

# Potomac River Yacht Clubs Association Orientation Guide - 2010

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### I. Review for New Board

This is a review for the new Board. This paper is simply a guide to help us review what is required during the year. To organize and define tasks assigned to PRYCA Board Members and create an archive that will allow for a smooth transition between changes of command. Ensure that the PRYCA has a firm commitment to continuity of operations planning for all business transactions required by the board for club functionality.

The Potomac River Yacht Clubs Association (PRYCA) held its first meeting on September 18, 1971, at the Aqua-Land Yacht Club. The Charter Members of PRYCA in attendance were Aqua-Land, Landmark, National Potomac, Prince Georges, and Wicomico Yacht Clubs.

PRYCA joined the National Boating Federation (NBF) in 1979 as a Regular Association Member. PRYCA also has established a special working relationship with the Chesapeake Bay Yacht Clubs Association (CBYCA).

### II. Purpose

The purpose of PRYCA is to support recreational boating activities, and specifically to:

- Ø Encourage and promote yachting, boating safety, and the advancement of yachting clubs within the Potomac River Basin;
- Ø Represent its Member Clubs and their individual members in all matters affecting their interests and the interests of recreational boaters in general.
- Ø Promote camaraderie among members of clubs.
- Ø Promote Boating Safety through the Boat Operation and Training Retention (BOATR) Program. This program was initiated in 2002 by PRYCA with financial assistance from Boat US.

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Over the years, PRYCA has strived to fulfill two needs. First, a forum to discuss common issues among member clubs on the River. For example, as a group, we have assisted member clubs in procuring insurance and have lobbied for hydrilla harvesting on the Virginia side on the River. Second, advocating legislative issues in support of recreational boating activities. For example, we work closely with the Chesapeake Bay Yacht Clubs Association (CBYCA) to keep our member clubs informed on issues relating to recreational boating, and we have provided comment to public forums on issues such as the Wilson Bridge opening schedule and proposed Clean Air legislation for the Washington Metropolitan Area. In 1993, PRYCA was a co-sponsor of the NBF Fall meeting, and we assisted with the NBF meeting held April 26-27, 1996 in Alexandria, Virginia.

In the 1980s, PRYCA sponsored the annual Queen of the Potomac Program, where young ladies from the various Member Clubs competed for the title of Queen and Princess of the Potomac. PRYCA has also been a major contributor to the Washington Waterfront Association's (WWA) Blessing of the Fleet, held each May in the Washington Channel. We have also assisted in the combined Alexandria Waterfront, Washington Harbor, Georgetown Harbor Holiday Parade of Lighted Boats. In July 1986, the first PRYCA "Float-In" was held at Aquia Harbour Yacht Club. The purpose of the Float-In was to promote the interaction of the Member clubs in a relaxed setting. In 1993, PRYCA took over sponsorship of the Float-In, which was moved to Fort Washington Marina to accommodate the large number of participating boats. The number of vessels and persons participating has risen each year. The 2003 Float-In was cancelled because we outgrew the transient slip capacity of Fort Washington Marina and we were unable to reschedule at the last minute. In 2004, the Float-In moved across the Bay to Somer's Cove Marina, Chrisfield, MD, because there were no marinas on the Potomac River with the transient slip capacity to accommodate us. In 2006 the event returned to the lower end of the Potomac River at Port Kinsale Marina on the Yecomico River, a tributary of the Potomac and has is currently held as this location.

### III. Member Clubs

At present, there are twenty-three member clubs that are represented and supported by Members At Large (MAL) on the PRYCA Bridge. The clubs and their Year 2009 MAL's are listed below.

MAL	Club
Mid – Randy Blanks (Pr. William)	Pr. William
	Ft. Belvoir
	Old Dominion
North – Joe Quarterman (Seafarers)	Ft. Washington
	Seafarers
	Capital
	District
South – Bob Blunt (Colonial Beach)	Eastern
	Port of Washington
	Colonial
	Corinthian
	Cobb Island
	Dahlgren
East – Chevy Rice (Landmark)	Westmoreland
	Landmark
	Fairfax YC
	Aquia Harbour YC
	Quantico YC
West – Gene Diotalevi (Mount Vernon)	The YC of Swan Point
	Mount Vernon
	Occoquan
	National Potomac
	Washington

## IV. Current Activities

### A. Meetings

To carry out its functions, the PRYCA Board meets each month at one of its member clubs. A delegates meeting, with representatives from each club, is held four times per year in conjunction with a board meeting.

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## B. Events

Several events are planned each year to promote interaction among the member clubs. Currently, there are five major events supported by PRYCA: **Winter Event** - Change of Watch dinner dance, **Spring Event** - Cobb Island Days, **Summer Event** - Float-In party and seminars and Dog Days of August. **Fall Event** - End-of-Summer party

## C. Newsletter

PRYCA publishes a newsletter four times a year to add further communication among the member clubs. Each member of the board shall provide an article related to their responsibilities. Member Clubs are encouraged to submit articles. Articles are normally due, mid-month, in January, March, June and October.

## D. Schedule for 2009

The 2009 schedule is published separately for all to review. The PRYCA web site has a current copy.

## E. Elected Positions

### 1. Commodore

- Ø As the ranking officer of the Association, the Commodore shall command the Association, shall conduct all general meetings and affairs of the Association, and shall chair the Board of Directors.
- Ø The Commodore shall be responsible for appointment of designated (non-elected) PRYCA Board positions, committee chairpersons, review of committee nominations proposed by committee chairpersons and appointment of PRYCA representatives and/or liaison personnel.
- Ø All appointments, representatives, and committees shall be submitted to the Board for approval.
- Ø The Commodore shall be an ex-officio member of all committees.

### 2. Vice Commodore

- Ø The Vice Commodore shall be the second ranking officer of the Association, and it shall be the duty of the Vice Commodore to assist the Commodore in the discharge of his/her duties.
- Ø In the absence of the Commodore, the Vice Commodore shall officiate.

- Ø The Vice Commodore will also be the Chair of the Qualifications Committee.
- Ø It shall be the responsibility of The Vice Commodore to keep track of Newsletter articles submitted. Two days prior to the submission deadline, the VC shall remind Board members who have not sent in their articles.

### 3. Rear Commodore

- Ø As the third ranking officer of the Association, it shall be the duty of the Rear Commodore to assist the Commodore and the Vice Commodore in the discharge of their duties. In their absence, the Rear Commodore shall officiate. His/her power shall not exceed those of the Vice Commodore.
- Ø The Rear Commodore is responsible for arranging the location of meetings, arranging for guest speakers for the Delegates Meetings, and notifying the Secretary so the Secretary can announce the meeting location and time to all Board members and Delegates.
- Ø The Rear Commodore is also the Bridge Officer responsible for the Float-In. The Rear Commodore may or may not be the Float-In Coordinator, as the Coordinator position can be appointed outside of the Bridge. However, the Rear Commodore is the Bridge Officer assigned to be responsible to the Board for this major event.

### 4. Fleet Captain

- Ø The Fleet Captain shall coordinate water activities of the Association and serve as the liaison between the Association and any shore facilities which are used for dockage of vessels during any Association activities.
- Ø The Fleet Captain shall also be responsible for safety related training and sponsorship activities.
- Ø The Fleet Captain shall be the Bridge Officer responsible for management of the BOATR Program.

### 5. Secretary

- Ø The Secretary shall be the correspondence officer of the Association. It shall be the duty of the Secretary to maintain the official records to include minutes of all general and special meetings of the Association and of the Board.
- Ø The Secretary shall supervise the preparation and

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release of all documents connected with the business of the Association, administer and maintain correct rolls of all member clubs to include at a minimum, elected position and the dates of their election.

- Ø The Secretary should distribute Board Meeting minutes at least one week prior to the meeting in which they are to be approved.
- Ø The Secretary should distribute minutes of Delegates Meetings by email to all Board members and MALS should redistribute to Club Delegates within one week after a meeting. The approval process is far less important than to get the results of a meeting out to the Delegates so they can brief their club's membership.
- Ø The Secretary shall receive all requests for PRYCA membership, and shall record these applications and monies received prior to forwarding the application to the Chairman of the Qualifications Committee and the application fee to the Treasurer. The Secretary shall notify all Member Clubs of their election, and when the latter has complied with the regulations for admission, the Secretary shall furnish them with a copy of the by-laws, roster, and other items as appropriate.
- Ø The Secretary shall notify new member clubs of their acceptance. In case a member club withdraws and subsequently rejoins, the date of membership shall commence from the time of rejoining.

## 6. Treasurer

- Ø The Treasurer shall have charge of the funds of the Association and shall keep a true written record of sale receipts and disbursements and shall render a written fiscal report at all meetings of the Association and the Board.
- Ø The Board must approve any disbursement of one hundred and fifty dollars (\$150.00) or more. The sum of multiple disbursements for the same purpose shall be signed by the Treasurer. The Commodore shall also be authorized to sign checks and shall sign the signature cards. This is to ensure that under emergency situations or when the Treasurer is not available checks can be prepared.
- Ø The Treasurer shall develop and recommend to the Board for final approval, a proposed budget for the next fiscal year, including proposed dues, not later than the last Board meeting prior to the

date of the Annual Meeting (i.e. by Nov). The Treasurer, at his/her discretion, may elect to form a Budget Committee. If formed, the Treasurer shall nominate, for Board approval, members of the Committee. This Committee shall be comprised of members of the Board.

## 7. Members At Large

- Ø The Association shall have five Members At Large (MAL) who will serve as members of the Board.
- Ø They shall serve as true representatives of the membership by acting as liaison between their assigned Member Clubs and the Board. They should maintain close contact with each of their clubs' PRYCA delegate.

## F. Appointed Positions

### 1. Member Club Delegates

- Ø Each Member Club shall appoint a Delegate to the Association, who shall act as the Official Representative of the Member Club, in all matters brought to the attention of the Association. Delegates are the primary liaison between Member Clubs and the Association. Each Delegate should make every effort to attend Delegates Meetings of the Association so as to become informed concerning matters affecting Member Clubs and recreational boaters.
- Ø The Delegate shall be responsible to communicate information received through the Association to his/her Member Club.
- Ø The Delegate shall also be responsible to bring to the attention of the Board and other Delegates matters affecting or of interest to the Association and/or other Member Clubs.
- Ø Delegates can work effectively by close coordination with the MAL representing their club.

### 2. Newsletter Editor

The Commodore shall appoint a Newsletter Editor for the Association. The Newsletter Editor shall be responsible for the publication of the Association's newsletter. The Newsletter Editor shall also encourage communications between the Association and the Member Clubs through the interchange of newsletters and club notices and to assist in maintaining the Association and its Member Clubs in the

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public view through the use of press releases, photographic coverage, etc. Upon request from the Newsletter Editor, the Commodore shall appoint additional individual members to assist the Newsletter Editor in performing his function.

## 3. Supply Officer

- Ø The Commodore shall appoint a Supply Officer for the Association. The Supply Office shall report to the Fleet Captain.
- Ø The Supply Officer shall be responsible for the procurement and maintenance of sufficient supplies of Association insignia, burgees, stationery, and other material as deemed necessary by the Board.
- Ø The Supply Officer shall assure all necessary insignia is on hand and is presented to newly elected Officers in a timely manner. The Supply Officer will also assure the appropriate Officer flags and plaques are available at the Change of Watch..
- Ø The Supply Officer will provide a monthly report to the Fleet Captain who will provide this report to the Treasurer. The report will indicate any additions, withdrawals, and dollar value adjustments in the inventory maintained by the Supply Officer.

## 4. Float-In Coordinator

The Commodore shall appoint a Coordinator for the Annual PRYCA Float-In. The Coordinator shall be responsible for the overall planning and operation of the Float-In. As this is the most ambitious and complicated function sponsored by the Association, a separate section of the PRYCA handbook is devoted to the Float-In. Historically, the Rear Commodore has been the Float-In Coordinator. That assignment shall continue unchanged.

## 5. PRYCA Representatives

- Ø The Commodore, with Board approval, will make all PRYCA representative and/or liaison appointments to external organizations of interest to the Association and its Member Clubs.  
  
The appointed person is responsible for making contact with the organization and ensuring that organization knows his point of contact to get information to the PRYCA. Regular phone calls to the organization are expected to ensure a proper flow of information.

## G. Standing Committees

The functions and composition of Standing Committees are specified in Article VII of the PRYCA Constitution and By-Laws. The Commodore, with Board approval, will make all appointments to Standing Committees. The Standing Committees are:

### 1. Qualifications Committee

The Qualifications Committee is composed of the Vice Commodore and the Commodores of three Member Clubs in good standing. This committee will review and process applications for PRYCA membership in accordance with Article III of the PRYCA Constitution and By-Laws. The Vice Commodore will Chair the Qualifications Committee.

### 2. Nominating Committee

The Nominating Committee is composed of the Immediate Past Commodore and three other members. This committee will be appointed not later than the February meeting of the Board. The Immediate Past Commodore will Chair the Nominating Committee

## H. Established Committees

The Commodore, with Board approval, will make all appointments to Established Committees. Established committees can be appointed from the list below.

### 1. Audit Committee

The Audit Committee shall consist of the Audit Chairman and at least two (2) PRYCA members, who shall be appointed by the Commodore, with approval by the Board.

The committee shall audit the books of the Association after the calendar year is concluded and present the audit to the Board by the March board meeting.

### 2. Legal and Legislative Committee

This Committee shall consist of the Legal and Legislative Chairman, appointed by the Commodore with Board approval, and additional PRYCA members as required. The purpose of this committee shall be to be alert the Board to all legislative and regulatory proposals, Federal, state, county and local that may reflect in any manner on the recreational boaters, to attend hearings and meetings and to present or defend the position of the recreational boater.

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## 3. By-Laws Committee

The Commodore will appoint, with approval by the Board, the By-Laws Chairman and PRYCA members of the By-Laws Committee, as deemed necessary. Committee membership, at a minimum, shall include one Past Commodore and, if possible, a practicing attorney.

The Committee shall maintain the By-Laws of PRYCA up-to-date with the management requirements of the Association, as stipulated by the Board and approved by the general membership. The committee shall conduct an annual review of the By-Laws and submit a report of their recommendations to the Board.

The committee shall maintain a constant vigilance of all activities of the Association relating to the By-Laws and shall bring all noted violations and discrepancies of the By-Laws to the attention of the Commodore and the Board.

In addition, the By-Laws Committee shall be responsible for the maintenance and review of the Association's Handbook. Proposed changes to the By-Laws and the Handbook shall be presented to the Board for approval. Proposed changes to the By-Laws shall be processed according to Article XIII of the Constitution and By-Laws.

## V. Membership

It shall be the responsibility of all members of the Bridge to seek and secure new Member Clubs, and to promote ways of increasing the Association's membership.

### A. Schedule Of Fees

#### 1. Initiation fee

The initiation fee for prospective club membership in the Association is set at \$25.

#### 2. Annual Dues

The annual dues for Member Clubs are \$60. The Treasurer will send out the notices on or about the first of January, coinciding with the beginning of the Association's fiscal year; bills are to be paid by February Delegates Meeting. (See Article VIII, Section 4 of the By-Laws.)

## VI. Duties and Issues for Discussion

### A. Publication of various documents

PRYCA publish a list of activities (events, meetings) by

the February delegates meeting. The list will be placed on the PRYCA web site by the February meeting.

PRYCA will publish a Club Roster and have it for distribution at the April Commodore's Night and Delegates meeting.

## B. Communication with Member Clubs

It is the responsibility of the MALS to communicate with their clubs. They are responsible for taking direction from the Board and communicating this to the clubs' delegates.

## C. Meeting Agendas

The Commodore is responsible for sending out agendas and the Secretary is responsible for notifying the Board and/or Delegates of the meeting time, date, and location.

Agendas should be distributed at least one week prior to the meeting.

## D. Minutes for approval

The board minutes of prior month should be submitted for approval at each meeting. The delegate minutes of prior delegates meeting should be submitted for approval at next delegate meeting.

## E. Budgets

Each PRYCA Board member shall present a plan and budget for activities for which they are responsible that requires the expenditure of PRYCA funds. The Board must approve the budget before it can be executed. No contracts will be signed without Board approval. The Treasurer is available to assist Board members with their budgets and plans.