

**THE INTERNATIONAL YACHTING FELLOWSHIP OF ROTARIANS [IYFR]  
HAWAII FLEET GENERAL RULES  
Approved at the 3/11/02 Annual General Meeting**

## **I NAME**

The name of the organization shall be the "Hawaii Fleet of The International Yachting Fellowship of Rotarians". It shall be governed by a bridge of officers operating under these General Rules and the General Rules and Regulations of The International Yachting Fellowship of Rotarians.

## **II OBJECT**

The object and purpose of the organization shall be:

- A. To promote fellowship and understanding between those who combine acceptance of the principles of Rotary with a love of yachting, to use the common interest of yachting and seamanship as an opportunity for furtherance of the fourth object of Rotary: "The advancement of International understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideals of service."
- B. To promote the sport of yachting in general.
- C. To promote high standards of seamanship, subscribing to and abiding by, recognized yachting customs and etiquette on the water, both nationally and internationally.
- D. To promote social events and offer community services which are of interest to those participating in the sport of yachting, fishing, canoeing, water skiing, and other watersports involving ships or boats.

## **III MEMBERSHIP**

- A. Membership in the organization shall be open to all Rotarians, former Rotarians, Honorary members of Rotary, and members of affiliated Rotary organizations who have an interest in matters pertaining to the conduct and management of vessels upon the water. A member need not own a vessel. Existing Life Members, may continue their membership, but new life memberships shall not be accepted.
- B. A member who ceases to be a Rotarian may continue membership in IYFR and this Fleet.
- C. All members shall pay the regular dues as assessed under Rule 8 of these Rules. Members who fail to pay authorized dues shall be struck from the roster.

## **IV FLEET ORGANIZATION**

- A. An Annual General Meeting [AGM] is to be held each year in December at a time and place determined by the Bridge. A quorum for such meeting shall consist of at least five Hawaii Fleet members in good standing, including two elected officers. Written notice of the AGM shall be sent to Fleet members by 30 September of each year.
- B. The officers of the Hawaii Fleet Fellowship shall be:
  - [1] Commodore
  - [2] Vice Commodore
  - [3] Rear Commodore
  - [4] Treasurer
  - [5] Secretary
  - [6] Port Captains [one or more]

- C. The above elected officers and all Past Commodores of the Fleet shall constitute the voting members of the "Bridge". The Bridge may appoint non-voting staff positions, such as Club Commanders who promote IYFR at the various Rotary clubs.
- D. The term of office for all officers shall be for two years.
- E. Duties of officers

[1] The Commodore shall:

- [a] be the Chief Executive Officer of the organization, and shall be an ex-officio member of all committees.
- [b] act as Chairman at all Bridge and Fleet membership meetings.
- [c] develop and execute a program of scheduled events, in coordination with the Bridge.
- [d] cooperate with the Treasurer to keep the Fleet financially sound, commensurate with the International General Rules of IYFR
- [e] communicate with the International Bridge through the assigned International Regional Rear Commodore [IRRC]. The Rear Commodore for Administration should be contacted directly to keep the roster of membership current.
- [f] expend Fleet funds with the concurrence of the Treasurer and at least one other Fleet officer, and be personally responsible for the proper transfer of funds as discussed in Section 5. c of Accounting Procedure.
- [g] promote IYFR and the Fleet at various Rotary clubs.
- [h] effect inter-fleet exchanges and visitations.
- [i] expand Fleet membership whenever and wherever possible.
- [j] promote IYFR membership and its events by:
  - i. visits to Rotary clubs to give talks of IYFR and announce its activities.
  - ii. appointing a Club Commander in each Rotary club, when feasible, as an ongoing IYFR representative, to further motivate IYFR membership and attendance at IYFR Hawaii Fleet activities.
  - iii. holding Club Commander meetings as needed.

- [2] The Vice Commodore shall assist the Commodore in the discharge of duties and in the absence of the Commodore, or in case of a vacancy in the office of Commodore, the Vice-Commodore shall act as Commodore.

[3] The Rear Commodore shall:

- [a] support the Commodore, Vice Commodore, Secretary, Treasurer and Port Captain in the conduct of their duties and act in their stead in their absence.
- [b.] be responsible along with the Commodore and Vice-Commodore, for the expansion of the Fleet by securing new members.
- [c] maintain the sample stock of merchandise, secure the Fleet banner and charter, maintain an inventory of supplies, and account for stars and pennants on loan to Fleet officers.

[4] The Secretary shall:

- [a] assist the Commodore, Vice-Commodore and Rear Commodore in carrying out their duties and in their absence to officiate in their stead. An Assistant Secretary may be appointed by the Bridge.
- [b] keep and circulate minutes within two weeks of Bridge meetings. AGM minutes must be published in the first communication to Fleet members following the AGM.
- [c] send out statements to the membership for collection of all Fleet yearly dues. These statements shall be mailed out no later than 1 July.
- [d] keep a Roster of Membership as described in Section 7A and send a copy to the International Rear Commodore [Admin.] together with a check for the International dues, per member, and a list of the elected Fleet officers no later than August 31 of each year.
- [e] send a written notice of such to the membership at least three weeks in advance of upcoming IYFR events,

[5] The Treasurer shall:

- [a] be responsible for the collection, receipt and disbursement of all Fleet monies and the control of all expenditures.
- [b] determine the financial requirements of the upcoming programs with the Commodore and other Fleet officers that will serve in the coming fiscal year, and submit a Fleet budget for the next year at a meeting held during the months of March through May.
- [c] deliver to the Fleet's Secretary a check for the International dues on or before August 31 of each year after determining the paid membership.
- [d] prepare a financial statement to be submitted to the Membership at its AGM.

[6] The Port Captain[s] shall act as event facilitator by coordinating with the Commodore, securing permissions, organizing yachts, facilities, and personnel; and by distributing provisions.

[7] The Immediate Past Commodore shall, if available, be an advisor to the Bridge.

**[8] A Rear Commodore for Administration [RCA] is created when one person is elected to both Secretary and Treasurer offices.**

E. Election and Vacancies of Bridge Officers

[1] The Commodore, Vice-Commodore, Rear Commodore, Secretary, Treasurer and Port Captain shall be elected bi-annually at the Annual General Meeting [AGM]. "The Change of Command Ceremony" shall take place as determined at the AGM and the installed officers shall assume respective offices July 1, the beginning of the Rotary International fiscal year.

- [2] Nominations for the election of the Bridge shall be the responsibility of a Nominating Committee composed of all Past Fleet Commodores. The Chairman of the committee shall be a Past Commodore appointed by the current Commodore. On or before 30 September, in the year in which an election of officers is to be held, the Fleet Secretary shall send each fleet member the date, time and place of the AGM, together with a request for written nominations for officers. The membership shall have until 31 October to submit nominations for officers to the Chairman of the Nominating Committee.
- [3] The Chairman of the Nominating Committee shall give its members adequate notice of a meeting of the Nominating Committee. After meeting, their recommendations shall be delivered to the Fleet Secretary to be sent to the fleet members at least three weeks prior to the AGM.
- [4] The Annual General Meeting AGM will be held in December. The Chairman of the Nominating Committee shall submit to the membership, the committee's nominations for the next Bridge. The Secretary shall notify the membership, by mail, of the AGM, together with a ballot with a slate of the committee's nominees.
- [5] At the AGM, the membership will vote on the nominated slate of officers. Voting shall be by hand; each member may cast one vote for each office. Absentee ballots are valid when they are delivered to the Secretary before the AGM. The Bridge shall be installed as determined at the AGM by an International officer, if available, otherwise a Past Fleet Commodore.
- [6] When an elective officer position is vacated, either the Commodore, or any two Bridge members, may call for an emergency Bridge meeting. The Bridge by a majority vote may select a replacement for the remainder of the term.

## **V ACCOUNTING PROCEDURES**

- A. The accounting year will commence on July 1 and end on June 30 of each year
- B. Prior to July 1, the serving administration will transfer the fleet's bank account, to the incoming Treasurer. A minimum account balance of US\$ 600 is recommended. It is the responsibility of the outgoing Commodore and Treasurer to see that this occurs.
- C. A bank account shall be kept as the Bridge may decide. All payments shall be made by check. All checks shall be signed by two of the following officers: the Treasurer, together with the Commodore, the Vice Commodore, or the Secretary. In the absence of the Treasurer, the Secretary shall sign on the Treasurer's behalf.
- D. Any change of dues must be approved by the membership at the AGM or at a general membership meeting called by the Commodore for such purpose. Three weeks notice of such meeting shall be given to the membership.

## **VI BRIDGE MEETINGS**

- A. The Bridge shall meet monthly and set the date of the next meeting. Emergency meetings require 48 hours notice. A quorum is four [4] members, including at least two [2] elected officers.
- B. Correct minutes of the business transacted at all meetings shall be kept by the Secretary and entered into a minute book which shall be produced at all subsequent meetings, and minutes of the previous meeting shall be read and approved.

## VII FLEET ROSTER

A. The Fleet shall maintain an up to date Roster of the names of all its members. Roster information shall include, as applicable:

- Member's name
- Area code = residence telephone number
- Area Code + business telephone number or mobile phone
- Area Code + fax number
- Area Code + mobile phone number
- Email address
- Rotary club
- Yacht club or mooring location.
- Boat name, type [ power sail or oar]
- Length in feet
- Mailing address [one line, if possible] city,  
State or province, zip code, country

B. In order to facilitate correction of the International roster, the Fleet roster shall indicate change since the previous submission. The Secretary shall distribute a current roster to the Bridge at least annually.

C. An updated roster, accompanied by the dues for each member listed, shall be sent to the International Rear Commodore, IRC [Admin.] on or before August 31 of each year

## VIII FLEET ANNUAL DUES

Every member of the Fleet shall pay, upon joining, and annually, such amounts as may be determined at the AGM of the Fleet. Included in the Fleet dues are International dues that are remitted to the International Rear Commodore [Admin.].

## IX. FLEET BURGEES AND PENNANTS

Fleet Officers will be recognized as is prescribed in the GENERAL RULES of IYFR.

## X. AMENDMENTS TO THE GENERAL RULES

Amendments are to be adopted at the AGM. In order to be considered, they must be submitted in writing to the Fleet Secretary before October 31. They must not conflict with the International General Rules and Regulations. At least three weeks prior to the AGM, the Fleet Secretary shall send out written notice of the AGM to the membership along with any proposed amendments to the General Rules. Amendments may be adopted at the AGM by a majority vote of those present.

## XI. RATIFICATION

These General Rules were presented to the Hawaii Fleet and approved by a majority of the membership at a General Membership Meeting held this 11 day of March 2002, as attested by the following.

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Alan T. Sanborn, its Hawaii Fleet Vice Commodore

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Marda K. Phillips, its Fleet Secretary