

# Bylaws XI - Organization Structure & Staffing

11/05/2001

## Article XI Organization Structure & Staffing

### Section 1: General

Members do the work of the club: there are no employees. Each member is expected to their fair share of the club's work. The responsibilities and work related to running the club are assigned to several types of parties: to officers in general, to specific Officers, to directors in general, to committee chairmen in general, and to specific committees. The roles of these parties are specified in the constitution or in the bylaws, with the exception that an officer may establish additional committees that are not defined in the bylaws.

All directors are also chairmen of specific committees; not all committee chairmen are directors. Which committees have chairmen who are also directors may vary from year to year and are decided by the Commodore.

Each committee is in one of five groups. Each of four of these groups reports to and is supervised by one of the four officers. The groups and their supervising officers are the Race Management Group (Vice Commodore), the General Operations Group (Rear Commodore), the Communications Group (Commodore), and the Administrative Group (Secretary/Treasurer). The assignment of committees to groups can be changed for the year by Board resolution.

All club members are expected to serve on one of these committees.

### Section 2: Leadership Position Types:

#### Officer

##### General:

- responsible for a large area of the club's operation
- role and responsibilities covered in the constitution
- elected to a 1 year term
- fixed number of 4 plus the immediate past Commodore
- attends Board meetings
  - becomes familiar with, provides input on, and votes on items brought before the Board
  - raises to the Board items that are problems or opportunities both inside and outside their area of responsibility

##### Specific:

- Commodore
  - overall in charge of all club functions
  - specifically in charge of the Communications Area

- Vice Commodore
  - specifically in charge of the Race Management Area
- Rear Commodore
  - specifically in charge of the General Operations Area
- Secretary/Treasurer
  - specifically in charge of club finances and selected official external communications
- Immediate Past Commodore
  - obligations and privileges of a director
  - chairs the nominating committee for officers and directors for the following year

Director:

- role covered in constitution; elected to office
- fixed number: total of nine, staggered three-year terms
- attends Board meetings
  - becomes familiar with, provides input on, and votes on items brought before the board
  - raises to the Board items that are problems or opportunities both inside and outside their area of Functional Management
  - is also a Committee Chairman

Committee Chairman:

- general role defined by bylaws; specific role of committee defined by bylaws or Commodore
- appointed by Commodore or nominating committee
- manages a significant club function, usually a “committee”
- all directors are committee chairmen, but not all committee chairman are directors
- role:
  - recruit and manage
  - create goals, objectives and plan
  - run function
  - meet objectives
  - report to board or assigned officer

Sub-committee Chairman

- Role defined by Committee Chairman
- manages a smaller part of a Committee’s mission

**Section 3: Staffing**

One of the committees (Participation) is responsible for staffing all the committees except the nominating committee. Each member is to serve on one of the club’s committees,

and also serve on a race committee for a set number of days. How this staffing is to be done is described in the section covering the Participation Committee