



**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
September 22, 2014
November 16, 2015
February 16, 2016
March 21, 2016
April 18, 2016
June 20, 2016

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) 2.7 When agreed to by all current members of the Board, Action without a Meeting may be conducted on a single subject or item, with a vote by email; and, then ratified by vote at the next scheduled Board meeting, for the record. (approved 10/2/2014)
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 \$25.00 and paid to the host club. (approved 11/16/2015)
 - 4.2 Delegates meeting schedule.
 - 6 PM Attitude adjustment
 - 7 PM Dinner
 - 8 PM Meeting (approved 02/04/2013)
 - 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 3/21/16)
- 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 Chairperson Opening Day: Vice Commodore.
 - 6.4.2 Chairman, Training Conferences: Rear Commodore.
 - 6.4.3 The Chairperson for the Installation Committee shall be chosen by the incoming 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 and the sponsor (parent Association) of the PICYA Foundation. (approved 10/22/2014)
 - 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.”
 - 7.1.3 PICYA as the parent Association created the PICYA Foundation for Non-Profit donation purposes (approved 10/22/2014)
 - 7.1.4 The PICYA Board of Directors shall review the Foundation’s Financial Statement at least once each year (approved 10/22/2014)
 - 7.1.5 The PICYA Board appoints the five Board Members of the Foundation Board to serve five year terms or until replaced by the PICYA Board (approved 10/22/2014)
 - 7.1.6 The PICYA Commodore shall be an Ex-Officio member of the PICYA Foundation Board (approved 10/22/2014)
 - 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 by the Secretarial Consultant 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 (approved 10/22/2014)

11.1 The Internet (email) is a viable communication tool used to disseminate information, correspondence, meeting notices, etc., to member clubs broadly (EBlasts) and/or individually (emails), whenever possible. All PICYA Board members must be computer literate and have the ability to send, receive and reply to emails and provide any necessary attachments.

11.2 PICYA.org is the official website of the Association and is yet another communications vehicle for the benefit of its member clubs and the broader recreational boating community.

11.2.1 To ensure against non-operability in the event of death or departure of the Webmaster, the pass codes and protocols for accessing the ‘backend’ of the Website must be placed in a sealed envelope and provided to the (current/Incoming) Commodore, Communications Co-Chair and the Secretarial Consultant, and updates provided whenever changes to access are made.

- 11.2.2 All 'Day-to-Day' postings to the Website, (excluding Calendar and Club events) must be approved by the Commodore, in consultation with the Webmaster. Any non-customary /'Sensitive' items require Board approval.
- 11.2.3 All postings, including photos, to Facebook.com/picya.org (other than those originating from the Website) must be reviewed and approved by the Website/Communications Committee.

12 Trophies & Awards. (approved 10/22/2014)

PICYA presents awards and trophies to recipients at Awards Dinner meetings throughout the year; normally held at Delegates meetings in May for Opening Day, September for Regattas and November for Annual Awards. The Commodore selects the Awards Committee Chair, the Selection Committee Chair, an Awards Dinner Chair and a Trophy Committee Chair.

- 12.1 Trophy Committee Chair is responsible for the collection of previously awarded trophies and awards from yacht clubs and/or individuals so they can be appropriately engraved and secures signed Custody Agreements for each new winner.
- 12.2 Awards Committee Chair will call the Selection Committee Chair, the Trophy Committee Chair and Awards Dinner Chair together as necessary to plan the Annual Awards Dinner ceremony and coordinate their responsibilities to present all of the awards to the winners at the Annual Awards Dinner Meeting in November.
- 12.3 Selection Committee Chair and/or Committee is responsible for the selection of the recipients of the trophies awarded at the Annual PICYA Awards Dinner held at the November PICYA Delegates Meeting.
- 12.4 Awards Dinner Chair is responsible for arranging the dinner and agenda for the Awards dinner and ceremony at the November Delegates meeting in concert with the Commodore, Awards Chair and Trophy Chair. (See Binders of previous Awards Dinners for presenters and scripts.)

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 2/16/16)

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).

16.1 The new Delegates(s) that is appointed by the incumbent four members of the Nominating Committee, shall be presented to the PICYA Board of Directors for their approval. This shall be done at the PICYA Board meeting in March.

16.2 The slate of Association Offices and Directors, along with their yacht club memberships, shall be presented to the PICYA Board of Directors, no later than the September Board meeting. If there is a discrepancy with any member of the slate presented to the Board of Directors, that member will not be presented to the Assembly of Delegates at the October meeting. If the slate of Officers and Directors does not have all the positions filled by the October delegates meeting, the slate will be presented to the delegates as incomplete.

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.
- 17.4 Anyone experiencing or witnessing misbehavior may file a written complaint to the PICYA Board. The Commodore shall appoint an Ethics panel, who may investigate and return a recommendation to the Board (approved 10/22/2014)

18 Standing Rule 18. Secretary-Treasurer (approved 04-18-16)

- 18.1 The Secretary-Treasurer shall be knowledgeable of all that is stated in the By-Laws in Article X. Responsibilities of Officers, Section D, 1 through 4.
- 18.2 If an individual is qualified to hold the position of Secretary-Treasurer, that person will be eligible to serve as Secretary-Treasurer, whether that person is a delegate of a yacht club or not. A Delegate-at-Large, (PICYA Staff Commodore) would be considered a delegate for the purpose of this provision.
- 18.3 The Secretary-Treasurer is not a member of the Board of Directors and does not have a vote.