



**BY-LAWS
OF THE
MANSION HOUSE YACHT CLUB, INC.**

Fairfax County, Virginia

AS APPROVED AT THE ANNUAL MEETING ON

January 14, 2020

ARTICLE I
Name

Section 1. The name of this corporation is MANSION HOUSE YACHT CLUB, INC., incorporation under the Virginia Non-Stock Corporation Law on May 12, 1970 and hereinafter referred to as the "Corporation," "MHYC," "Yacht Club," or the "Club."

ARTICLE II
Purpose

Section 1. This Corporation is formed to encourage and to promote interest in pleasure boating and water sports, to enhance the social and general welfare of its members, and to construct, operate, and maintain for its members a Yacht Club and recreational facilities.

Section 2. Only members in good standing and their guests may use the Yacht Club and facilities. The Yacht Club will make appropriate rules and regulations concerning use of the facilities and Yacht Club owned or leased boats. See Article XII.

Section 3. This Corporation is not organized for the pecuniary profit of its directors, officers, or members; nor may it issue stock nor declare nor distribute dividends, and no part of its income shall inure to the benefit of any director, officer, or member. Any balance of money or assets remaining after the full payment of corporate obligations of all and any kinds shall be devoted solely to the purposes enumerated in Article II, Section 1, above, as specified within the Charter Articles of Incorporation.

ARTICLE III
Membership

Section 1. When the unqualified word "Member" appears in these by-laws, it shall be interpreted as signifying those who have made the required capital contribution (initiation fees) and are in good standing as defined in Article III, Section 6.a.

- a. Membership privileges shall be granted to an immediate family living under one roof as co-owners of the membership, unless a specification in writing to the contrary is provided at the time the membership fee is paid. If a boat is owned by multiple owners, all co-owners who wish to take advantage of MHYC club privileges must be paying members of MHYC.
- b. Two membership categories are available.

(1) A **General Membership** category, which allows use of the launch ramp, rack, mooring privileges, and all other non-boating facilities of the Yacht club.

- (2) A **Dry Storage Membership** category, which allows use of one assigned dry storage parking space, the use of launching ramp for launching the stored boat, rack, mooring privileges, and all other non-boating facilities of the Yacht Club.
- c. Active membership shall entitle all persons of the member's family to the privileges of the member's membership category. For this purpose, a member's family includes all family members meeting the Internal Revenue Service definition of a dependent.
 - d. Dry storage category may have more than one boat only if a fee is paid for each boat. Members desiring more than one (1) dry storage space will notify the Membership chair and their name will be put on the "dry storage waiting list." Members are reminded that they are prohibited from storing boats and/or trailers in excess of their membership category as outlined in Article III, Section 7.b. (For example, if you are approved and paid for two spaces, you may keep zero, one, or two trailers, in your assigned spaces, at the club.) Section 7.b addresses Members parking or storing boats and / or trailers in excess of their membership category.
 - e. Active members are entitled to permit guests to use the Yacht Club facilities in accordance with guest policies as may be established by the Board of Directors. Guests *must* be accompanied by an active member at all times while using Yacht Club facilities unless a specific exception is authorized by a vote of the Board of Directors.

Section 2.

- a. Membership must be applied for and be approved by the Board of Directors. Applicants must pay an application fee as established by the Board. In the event that the applicant is placed on the waiting list as described in Article III, Section 3.b, no membership or use fee payment will be required until a membership becomes available.
- b. The Board of Directors shall establish the annual dues and use fees. They may also authorize payment of the membership fee by installment payments. Persons paying the membership fee by installment payments will be entitled to the rights accorded to members in good standing so long as their membership fee payments conform to the payment schedule selected upon application for membership and their annual dues and use fees are paid.
- f. Applications received after November 15th shall be considered for the following year.
- g. Changes in membership status and membership category are permitted at any time unless there is a waiting list for the new status or category. A written request for change must be made to the Board of Directors for approval. Changes to use category with a higher fee will require the difference between the two fees to be paid at the time of the request, except as provided in Article III, Section 2.c. Should the change be denied or there be a waiting list pursuant to Article III,

Section 4.b, the payment of any necessary additional fees will not be required until a vacancy becomes available.

- e. The Board of Directors may make exception to this policy based on a written statement of extenuating circumstances provided that such exception has no adverse impact on a current member. All such exceptions must be presented to the next general membership meeting for ratification.

Section 3.

- a. As provided in MHYC's Special Permit from Fairfax County (SPA-V-112-2): 1) the total number of memberships shall not exceed ninety (90); 2) the maximum number of storage spaces shall be fifty-six (56); 3) the minimum and maximum number of vehicular parking spaces shall be thirty (30); and 4) the hours of operation shall not begin before 7:00 am nor extend beyond 10:00 pm daily.
- b. When either of the number of memberships permitted by Article III, Section 3.a. has been attained, the names of applicants for membership shall be placed on a waiting list maintained by the Membership Chairperson. As memberships become available, the applicants will be considered for membership in the order that their names appear on the waiting list.
- c. When the conditions of Article III, Section 3.b., apply a membership shall become available only when a member leaves the club.

Section 4.

- a. The Board of Directors may limit the number of members in any particular membership category when such limit is necessary to avoid exceeding the capacity of Yacht Club facilities.
- b. When the limits for a membership category have been reached, a waiting list for that category shall be established and maintained by the Membership Chairperson. As vacancies occur in that category, they shall be filled from the waiting list. The waiting list shall be maintained in the following priority order:

First – General members requesting a change in membership category.

Second – New applicants.

Within each of the membership categories, requests will be considered in the order received.

Section 5. The laws of the Commonwealth of Virginia prohibit transferal of membership by members to another person. The Corporation must affect the transferal of a membership from one Member to another Member.

Section 6.

- a. Each Member must pay such annual dues and other membership fees as may be fixed by the Board of Directors and approved at each Annual meeting, with the time constraints established in Article III, Section 6.b., to be considered a member in good standing entitled to use the facilities of the Yacht Club and to vote at meetings.
- b. Any member failing to pay the prescribed membership fee and annual dues, or applicable use fees by the due date specified by the Board of Directors shall be delinquent, and shall be notified promptly, in writing, of their delinquency and shall be assessed a delinquency penalty established by the Board of Directors. Any member failing to pay all delinquencies within the thirty (30) days after the notice of delinquency has been mailed to the address appearing on the records of the Corporation shall automatically be suspended from all membership privileges. Any member thus suspended shall be notified, in writing, of the suspension and if the fees are not paid within fifteen (15) days after the date of suspension the membership will automatically be terminated. The terminated members shall forfeit all membership fees, including refunds of membership fees.

Section 7.

- a. The Board of Directors may at its discretion by an affirmative vote of two-thirds (2/3) of the members of the Board, after the Member has had an opportunity to appear and be heard by the Board, call for the cancellation of the membership of any person whose actions, or the actions of family members and / or guests, are determined to be detrimental to the interests of the Club. When a membership is cancelled pursuant to this Section, the terminated member shall forfeit all membership fees, including refunds of membership fees.
- b. Members parking or storing boats and/or trailers in excess of their membership category will be considered in violation of the by-laws and after one (1) warning via electronic means, will be presented to the Board of Directors, as outlined in Section 7a, for forfeiture and cancellation of their membership.

Section 8. The current membership fees (initiation, membership by category, missing a work party, late fees and other fees approved at the Annual meeting) shall be established, and may be altered, only by two-thirds (2/3)-majority vote of members in good standing voting at the Annual meeting of the Corporation.

Section 9. The Club may offer unpaid use of the Club facilities to supervised youth groups whose use of the facilities is consistent with Article II Section 1. Such a use may be authorized by the Board of Directors, but shall be ratified annually at the general meeting of the members.

Section 10. All determinations pertaining to membership in the Yacht Club and use of Yacht Club facilities will be made on the basis of actions or demonstrated behavior of the applicant or member without regard to race, color, religion, sex, national origin, age, marital status, or physical or mental handicap.

Section 11. *(Unanimously approved at the January 14, 2020 Annual Meeting)* A new category of “Honorary Security Associate” is added. This category is added to provide additional security patrols on the Club’s property.

- a. Individuals qualifying for this category would include members that have either:
1) served a minimum of 10 years on the Board of Directors (any office) and have been a member in good standing for a minimum of 15 years; or 2) have been a member in good standing for a minimum of 25 years. Honorary associates would have no voting privileges, nor the ability to have dry storage, and would pay no annual dues.
- b. At each annual meeting, current “general members” and “dry storage members” requesting to transfer to the “Honorary Security Associate” category must send a request to the Commodore at least 30 days before to Annual meeting to ensure the member meets the minimum qualification.
- i. For the 2020 boating season only, active members requesting to move to the “Honorary Associate” category **must** notify the Commodore by February 15, 2020. Members meeting the minimum qualifications, listed in 11.a, above, will be notified by March 15, 2020, of the Club’s decision.

Article IV Meetings

Section 1. The regular annual meeting of the general membership shall be held once each year, at such time and place as the Board of Directors shall designate.

Section 2. Special Meetings.

- a. Special meetings of members may be called at any time by the Commodore or Board of Directors.
- b. Special meetings shall be called by the Secretary upon written request of not fewer than ten (10) percent of the total number of members in good standing.

Section 3. A notice stating the place, date, and hour of the regular annual meeting of the membership, and in the case of a special meeting, the purpose or purposes for which the meeting is being called, shall be provided not less than ten (10) nor more than twenty-five (25) days before the date of the meeting to each member entitled to vote at such meetings. Such notice shall be deemed to be delivered to the electronic email address provided by the member. *Reminder that each member is solely responsible for keeping their contact information updated with the MHYC secretary.*

ARTICLE V
Voting

Section 1. At all regular annual and special meetings each member in good standing, as defined in Article III, Section 1, shall be entitled to one vote on all matters which come before the membership.

Section 2. A member entitled to vote may vote in person or by proxy executed in writing by the member. No proxy shall be valid after thirty (30) days from its date. No proxy may be exercised unless it is filed with the Secretary prior to the regular or special meeting at which it is to be voted.

Section 3. One-tenth (1/10) of the members in good standing appearing in person or by proxy shall constitute a quorum. The vote of a majority of the votes entitled to be cast by the members in good standing present and represented by proxy shall be necessary for adoption of any matter voted upon, except in such cases that a two-third (2/3) majority is specifically required by one or more provisions of these by-laws.

ARTICLE VI
Nominations

Section 1. A nominations committee, consisting of three (3) to five (5) members, may be elected each year at the annual meeting to nominate candidates for election as directors for the following year.

Section 2. The chair of the committee shall be elected by the members of the committee.

Section 3. The nominations shall be decided upon by a majority of the committee, and a report thereon signed by the chair shall be filed with the Secretary not less than thirty (30) days before the annual meeting at which the directors are to be elected.

Section 4. Nominations may be made from the floor and seconded during the annual meeting by any two members in good standing.

ARTICLE VII
The Board of Directors

Section 1. The affairs of the Corporation shall be managed by a Board of Directors. Only persons entitled to the rights and privileges of members in good standing may serve on the Board of Directors.

Section 2. A new Board shall be elected at each annual meeting. The Board of Directors shall consist of up to ten (10) persons.

Section 3. Directors shall serve for a period of one year, or until their successors are elected and assume office.

Section 4. A majority of the Directors shall constitute a quorum for the transaction of business at meetings of the Board. The act of the majority of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors except as otherwise provided for in these by-laws.

Section 5. The Board of Directors shall exercise all powers of the Corporation not specifically committed by the articles of Incorporation, the statutes of the Commonwealth of Virginia, or these by-laws to the membership, and may adopt rules and regulations not inconsistent therewith.

Section 6. If a Board Member fails to attend three (3) consecutive regular meetings of the Board of Directors or otherwise fails to fulfill their duties, the office may be declared vacant by the Board of Directors, and the vacancy filled as herein provided.

Section 7. When a vacancy occurs on the Board of Directors, such vacancy may be filled by the Board of Directors at its discretion. Vacancies may be filled by a majority vote of the Directors present at any regular or special meeting of the Board.

Section 8. *(Approved at the January 14, 2020 Annual Meeting)* Members serving in any one of the ten (10) designated positions, either Officer or Committee Chair, would be excused from paying annual dues (currently \$300 / per year) in order to provide a modest incentive to take an active role in running the Club.

- a. Other fees, including dry storage, would continue to apply to these 10 positions.
- b. Members serving in one of the 10 qualified positions would have to record a minimum of twenty (20) hours to qualify, not including work-party days.
- c. Any individual not recording a minimum of 20 hours would be assessed pro-rata dues (\$15/hour) for the year.
- d. The Officers of the Corporation must certify the hours worked and recorded.

ARTICLE VIII Meeting of Directors

Section 1. Following the annual meeting and election of the Board of Directors, the Board shall reconstitute itself as prescribed in Article IX. The first order of business of the Board at its first meeting after the annual meeting will be to elect the Commodore, Vice Commodore, Treasurer, Secretary, Harbor Master, Land Operations Chairperson, Communications/IT Chairperson, Membership Chairperson, Legal Chairperson, and Social Chairperson from among the Board members elected. The second order of business will be the establishment of the standing committees.

Section 2. A regular meeting of the Board of Directors shall in general be held once each month. The Commodore, or in his absence, the Vice Commodore, may call a special

meeting of the Board of Directors at any time; and shall do so upon the written request of any three (3) Directors. The time and place of each meeting shall be fixed by the Commodore or Vice Commodore upon calling the meeting.

Section 3. Meetings of the Board of Directors shall be open to all members in good standing that may wish to attend such meetings. However, it is not required that official notification of Directors meetings be provided to the general membership.

ARTICLE IX Officers and Committee Chairs

Section 1. The officers of this Corporation shall be a Commodore, a Vice Commodore, a Treasurer, and a Secretary. Additional candidates may be nominated at that meeting by motion of any Member of the Board. All officers shall be elected by a majority vote of the members of the Board present. The officers of the previous Board, whether or not reelected to the Board, shall hold office until the election of the new officers at the first meeting of the Board of Directors following the annual meeting of members, unless sooner removed as herein provided.

Section 2. The officers of the Corporation shall perform the duties, outlined below, for the offices they hold, and, in addition thereto, they shall be authorized and directed as follows:

a. The Commodore

As the President and Chief Executive Officer of the Corporation, the Commodore shall:

- (1) Preside at the annual and special meetings of the membership and the regular and special meetings of the Board of Directors;
- (2) Actively direct the affairs of this Corporation to the end that its purpose specified in Article II hereof shall be accomplished;
- (3) Perform such other duties as may be directed by resolution of the Board of Directors; and
- (4) Ensure the filing of all reports required by law, including the annual information return required to be filed with the Internal Revenue Service, the annual return required to be filed under the State Income Tax Laws, and any other information returns as law, statute, or regulation may require.

b. The Vice Commodore

As the Vice Commodore (Vice-President) of the Corporation, the Vice Commodore shall:

- (1) Have and exercise all the powers, authority, and duties of the Commodore during the absence or inability to act of the latter; and
- (2) Other duties such as special projects or committees may be assigned to the Vice Commodore by the Commodore or the Board of Directors.

c. The Treasurer

As the Chief Financial Officer of the Corporation, the Treasurer shall:

- (1) Have the custody of all funds, securities, valuable papers, and other intangible assets of the Corporation;
- (2) Provide and maintain full and complete records of all assets and liabilities of the Corporation;
- (3) Prepare and submit at each regular meeting of the Board of Directors a financial statement of the condition of the Corporation as of the last day of the preceding month; and
- (4) Prepare such tax reports and information returns as local, state, and federal laws may require.
- (5) The Treasurer may be bonded at the expense of the Corporation.

d. The Secretary

As the Secretary of the Corporation, The Secretary shall:

- (1) Record and prepare the full minutes of all meetings, to include annual and special meetings of the membership and of the Board of Directors;
- (2) Sign the minutes of all meetings; and
- (3) Produce and announce all properly filed proxies prior to any membership meeting.

e. The Harbor Master

As the Harbor Master of the Corporation, The Harbor Master shall:

- (1) Be responsible for the maintenance of the marina and docking facilities; and
- (2) Recommend to the Board any improvements or maintenance to the marina and docking facilities as may be required.

f. The Communications/IT Specialist

As the Communications/IT Specialist of the Corporation, The Communications / IT Specialist shall:

- (1) Be responsible for the implementation of the Club's website;
- (2) Recommend to the Board such improvements to the website as may be required, and
- (3) Be responsible to provide club members with periodic newsletters containing news and information that relates to the club.

g. The Land Operations Chairperson

The Land Operations Chairperson shall act as Chair of the Lands Operations Committee and shall:

- (1) Be responsible for the maintenance of the gate, access road, and other land related facilities;
- (2) Assign dry storage spaces as outlined in Article III, Section 1.b.(2) and Article XII, Section 4.a; and
- (3) Recommend to the Board such improvements and maintenance to the land side facilities as may be required.

h. The Membership Chairperson

The Membership Chairperson shall act as Chair of the Membership Committee and shall:

- (1) Give proper notice of all membership meetings to the membership;
- (2) Make available membership applications and other information to prospective new members;
- (3) Maintain the records of membership of the Corporation;
- (4) Maintain the waiting lists of those persons wishing to join the Club, change membership categories and the individuals wishing to obtain refunds of their membership fees; and
- (5) Make available at every Board meeting, a current list of members, by membership category, waiting list by membership category, and list of pending members by membership category.

i. The Legal Chairperson

The Legal Chairperson shall act as Chair of the Legal Committee and shall:

- (1) Be responsible for interpreting the by-laws of the Corporation for the Board of Directors and members;
- (2) Recommend to the Board actions related to operation of the Corporation in compliance with all applicable laws and regulations; and
- (3) Be responsible for the maintenance of adequate liability and other insurance on Yacht Club facilities.

j. The Social Chairperson

The Social Chairperson shall act as Chair of the Social Committee and shall:

- (1) Be responsible for organizing and managing the social events and functions for Yacht Club members; and
- (2) Recommend to the Board actions needed to improve the social experience of members as it relates to the Yacht Club.

**ARTICLE X
Committees**

Section 1. The following Standing Committees may be appointed by the Commodore from among the Directors and members. The Chair of each committee shall be appointed by the Commodore from among the Directors appointed to such committee. The membership of each committee so appointed will expire at the annual meeting of members. Insofar as feasible, each Director shall be a member of at least one of these committees:

a. Planning and Development Committee

The Planning and Development Committee shall be chaired by the Land Operations Chairperson, and shall:

- (1) Prepare a program of facility requirements and develop a schedule of implementation on a time-phase basis for the year; and

(2) Plan for and supervise the construction, technical operation, and repair of all corporate facilities, in cooperation with the Harbor Master.

b. Harbor Committee

The Harbor Committee shall be chaired by the Harbor Master, and shall:

- (1) Operate and maintain the Yacht Club facilities;
- (2) Prepare and submit an annual operating budget for the facilities to the Finance Committee; and
- (3) Prepare and publish rules for use of the Yacht Club facilities, subject to the approval of the Board of Directors.

c. Membership Committee

The Membership Committee shall be chaired by the Membership Chairperson, and shall:

- (1) Make available membership applications and other information to potential new members and investigate and report to the Board of Directors regarding the desirability of applicants for membership; and
- (2) Investigate charges of misconduct and other activities prejudicial to the best interest of the Corporation, and report such findings to the Board of Directors in instances where denial of the use of MHYC facilities is recommended.

d. Finance Committee

The Finance Committee shall be chaired by the Treasurer, and shall:

- (1) Prepare the tentative annual budget after approval of the annual program for submission to and approval by the Board of Directors;
- (2) Such annual budget shall be approved by the Board of Directors and shall be considered by the Board in setting the annual use fees for each category of use;
- (3) Recommend to the membership changes in membership fees; and
- (4) Make recommendations with reference to financial matters to the Corporation.

e. Legal Committee

The Legal Committee shall be chaired by the Legal Chairperson, and shall:

- (1) Interpret the by-laws of the Corporation for the Board of Directors and members;
- (2) Recommend changes to the by-laws as needed and advisable; and
- (3) Obtain and supervise legal counsel when events may require, and when retaining such counsel is approved in advance by the Board of Directors.

f. Social Activities Committee

The Social Activities Committee shall be chaired by the Social Chairperson, and shall:

- (1) Plan, arrange, and supervise functions that provide entertainment for the members; and
- (2) Prepare a yearly budget covering the functions outlined above.

Section 2. Major actions taken by the standing committees shall be valid until next meeting of the Board of Directors, at which time they will be reported to the Board which will either reject them or adopt them as its own actions. The standing committees are not authorized to spend or obligate funds of the Corporation except by specific advanced authorization by the Board of Directors.

Section 3. The Board of Directors shall constitute and appoint such other committees as they shall deem necessary or expedient for the welfare of the Corporation.

Section 4. The Commodore is an ex-officio member of all the committees and may exercise this authority at any time.

ARTICLE XI Property and Finances

Section 1. Any obligation or expenditure of corporate assets shall require the prior approval of the Board of Directors, except as provided in Article XI, Section 4 below.

Section 2. The transfer of real property or the encumbrance thereof shall require approval of a two-thirds (2/3) majority of the members of the Yacht Club present and entitled to vote at a special meeting called for the purpose of considering such transfer.

Section 3. All funds of the Corporation shall be deposited in such depository or depositories as the Board of Directors may from time to time by written resolution designate.

Section 4. All disbursements of funds of the Corporation shall be made by check signed by the Treasurer and, if over five thousand (\$5,000.00) dollars, countersigned by the Commodore, or, in the Commodore's absence, the Vice Commodore. The Board of Directors may, by resolution, provide for the establishment and replenishment of a petty cash fund not exceeding one-hundred-fifty (\$150.00) dollars at any time.

Section 5. The Board of Directors may have the finances of the Corporation audited annually by an independent auditor. Such auditors shall not be Directors of the Corporation and the report of the auditors shall be available to members at the next Board meeting and Annual Membership meeting.

ARTICLE XII Special Regulations

Section 1. Boats over 25' length overall (LOA), are excluded from using the Yacht Club facilities by stipulation of the Virginia State Health Department.

Section 2. Discharge of pollutants from boats using the Yacht Club is strictly forbidden. Failure to observe this regulation is grounds for revocation of membership in accordance with Article III, Section 7.

Section 3. Transient boats of the members of other bona fide Yacht Clubs may be granted temporary mooring at the discretion of the Harbor Master when such space is available, except as may be prohibited by stipulation of the Virginia State Health Department. The period for a transient boat to use the facilities shall not exceed seven (7) days. Transients must vacate such space immediately if a member requires said space. There will be no charge imposed on such transient boats. Transient boats not associated with a bona fide Yacht Club will not be permitted to use the facilities.

Section 4.

- a. The Land Operations Chair shall assign dry storage space and temporary parking spaces and the Harbor Master shall assign moorings. Members, when assigned to such spaces, shall not change such assignments without prior approval
- b. Members' boats and equipment shall be stored in their assigned spaces only, i.e., mooring, rack, or parking space, as provided for in Article III, Section 1.b. Any equipment that cannot be stored in this manner may be removed from the Club facilities at the expense of the owner.
- c. The Club does not assume liability for damage to, or destruction of, loss, theft, or any other casualty to boats, vehicles, or other property owned by members, visitors, or others.
- d. Trailers in storage at MHYC must: 1) be maintained in working order to allow them to be moved at any given time; 2) display a current MHYC sticker; and 3) have the owner's name clearly displayed on the trailer's tongue. All boats must be maintained in a seaworthy condition and be able to demonstrate, annually¹, the capability to get underway under sail or power. All boats that meet state requirements for registration shall display current decals. Should these conditions not be maintained, the Commodore or Vice Commodore shall notify the member in writing that the trailer and / or boat is in violation of Article XII Section 4 (d). The member has 30 days from the date of the mailing to correct all discrepancies. Should the member fail to comply, their membership will be cancelled pursuant to Article III, Section 7.a.
- e. No modification, alteration, changes to any MHYC property, spaces, or material will be made by any member without the Board of Directors authorization.

Section 5. The operating season shall be prescribed by the Board of Directors. It shall be published each spring in a newsletter to all members in good standing.

¹ The word "annually" was added by unanimous consent at the MHYC annual meeting held on January 14, 2020. Including the word is intended to prevent long term / multi-year storage which is not in keeping with Article II, Section 1.

Section 6. Payment of a Dry Storage Membership fee shall entitle members to dry storage of their boat throughout the following winter.

Section 7.

- a. The security of the Yacht Club facilities is the responsibility of all members. Members shall ensure that their boat and equipment is properly secured and that the Yacht Club is secured prior to leaving the facility. It is the responsibility of the last Member leaving the facility to check the security of the facility and to close and lock the gate.
- b. Refer to Article III, Section 11.a for an overview of “Honorary Security Associates.”
- c. Control of gate keys and access to the Club (*Unanimously approved at the January 14, 2020 Annual Meeting*)
 - i. Members found to have provided a gate key or otherwise granted unescorted access to MHYC facilities to non-members will have their membership immediately suspended.
 - ii. The Member will be required to appear in-person at the next meeting of the MHYC Board of Directors in order to provide their side of the story and for the Board of Directors to gain an understanding of the circumstances.
 - iii. A two-thirds vote of the board of directors will determine the outcome which could be up to dismissal from the Club in keeping with Article III, Section 7.a of the by-laws.

Section 8. Damage to Yacht Club-owned boats, facilities, or equipment shall be reported immediately to the Board of Directors. The Harbor Master, as appropriate, shall determine whether the damage is due to negligence of a member or can be attributed to other sources such as normal wear and tear or vandalism and shall report these findings to the Board of Directors. The Board will determine whether the Yacht Club shall be reimbursed for damages caused by a member.

Section 9. The MHYC appearance and operation requires the cooperation and participation of all members. To that end, Members are required to heed to the “RULES AND PROCEDURES GOVERNING USE OF MHYC FACILITIES.” They will be maintained on the MHYC website and provided with each member’s yearly invoice.

Section 10. All routine communication between the Club and membership shall be via electronic means (website, email).

Section 11. It shall be the sole responsibility of the Member to ensure that their current and correct physical and email addresses, along with telephone numbers have been sent to the Membership Chair (currently at MansionHouseYachtClub@gmail.com). Any delay in communication shall be the sole responsibility of the member.

Section 12. “Rules and Procedures Governing Use of MHYC Facilities” (*Unanimously approved at the January 14, 2020 Annual Meeting*)

- a. An attachment to these by-laws will be reviewed at least annually and posted on the Club’s bulletin board and website.
- b. Members are expected to conduct themselves in a neighborly and professional manner at all times while on MHYC property. Parents are solely responsible for the actions and behavior of their children and pets.
- c. Failure to adhere to the Rules and Procedures may subject member to adverse as outlined in Article III, Section 7.a of the by-laws.

**ARTICLE XIII
Fiscal Year**

The books and records of the Corporation shall be kept on a calendar year basis.

**ARTICLE XIV
Rules of Procedure and Order of Business**

Except as otherwise provided for in these by-laws, the meetings of the corporation shall be conducted in accordance with Roberts Rules of Order and such other special rules the Board of Directors may adopt.

**ARTICLE XV
General**

Section 1. All powers, authority, duties, and functions of the members, Directors, officers, and employees of the Corporation shall be exercised in strict conformity with applicable provisions of law and regulation and of the Charter and by-laws of the Corporation.

Section 2. Copies of the organization papers of the Corporation, its by-laws and the membership books of the Corporation, shall be preserved in a place of safekeeping. Returns of elections and proceedings of all meetings of the Directors and members shall be recorded in the minutes. The minutes of all meeting shall be signed by the Secretary or those persons acting in his/her place.

ARTICLE XVI
Amendments

Section 1. Amendments or additions to these by-laws or any part thereof may be adopted by the affirmative vote of six (6) members of the Board at a regular meeting of the Board of Directors. Such amendments shall be effective until presented to and acted upon by a majority vote of the members in good standing present in person or by proxy at the next regular or special meeting of the membership at large.

Section 2. Amendments or additions to these by-laws may be proposed by any member in good standing. When the amendment is offered, the proposing member shall notify the Secretary in writing in sufficient time for the amendment to be included in the notice of a regular or special meeting at which the amendment is to be considered by the general membership. Sufficient time for inclusion in the meeting notice is defined in Article IV, Section 3.

Section 3. Amendments may be presented at the annual or special meetings by any member in good standing, however; action to accept such amendments shall be postponed until the next annual or special meeting such that notice of the proposed amendment is provided to all members in good standing.

Section 4. Future amendments to the by-laws shall be clearly distinguishable in the text of the by-laws.

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RULES AND PROCEDURES - GOVERNING USE OF MHYC FACILITIES*

1. **Safety First!** MHYC is not responsible for accidents or injuries on Club property.
2. Use of Club facilities is limited to Members, including members of the immediate family, as defined the By-laws. Guests are welcome on an occasional basis.
3. Launch and retrieval of boats are limited to boats belonging to Members.
4. The dock is available for assisting in launching members' boats only. Once boats are launched, they should be prepared for use immediately. Leaving boats unattended at the dock interferes with other boats and is strictly prohibited. NO overnight docking is allowed! Violation of this rule may result in disciplinary action, including up to removal from MHYC.
5. After each launching the boom must be replaced. The boom must be maintained in place at all times.
6. Noisy activities of any kind are prohibited. Operators are cautioned to use special care to minimize engine noise outside of daylight hours.
7. Responsibility for the safety and security of boats and equipment stored on MHYC property remains with the owner of such.
8. All boats must be maintained in a seaworthy condition and be able to demonstrate the capability to get underway under sail or power. All boats requiring state registration shall display current decals. Should these conditions not be maintained, members may face disciplinary action, in accordance with MHYC By-laws, including up to removal from MHYC.
9. All boat trailer tongues must be marked with owners name in the event that the boat has to be moved or an emergency exists. All kayaks, canoes, and other craft stored on the rack must be marked with the owners name visible from the parking lot side of the rack.
10. Open fires are prohibited. Fires are limited to barbeques grills.
11. Consumption of alcoholic beverages is permitted, consistent with State law.
12. Dogs are to be under their owner's control at all times. Members are expected to comply with Fairfax County laws and regulations related to dogs. Members MUST clean up after their dogs. Dogs are not allowed to enter the properties of adjacent MHYC neighbors.
13. MHYC is entered via an easement through property of the Mansion House Club. All members are cautioned to respect adjacent landowners' property rights. The front gate is to be kept locked outside normal pool operating hours.
14. Members must maintain current complete contact information with the Membership Chair.
15. Members wanting to use the club facility for private parties will contact the Social Chair before scheduling any private parties. The Social Chair will resolve any conflict in scheduling.
16. Complaints against a Member regarding non-compliance with these rules will be referred to your Board of Directors for consideration and action. Any suggestions for improvements to the Club shall also be directed to your Board of Directors.

Note: These Rules are adopted and amended by a majority vote of your Board of Directors. These Rules are subservient to and are consistent with the by-laws of MHYC and are enforced in accordance with procedures set forth in the by-laws.

**Unanimously approved at the January 14, 2020 Annual Meeting*