posted at the club for 30 days with a copy of the marina layout, and the membership is notified by U.S. Mail or email. The vacant slip numbers must be included. (1/13/09)
2. The marina opens on April 15 and closes November 1, each year. (3/19/91)
3. All contracts must be paid in full as prescribed in 10 below, signed by the boat owner and returned by March 1st to the Marina Chairperson prior to occupancy of the assigned berth. (1978)
4. Tenants to have one full marina year (4/1/yr – 11/1/yr) to retain marina space after disposing of the original contracted boat provided that the contract is paid in full. (1978)
5. No member will hold more than one marina contract at one time. (1978)
6. The first person declared as owner on a boat's Notarized Bill of Sale (7/26/22), Registration or USCG Certificate of Documentation shall be assumed, for all club business, to be sole owner and the Marina Committee will use that person's name and seniority date for the purpose of assigning Marina space. Owners of boats assigned marina space shall make registration or documentation papers available for inspection at the request of the Marina Committee and/or the Board of Trustees. (6/28/16)
7. When an owner expects to have his boat out of his berth for more than two days, he shall so notify the Marina Committee in advance of his departure and date of return. The Marina Committee may lease the slip during this period. (1978)
8. Failure to comply with marina dockage contract and marina regulations may result in cancellation of marina contract. (1978)
9. Boat Limitation shall be up to 15' wide and Manufacturer Length over All (LOA) up to 45 and NOT to exceed 51 feet with appendages. (10/23/01), (Ratified 4/9/02)
10. Marina slip will be billed in two parts, the first half in the 2<sup>nd</sup> quarter of the year and the second half in the 3<sup>rd</sup> quarter of the year. (1/23/07)
11. All slips on Pier One and Pier Two pay a basic electricity fee as set forth by the board annually and posted regardless of usage; boats with refrigerators, air conditioners, multiple cords, etc will be subject to additional electrical fees as set forth by the board annually and posted. (06-2022)

## ***Berth Assignments***

1. Vacant slips shall be assigned by seniority. (See Marina Contract) Existing contract holders do not receive a preference. (3/28/06)
2. All boats shall be berthed as directed by the Marina Committee. All spaces are interim, at the discretion of the Marine Committee. (1/8/85)
3. Spaces will be reallocated in accordance with the needs of the Marina as directed by boat requirements.
4. Members with an existing marine contract may also request to move when a slip becomes vacant.

## ***Safety***

1. The boat owner further agrees that when the N.O.A.A. weather radio predicts winds in excess of 74 mph that will hit landfall between Point Judith, RI and Portsmouth, NH, they will remove their boat from the marina 24 hours before predicted landfall. (5/18/90) Boat owners who violate the above by staying on the floats shall be fined. (9/7/95)
2. Boats shall be in a seaworthy condition and shall not constitute a fire hazard or it shall be removed from the Marina. (1978)
3. Boats operating within the Marina shall leave no wake. (1978)
4. Each owner will be held responsible for damage which he may cause to other boats in the marina or for damage to any structure. (1978)
5. Members with boats on club property must have a minimum insurance liability policy of Three Hundred Thousand Dollars (\$300,000) and provide the Insurance Chairman with a certificate of insurance naming PNYC as the certificate holder each year upon policy renewal. (3/28/06)
6. Electrical cords will be approved by the Electrical Committee or his designated representative. (1978)
7. No boats or appendages shall overhang onto floats. (1/8/85)
8. Electrical cords are not to be left on the dock plugged into power box when not plugged into your boat. (6/11/96)
9. No non-marine battery chargers are allowed in the marina. (6/11/96)
10. Children 12 years or under shall wear an approved personal floatation device (PFD) on floats and/or their accesses. (1978)
11. No open fires on floats and boats. (2001)
12. Members allowing spouse or children under 18 years to operate their boat must:
  - a) Request in writing to the PNYC Board of Trustees, permission for that individual to use the boat for that season only.

- b) Submit the individual to an undock and dock test in the presence of the owner, PNYC Fleet Captain and at least one (1) other PNYC board member on the owner's vessel.

The Secretary shall annually post the names of those individuals who have met the requirements of a) through b) above and the name of the vessel he/she may operate.

13. Non-members who are not a spouse or child of a member, shall not take from or bring a boat to the marina. (6/22/04)
14. The electricity and water on all floats shall be shut off on November 1st and all floats and finger floats shall be hauled by November 11th. (11/88)

### ***Tenders/Dinghies***

1. Maximum tender length shall be twelve (12) feet. Tenders shall be stored only at the direction of the Marina Committee. (1978)
2. If a member has a dinghy or boat locked in position in the water, he must give the Club a key that will be kept by the Marina Chairman. If no key is provided to the Marina Chairman, the boat lock will be cut. (6/22/04)

### ***Transients***

1. Marina rules will apply to all transient boats. (1978)
2. All transient slips will be assigned by seniority. (4/8/86)
3. Any boat tied up in a transient slip overnight will be charged a transient fee. Transient fees will be paid monthly. (1/8/85)
4. A cap shall be put on the total transient amount which is not to exceed twice the regular marina contract amount for the year depending upon the size of the boat. (1/24/89)
5. Transient boat owners are to be assessed the same one-time minimum fee for electrical service as permanent boat owners if they are at a slip for three (3) nights (one time per year)

### ***Conduct***

1. Noise shall be held to a minimum at all times. Boat owners shall use discretion in operating motors, generators or bilge pumps so as not to create a nuisance. Audio/video equipment and motors with ineffective mufflers shall be operated only during the hours of 8:00 a.m. to 11:00 p.m. (6/22/04)
2. Disorder, depredations or indecorous conduct by a boat owner, agents, invitees, or guests, that might injure a person, cause damage to property or harm the reputation of the Marina, shall be cause for immediate removal from the Club premises. The Board of Trustees will investigate the incident. (6/22/04)

## ***Debris Control***

1. Boat owners shall not store supplies, materials, accessories, or debris upon floats. (1978)
2. Dock boxes for both piers are not to exceed 2'x4'x2' in size. No color or material specifications required. (7/22/03) Repairs or dock box installations cannot be made without approval of the Float Chairman. (6/25/13)
3. Refuse and garbage shall be deposited only in receptacles provided and not thrown overboard. (1978)
4. Excess docking lines will be kept on board. Spring lines are required and all lines and fastenings must be approved. (1/8/85)

## ***Floats***

1. All finger floats shall be standardized at three (3) feet wide except where grandfathered. (1/9/90)
2. The "T" float will be designated for taking on and off passengers only. Time for tying up will be limited to a half hour. Amended (1/8/85)
3. The owner of any boat remaining on the "T" float for a period of one hour without permission of the Marina Chairman or Flag Officer shall be subject to a fine unless it is an emergency. (1/8/85)
4. Steps are allowed on finger floats and the "T" float. (6/12/90)

## ***Junior Members***

Objective: To encourage family participation in recreational boating and to encourage its members to become proficient in navigation and all matters pertaining to seamanship, personal management and safe handling of yachts.

1. Port Norfolk Yacht Club, Inc. has been organized for the comfort, privacy and general interest of Regular Members. Any actions by Junior Members that interfere with these rights shall be due cause for expulsion or suspension for a period of time to be determined by the Board of Trustees.
2. All Junior Members shall conduct themselves in a proper manner and shall respect the property and rights of others.
3. Junior Members shall be admitted to the Club between the hours of 8:00 a.m. and 9:00 p.m.
4. Admission at other times shall be with a parent or at the discretion of the Board of Trustees.
5. Under no circumstances shall a Junior Member be allowed on Club property during school hours.
6. In the absence of an owner, no Junior Member is allowed to board or operate any member's boat without the permission of a Board Member.

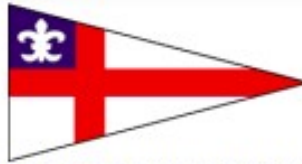
7. Junior members are not allowed to have guests at any time.
8. Guests may accompany Junior Members only when a junior's parent is on the Club property and such guests shall be the responsibility of the junior's parent.
9. All Junior Members must respect and obey the lawful orders of a Regular Member.
10. Suspended Junior Members lose all privileges of the Club until they appear before the Board of Trustees.
11. Suspended Junior Members may enter the property only under the direct control of their parents with the permission of the Board of Trustees.
12. All Junior Members and guests, 12 years or under, must submit some type of swimming certificate or must wear life jackets at all times on piers, floats or in any boat.
13. All Junior Members must sign a statement that they have read and understand these rules. The statement shall be kept on file with the Corresponding Secretary.

### ***Hall Rentals***

1. Hall/grounds shall be rented under two different categories: Club member or Member sponsored.
2. Member rental rate will apply to immediate family only. (1/8/85)
3. Rental period is based on five hours. Any additional time will be prorated. (1/8/85)
4. The prescribed written contract form will be used in all rentals. (1/8/85)
5. No alcoholic beverages shall be brought onto Port Norfolk Yacht Club property or taken from the Hall by the renting person or their guests. (1/8/85)
6. There shall be no public advertising of the function for which the Hall is rented. (1/8/85)
7. The hiring of a police detail is at the discretion of the House Chairperson. Cost to be borne by the renting party. (1/8/85)
8. Hall/grounds will be cleaned in accordance with written procedure obtained from the House Chairperson. (1/8/85)

**Hall Rental/Bar Policy Rules**  
Approved by the Board of Trustees  
January 28, 2020

1. Hall Rental Chairman to advise sponsoring member of club rules/policies when signing hall rental contracts.
2. Hall Rental Chairman to give copies of all rental contracts to Board of Trustees for review.
3. Recording Secretary will send letter to the sponsoring member advising member of club rule requirement that member be present in the hall at all times during rental period. Letter will also include a statement that failure to be in attendance during entire rental period will result in request to appear before the Board of Trustees.
4. Hall Rental Chairman is to notify the bartender on duty the name of the rental's sponsoring member.
5. Bar Chairman will contact the bartender on duty during hall rental to check on the sponsoring member's attendance.
6. Open bars are prohibited for all club member/member-sponsored hall rentals.
7. End time for club member/member-sponsored hall rentals shall be 1:00 a.m.
8. The hiring of a police detail is at the discretion of the Hall Rental Chairman at the renter's expense.
9. Persons who tend bar at PNYC are required to attend Training for Intervention Procedures (TIPS) course.
10. Promote awareness by posting signs which read, "PNYC Members don't let Members or Guests drive drunk".



**PORT NORFOLK YACHT CLUB**  
179 Walnut Street, Dorchester, MA 02122  
License Memorandum

Date of Rental: \_\_\_\_\_

LICENSEE/Member: \_\_\_\_\_

LICENSEE Non Member: \_\_\_\_\_

Start time of Rental: \_\_\_\_\_ Bartender? \_\_\_\_\_

End Time \_\_\_\_\_

Purpose/Type of Event \_\_\_\_\_

Email: \_\_\_\_\_

Price: \_\_\_\_\_

The PORT NORFOLK YACHT CLUB hereinafter called the Licensor, hereby licenses you hereinafter called the Licensee to use Port Norfolk Yacht Club's function hall together with restrooms, foyers, and vestibules leading thereto for the purpose of the date and time of rental above.

- Access to Piers and other facilities beyond the aforementioned by LICENSEE or its guests is prohibited.
- As LICENSEE, you and members of your party are considered guests of Port Norfolk Yacht Club for the duration of the event outlined in the following memorandum.
- Additionally, NO TAPE, TACKS OR OTHER ADHERENTS shall be placed on walls or ceiling.

The price of such use to be paid 30 days in advance of the use of the hall, if rental is within 30 days, payment is due upon receipt of the invoice.

The LICENSEE further agrees to notify the LICENSOR in writing at least four (4) weeks prior to a cancellation. In the event the LICENSEE fails or neglects to so notify LICENSOR, LICENSEE shall forfeit as liquidated damages the price paid at the time of signing this memorandum. The LICENSEE agrees to make direct report Federal or State law and any rules or regulations thereunder, all taxes payable on any tickets for admission sold by the LICENSEE.

The LICENSEE further agrees strictly to comply with all laws, ordinances and regulation of all Federal, State and City Governments or any boards or bureaus thereto: pertaining to places of public assembly and property, health and safety or persons admitted thereto: and to obtain at its own expenses such licenses or permits as may be required in connection with any performance or performances and to be responsible to the LICENSOR for all damage done to said premises or the equipment by its agents or patrons and fully to reimburse the LICENSOR in cash for full amount for such damage. The LICENSOR shall be held harmless and indemnified by LICENSEE for any and all bodily injuries, death or property damage that may occur because of the personal negligence of the LICENSEE or his/her guests.

The LICENSEE further agrees not to sell or offer for sale food or beverage on the licensed premises during the term of this license without the express written consent of the LICENSOR. The LICENSEE for himself/herself/themselves hereby agree that no alcoholic beverages shall be brought onto the said premises or taken from the said premises by the LICENSEE or his/her/their guests.

The LICENSEE IS REVORCABLE BY THE LICENESOR at any time in its sole discretion and without any liability whatsoever to the LICENSEE and loss or damage sustained because of such revocation; provided that the LICENSOR shall within fifteen (15) days of such revocation refund to the LICENSEE the price paid or at a pro rate part thereof as the case may be, for any use of the LICENSEE of the said halls subsequent to the revocation.

The LICENSEE herein described shall not become effective until the LICENSEE assents in writing to the forgoing terms and conditions by signing his memorandum after the word "Accepted" below nor until a duplicate thereof, duly signed by the LICENSEE is received by the LICENSOR at its office at 179 Walnut Street, Dorchester, MA 02122

Sponsor Accepted: \_\_\_\_\_

Port Norfolk Yacht Club \_\_\_\_\_

Date \_\_\_\_\_