

# BY-LAWS OF THE WAQUOIT BAY YACHT CLUB

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## **ARTICLE I - Name**

This association shall be known as The Waquoit Bay Yacht Club, Incorporated. Its anchorage shall be at such places on Waquoit Bay and its tributaries as may be directed by the Board of Trustees.

## **ARTICLE II - Purposes**

The object of this Club shall be to encourage and promote the sport of yachting and to provide and maintain a suitable clubhouse and anchorage for the use of its members and to assist in improving the waters of Waquoit Bay.

## **ARTICLE III - Membership**

**Section 1.** The Membership shall comprise three classes:

Senior Members, Family Members and Honorary Members

**Section 2.** Persons eighteen (18) years of age or older are eligible as Senior Members.

**Section 3.** Family Membership shall be interpreted as follows: Senior Member(s) and their children. While said children are students and still under the household of their parent(s), Family Membership may be continued until age 23, after which time the child is eligible to apply for Senior Membership. Family Members' children are entitled to all club privileges except voting and holding office.

**Section 3a.** The initiation for Family Members' children may be waived if application to Senior Membership is made within three (3) years of leaving parent's household.

**Section 4.** There shall be Honorary Membership for a period of one year from date of election, which may be renewed for annual periods. A person shall become an Honorary Member if so elected by unanimous vote of all the Trustees. Honorary Members shall have all the privileges of the Club with the exception of voting, holding office, or any other power of a stockholder, without payment of initiation fee or dues.

## **ARTICLE IV – Government**

**Section 1.** The Officers of the Club shall be as follows: Commodore, Vice Commodore, Rear Commodore, Secretary, Treasurer, Measurer, Fleet Surgeon, Fleet Captain, and other such officers as shall be appointed by the Commodore with their appointment subject to approval of the Trustees.

**Section 2.** All Officers and Trustees shall be Senior Members of the Club.

**Section 3.** The general management and control of the affairs, funds and any other real or personal property of the Club shall be vested in a Board of nine (9) Trustees consisting of the Commodore, Vice Commodore, Rear Commodore, Secretary, Treasurer and four (4) Senior Members. The Commodore shall be Chairman of the Board of Trustees.

## **ARTICLE V - Election of Officers and Trustees**

**Section 1.** Officers to be elected are Commodore, Vice Commodore, Rear Commodore, Secretary and Treasurer. They and the other Trustees shall be elected by ballot of the Senior Members at the Annual Meeting, each Senior Member being entitled to one (1) vote. The Fleet Captain, Fleet Surgeon and Measurer and other appointed Officers shall be appointed by, and hold office at the pleasure of, the Commodore.

**Section 2.** Two members of the Board of Trustees other than the elected officers shall be elected each year to serve a term of two (2) years. On completion of service as Commodore, the outgoing Commodore shall for a period of one (1) year automatically be an Advisory Member of the Board of Trustees, without voting rights.

**Section 3.** Officers and Trustees shall take office at the adjournment of the Annual Meeting at which they were elected and shall hold office until the adjournment of the next Annual Meeting at the expiration of their term or until their successors are elected.

**Section 4.** If a vacancy shall occur in any office or on the Board of Trustees, such vacancy may be filled by the Trustees to serve until the next subsequent Annual Meeting of the Club, at which a successor shall be elected to fill any unexpired term.

## ARTICLE VI - Duties of Officers

**Section 1. Commodore:** The Commodore shall have the powers of President of a Corporation, and shall be the Chief Executive Officer of the Club, and except for powers reserved to the Board of Trustees by requirement of law or by specific provision of these By-Laws, have and exercise control and supervision over the property, affairs and activities of the Club.

He shall when present preside over meetings of the membership of the Club and meetings of the Board of Trustees. His appointment of non-elected Officers and Chairmen of the several committees shall be subject to approval by the Trustees. He shall be a member ex officio of all committees.

He shall have the exclusive authority to employ or discharge, or to approve employment or discharge, of employees in positions which have been established and approved by the Trustees, and to prescribe with the provisions if any which have been made by the Trustees.

He shall when authorized by the Trustees have authority to sign, execute and acknowledge, in the name and on behalf of the Club, all deeds, mortgages, bonds, notes, debentures, contracts, leases, reports and other documents and instruments, except where the signing or execution thereof by some other Officer or employee of the Club shall be expressly authorized and directed by law, or by the Board, or these By-Laws.

He may in his discretion or upon written request of ten (10) Senior Members must call special meetings of the Club or Board of Trustees. He shall enforce rulings of the Board of Trustees and shall have such other authority and duties as are incident to the office of the President of a Corporation and Chief Executive Officer and as may be prescribed from time to time by the Trustees and by the By-Laws of the Club.

**Section 2. Vice Commodore:** The Vice Commodore shall assist the Commodore in the discharge of his duties and officiate in his absence. He shall perform such additional specific duties as may be assigned to him from time to time by the Board of Trustees or by the Commodore with the approval of the Board of Trustees.

**Section 3. Rear Commodore:** The Rear Commodore shall assist the Commodore and Vice Commodore in the discharge of their duties and officiate in their absence. He shall be responsible for inspecting and maintaining in good condition the building, dock, grounds and equipment of the club, and reporting to the Trustees any necessary repairs or replacement. He shall ex officio be a member and Chairman of the House Committee and have oversight of any employees or outside contractors engaged in maintenance of the property of the Club. He shall not have authority to make or commit the Club to disbursements or other obligations except as authorized by the Trustees.

### **Section 4. Secretary:**

**Section 4.(4.1)** The Secretary shall have the powers and duties of Clerk of a Corporation including the filing of all reports legally required, and, without limitation, shall keep a record of the proceedings of all meetings of the Club and of the Trustees in the Club Minute Book; shall file and keep a full and complete record of all official communications; shall keep a record of members, their proposal, election to membership and membership status in such manner as is approved by the Board of Trustees.

**Section 4. (4.2)** He shall preserve all documents and reports connected with the business of the Club.

**Section 4. (4.3)** He shall keep a correct roll of the names, numbers, dimensions and owners of all yachts enrolled in the squadron.

**Section 4. (4.4)** He shall fulfill all requirements for notification of the time, place and purpose of meetings of the Club or the Trustees, and nomination of Officers and Trustees.

**Section 4. (4.5)** He shall receive formal, written complaints of Senior Members against any member who shall have been considered to have violated the by-laws, rules or regulations of the Club or engaged in other conduct injurious to the character or welfare of the Club and present them to the Board of Trustees through the Commodore as Chairman of the Board.

**Section 4.(4.6)** He shall keep up to date a record of procedure, duties and assignments of Officers, Committees and Employees as transmitted to him by the Commodore or Trustees.

**Section 4. (4.7)** He shall discharge such other duties as shall be assigned to him by the Board of Trustees.

**Section 4. (4.8)** In case of his inability to attend any meeting of the Club or Board of Trustees, he shall cause the necessary books and papers pertaining to his office to be conveyed to the place of the meeting. At the expiration of his term of office he shall turn over to his successor all papers and records in his possession belonging to the Club.

### **Section 5. Treasurer:**

**Section 5. (5.1)** The Treasurer shall have the powers and duties of Treasurer of a Corporation and, without limitations, shall collect and receive and keep a correct account of all moneys and monetary investments and deposit them in the Club's name in such bank or banks as shall be designated by the Board of Trustees.

**Section 5. (5.2)** He shall pay all bills presented to him which have been approved by the Commodore or by the Board of Trustees. All payments shall be made by check signed by him.

**Section 5. (5.3)** He shall render a full report in writing of the financial condition of the Club to the Board of Trustees at least once a year at the annual meeting and at such times as the Trustees may direct.

**Section 5. (5.4)** He shall make an annual report to be presented to the Annual Meeting of the Club and file the same with the Secretary.

**Section 5.(5.5)** He shall maintain a ledger recording the dues account of each member of the club.

**Section 5(5.6)** He shall perform such other duties as shall pertain to his office and such other duties as shall be assigned to him by the Board of Trustees.

**Section 5. (5.7)** At the expiration of his term of office he shall turn over to his successor all moneys, and other investments, papers and records in his possession belonging to the club.

**Section 6. Measurer:** The Measurer shall, when required, measure any or all yachts enrolled in the Club and as directed by the Commodore, measure sails and check equipment of yachts as to compliance with Club, class and legal requirements.

**Section 7. Fleet Captain:** The Fleet Captain shall communicate on behalf of the Commodore with the members of the squadron and shall perform such other duties as may be assigned to him by the Commodore. His responsibility and authority over the fleet and skippers shall extend to foreign waters in which the fleet shall be competing as official representatives of the Club or to cruising as an activity of the Club.

**Section 8. Fleet Surgeon:** The Fleet Surgeon shall yield such services as are customary in his profession and calling.

### **ARTICLE VII - Board of Trustees**

**Section 1.** The Board of Trustees shall have entire responsibility for operations of the Club and except as otherwise herein provided shall perform all functions usually assigned to a Board of Directors of a Corporation, including but not limited to

- (a) Supervision and control of the clubhouse, clubhouse grounds and other property, real and personal, of the Club.
- (b) Approving or disapproving the Commodore's appointments of chairmen of committees, the Commodore's assignment of duties where approval is required by these By-Laws, and the establishment of positions to be filled by employees of the club.
- (c) Making or changing any investments of Club funds, and authorizing action by the Commodore or other officer with regard to any property of the Club except when such action is by law required to be authorized by vote of the members.
- (d) Approving, disapproving or modifying appropriation of Club funds for the several committees or any capital expenditure.
- (e) Receiving from the Secretary and acting upon all applications for membership in the club.



(f) Hearing all complaints against members of the Club laid before them by the Secretary as hereinbefore provided and rendering a decision thereon.

(g) Dropping from membership members delinquent in payment of their dues or other indebtedness to the Club and reinstating dropped members, all as hereinafter provided for.

(h) Directing the Treasurer or other Officer to make disbursements on account of the Club and requiring the Secretary or Treasurer to perform such duties other than those herein specified as the Board may deem necessary.

(i) Appointing an Auditing Committee of two members of the Club no later than August 1st of each year to examine the Treasurer's Annual Report before the same is presented at the Annual Meeting of the Club and report their findings and recommendations to the Commodore for presentation to the Board of Trustees prior to the Annual Meeting.

**Section 2.** The Commodore shall be Chairman of the Board of Trustees and the Secretary of the Club shall be the Secretary of the Board of Trustees.

**Section 3.** Five members of the Board of Trustees shall constitute a quorum.

**Section 4.** Should any member of the Board of Trustees absenting himself from three consecutive regular meetings of the Board without being excused by a majority of the Board present at the meeting, he may by vote of a majority of all the Trustees be deemed to have resigned from the Board.

**Section 5. Meeting of the Trustees -** Regular Meeting of the Board of Trustees may be held at such places within or without the Commonwealth and at such times as the Board may from time to time determine.

Special Meetings of the Board of Trustees may be held at any time at any place when called by the Commodore, the Treasurer or one or more Trustees, reasonable notice thereof being given to each Trustee by the Secretary, or in case of death, absence, incapacity or refusal of the



Secretary, by the Officer of Trustees calling the meeting, or at any time without call or formal notice, providing all the Trustees are present or waive notice thereof by a writing which is filed with the records of the meeting. In any case, it shall be deemed sufficient notice to a Trustee to send notice by mail postmarked at least four (4) calendar days or by telegram or telephone at least forty-eight (48) hours before the meeting, in either case addressed to him at his address of record with the Secretary. It shall not be requisite to the validity of any meeting of the Board of Trustees that notice thereof shall have been given to any Trustee who is present thereat, or who waives notice thereof in writing filed with the records of the meetings, either before or after the holding thereof. If a quorum be present at a duly called meeting, they may adjourn to a specified time and place as they see fit, without further notice.

### **Section 6. Action by the Board of Trustees other than at a meeting**

The Board of Trustees shall, except as otherwise provided by law, have the power to act in the following manner, viz: A resolution in writing signed as affirmatively approved by all members of the Board of Trustees, and thereafter with the original or with duplicate signatures inserted in the recorded minutes and properly dated, shall be deemed to be the action of such Board to the extent therein expressed with the same force and effect as if the same had been duly passed by the same vote as a regularly convened meeting.

**Section 7.** Any action required by these By-Laws to be taken by the Trustees shall be taken by vote of at least a majority of Trustees present at a duly held meeting of the Trustees, or by a vote of all the Trustees as provided in Section 6 of this Article, except when a larger vote be required by law or by these By-laws. The assent in writing of any Trustee to a vote or action of the Trustees taken at any meeting, whether or not a quorum was present, shall have the same effect as if the Trustee so assenting was present at such meeting and voted in favor of such vote or action.

A majority of the Trustees shall constitute a quorum for the transaction of business; but a less number may adjourn any meeting from time to time, and the meeting may be held as adjourned without further notice.

## **ARTICLE VIII Standing Committees**

**Section 1.** The standing committees of the Club shall consist of the Finance Committee, the Race Committee, the Cruise Committee, the House Committee, the Membership Committee and the Youth Activities Committee.

**Section 2.** All standing committees shall organize within two weeks after the Annual Meeting of the Club. The Chairman of such committee shall keep a record of the activities and expenditures thereof.

**Section 3.** Each standing committee shall submit at any meeting of the Board of Trustees estimates of the appropriations requested.

**Section 4.** Each standing committee shall present through its chairman a full report in writing at the Annual Meeting of the Club.

**Section 5.** The Chairmen of the Race Committee, the Cruise Committee, the House Committee and the Youth Activities Committee shall have the power to add to and to fill vacancies in their number and to appoint sub-committees.

## **ARTICLE IX Finance Committee**

**Section 1.** The Finance Committee shall consist of the Commodore, Treasurer, and three other Senior Members appointed by the Commodore with the approval of a majority of the Board of Trustees. They shall receive and make recommendations to the Board of Trustees concerning requests for appropriations from the officers or committees and make recommendations to the Board of Trustees as to how the necessary funds are to be raised.

**Section 2.** No appropriation shall be made without the recommendation of the Finance Committee, nor in amounts in excess of those recommended by that Committee, except by an affirmative vote by two-thirds of the Trustees.

## **ARTICLE X Race Committee**

**Section 1.** The Race Committee shall consist of five (5) Senior Members.

**Section 2.** The Race Committee shall receive all entries for all races and act as judges thereof. They shall see to the placement of necessary course markers or stake boats, appoint members to assist the Committee and generally direct all matters concerned with Club racing.

**Section 3.** They shall hear and settle all protests and keep a record of the same and all other matters which shall be handled by them.

**Section 4.** With the approval of the Commodore the Race Committee may delegate to the sailing counselor, if any be employed, any of the foregoing duties.

**Section 5.** The Committee shall, with the approval of the Commodore, designate and announce the schedule of Club races in home waters and announce and control the selection of yachts and crews to represent the Club in races in foreign waters.

**Section 6.** The rules of the Race Committee shall govern all races of the Club, and of any race held under its auspices, and all yachts entered in the race shall be amenable to these rules from the time the preparatory signal is given.

### **ARTICLE XI (A) Cruise Committee**

**Section 1.** The Cruise Committee shall consist of two (2) Senior Members.

**Section 2.** The Cruise Committee shall receive all entries for all cruises sponsored by the Club. They may appoint members to assist the Committee and generally direct all matters concerned with Club cruising. They shall keep a record of all matters handled by them.

**Section 3.** With the approval of the Commodore, the Cruise Committee may delegate to the Sailing Counselor, if any be employed, any of the foregoing duties.

**Section 4.** The Cruise Committee shall, with the approval of the Commodore designate and announce the schedule of Club cruises and the selection of yachts and crews to participate.

**Section 5.** The rules of the Cruise Committee shall govern all cruises sponsored by the Club.

## **ARTICLE XI (B) House Committee**

**Section 1.** The Rear Commodore ex officio shall be chairman of the House Committee, and primarily charged with the performance of its duties. The House Committee shall be responsible for the housekeeping and proper care of the furnishings of the Clubhouse, both summer and winter, giving particular care to the opening and closing of the Clubhouse each season.

**Section 2.** They shall report in writing to the Board of Trustees whenever so required, and shall submit a written report of their activities. At the Annual Meeting they shall submit a financial report of their expenditures for the season to the Treasurer and turn over to him all cash balances on hand.

## **ARTICLE XII Membership Committee**

**Section 1.** The Membership Committee shall prepare and make available application blanks for membership to the Club; receive all such signed applications for membership; interview applicant, and present said applications together with any comments received thereon to the Commodore as Chairman of the Board of Trustees. They shall notify applicants of the action taken by the Trustees on their application. When members-elect have complied with the regulations for the admissions of members, they shall, when available, be furnished with a copy of the By-Laws of the Club.

**Section 2.** Each applicant for membership shall submit to the Membership Committee his signed application. The application must be counter-signed by two Senior Members in good standing, with one having at least three (3) years Membership (said Members not of the same household).

Any Senior Member who signs an application may only be a signatory on one pending application at a time.

All applications shall be forwarded to the Trustees for action thereon.

**Section 3.** Election to the membership shall require the affirmative vote of the majority of all the Trustees.

**Section 4.** Upon receipt of notification of the election to membership, the applicant shall become a member upon the payment of the initiation fee and current year's dues.

**Section 5.** No person whose application is rejected by the Board of Trustees shall be again proposed or considered for membership within one year of the previous application rejection.

**Section 6.** The Board of Trustees in their discretion may close or reopen the membership at any time.

### **ARTICLE XIII (A) Youth Activities Committee**

**Section 1.** The Youth Activities Committee shall consist of at least three (3) Senior Members, one of whom shall be a member of the Board of Trustees.

**Section 2.** The Youth Activities Committee shall have the authority to organize and supervise the summer sailing program for Waquoit Bay Yacht Club. It shall, with the approval of the Commodore and Board of Trustees, recruit and hire staff, propose policy and curriculum for the summer sailing program.

**Section 3.** The Youth Activities Committee shall submit a budget request to the Finance Committee.

**Section 4.** They shall submit a written report of their activities to the Annual Meeting, and at other times report to the Board of Trustees as necessary.

### **ARTICLE XIII (B) Discipline**

**Section 1.** Upon written complaint to the Commodore by one or more Senior Members a member may be admonished, or suspended or expelled from membership because of violation of any provision of the By-Laws or of any rule or regulation of the Club, or for other conduct injurious to the character or welfare of the Club. Any such action shall require a vote of two-thirds of the Board of Trustees.

**Section 2.** The Board shall afford the accused member and witnesses on his behalf, together with witnesses in support of the complaint, an opportunity to be heard before disposing of the complaint.

**Section 3.** At least ten (10) days before the hearing the Secretary shall notify the member in writing of the complaint, and shall notify such member and the complainant or complainants of the time and place of the meeting.

#### **ARTICLE XIV Meeting of the Members**

**Section 1.** The Annual Meeting of the Club shall be held at the Clubhouse or at such other place in Falmouth as the Board of Trustees may designate on the last Saturday in August in each year which is at least seven (7) days prior to Labor Day. The Secretary shall give notice of the Annual Meeting by posting at the Clubhouse and by mail. Notice shall be posted on the bulletin board at the Clubhouse and mailed to each Senior Member at least seven (7) days in advance of the meeting.

**Section 2.** The Commodore may at any time call a special meeting, and shall do so on written request of ten (10) Senior Members of the Club, by instructing the Secretary to notify Senior Members in writing, stating for what purpose such meeting is called. Upon application by three (3) or more Senior Members the Secretary shall call a meeting of Senior Members. In either case notice must be given at least five (5) days before the date of such meeting. No business shall be transacted other than that which is specified in such notice.

**Section 3.** Twenty Senior Members shall constitute a quorum.

#### **ARTICLE XV**

##### **Nominations**

**Section 1.** There shall be a Nominating Committee, having the duty of nominating a ticket of Officers and Trustees of the Club to be submitted at the Annual Meeting.

**Section 2.** At least one (1) month before the date of the Annual Meeting the Board of Trustees shall appoint a Nominating Committee of at least three (3) Senior Members, and designate the Chairman thereof and forthwith post the names of the Nominating Committee on the bulletin board of the Clubhouse.

**Section 3.** At least twenty-one (21) days before the date of the Annual Meeting the Nominating Committee shall post on the bulletin board of the

Clubhouse a list of the names of its nominees. On the same day the Secretary shall mail a copy of the posted list to each Senior Member at the Member's then currently designated mailing address, together with a statement of Section 4 of the Article XV.

**Section 4.** There shall be no other nomination of Officers and Trustees except as follows:

By notice signed by at least seven (7) Senior Members in good standing, another ticket of eligible nominees may be designated, provided the notice has been delivered to the Secretary, and posted by the Secretary or the nominating group on the bulletin board at the Clubhouse at least ten (10) days before the Annual Meeting. Whenever there is more than one duly nominated ticket, the vote at the Annual Meeting shall be taken on tickets, and not on an individual members or officers; that is, each ticket must be voted as a group. A person may be a nominee on more than one ticket.

### **ARTICLE XVI Club Book**

The Secretary shall, when authorized by the Board of Trustees, cause to be printed for the use of the Club a book containing the By-Laws and such other matters as may be considered appropriate by the Board of trustees.

### **ARTICLE XVII Amendments**

**Section 1.** By-Laws may be amended by the affirmative vote of two-thirds of the Senior Members present at a regular or special meeting.

**Section 2.** No proposed amendment to the By-Laws shall be acted upon at any meeting of the Club unless it shall have been presented in writing to the Secretary, signed by at least five (5) Senior Members of the Club, and notice embodying the purport of the proposed amendment shall have been posted on the bulletin board at the Clubhouse at the same time as notice of the meeting, or mailed to each Senior Member with notice of the meeting provided that there must be at least seven (7) days' notice; by posting or mailing, of any meeting at which an amendment is to be acted upon.



## **ARTICLE XVIII Further Provisions Regarding Membership**

Section 1. The Board of Trustees shall have the authority to designate from time to time such classes of membership as they deem to be in the best interest of the Club, and to establish their rights, privileges and duties, provided that no class of members other than Senior Members shall have the right to vote, and hold office, or have any other right or power of a stockholder.

Section 2. The annual dues and initiation fees and charges of the Club shall be determined by the Board of Trustees not later than March 15th of each year, and shall be payable by May 1<sup>st</sup>, or on election to membership.

Section 3. On or before March 15<sup>th</sup> of each year notice of the dues for the current year shall be sent to each member. If said dues are not paid on or before May 1<sup>st</sup>, a second notice shall be sent, with a late fee to be determined by the Board, and if such dues and late fee are not paid on or before May 15<sup>th</sup> the name of the member shall be reported to the Board of Trustees by the Treasurer and the member shall not be permitted to race in Club races or use the facilities of the Club until such dues are paid.

Section 4. The Board of Trustees may suspend any member whose name has been reported to them by the Treasurer for non-payment of dues provided that he shall remain liable for any dues or other charges of the Club then due.

Section 5. Any member dropped from the roll under the above Section shall have the privilege of appearing before the Board of Trustees and, upon giving a satisfactory explanation of his delinquency, may in their discretion and upon payment of dues and other charges of the Club, if any, be reinstated.

Section 6. Any member of the Club who signifies his intention of being absent from Waquoit during any season, upon application to and approval of the Commodore and Treasurer, may be relieved of payment of dues for that season.

Section 7. The Trustees may in their discretion waive the initiation fee of a former member of the Club who is accepted for membership provided that the former member has not been a non-member for more than three (3) years.

### **ARTICLE XIX Resignation**

**Section 1.** Any member in good standing, not in arrears or indebted to the Club, may resign his membership by written notice to the Secretary, who shall report the resignation at the next meeting of the Trustees.

**Section 2.** The rights and interest of any member in the Club shall cease with the termination of his membership by resignation or otherwise.

**Section 3.** The resignation of a member against whom charges are pending shall not be effectual unless accepted by the Trustees.

### **ARTICLE XX Notices**

Members shall furnish to the Secretary an address to which all notices shall be sent, and such notices and documents shall be considered sent or served when mailed to such address.

### **ARTICLE XXI Club Burgee**

**Section 1.** Yachts enrolled in the Club shall have the right to fly the Club Burgee.

**Section 2.** Vessels chartered or used by any Officer or Committee on official business may fly the Club Burgee during such use.

### **ARTICLE XXII Guests**

Members may introduce guests to the Club under such conditions as the Trustees may prescribe, and will be held responsible for the conduct of their guests.

### **ARTICLE XXIII Order of Business**

The following order of business shall be observed at the Annual Meeting unless suspended for the duration of the meeting by two-thirds vote:

1. Roll Call
2. Reading of Minutes of previous meeting

3. Reports of Officers
4. Reports of Committees
5. Unfinished Business
6. New Business
7. Report of Nominating Committee and of any other duly made nomination.
8. Election of Officers and Trustees
9. Adjournment

### **ARTICLE XXIV Interpretation of Language**

In these By-Laws all use of the masculine shall be deemed to refer equally to the feminine unless otherwise specifically stated.

#### Revision History as of 04 March 2017:

- Approved by By-Laws Committee, June 15, 1978
- Approved by Board of Trustees, June 18, 1978
- Approved change in Article XVIII, Sec. 3&4, August 24, 1985
- Approved change in Article III, Sec. 1,2,3,3a, August 29, 1987
- Approved change in Article XVIII, Sec. 8, August 29, 1987
- Approved change in Article XII, Sec. 2, April 29, 1989
- Approved change in Article VII, Sec. 1,5, June 30, 1991
- Approved change in Article XII-A, Sec. 1-4, June 30, 1991
- Approved change in Article XI, Sec. 1, June 30, 1991
- Approved change in Article XII, Sec. 2, August 25, 2000
- Approved change in Article XVIII, Sec. 1, August 25, 2000