



**INTERNATIONAL YACHTING FELLOWSHIP OF ROTARIANS  
SAN FRANCISCO FLEET  
GENERAL RULES AND REGULATIONS**

**Adopted January 2021**



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The International Yachting Fellowship of Rotarians (IYFR) is dedicated to promoting boating and other water activities as opportunities for fellowship and service. The Fellowship operates in accordance with Rotary International policy, but is not an agency of, nor is controlled by, Rotary International.

# INTERNATIONAL YACHTING FELLOWSHIP OF ROTARIANS

## SAN FRANCISCO FLEET

### 1. NAME

- 1.1 The name of the organization shall be The International Yachting Fellowship of Rotarians San Francisco Fleet, to be abbreviated as IYFRSF.
- 1.2 The San Francisco Fleet is a member of the International Yachting Fellowship of Rotarians (IYFR) and, as such, the members shall be known as “Rotary Mariners”.
- 1.3 The San Francisco Fleet is subject to all the International Requirements of IYFR. The *IYFR General Rules (ED 2019)* take precedence over any differences that may arise in the IYFRSF General Rules and Regulations.
- 1.4 The International IYFR has a set of *IYFR Procedures and Regulations (2015-2017)* and an *IYFR Flags, Uniforms and Boating Practice (2017-2019)* both to which the San Francisco Fleet also adheres.
- 1.5 All information regarding the International IYFR and the documents referenced in 1.3 and 1.4 above are available at [www.iyfr.net](http://www.iyfr.net).

### 2. OBJECTIVES AND PURPOSE

- 2.1 To represent those who meet membership criteria and live in Northern California. There is no residency requirement. Those who live outside of Northern California are encouraged to join if there is no closer Fleet.
- 2.2 To develop a particular acquaintance between those who combine an acceptance of the principles of Rotary with the love of boats and the sea, rivers, and lakes, and to use the common interests of boating and seamanship, as opportunities to encourage and foster the objectives of Rotary, in particular, the advancement of international understanding, goodwill, and peace through people united in the ideals of service.
- 2.3 To promote the sport of boating in all forms.
- 2.4 To promote high standards of seamanship, subscribing to and abiding to the recognized customs and etiquette of the water, both nationally and internationally.
- 2.5 To further social activities and offer opportunities for community service of interest to those participating in boating activities.

### 3. RECORDS AND COMMUNICATIONS

- 3.1 In conformity with the policy of Rotary International, all communications, records, and accounts shall be maintained in English.
- 3.2 All Fleet funds shall be maintained in a bank chartered to do business in the State of California and all funds shall be kept and reported in US Dollars.

#### 4. MEMBERSHIP

- 4.1 Membership in the Fleet shall be open to all Rotarians, former Rotarians, Honorary Rotarians, and Rotaractors with an interest in matters pertaining to the use, conduct, and management of vessels of any type on the water and a commitment to the Objectives and Purpose stated above. Ownership of a vessel is not a requirement of membership.
- 4.2 Those applying for membership must complete a Membership Application to be submitted with first year dues.
- 4.3 The Fleet shall maintain a roster containing the information on the Membership Application and shall add all new members to the club database maintained on the International Fleet website.

#### 5. MEETINGS

- 5.1 The Fleet shall have at least one Annual General Meeting (AGM). The date, location and time of the AGM is to be set by the Commodore and communicated to all members a minimum of thirty calendar days in advance.
- 5.2 For all meetings, including the AGM, the Commodore shall plan for members to attend electronically. If a Fleet member does not have a Zoom account that can be used for the AGM, the Commodore may purchase a one-month license to be paid for by the Fleet.
- 5.3 The Commodore is not authorized to purchase a Zoom account for meetings other than the AGM.
- 5.4 A quorum shall be established at the AGM if 40% of the membership is present, including those attending electronically.
- 5.5 Additional meetings and social events may be held at any time at locations set by the Commodore.

#### 6. DUES

- 6.1 The Commodore in consultation with the Bridge Officers may establish a joining or initiation fee separate from annual dues to be paid by any person applying for membership. Unless changed as an Amendment to these Rules and Regulations, there is currently no such fee in place.
- 6.2 The Commodore in consultation with the Bridge Officers shall set the annual Fleet dues. Unless changed as an Amendment to these Rules and Regulations, the dues shall be Thirty Dollars and No Cents (\$30.00) per year for all except Rotaractors. Rotaractor dues shall be Ten Dollars and No Cents \$10.00 per year.
- 6.3 Membership dues are for one year and are renewable in the month when a member joins. Any member not paying dues within 60 days of the last day of the month in which dues are due will be removed from the membership list.
- 6.4 Membership dues renewal notices shall be sent to each member no later than the first day of the month in which renewal of membership is due.

- 6.5 Membership dues include dues to the International Fleet (IYFR) and the Pacific Inter-Club Yacht Association (PICYA). The Commodore is responsible for paying these dues from the Fleet account when they are due.

## 7. ORGANIZATION

- 7.1 In accordance with International Fleet requirements, the San Francisco Fleet is required to maintain a minimum of ten members to remain active in the International Fellowship.
- 7.2 Officers – The Bridge Officers shall be:
- 7.2.1 Commodore
  - 7.2.2 Vice Commodore
  - 7.2.3 Rear Commodore – Up to three Rear Commodores may be appointed by the Commodore and may represent a Rotary District or be at-large.
  - 7.2.4 Other Officers appointed by the Commodore must be approved by a majority of the Bridge Officers.
- 7.3 The Commodore's term of office shall be for a period of two years unless re-nominated and elected by the membership in which case he or she may serve for one additional year.
- 7.4 Upon the conclusion of the Commodore's term of office, the Vice Commodore shall become Commodore.
- 7.5 Upon the Vice Commodore becoming Commodore, a new Vice Commodore will be selected in accordance with the election procedures in these Rules and Regulations.
- 7.6 Duties of Commodore
- 7.6.1 The Commodore shall be the Chief Executive Officer of the Fleet, an ex-officio member of all committees, and shall make all executive decisions.
  - 7.6.2 The Commodore shall be the Chief Financial Officer of the Fleet and be personally responsible for the fiscal soundness of the Fleet. This includes the collection of dues and other income, and for all expenditures. The Commodore may delegate authority in this area to another Officer.
  - 7.6.3 The Commodore is responsible for all travel expenses related to carrying out his or her duties. The Commodore is encouraged to attend the Rotary International Convention and represent the Fleet at the International Fleet Annual General Meeting.
  - 7.6.4 The Commodore shall appoint the Rear Commodores, and any other Officers in the manner described on 7.2 above.
  - 7.6.5 The Commodore may remove any Officer whom he or she has appointed without the approval of the Bridge Officers.

## 7.7 Duties of Vice Commodore

7.7.1 The Vice Commodore shall assist the Commodore in the discharge of all duties as needed, and in the absence of, or in the case of vacancy in the Office of Commodore, assume the duties of Commodore.

7.7.2 The Vice Commodore shall assist in the planning and execution of all Fleet events and activities, and the recruitment of new members.

## 7.8 Duties of Rear Commodores

7.8.1 The Rear Commodores shall assist in the planning and execution of all Fleet events and activities, and the recruitment of new members.

## 8. ELECTIONS

### 8.1 College of Past Commodores

8.1.1 The College of Past Commodores (College) is composed of all Fleet Past Commodores. The three most recent shall form the Nominating Committee to recommend the next Vice Commodore of the Fleet. The most current Past Commodore shall be Chairman of the Nominating Committee.

8.1.2 The College shall also act in an advisory capacity to the Commodore, other Officers, and the general membership as requested, or as deemed necessary by a majority of the College members.

### 8.2 Election of Officers

8.2.1 The Commodore shall call a meeting of the College Nominating Committee 30 days before the end of his or her initial two-year term.

8.2.2 The Nominating Committee will either nominate the Commodore for an additional one-year term or nominate an individual to stand for Vice Commodore when the current Vice Commodore assumes the position of Commodore.

8.2.3 If the Commodore serves an additional one-year term, then the Commodore shall call a meeting of the College Nominating Committee 30 days before the end of his or her additional term to nominate an individual to stand for Vice Commodore when the current Vice Commodore assumes the position of Commodore.

8.2.4 If the Commodore is unable to complete a term of office, the Vice Commodore will become Commodore and The College Nominating Committee shall nominate an individual to stand for Vice Commodore.

8.2.5 A Vice Commodore who assumes the position of Commodore during a term shall serve until the conclusion of the current Rotary Year, and then a full two-year term.

8.2.6 There are no term limits for Rear Commodores who are appointed by, and may be removed by, the current Commodore.

8.2.7 In the spirit of Rotary, there is to be no campaigning for, or promotion of, any candidates for Fleet Officer positions.

- 8.2.8 Whenever the Nominating Committee has one or more candidates to stand for any Office, all Fleet Members will be notified and asked to vote within 7 days of notification. Any tie votes will be broken by the Commodore.
- 8.2.9 An incoming Commodore shall be responsible for arranging a Change of Command event for the outgoing Commodore. Time, place, and manner of the event will be by mutual agreement.
- 8.2.10 Upon the elevation of the Vice Commodore to Commodore, the outgoing Commodore will provide all records and financial accounts necessary for the continued administration of the Fleet's business and activities and provide the new Commodore with a Commodore burgee and epaulettes.
- 8.2.11 The incoming Commodore shall provide the outgoing Commodore with a Past Commodore burgee and epaulettes.
- 8.2.12 Epaulettes and burgees referenced in 8.2.10 and 8.2.11 above shall be paid with Fleet funds.

## 9. BURGEES AND IDENTIFICATION

- 9.1 Fleet members are encouraged to fly the IYFR burgee at appropriate Rotary, IYFR, and boating events.
- 9.2 Officers may fly distinguishing burgees to recognize their position as established by the International Fleet.
- 9.3 Officers are entitled to wear epaulettes or insignia as customary to Yacht Clubs in Northern California.
- 9.4 All balls, bars, or stars used shall be gold for current officers, and silver for past officers.
- 9.5 Officers and Fleet members are encouraged to wear IYFR dress, and/or IYFR logo shirts to boating and Rotary activities and functions.
- 9.6 Information regarding IYFR burgees and clothing is available at [www.iyfr.net](http://www.iyfr.net).

## 10. ACCOUNTING INFORMATION AND PROCEDURES

- 10.1 The Fleet shall maintain its accounts in accordance with the laws of the State of California. The accounting year shall be the same as the Rotary year, July 1<sup>st</sup> to June 30<sup>th</sup>.
- 10.2 All Fleet funds shall be kept in the current IYFRSF USbank checking account (Checking Account). The Commodore shall have the authority to sign checks and withdraw funds and make deposits using a USbank debit card assigned to him or her.
- 10.3 The Commodore may authorize the Vice Commodore and any Past Commodores the authority to sign checks.
- 10.4 The Commodore shall keep a monthly accounting of the Checking Account and make it available to any member upon request.

- 10.5 The Commodore shall prepare an Annual Financial Statement and Budget which will include an accounting of the Checking Account and any other income and expenditures.
- 10.6 Fleet funds may not be used to purchase or rent any items of a capital nature, such as computers, monitors, phones, etc.
- 10.7 An annual audit of the Fleet financial condition may be conducted by a CPA upon the request of any Fleet officer or Fleet member which audit will then be made available to Fleet Members at the AGM. It is in the Fleet's interests if such audit can be performed on a pro bono basis.
- 10.8 The Fleet Checking Account is currently registered with IRS EIN number 86-1577792 under the name "IYFR San Francisco Fleet". The Commodore shall file an annual IRS Form 990-series in a timely manner and/or any other tax form(s) required by law.

## 11. DOMAIN NAME AND IYFRSF WEBSITE

- 11.1 The Fellowship has purchased and owns the rights to the domain name iyfrsf.org for use for the IYFRSF website (Website). The Commodore shall ensure that the domain account is renewed in a timely manner and maintained by a Fleet member appointed by the Commodore.
- 11.2 In accordance with Rotary International policy, the Website, all promotional materials, and membership applications will display this message:

The International Yachting Fellowship of Rotarians (IYFR) is Dedicated to promoting boating and other water activities as opportunities for fellowship and service. The Fellowship operates in accordance with Rotary International policy, but is not an agency of, nor is controlled by, Rotary International.

- 11.3 The Website shall display a link to the International website (iyfr.net) and also a link to send messages to the San Francisco Fleet Commodore at commodore@iyfrsf.org.
- 11.4 The Website shall maintain a current copy of these Rules and Regulations in Adobe PDF format in such a manner to be downloadable by Members.
- 11.5 The Website will contain information that the Commodore, in consultation with other Officers, is pertinent to the Members. The date and time of the AGM will be posted on the Website a minimum of thirty days before the meeting in accordance with 5.1 above.
- 11.6 Upon the elevation of a Vice Commodore to Commodore, all information relevant to maintaining the website will be transferred from the outgoing Commodore.



## 12. SCHOLARSHIP

- 12.1 The Fleet has established a scholarship to provide a youth tuition to participate in a program at “Call of the Sea” (Sausalito, California) during the calendar years of 2021, 2022, 2023, and 2024.
- 12.2 The name of the scholarship shall be the “Remsen Barnard IYFR / Rotary Scholarship”.
- 12.3 The annual amount of the Scholarship shall be One Thousand Dollars and No Cents (\$1,000.00) to be raised by Fleet members.
- 12.4 All scholarship funds shall be held by the Rotary Club of Walnut Creek Foundation, a non-profit corporation, and shall be paid to “Call of the Sea” upon the Commodore’s direction.
- 12.5 The Fleet shall have the final say on the youth selected for the annual scholarship and the program in which the youth will participate.
- 12.6 Continuation of the scholarship past the calendar year of 2024 will be at the discretion of the Fleet.
- 12.7 More than one scholarship per year may be provided if funds are available and so decided by the Fleet members.


## 13. AMENDMENT OF THE GENERAL RULES AND REGULATIONS

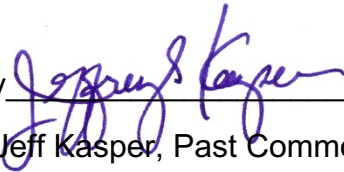
- 13.1 Within thirty days of assuming command, the Commodore shall form a Rules Committee to review the Fleet Rules and Regulations. The Rules Committee shall be comprised of the Commodore, the Immediate Past Commodore, all current Officers, and two members selected by the Commodore from the Fleet Membership.
- 13.2 Any proposed changes to these Rules and Regulations will be sent to all Fleet Members within seven days of the Rules Committee agreeing on all changes to be proposed.
- 13.3 Fleet Members will have thirty days to respond. If a majority of those who respond are in favor, these Rules and Regulations will be modified accordingly.
- 13.4 A Fleet Member may propose changes to these Rules and Regulations at any time if his or her proposal is supported by a minimum of fifteen percent of the Fleet Membership.
- 13.5 A change proposed by a Fleet Member will be distributed and approved as required in 13.2 and 13.3 above.
- 13.6 Following any changes to these Rules and Regulations, a copy shall be sent to all Fleet members by email or regular mail and posted in PDF Format on the Fleet website.
- 13.7 Anytime a change is made to these Rules and Regulations, a copy shall be forwarded to the International Fleet Commodore.

14. CERTIFICATION

14.1 These Rules and Regulations have been Certified by the Commodore and a Past Commodore. Any future Amendments may be Certified by the Commodore and the Vice Commodore, or a Past Commodore if there is no Vice Commodore.

14.2 These Rules and Regulations were approved and adopted by the IYFR San Francisco Fleet Membership on January 31, 2021.

By  \_\_\_\_\_  
Alan Test, Commodore

By  \_\_\_\_\_  
Jeff Kasper, Past Commodore