

**Scituate PHRF, Inc By-Laws**  
Issued 11/9/2012

**Article I: Name & Location**

The name shall be Scituate PHRF, Inc. located in Scituate, Massachusetts.

**Article II: Purpose**

Scituate PHRF, Inc. is a non-profit organization, established to promote the sport of sailing and conduct well managed sailboat races and/or regattas utilizing the Racing Rules of Sailing (RRS). Boats race either under the Performance Handicap Racing Fleet of New England rating assignment or in a one design class (e.g. J-24).

**Article III: Officers of the Executive Committee**

The principal Officers of Scituate PHRF, Inc. shall be as follows: Fleet Governor, Fleet Handicapper, Scorer, Race Chairman, Treasurer, and Secretary. At-Large Members may be appointed as officers, as needed, to serve at the pleasure of the Executive Committee.

**Article IV: Duties of Officers**

Detailed job descriptions of the officers will be posted on the official website of Scituate PHRF. General descriptions follow.

**Fleet Governor** - shall supervise and control the management of Scituate PHRF, Inc. The Fleet Governor shall serve as chairperson of the executive committee and shall preside at all meetings thereof. The Fleet Governor may enter into all contracts and agreements in the name of Scituate PHRF Inc, subject to approval by the Scituate PHRF, Inc executive committee.

**Fleet Handicapper** - shall review each applicant's forms for accuracy and submit completed applications to PHRF New England for assignment of handicaps. The Fleet Handicapper, may assign a provisional handicap, pending processing by PHRF-NE.

**Scorer** - shall calculate and make available race results for each race, series, and final season results.

**Race Chairman** - shall insure race committee is assigned and available for each race. He/she shall file the Application for each race/regatta ("Marine Event") with the U.S. Coast Guard and supply a copy to the Scituate Harbormaster.

**Treasurer** - shall be the guardian of all finances and provide a yearly report.

**Secretary** - shall record the minutes of each meeting. Such approved minutes shall be made available to the membership.

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**At-Large Members** - may be appointed to Scituate PHRF, Inc as the needs of organization dictate. Examples include but are not limited to Webmaster, Arbitration Committee, Booklet Committee, Protest Committee, Membership Chairperson, and Event Organizer.

**Article V: Membership:**

Member - the applicant of record on the signed application for membership of the sailboat with a valid entry form for the current year. Members are entitled to vote for officers.

Associate Member - supporting member. Associate members cannot vote for officers.

Honorary Member - a non-paying member recognized for their time and talent contributions to Scituate PHRF, Inc.

Honorary Members cannot vote for officers.

At-Large Member - A Member, Associate Member, or Honorary Member who is appointed by and serves at the pleasure of the Executive Committee. At-Large Members may vote at Executive Committee meetings.

**Article VI: Nomination, Elections, and Terms**

The Executive Committee shall be elected by the membership at the annual meeting (alternatively the Secretary may record elected results by email vote) for a 1-year term, and shall be installed January 1<sup>st</sup> following the election. Officers of the executive committee may be reelected for additional term(s) without limit.

Any Member, Associate Member, or Honorary Member of Scituate PHRF, Inc can stand as a candidate for elective office, provided two Members petition the Secretary of Scituate PHRF, Inc to that effect at least 15 days before the annual meeting. The Secretary shall have the names of the candidates placed on the ballot. Nominations may be made by email 15 days prior to the annual meeting.

The election will be conducted at the annual meeting, each Member shall have one vote. The Secretary will count the ballots and report the results to the membership.

If any Officer fails to or is unable to perform the specific charged duties for any reason, the position shall be filled on a temporary basis by the Executive Committee until an election can be held. At the annual meeting, a full successor shall be nominated by the membership.

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**Article VII: Meetings**

There shall be a minimum of four regular meetings each year. Time and place is to be determined by the Executive Committee. The annual meeting shall be one of those regular meetings.

The meetings shall be conducted using a modified adaptation of Robert's Rules of Order.

Special meetings may be called by the Fleet Governor or in response to a request by an Officer, and seconded by another officer. At special meetings, no business shall be transacted except that stated in the call for the meeting until that business is resolved.

Each officer has one vote. In case of a tie vote, the Fleet Governor may cast a second vote.

**Article VIII: Amendments to these By-Laws**

Changes to these By-Laws may only be made at the annual meeting (or a special meeting) with a two-thirds majority of the then current membership in attendance.

These By-Laws shall be made available to the membership.

**The certified official copy is on file with the Secretary of SPHRF.**