



**PACIFIC INTER-CLUB YACHT ASSOCIATION  
OF NORTHERN CALIFORNIA  
Organized 1896 – Incorporated 1958**

**STANDING RULES**

Board Approved October 1, 2001

Revised:

October 15, 2001

March 18, 2002

November 18, 2002

May 19, 2009

July 20, 2009

October 19, 2009

January 23, 2012

## **Pacific Inter Club Yacht Association Standing Rules**

1. Standing Rules. (approved 10/1/01)  
Standing rules are created and amended by the PICYA Board of Directors and shall be maintained by the Association.
2. Records and Communications. (approved 10/15/01)
  - 2.1 The Articles of Incorporation, the Bylaws and the Standing Rules shall also be available to the membership electronically.
  - 2.2 PICYA shall use Microsoft Word and Excel. Bitmap format (\*.bmp) should not be used.
  - 2.3 Communications, correspondence, notices, etc. shall use e-mail whenever possible.
  - 2.4 Communications, correspondence, notices, etc. not using e-mail must use letterhead and be signed.
  - 2.5 A copy of correspondence sent to clubs should be sent to the club delegate. (approved 3/18/02)
  - 2.6 The PICYA directory may not be used for commercial benefit. (approved 3/18/02)
3. Dues. (approved 3/18/02)  
Member club annual dues shall be \$3.00 per voting family membership with a minimum of \$125.00 and a maximum of \$1,400.00
4. Delegates meeting. (approved 10/15/01)
  - 4.1 The cost of the meal shall be a maximum of \$22.50 and paid to the host club. (approved 10/19/2009)
  - 4.2 Delegates meeting schedule.
    - 6 PM Attitude adjustment
    - 7 PM Dinner
    - 8 PM Meeting
  - 4.3 A small flag of office should be at each Officer, Director and Staff Commodore's place setting.
  - 4.4 Each delegate shall be limited to a maximum of three minutes total at each meeting to present club reports.
  - 4.5 Each delegate shall be limited to a maximum of three times at each meeting to address the Assembly. The total time shall not exceed five minutes.
  - 4.6 Dress recommendations: blue blazer, shirt and slacks, white turtleneck okay. (approved 3/17/03)
5. Board meeting schedule. (approved 10/19/10)
  - 5.1 Third Monday of each month, except December, or as otherwise noted in the annual calendar.
  - 5.2 The meeting shall be called to order at 7:00 PM.
6. Appointments. (approved 3/18/02)
  - 6.1 A committee member must be a member of a member club of PICYA.
  - 6.2 The Commodore proposes all appointees unless otherwise defined in the Bylaws.
  - 6.3 All appointees must be approved by a majority of the Board of Directors.
  - 6.4 By tradition, these appointments are made:
    - 6.4.1 Chairman, Opening Day: Vice Commodore.
    - 6.4.2 Chairman, Training Conferences: Rear Commodore.

6.5 Appointments may be changed by majority approval of the Board of Directors at any time.

6.6 All PICYA Staff Commodores shall be representatives of PICYA.

7. Affiliations. (approved 3/18/02)

7.1 PICYA is a co-sponsor (with Southern California Yachting Association) of Recreational Boaters of California (RBOC).

7.1.1 The PICYA Board of Directors shall review the RBOC Financial Statement at least once each year.

7.1.2 The PICYA Board appoints nine of the eighteen board members of RBOC. RBOC Board members serve three year terms or “until replaced by the PICYA Board.”

7.2 PICYA is affiliated with these organizations with the delegate’s approval;

7.2.1 Bay Planning Coalition

7.2.2 National Boating Federation (NBF)

7.2.3 Pacific Coast Yachting Association (PCYA)

7.2.4 US Sailing

7.3 PICYA shall monitor these organizations;

7.3.1 Bay Conservation & Development Commission (BCDC)

7.3.2 State of California, Dept. of Boating and Waterways (DBW)

7.3.3 US Army, Corps of Engineers

7.3.4 US Coast Guard

7.3.5 Regional Water Quality Control Board

7.3.6 State of California, Dept. of Fish and Game

7.3.7 CalFed

7.3.8 EPA

7.3.9 National Marine Fisheries

7.3.10 SF Bay Area Water Transit Authority

7.4 PICYA has a common interest with these organizations:

7.4.1 US Coast Guard Auxiliary

7.4.2 BoatUS

7.4.3 US Power Squadron

7.4.4 International Order of the Blue Gavel

7.4.5 Northern California Power Cruisers Association

7.4.6 Southern California Yachting Association (SCYA)

7.5 PICYA recognizes these boating organizations:

7.5.1 Yacht Racing Assoc. of SF Bay

7.5.2 Predicted Log Racing Assoc. of Northern California

8. Club Status. (adopted 11/18/02)

8.1 The procedure for an Associate member to be granted Regular Member status shall be for the Member, by letter from the Commodore, to demonstrate achievement of all membership qualifications to the satisfaction of the Membership Committee.

8.2 The Membership Committee may recommend, to the Board of Directors, Regular Member status when achievement of all membership qualifications has been demonstrated.

8.3 The Board of Directors may accept the Membership Committee recommendations; take any other action deemed appropriate based on the Information provided; or recommend an action for consideration by the Assembly of Delegates.

9. Organization & Procedure Manual. (approved 3/18/02)

An Organization & Procedures Manual should be maintained under the direction of the Commodore. It should contain as a minimum;

- 9.1 Calendar of Administrative Procedures
- 9.2 Committees and their members
- 9.3 Budget
- 9.4 Annual Awards
- 9.5 Calendar of Events
- 9.6 Annual Calendar
- 9.7 Member Club current dues status (Board private)
- 9.8 Delegates meeting locations

10. Recreational watercraft defined. (Under construction)

11. Internet, Website. (Under construction)

12. Trophies & Awards. (Under construction)

13. Standing Committees. (approved 7/20/09)

- 13.1 Audit
- 13.2 Awards/Awards Dinner
- 13.3 Budget
- 13.4 Club of the Year
- 13.5 Conferences
- 13.6 Historical/Maritime Library
- 13.7 Installation
- 13.8 Membership
- 13.9 Nominating
- 13.10 Opening Day
- 13.11 Power Cruisers
- 13.12 Public Relations
- 13.13 Public Service
- 13.14 Publications
- 13.15 RBOC
- 13.16 Regatta
- 13.17 Regional Affairs
- 13.18 Safety
- 13.19 Scholarship
- 13.20 Sergeant at Arms
- 13.21 Ships Store
- 13.22 Staff Commodores
- 13.23 Sunshine/8 Bells
- 13.24 Trophies
- 13.25 Wheelchair Regatta

Resource Committees.

- 13.26 Boating & Waterways Liaison
- 13.27 Deed of Gifts
- 13.28 Insurance
- 13.29 Newsletter (Wilder Award)
- 13.30 Policy, Procedures & Bylaws
- 13.31 Protocol, Etiquette & Flags

Ad Hoc Committees.

- 13.32 Official Photographer
- 13.33 Standing Rules

14. Eight Bells. (approved 3/18/02)

Limited to Past Presidents (and their spouse), past Directors (and their spouse), past Delegates (and their spouse) and nautical celebrities who have worked closely with PICYA at the Commodore's discretion. Excluded are clubs Commodores and club members who do not fall into one of the previous categories.

15. Junior Staff Commodore. (approved 11/17/03)

The immediate Past President of the PICYA shall be referred to as the Junior Staff Commodore.

16. Nominating Committee. (approved 5/19/09)

The Nominating Committee shall be composed of the three immediate PICYA Past Commodores, plus one Delegate from the Delta and one Delegate from the Bay Area. Each Delegate will serve for two years and the Delegates will alternate. Each year, by January 10, a new Delegate is appointed to the Nomination Committee by the three Staff Commodores and the incumbent Delegate. The new Delegate will be approved by the Assembly of Delegates at the April Assembly meeting. The Junior Staff Commodore shall serve as the Nominating Committee Chairperson. If one of the Staff Commodores cannot complete their term on the Nominating Committee, the current Commodore shall complete the term. In the event of more than one vacancy on the Committee then the immediate Past Commodore(s) shall revert back to the committee to fill the vacancy(s).

17. Behavior at PICYA Functions. (approved 1/23/12)

17.1 PICYA Directors, Officers, Delegates and Guests deserve to be treated with respect by attendees, whether they are a Director, Officer, Delegate or Guest.

17.2 No one is to be made to feel uncomfortable or threatened verbally or nonverbally at or near any PICYA event.

17.3 PICYA Directors, Officers, Delegates and Guests are expected to present themselves as an encouraging example to our communities and exercise proper behavior and decorum; inappropriate behavior will not be tolerated.

*Someone (ANY PERSON WITNESSING MISBEHAVIOR, GUEST, ETC.) files a written complaint to the board. The Commodore appoints an Ethics panel, they investigate and return a recommendation to the Board*