

# WASHINGTON YACHT CLUB BY-LAWS

*Revision: December 8, 2022*

## Article I - Articles and Regulations Taking Precedence

### Section A. University of Washington Policies

Since the Washington Yacht Club (WYC) is a Registered Student Organization at the University of Washington (UW), the WYC shall abide by and act in accordance with all lawful policies and the rules set forth by UW.

### Section B. Governing Documents

The three governing documents of the WYC are the Constitution, the By-Laws, and the Policies. Of these, the Constitution has ultimate authority, followed by the By-Laws, and finally by the Policies. If anything contained within the By-Laws or Policies contradicts a superseding document, it shall be considered null and void. Any rule or decision made by an Officer or other Club Members which contradicts any of these documents is considered null and void.

## Article II - Officers

This Article provides details for the duties and powers of the Officers. The procedures for their election and removal from office are included in the Constitution.

### Section A. Officer Duties

#### 1. Co-Commodores

- a. Oversee all activities of the Club, the Officers, the Executive Council, and the General Membership.
- b. Serve as the primary representatives of the Club to members, entities of the University, and the general public. Only the Co-Commodores are empowered to represent the Club when speaking with University administration and public entities, unless authorization is otherwise explicitly granted. This policy does not restrict communications of a routine or operational nature.
- c. Make appointments and removals of Position Holders, to be approved by the Executive Council.
- d. Ensure that all other Officers and Position Holders perform their assigned duties.
- e. Set policies as necessary to ensure Membership is at least 50% Regular Members (currently-enrolled UW Seattle student members), in accordance with the Constitution.
- f. Preside over all General Meetings and Executive Council Meetings.
- g. Own the Club bank account and authorize signers as designated by Article VII - Section B.1.a in the By-Laws.
- h. Have the power to check the records of the Treasurer.

#### 2. Vice Commodore

- a. Lead the teaching and educational programs of the Club.
- b. Oversee the Club's ratings and qualifications systems, including the training and qualification of Instructors and Rating Examiners.
- c. Assume the responsibility of the Co-Commodores in their absence.

#### 3. Rear Commodore

- a. Lead the non-instructional activities of the Club such as recruitment, publicity, social events, and other organized activities.
- b. Assist in the management of the Club in coordination with the Co-Commodores and Vice Commodore.
- c. Work with the Recruitment Chair, Social Chair, Media Director, and Snooze n Cruise Chair to plan and carry

out WYC recruitment, publicity, social events, and other non-instructional activities. If any of these positions are vacant, the Rear Commodore will fulfill those responsibilities or delegate those responsibilities to another Member until those positions can be filled.

## **Article III - Executive Council**

### **Section A. Definition**

The Executive Council plans, coordinates, and executes on all necessary Club business. It is also in charge of the enforcement of Club rules, policies, and regulations, and determining the repercussions for any infractions of these rules, policies, and regulations. It is responsible to the General Membership.

### **Section B. Voting Members**

The Voting Members of the Executive Council are Regular Members who are Officers, Position Holders (including Fleet Captains), and/or Chiefs.

### **Section C. Duties of the Executive Council**

#### **1. Club Operations**

The Members of the Executive Council are responsible for leading all aspects of the Club's operations. The Executive Council shall act as the Club's planning and coordinating body, which also enables all necessary Club activities to be carried out.

#### **2. Rules Enforcement, Membership Suspensions, and Authority**

By a majority vote, may suspend any Member for a designated period of up to two weeks for infraction of the By-Laws, the Policies, or University regulations following the procedure described in Article IV of the Policies document. If warranted, longer suspensions may be made by a two-thirds majority vote for an indefinite period of time.

The Executive Council has the final authority over decision making in the Club, able to check the decisions, powers, and actions of the Officers and other Members when they are believed to go against the best interest of the Club.

#### **3. Nominations of Chiefs and Honorary Members**

Encouraged to nominate qualified Members to the designations of Chief and/or Honorary Member, subject to a majority vote from the Executive Council or General Membership. The Executive Council, by a two-thirds majority vote, may suspend or remove the designation of Chief for infraction of the By-Laws, the Policies, or University regulations.

#### **4. Position Holder Appointments**

Will appoint Position Holders to vacant positions upon the failure of the Co-Commodores to do so.

### **Section D. Executive Council Meetings**

Executive Council Meetings can be called by a Co-Commodore or by the will of the majority of the Executive Council. Adequate notice of such meetings shall be given to all Executive Council Members.

## **Article IV - Positions**

## **Section A. Appointment**

Position Holders are appointed by the Co-Commodores with the approval of the Executive Council. Program Director and Treasurer are paid Positions and must be approved by a majority vote of either the General Membership or the Executive Council. The Co-Commodores may remove Position Holders from their Position, but decisions of removal may be overturned by a majority vote of the Executive Council. Additional Positions may be created at the discretion of the Co-Commodores or the Executive Council.

## **Section B. Dues Exemption**

Position Holders are exempt from paying membership dues if the Member acts in the capacity of their designated role during the quarter(s) in which dues exemption is claimed.

## **Section C. Positions**

The following are descriptions of Positions in the Club:

### **1. Program Director**

- a. Communicates with prospective and current Members, responding to any inquiries about the Club that are received.
- b. Processes membership sign-ups and renewals, and maintains the Club roster in our online database.
- c. Hosts Office Hours at our office in the HUB several times a week in order to chat with prospective Members, assist with membership sign-ups, and administer Written Exams.
- d. Attends Club Meetings and takes Meeting Minutes.
- e. Assists the Officers with their duties.

### **2. Treasurer**

- a. Oversees the finances of the Club, including current balances, income, and expenditures.
- b. Responsible for all Quarterly and Annual financial filings.
- c. Maintains records detailing all income and expenditures, divided into useful classifications.
- d. Distributes Quarterly and Annual financial reports to the Officers and the Executive Council.
- e. Pays bills for Club expenses on our purchasing accounts.

### **3. Fundraising Chair**

- a. Pursues financial support for our nonprofit organization through grant applications, funding requests, and periodic calls for donations.
- b. Researches and explores fundraising opportunities, keeping track of their core requirements and deadlines.
- c. Coordinates with the Officers and the Treasurer to set an annual fundraising goal and any specific fundraising targets that are needed for individual funding requests.
- d. Maintains and shares a prioritized list of equipment and vessel types that the Club is seeking for donation.

### **4. Recruitment Chair**

- a. Organizes and coordinates all Club recruitment activity including membership drives and open houses (e.g., Boat on the Bricks/Lawn and Dawg Daze), and other recruiting activities.
- b. Ensures that there is one or more Club recruitment activity each academic quarter.

### **5. Social Chair**

- a. Plans and coordinates all social activities (e.g., Friday Night Social Sailing) with the Executive Council and the Rear Commodore.
- b. Makes arrangements for event venues, food and beverages, etc. as necessary for social activities.

## **6. Media Director**

- a. Manages the Club's social media presence.
- b. Oversees the collection of photos, videos, and other media from club events and activities.
- c. May lead the production and distribution of other content for the Club, such as the Tell Tale newsletter.

## **7. Snooze 'n' Cruise Chair**

- a. Plans and coordinates all aspects of our Snooze 'n' Cruise event.
- b. May request that a separate Snooze 'n' Cruise Food Chair be appointed to be in charge of trip arrangements for food, meals, and cooking.

## **8. Webmaster**

- a. Keeps the website running and updated.
- b. Updates website content (e.g., Club Documents, the listing of Executive Council Members, etc.)
- c. Makes regular backups of website and database.

## **9. Head Fleet Captain**

- a. Responsible for scheduling, planning, and coordinating regular Club work parties, whether or not they are able to attend all such work parties.
- b. Ensures that there is a responsible Member (e.g., Officer, Fleet Captain, or Chief) in charge of all work parties.
- c. In charge of the preparations for work parties (e.g., determining the major tasks and necessary supplies for the work party).
- d. Oversees the activity of the other Fleet Captains, communicates repair needs to the entire Club, and teaches boat maintenance and repair skills when possible.
- e. Is responsible for the Club's Garage Bay (repair shop), including coordinating with the Quartermaster to keep it stocked and making sure it is clean.

## **10. Fleet Captains**

There shall be one Fleet Captain for each Fleet of vessels and one Sail Fleet Captain. The Fleet Captains shall be responsible for overseeing and/or leading the repair and maintenance of boats and equipment within their specific Fleet.

- a. Work with the Head Fleet Captain and General Membership for the maintenance and repair of their fleet.
- b. May remove any out-of-service Club boat or equipment from the waterfront for repair or maintenance needs.
- c. Assistant Fleet Captains may be appointed based on need and by request of a Fleet Captain.

## **11. Quartermaster**

- a. Responsible for procuring and maintaining an inventory of necessary materials and equipment for boat repair and maintenance.
- b. May lead the disposal and sale of Club equipment if directed by the Officers, Fleet Captains, or

## Executive Council. **Section D. Special Committees**

Special Committees may be designated by the Commodore as the need arises. Committees may be Standing Committees or they may be Temporary Committees formed to achieve a specific goal.

# **Article V - Ratings Examiners and Instructors**

## **Section A. Rating Examiners**

### **1. Definition**

Ratings Examiners host Supervised Sailing hours, give Ratings Tests and Written Exams, and otherwise coordinate with individual Members who wish to continue to receive sailing instruction outside of formal lessons. They may be Chiefs who wish to make it clear that they would like to help the Club provide Supervised Sailing opportunities, or they may be Members with Instructor qualifications who would like to be granted standing approval to provide Supervised Sailing opportunities.

## **2. Requirements**

Chiefs must inform the Vice Commodore if they wish to be recognized as a Ratings Examiner, and they may inform the Vice Commodore at any point if they no longer wish to be recognized as a Ratings Examiner.

Members who have the qualifications to be Instructors may request to be approved to become a Ratings Examiner and thus be able to provide instructional sailing opportunities to club members outside of defined classes.

## **3. Duties and Privileges**

Ratings Examiners may check out Members for vessels in which the Members are not rated and supervise their safe sailing of those vessels. Ratings Examiners may bring Members out on Whalers for informal practice (provided that the Member holds a Boater Education Card), especially when a Member is interested in becoming an Instructor or Ratings Examiner.

## **4. Dues Exemption**

Ratings Examiners are dues exempt for any quarters in which they commit to providing 10 or more hours of service to the Club's instructional programs. These may be paid hours if applicable.

## **5. Wages**

Ratings Examiners who are not Officers may ask to be paid for their hours of service to the Club's programs, pending approval by a majority vote of the General Membership or Executive Council. Their desired work hours will be coordinated with the Vice Commodore. During work hours, the Ratings Examiner will be on duty in service of the club. The Ratings Examiner's primary job is to administer Practical Tests and Written Exams, and to supervise sailing activity. When not performing those duties, the Ratings Examiner will provide other services to the Club such as boat maintenance, facilities maintenance, or other tasks that the Club requires.

## **6. Assistant Ratings Examiners**

Members with at least one Novice rating, who are capable of assisting other Members in the rigging and checkout of boats may request to be appointed as an Assistant Ratings Examiner. They may be granted authority to sign checkout sheets as a proxy for an on-duty Ratings Examiner when the Ratings Examiner is unavailable, but they do not have the authority to sign out Members on their own.

# **Section B. Instructors**

## **1. Definition**

Instructors are Members with Ratings who teach organized sailing classes, mostly to beginning sailors.

## **2. Requirements**

- a. At least one Instructor for each class must hold a Whaler Rating, **except for windsurf instruction**. If a Member wishes to become an Instructor, the Club will prioritize the training of potential Instructors in safe Whaler usage (provided that they hold a Boater Education Card).
- b. To become an Instructor, one should have a Skipper Rating for the class that they wish to teach. Alternatively, to teach a Dinghy Class (Single-Handed, Double-Handed, Sailboard, or Catamaran), they may have an Intermediate Rating for the class that they wish to teach and at least one other Dinghy Skipper

- rating, and be approved by the Vice Commodore.
- c. If approved by the Vice Commodore, Members with only Intermediate Ratings but with prior experience serving as a Co Instructor may serve as an Instructor for Novice Dinghy classes for the Fleet in which they hold the Intermediate Rating. d. Instructors should have already passed the Dinghy Novice Written Test, and they should attempt to pass the Dinghy Skipper Written Test before teaching their next class.
- d. For windsurf instruction, the instructor must be familiar with the teaching boundaries, windsurf teaching materials, and how to rescue folks with the stand-up paddleboard.

### **3. Duties and Privileges**

- a. Instructors may check out Members for vessels in which the Members are not rated within the defined scope of the class that is being taught.
- b. Instructors may only give Ratings Tests to students in their own classes. After a class has concluded, with the approval of the Vice Commodore, Instructors may continue to supervise the sailing of their former students for the remainder of the quarter, with the goal of allowing the student to earn the Rating designated by the class that they took.
- c. During classes, Instructors should supervise the performance of instructional duties by Assistant Instructors, and they may allow the Assistant Instructor to practice driving a rescue Whaler on which they are aboard when this can be done safely (provided that the Member holds a Boater Education Card).
- d. Windsurf instructors (including intermediate co-instructors) may conduct supervised sailings and host socials at Sail Sand Point.

### **4. Dues Exemption**

Instructors are dues exempt for any quarters in which they commit to teaching one or more classes.

### **5. Assistant Instructors**

- a. To become an Assistant Instructor, one must have at least an Intermediate Rating corresponding to the class in which they wish to assist.
- b. They will be under the supervision of an Instructor who is responsible for training of the Assistant Instructor. Assistant Instructors assist an Instructor in all duties related to the teaching of their class. However, they may not perform any of these duties unless the supervising Instructor is present.
- c. Separately, Club Members with Dinghy certifications for similar vessels from formal sailing certification bodies or other significant demonstrated experience (e.g., competitive sailing experience) may serve as Assistant Instructors if they pass the Novice Dinghy Written Test, but they should try to test for our Club Ratings as soon as reasonable.
- d. Assistant Instructors are encouraged to obtain a Boater Education Card prior to teaching so that they have the opportunity to practice operating the Whalers during their classes.

### **6. Co-Instructors**

Two Members who meet the requirements for being Assistant Instructors may teach a class in pairs, at the discretion of the Vice Commodore.

## **Article VI - Chiefs**

### **Section A. Chiefs**

#### **1. Purpose**

The primary purpose of maintaining an active set of Chiefs of the Club is to identify and recognize Members who show good judgment in matters of safety and a willingness to continue to contribute their advice and efforts to supporting the Members and the activities of the Club. Their substantial knowledge, abilities, and experience with the Club benefits the continued success of the Club as a whole.

#### **2. Requirements and Appointment Process**

To become a Chief, a Member must have a Whaler Rating and one or more Skipper Ratings. They must be nominated at a General Meeting or an Executive Council Meeting and then be approved by a majority vote. During the nomination process, the Fleets for which the Chief will hold Designated Chief status will be decided on. If approved, there will be a probationary period of six months, during which the Chief designation may be revoked by a majority vote of the Executive Council or the General Membership.

A windsurf chief must hold at least a windsurf skipper rating and be familiar with:

- Undertaking a risk assessment of environment and provide a safety-related chalk talk before supervising windsurfers on the water,
- Club supervision/teaching boundaries and rescue policies
- having different methods for preventing windsurfers from entering dangerous situations,
- explaining and demonstrating members windsurfing out of dangerous situations,
- rescuing windsurfers from dangerous situations,
- using a stand-up paddleboard
- calling emergency services or for outside help.

A windsurf chief does not need a whaler rating.

### 3. Duties

The duties and the responsibilities of a Chief, to be exercised with discretion and courtesy, are outlined below:

#### a. Oversee Club Member Safety

Chiefs are expected to use their good judgment and their understanding of sailing, weather, and safe rescue Whaler operation to oversee the safety of club members out on the water. However, a Chief is not authorized to criticize Members when they are engaged in recreational sailing except in the case of danger to life, limb, or equipment.

#### b. Removal of Club Members from Unsafe Situations

If the safety of Club Members is believed to be in danger due to poor conditions, poor sailing ability, or poor judgment on behalf of Club Member(s), the Chief should put their best effort into ensuring the safe return to land of the Club Member(s) and seek outside assistance if deemed necessary. If warranted, the Chief may remove the sailing permissions of the Member(s) for a period of two days, and the Chief should inform the Officers and/or Executive Council about the event at their earliest convenience, such that any appropriate repercussions for the incident may be determined.

#### c. Enforcement of Club Rules

Chiefs may reprimand Club Members if they are found to be in violation of the Club's By-Laws or Policies. Chiefs may remove the privileges of club members, such as access to indoor facilities and Club vessels, if warranted, for a period of two days. Following such an incident, the Chief should inform the Officers and/or Executive Council about the event at their earliest convenience, such that the appropriate repercussions for the incident may be determined.

#### d. Administer Ratings and Written Tests

When possible, Chiefs should administer Ratings Tests and Written Tests and assist with the training of Members if their qualifications and knowledge allow them to do so.

#### e. Executive Council

Chiefs are encouraged to attend Executive Council Meetings and provide their input about current Club matters. Chiefs who are also Regular Members are part of the Executive Council and may vote at Executive Council Meetings.

### 4. Special Provision for Officers

The Officers shall automatically become Chiefs upon their election if they possess the necessary Ratings to be

eligible. They shall be expected to fulfill this Ratings requirement as soon as possible if they are able, but they will not become a Chief until they do so.

## **Section B. Designated Chief**

### **1. Definitions**

Designated Chiefs for a specific fleet of vessels may give Skipper Ratings for that fleet of vessels. For example, a Designated Catamaran Chief may give Catamaran Skipper Ratings, but they may give no other Skipper Ratings if they do not hold a Designation for those other fleets. A Designated Whaler Chief may give one type of Whaler Rating; separate Whaler Novice and Whaler Skipper ratings do not exist. The individual types of Designated Chiefs make up the entire set of Chiefs of the Club.

For simplicity, the word "Designated" does not have to be stated in order to understand that a Chief is a Designated Chief for the specific fleet of vessels indicated. For example, a "Catamaran Chief" may be understood to be a Chief who holds a Catamaran Designation and they do not explicitly have to be referred to as a Designated Catamaran Chief.

### **2. Designated Chief Types**

Designated Chiefs exist for six fleets of club vessels: Single-Handed, Double-Handed, Sailboard, Catamaran, Keelboat, and Whaler.

### **3. Requirements and Appointment Process**

To become a Designated Chief for a fleet of vessels, one must be a Chief, have a Skipper Rating for that fleet (or a general Whaler Rating to be considered for a Whaler Designation). If possible, for the Single-Handed, Double-Handed, Sailboard, and Catamaran fleets, an existing Designated Chief for the fleet in question should give their approval for the Member to proceed with being considered for appointment. However, to be considered specifically for a Whaler Designation or Keelboat Designation, one or more existing Whaler Chiefs or Keelboat Chiefs, respectively, must support the Member being considered for this appointment.

A Windsurf Skipper Examiner Designated Chief can give Skipper ratings, while a Windsurf Captain Examiner Designated Chief can give Captains ratings.

A Windsurf Skipper and Captains Examiner Designated Chiefs must hold a Windsurf Badge - Level 1, the Captains Examiner must also hold a Gorge Windsurf Badge.

### **4. Exception for Granting of Keelboat Novice Ratings**

Any Chief who is a Keelboat Skipper may give a Keelboat Novice Rating, but the Club is encouraged to continue to evaluate whether that Keelboat Skipper should be considered for appointment as a Designated Keelboat Chief as they continue to gain experience and show continued good judgment.

## **Article VII - Financial Matters**

### **Section A. Annual Budget**

#### **1. Budget Proposal and Approval**

The Treasurer shall present a proposed annual budget for the following year at or before the last planned meeting of Fall Quarter, with advanced notice of the expected date provided to them by the Co-Commodores. The proposed budget must be discussed and approved by the General Membership. Until an annual budget is approved, no expenditures shall be made, except to be used for wages, insurance, existing bills, and fuel, or via emergency authorization described below.

#### **2. Guidelines**



An annual budget shall be written by the Treasurer in accordance with the following guidelines.

**a. Basis**

The Treasurer shall base the budget largely upon revenues and expenditures of the previous 12 months.

**b. Deadline for Budget Requests**

Position Holders in charge of specific budgets are invited to submit budget requests for the upcoming year to the Treasurer prior to November 1st of the current year.

**c. Club Member Input**

The Treasurer shall seek input from the Officers and no less than two Executive Council members involved with Club expenditures (e.g., the Program Director and Head Fleet Captain) in creating their initial proposed budget. This proposed budget should then be shared to the broader Executive Council for their input.

**d. Due Date for Submission to Executive Council**

The proposed annual budget shall be submitted for review by the Executive Council no later than December 1st of the current year.

**e. Distribution of Proposed Budget**

After receiving input from the Executive Council, the Treasurer will present their revised budget proposal to the General Membership via the [wyv\\_info@u.washington.edu](mailto:wyv_info@u.washington.edu) email list at least 7 days prior to a meeting at which the General Membership shall vote to approve the budget.

**f. Final Revisions**

Club members may continue to suggest any additional adjustments to the proposed budget between when the proposed budget is distributed and a General Meeting in which the budget is to be voted on, including during the meeting.

**g. Approval**

The proposed budget may be amended at the General Meeting in which it is voted on. A majority vote of Regular Members present at a General Meeting is needed to approve the budget.

**h. Amendments to Budget**

The budget may be updated at any time at the request of the Executive Council, but it must follow the approval procedures described above.

**3. Funds**

**a. Description**

The following Funds shall be tracked, with revenues being deposited into them coming from the fees and other income described below.

**i. General Fund**

Membership dues and initiation fees not allocated to the New Boat Fund, in addition to any other income not allocated to a different fund.

**ii. New Boat Fund**

30% of all membership dues and initiation fees, all unburdened donations, all interest earned on bank savings, and the proceeds from any sale of Club assets that are not a part of the Keelboat Fleet.

**iii. Keelboat Fund**

Keelboat reservation fees and keelboat sales.

**b. Carryover**

All Funds shall carry over from year to year.

**c. Loans**

Loans may be made from one Fund to another at the discretion of the Executive Council.

**d. Redistribution**

The Executive Council may permanently redistribute the monies held in any Fund at their discretion.

**4. Budget Categories**

Expenditures and budgets shall be tracked based on defined categories and shall be drawn from specific Funds. Purchases for the Keelboat Fleet shall be drawn from the Keelboat Fund and the purchase of boats that are not Keelboats will be drawn from the New Boat Fund. All other purchases will be drawn from the General Fund unless otherwise directed.

**5. Approval of Exceeding Expenditures**

Requests for expenditures exceeding the budgeted amount in any budget category must first receive approval by the General Membership or the Executive Council. They must be posted to the [wyc\\_info@u.washington.edu](mailto:wyc_info@u.washington.edu) email list 7 days prior to the meeting where the vote to approve will take place.

**6. Emergency Expenditures**

Emergency expenses above the budgeted amount in any budget category must be approved by two members of the Executive Council, preferably a Co-Commodore and/or the Treasurer. Documentation of the expenditure and its approval must be presented at the following General Meeting.

**7. Reports**

Up to date budget reports shall be presented by the Treasurer quarterly for review by the Executive Council.

**8. Insurance Costs**

Insurance costs shall be paid from the General Fund.

**Section B. Purchasing**

**1. Check Writing**

**a. Check Writing Privileges**

The following Members shall have permission to write checks from the Club accounts.

- i. Co-Commodores
- ii. Treasurer
- iii. Program Director
- iv. When needed, any designated Club Member executing defined Club business.

**b. Distribution**

If warranted, checks shall be distributed by the Treasurer or Program Director upon request.

**c. Records**

Records of sent checks shall be submitted to the Treasurer, along with receipts detailing which accounts, outlined in Article VII - Section A.4 of the By-Laws, that the purchases shall be taken from.

**d. Fees**

If not properly reported to the Treasurer, any fees associated with determining the amount, recipient, and purpose of specific checks shall be paid by the Member who wrote the check.

**e. Restrictions**

Position Holders that have been granted check writing permission may not write checks for expenditures for any other Position that they hold without prior authorization.

**2. Use of External Purchasing Accounts**

The Co-Commodores oversee who is given permission to make charges to the club's supplier purchasing accounts. When required, the Co-Commodores also provide the suppliers with the names of approved purchasers.

**3. Vacancy**

In the event that a Position is vacant, the Co-Commodores shall appoint a Member of the Executive Council to preside over the Position's designated budget while a new Position Holder is being sought.

**4. Authorized Expenditures**

Position Holders shall be authorized to spend their approved budget or shall authorize a responsible Member in their stead.

**a. Spending Cap**

Any single item costing over \$500 must be approved by any two Officers or by the General Membership. Any single item exceeding \$1000 must be approved by the General Membership.

**5. Purchasing Procedures**

**a. Documentation of Expenditures**

Any Club expenditures must be documented and submitted to the Treasurer, indicating which budget each expense is to be charged to. If receipts or invoices contain expenses for multiple budgets, the portion of the expense that is to be charged to each budget must be indicated. The Treasurer shall establish the specific manner and format in which they would like expenditures to be documented and submitted.

**b. Member Reimbursement**

Requests for reimbursement for Club expenditures paid for by Members should be submitted to the Treasurer within 30 days if possible. Reimbursement requests should be submitted before the end of each calendar year in order to ensure proper tracking of annual expenditures.

## **Article VIII - Club Document Amendments**

### **Section A. Constitutional Amendments**

Procedures for amending the Constitution are described in the Constitution.

### **Section B. By-Laws and Policies Amendments**

The By-Laws and Policies may be amended by a majority vote of Regular Members at a General Meeting, following the procedures outlined below.

## **Section C. Procedure**

### **1. By-Laws**

A proposed By-Laws amendment must be announced at a General Meeting where discussion and revision of the amendment may take place. The revised amendment will then be posted to the [wyc\\_info@u.washington.edu](mailto:wyc_info@u.washington.edu) email list at least 7 days prior to a General Meeting in which the amendment may be voted on. The amendment may be further revised during the meeting prior to a vote and/or following a failed vote.

### **2. Club Policies**

A proposed Policies amendment must be posted to the [wyc\\_info@u.washington.edu](mailto:wyc_info@u.washington.edu) email list at least 7 days prior to a General Meeting in which the amendment may be voted on. The amendment may be revised during the meeting prior to a vote and/or following a failed vote.

## **Section D. Incorporation of Approved Amendments**

After the Constitution, By-Laws, or Policies have been amended, the Program Director shall incorporate the changes within 14 days and post the amended documents to the "Club Documents and Forms" page of the Club website.

If any document is not updated within 14 days, those changes shall not be binding until the document has been updated and appropriately distributed to Members.

## **Article IX - Sunset Provision**

If an action approved at either a General Meeting or an Executive Council Meeting has not been started within 10 weeks of when it could reasonably be started or another timeframe set for the commencement of that action, that action shall be considered null and void.