

QUASSAPAUG SAILING CENTER, INC. CONSTITUTION

ARTICLE I

Name:

The organization shall be known as the QUASSAPAUG SAILING CENTER, INC. (QSC)

ARTICLE II

Purpose:

The QSC is an organization designed to provide sailing instruction and encourage and promote sailboat racing and good fellowship between persons actively interested in sailing and other water sports.

ARTICLE III

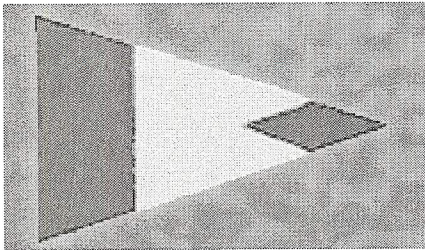
Function:

The Sailing Center's structure is as a self-help or volunteer organization. Because of this structure, the QSC relies on donations and sponsor participation to fulfill its purpose.

ARTICLE IV

Burgee:

The Burgee of the QSC shall be blue and gold as indicated below. The QSC Burgee shall be flown by QSC sponsors only.



ARTICLE V

Officers:

The elected officers of the QSC shall be a Director, Assistant Director, Secretary, and Treasurer and Sponsor-at-Large. The term of office shall be for one year or until their successors are duly elected. (Amended _____)

ARTICLE VI

Duties of the Officers:

Section 1- It shall be the duty of the Director to oversee the QSC, enforce the Constitution and Bylaws of the QSC, and to preside at the meetings of the QSC. The Director shall appoint such Special Committees as may be required, and shall be an ex-officio member of these committees and all standing committees.

Section 2- It shall be the duty of the Assistant Director to assist the Director in the discharge of his or her duties, and to officiate in his or her absence.

Section 3- It shall be the duty of the Secretary to keep the Minutes of all meetings of the QSC in books provided for that purpose or electronically, and to have custody of same. The Secretary shall have custody of all reports and documents connected with the proceedings of the QSC. The Secretary shall keep a correct roll of all the sponsors with addresses and phone numbers. The Secretary shall ensure notice is given of all general meetings of the QSC, and in case of Special meetings to state the business intended. The Secretary shall ensure that the Constitution and By-Laws are kept current including amendments.

Section 4- It shall be the duty of the Treasurer to have charge of all the funds of the QSC. The Treasurer shall keep a correct account of all money received and paid out in books provided for that purpose or electronically. The Treasurer shall maintain the roll of sponsors as part of receipt of donations, and will communicate changes to the Secretary. The Treasurer shall have all dispersal of funds approved by the Director. The Treasurer shall send out bills for all amounts due as described in the QSC Donation and Fee Schedule. The Treasurer shall collect all sponsorship donations, and shall provide accountant or tax professional with relevant information to complete tax filings. The Treasurer shall present at each meeting a detailed account of the financial position of the QSC, and file the same with the Secretary upon approval. At the termination of his or her tenure in office, the Treasurer shall introduce the new Treasurer. The Treasurer will be bonded, and have the QSC records audited annually at the discretion of the Board.

ARTICLE VII Government:

The Government of the QSC and the administration of its affairs shall be invested in a Board of Directors (Board). The Board shall consist of twelve (12) voting members, namely: the Director, the immediate past Director, the Assistant Director, the Secretary, the Treasurer, the Sponsor-at-Large, the Chairperson of the Sailing Instruction, the Racing Fleets Chairperson, the Facilities Chairperson, the Fund Raising Chairperson, the Advertising Chairperson, and the Open Water Swim Program Liaison of the QSC. (amended _____)

As described in other articles of the Constitution, the Board is selected as follows. Five (5) positions are selected by ballot - the four officers (Director, Assistant Director, Secretary, and Treasurer), and the Sponsor-at-large. Five (5) committee chairpersons are appointed by the Board - Sailing Instruction, Swim Liaison, Advertising, Facilities, and Fund Raising. Fleet members choose a Racing Fleets Director as Snipe Fleet 231 is a nationally sanctioned fleet. The twelfth Board position is the immediate past Director. (amended _____)

Section 1 - Nominating Committee

- 1.1 In September of each year, the Board of Directors shall appoint a Nominating Committee consisting of three sponsors of the center. The chairperson shall be the immediate past director or his or her designee, and the other sponsors shall not be members of the Board of Directors.
- 1.2 This Committee shall post notices to the sponsorship at least two weeks before the annual meeting of its slate of candidates, all of whom have signified their willingness to serve.
- 1.3 Any sponsor may place the name of a sponsor in good standing in nomination for the elective offices.
- 1.4 Positions on the ballot are: Director, Assistant Director, Secretary, Treasurer and a Sponsor-at-large of the QSC for a one year term on the Board of Directors. In the event the immediate past Director is unable to serve a second consecutive term on the board, an additional sponsor-at-large shall be nominated for the vacancy.

Section 2- The Board of Directors

- 2.1 The Board of Directors (Board) shall adopt and enforce rules and regulations for the operation and management of the QSC to be known as Buildings and Grounds Rules, provided they do not conflict with any provision of the Constitution or By-Laws.
- 2.2 All questions as to the interpretation of the Constitution, By-Laws, and Facilities' Rules shall be decided by the Board. The Board shall advise procedure in affairs not covered by the Constitution, By-Laws, and Facilities' Rules.
- 2.3 The Board shall fix a time and hold regular meetings. Five members shall constitute a Quorum. The Director will break any tie vote.
- 2.4 Special meetings of the Board may be called by the Director at any time.
- 2.5 The Board may fill a vacancy in its Body by the appointment of a sponsor to hold office for the un-expired term of a person vacating office, whether elected or appointed.

- 2.6 The Board shall have the power to annul the election of an Officer of the QSC and expel same for cause after a proper hearing has shown the Officer to be unfit. An Officer under review shall disqualify himself or herself during such review.
- 2.7 The Board shall have the power to suspend or expel any sponsor for violation of the Constitution, By-Laws, or Facilities' Rules, or for conduct which they deem improper or prejudicial to the QSC. No sponsor shall be expelled or suspended without proper hearing.
- 2.8 The Board shall be responsible for the preparation and approval of the annual financial operating budget for presentation to the sponsorship at the annual meeting.
- 2.9 The Board shall be authorized to appropriate funds up to \$10,000. For individual expenditures over \$10,000 a majority vote at a general meeting shall be required.
- 2.10 The Board shall serve as sponsorship committee or appoint a subcommittee.
- 2.11 Any person age 21 and older interested in sailing education may become a sponsor of the QSC, subject to the review and approval of the Board. The QSC does not discriminate in offering sponsorships on the basis of race, religion, sex, national origin, age or disability.

ARTICLE VIII

Standing Committees:

The QSC has five (5) Standing Committee Liaisons; the Sailing School Liaison, the Racing Fleet Liaison, the Facilities Liaison, the Fund Raising Liaison and the Open Water Swim Liaison. (amended _____)

Section 1- The Board shall appoint a sponsor as the Chairperson of Sailing Instruction by the beginning of each calendar year. The Sailing Instruction Committee shall have as its purpose:

- 1.1 The development and maintenance of a written sailing instruction curriculum
- 1.2 The development and scheduling of the classes given by the Sailing School. Presenting schedule of classes to the Board for approval by February of each year.
- 1.3 The inventorying of and requests for necessary equipment to support the Sailing School mission
- 1.4 The hiring, scheduling and time card processing of the Sailing School instructors and Manager.
- 1.5 Awarding of Sailing Instruction Certificates of Completion
- 1.6 The promotion of the Junior Instructor program
- 1.7 The promotion of the Sailing School
- 1.8 Monthly financial reporting to the Treasurer including turning in any monies collected, receipts and reimbursement requests.
- 1.9 Obtaining Board approval for all items listed in Section 1; 1.1-1.4

Section 2- The racing fleets (Snipe Fleet 231, 420 fleet and Opti fleet) will chose a sponsor as a Racing Fleets Chairperson by the beginning of each calendar year. The Racing Fleet Committee shall have as its purpose:

- 2.1 The scheduling of the races and regattas given and attended by the fleets. Presenting dates to the Board for approval by February of each year.

- 2.2 The inventorying of and requests for necessary equipment to support the racing mission
- 2.3 The recruitment of the necessary racing committees
- 2.4 The promotion of the racing instructional program
- 2.5 The promotion of the racing and Sailing School program
- 2.6 The review and maintenance of the Racing Rules documents
- 2.7 Monthly financial reporting to the Treasurer including turning in any monies collected, receipts and reimbursement requests for any regatta events.
- 2.8 Obtaining Board approval for all items listed in Section 2; 2.1-2.2

Section 3- The Board shall appoint a sponsor as the Facilities Committee Chairperson by the beginning of each calendar year. The Facilities Committee shall have as its purpose:

- 3.1 The scheduling of the cleanup sessions. Presenting dates to the Board for approval by February of each year.
- 3.2 The inventorying of and requests for necessary equipment to support the facilities
- 3.3 The hiring, scheduling and payment requests for the facilities services such as lawn service, garbage services, water quality services, etc.
- 3.4 The preparation of an annual capital request and its submittal to the Board in advance of the General Meeting
- 3.5 The review and maintenance of the Facilities' Rules document
- 3.6 Monthly financial reporting to the Treasurer including turning in any monies collected, receipts and reimbursement requests.
- 3.7 Obtaining Board approval for all items listed in Section 3; 3.1-3.5

Section 4- The Board shall appoint a sponsor as the Fund Raising Committee Chairperson by the beginning of each calendar year. The Fund Raising Committee shall have as its purpose:

- 4.1 The scheduling of the fund raising activities in support of the education mission of the QSC. Presenting dates to the Board for approval by February of each year.
- 4.2 The inventorying of and requests for necessary materials to support the fund raising activities
- 4.3 The promotion of the fund raising program
- 4.4 The advertising and promotion of the sailing school and fund raising activities
- 4.5 Financial reporting to the Treasurer from the fund raising activities within one month of event.
- 4.6 Obtaining Board approval for all items listed in Section 4; 4.1-4.2

Section 5- The Board shall appoint a sponsor as the Liaison to the Open Water Swim program by the beginning of each calendar year. The Liaison to the Open Water Swim program and Open Water Swim Committee shall have the following responsibilities:

- 5.1 The scheduling of all open water swim events including but not limited to Tues/Thurs/Sat Swim practice; "Thule Group"; One Mile Swim Event, Practice Tri, 12 and under open water swim series, Open Water Swim Festival, Griskas practice night and end of season party. Presenting these dates to the Board for approval by February of each year.

- 5.2 The development and maintenance of a written open water swim guidelines
- 5.3 The inventorying of and requests for necessary equipment to support the open water swim program
- 5.4 The collection of all swim waiver forms
- 5.5 The promotion of the open water swim program and Sailing School program
- 5.6 Monthly financial reporting to the Treasurer including turning in any monies collected, receipts and reimbursement requests for all open water swim events.
- 5.7 Obtaining Board approval for all items listed in Section 5; 5.1-5.3

ARTICLE IX

Fleets:

The QSC sponsors Snipe Fleet Number 231 organized with an elected Fleet Chairperson and Measurer as prescribed by SCIRA.

ARTICLE X

Meetings:

The QSC General Meeting shall be held at a time and place designated by the Board of Directors. Notice shall be communicated by e-mail and posted mail a minimum of three (3) weeks in advance of the meeting. Each sponsorship shall have one vote. A quorum at the general meeting shall consist of not less than 30% of the total votes of the sponsorship. Proxies are permitted.

ARTICLE XI

Funds Generation:

The QSC has four (4) methods of generating operating funds; gifts, tuition, donations and fund raisers. Fund raising can include donations for use of the facilities, instructors, or sponsor volunteers for specified events. Each fund raising event must include a presentation of promotional materials about the educational programs of the QSC, and an invitation to become a sponsor.