

AUSTINCATS SAILING CLUB BYLAWS

ARTICLE I

Name

- A. The name of this Club is AustinCats. The Club was previously named Hobie Fleet 64.

ARTICLE II

Mission

- B. The mission of this Club is to inspire sailors to take to the water, build relationships, and share our passion for sailing and racing beach catamarans and other small multihulls. AustinCats supports charitable and community outreach and training programs while observing sustainable practices.

ARTICLE III

Members

- A. Membership types - there are two types of members defined in these Bylaws: Regular Members and Officer Members.
- B. Privileges of Membership
 - 1. All members whose participation meets the requirements for good standing outlined in these bylaws may speak at general meetings, run for election to an officer or other elected position, and participate in Club events.
 - 2. All members in good standing can offer topics for consideration by the membership.
- C. Admission to Membership
 - 1. All Members must pay their annual dues to be considered in good standing.
 - 2. Recognition of good standing begins upon receipt of annual dues.
 - 3. The price of annual Club dues will be determined by the Officers at the beginning of January of each term year and made available to all Regular Members.
- D. Termination of Club Membership
 - 1. Any Member may be expelled from the Club for good cause upon a majority vote of the officers.

ARTICLE IV

Meetings

- A. Officer Meetings
 - 1. Officer meetings will occur on an as-needed basis as determined by the Commodore.
- B. General Meetings
 - 1. General Meetings occur on a regular basis, usually monthly, and are traditionally held on the first Tuesday of each month. To accommodate holidays and other conflicts (e.g., election days), the Commodore may select an alternate meeting date.
 - 2. The Communications Manager will send an email announcing the meeting date and location at least three days prior to the meeting date. The Communications manager will coordinate with the Commodore regarding agenda items.

- C. Special Meetings.
 - 1. Special meetings may occur as needed, to be determined by the Commodore.

ARTICLE V Officers

- A. Elected Officers
 - 1. Elected Officers include the positions of Commodore, Treasurer, Communications Manager, and Membership Manager.
- B. Eligibility
 - 1. Officer Members must have been Regular Members in good standing for a minimum of six (6) months prior to the election of officers.
 - 2. Commodore and Treasurer officer positions require a minimum of one (1) full year as a Regular Member in good standing prior to the election of officers.
- C. Term of Office and Term Limits
 - 1. The term of office is one calendar year, nominally January 1 to December 31. The term for Acting Officers appointed or elected during a calendar year also ends on December 31.
 - 2. There are no restrictions on the number of terms a member can serve in an elected office.
- D. Leave of Absence
 - 1. Upon a temporary leave of absence by one of the Officers, the Commodore may assign a temporary Acting Officer, as follows:
 - a. Assign a Regular Member to serve during the officer's absence.
 - b. Assign the responsibilities of the office to one or more of the Officers.
- E. Removal from Office.
 - 1. Removing any Officer Member must be for good cause and requires a majority vote of the Officers.
- F. Vacancy in Office.
 - 1. If for any reason an Officer is unable to serve, the Commodore may assign a temporary Acting Officer, as follows:
 - a. Assign a Regular Member to the officer position to serve as Acting Officer.
 - b. Re-assign the responsibilities of the vacant office to one or more of the Officers.
- G. Officer Duties and Expectations
 - 1. Specific Duties
 - a. Commodore – Directs Club business, meetings, and elections, and acts as the primary Club spokesperson.
 - i. The Commodore administers all necessary executive decisions on behalf of the Club, oversees all activities of the Club, and delegates duties to Regular or Officer Members, as required.
 - ii. The Commodore retains the tie-breaking vote, if needed.
 - iii. The Commodore may assign their duties to another Officer temporarily.
 - b. Treasurer – Responsible for all Club financial transactions, reporting, and banking. The Treasurer prepares summary reports for monthly Club meetings and at the request of Club Officers, Regatta Chairs, and other appointed Leaders.

- i. Keeps records of all Club expenditures in written and digital format.
 - ii. Prepares an annual budget during the first quarter and an end-of-year financial health assessment.
 - iii. Assists with budget planning for major Club events, including regattas.
 - c. Communication Manager – Manages the Club’s calendars, distributes meeting invitations and reminders, and manages and maintains the Club website, email addresses, and social media applications approved by a majority vote of the Officers.
 - i. Supports the Commodore by ensuring the function of Club management and communications, keeping records of all Club events.
 - ii. Drafting communications on behalf of the Club.
 - iii. Records and distributes Club meeting minutes, including the attendance count.
 - d. Membership Manager - Promotes activities to encourage membership by both experienced and aspiring sailors, develops/pursues member recruitment strategies, provides training opportunities for novice sailors, and coordinates with the Communication Manager on the maintenance of accurate membership records, including email and phone contact information.
 - i. Actively searches out avenues to recruit new members.
 - ii. Develops on-boarding opportunities for new Members to become integrated into Club activities.
 - iii. Coordinates training opportunities for Members new to sailing at least twice annually.
 - iv. Maintains accurate contact information for all Members.
- H. Expectations of Officers:
 - 1. Attend all scheduled meetings of Club Officers.
 - 2. Attend all Club meetings, except when excused by the Commodore.
 - 3. Participate in the planning and execution of regattas and special events.

ARTICLE VI

Responsibilities of Other Leadership Positions

- A. Regatta Chairs
 - 1. Develop a detailed regatta plan for presentation to and approval by the Club Officers. The plan must include details on the location, schedule, required resources, communication plan, and budget and describe any specific challenges (e.g., obtaining a LCRA land use permit and launch area permissions, etc.).
 - 2. Identify the volunteers and resources that are needed for the event to succeed and delegate task authorities, as appropriate.
 - 3. Identify at least one suitable candidate for principal race officer (PRO) and Judge and present their names to the Club Officers for approval.
 - 4. Prepare the notice of race and sailing instructions for review by the PRO and a separate qualified person prior to their distribution to the public.
 - 5. Identify an appropriate means for participants to register for the event. This could utilize a commercial application, such as ClubSpot or Regatta Network, or done more informally.

6. Identify an appropriate race committee and ensure the availability of required resources, permits, safety plans, and finances.
 7. Seek out sponsors to help finance the event, if needed.
 8. Communicate with the competitors, the sponsors, the media, and the public about the event details and any changes/amendments.
 9. Attend the pre-race competitors briefing and any post-race meetings with the PRO, Judge, and involved parties to help resolve any issues.
 10. Prepare a post-event activity and financial summary for presentation to the Club Officers.
- B. Special Event Chairs
1. Develop an event plan and schedule for presentation to and approval by the Club Officers.
 2. If the event is being sponsored by an outside organization (e.g., Big Brothers/Big Sisters of Central Texas, SailStrong, Austin Yacht Club, etc.) coordinate with the organization's delegate(s) regarding specific items that they expect AustinCats to provide.
 3. Identify the volunteers and resources that are needed for the event to succeed.
 4. Obtain the appropriate permissions from the location owner and resolve any logistical challenges (e.g., boat and vehicle parking areas, etc.).
 5. Communicate with the volunteers, sponsors, the media, and the public about the event details and any changes/amendments.
 6. Prepare a post-event activity and financial summary (if appropriate) for presentation to the Club Officers.

ARTICLE VII Elections

- A. Nominations
1. The Commodore will determine and announce the schedule for nominations and elections of Officers and leadership positions, the adoption and amendment of bylaws, and other important items. Officer nominations and elections are usually in November and December, respectively.
 2. Any Member in good standing may nominate another Member for an Officer position and vote in all general elections.
- B. Election Process.
1. Officer elections will be held in person once per year at a regularly scheduled Club meeting, usually in December.
 2. Elections for other leadership positions, bylaws, and other items can be held during any regularly scheduled Club meeting.
 3. No later than one (1) week prior to any general election, a Notice of Vote will be distributed by the Commodore or their designee. The deadline and process for receipt of absentee nominations and votes will also be announced in the Notice of Vote.
 4. Only Members in good standing are permitted to vote.

5. Members who are unable to attend a meeting when a general election is scheduled may submit absentee nominations and votes to the Commodore or their designee by the date announced in the Note of Vote.
6. Members are allowed to authorize an Officer or another member who will be present at a general election meeting to nominate and vote for them (i.e., proxy vote) if they have notified the Commodore (or their designee) prior to the deadline for receipt of absentee votes
7. New Officers will be elected by a majority vote of the Members present and any absentee or proxy votes received prior to the absentee voting deadline.

ARTICLE VIII

Quorum

- A. For any club activity that requires a vote of the general membership, the Members will be polled in the following manner:
 1. To encourage Members to participate in Club elections, a Notice of Vote will be clearly stated as an agenda item in a monthly Club meeting and then distributed to the membership by email to members in good standing at least one (1) week prior to the meeting when the election is scheduled. The Notice of Vote must include a detailed description of each item or position being considered.
 2. Under exceptional circumstances, off-cycle polls can be held electronically by email. This requires that a Notice of Vote and detailed item/position descriptions be sent by the Commodore (or their designee) to all Members in good standing no less than on (1) week before polling ends. The Commodore (or their designee) must respond promptly to all Members' questions regarding the items or positions being considered.

ARTICLE IX

Dues and Fees

- A. Dues and Fees.
 1. Annual membership dues are required from all Members beginning with the first regular meeting of a calendar year.
 2. Club dues are valid for one calendar year and terminate on December 31st.
 3. Club dues and other fees are subject to change based on the discretion of the Officers.

ARTICLE X

Amendments to Bylaws

Proposed amendments to these Bylaws may be submitted by any Officer at any time. The proposed amendment will be distributed to all Members in good standing prior to the announcement of a Note of Vote on the proposed change. Voting on bylaw amendments can occur during any regular meeting or other meeting announced previously to the general membership. As in other elections, members in good standing unable to be present for a vote on a proposed amendment will be given an opportunity to provide their absentee or proxy vote prior to the vote.