

## AWARDS CRITERIA

The following is the policy of the Board of Directors for annual awards. This policy is a guideline for the Awards Committee & Membership, and may be amended by the majority vote of the Board of Directors.

### Plank Owner

Awarded to Life Members who meet the criteria as defined in the bylaws. Presented at the Annual Conference or regular Board meeting closest to member's appointment to Life Membership.

### Outgoing President

Plaque, gavel or suitable gift given to the outgoing President in recognition of their services to the Association (Flowers or suitable gift to the significant other is also tradition). Presented at the Annual Conference Dinner.

### Port Captain of the Year

Outgoing President's historic recognition of service to the Association. The perpetual "Cup" serves as the Association's historic recognition of service, and it is the responsibility of the current holder to deliver it to the Annual Conference after possessing it for the year.

### Certificate of Appreciation

For outstanding assistance to the Association by a non-member.

The following awards require a written nomination to the Award's Committee 6 weeks prior to the start of the Annual Conference. The Nomination must explain in detail the nominee's qualifications for consideration for these awards. The Awards Committee shall review each nomination and grant or deny a nominee.

### State Harbor Master of the Year

Awarded to a member who:

1. Through actions or deeds epitomizes the position of Harbor Master.
2. Or, through extraordinary efforts advances the objectives of the Association.
3. Or, provides extraordinary or heroic service related to maritime services.

Presented at the Annual Conference Dinner if a nominee is selected.

### Distinguished Service

Awarded to a member or an employee of a member for:

1. Exemplary service to the Association over an extended period of time (4 years+).
2. Or, extraordinary or heroic efforts related to maritime services.
3. Or, extraordinary effort which advances the objectives of the Association.

More than one award may be given.

Presented at the Annual Conference Dinner if a nominee is selected.

Adopted January 24, 1991 and last revised on January 13, 2004.

**BYLAWS**  
(Revised 10/23/20)

**ARTICLE I – OBJECTIVES**

SECTION (A) To exchange information relative to construction, maintenance, operation, regulation enforcement, administration and management, pertaining to boats, marinas and harbors.

SECTION (B) To formulate policies and plans to standardize and establish uniformity in operation and management of marina and harbor facilities and to recommend to various marinas or harbors represented in the Association the adoption thereof.

SECTION (C) To promote and encourage development of marinas and harbors along sound management, environmental and economic lines, and to assist wherever and whenever possible, any group or individual, whether private or governmental, in the development of new marinas and/or harbors.

SECTION (D) To keep all members of the Association informed, by periodical bulletins or newsletters, of new developments or improvements in facilities of member marinas and harbors and any other items of interest to members.

SECTION (E) To keep in mind at all times that our basic purpose is to serve the boating public and to keep each other informed, through the Secretary of the Association, of all information pertinent to this end.

**ARTICLE II – REGIONS**

For purposes of regional meetings and activities, California North and California South regions shall be identified. The boundary between these regions shall be considered as a line drawn due East from Point Sur. All facilities North of this line will be considered as in the Northern Region; facilities South of this line shall be considered as being in the Southern Region.

**ARTICLE III – BOARD OF DIRECTORS**

SECTION (A) The Officers of the Association shall be President, Vice President, Second Vice President, Secretary, and Treasurer. The President, Vice President, Second Vice President, Secretary, Treasurer, immediate past President and five Directors shall constitute the Board of Directors. All Officers and Directors (except the President) shall be elected at the annual conference of the Association by a majority vote of the members having the right to vote. The Directors so elected shall hold office for the next calendar year, or until their successors are duly elected and qualified. The President shall be elected to a two-year term.

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SECTION (B) The offices of Secretary and Treasurer may be held by the same person. The Treasurer, whether as Treasurer or Secretary/Treasurer, may be required to furnish a bond in such amount and with such sureties as the Board of Directors or Executive Board approves. The cost of such bond shall be paid by the Association and the bond shall be kept by the President, or the Executive Director, if one has been employed.

SECTION (C) The Vice President should not be of the same region as the President. The Second Vice President should be of the same region as the President.

SECTION (D) The number of Affiliate members holding office shall never exceed the total of three. The right to hold office, including the position of Director is reserved for Corporate, Affiliate, Life and Sustaining members. However, only one Life member and only one Sustaining member may hold office at any one time.

SECTION (E) A Parliamentarian shall be appointed each year by the incoming President. It shall be the Parliamentarian's duty to keep all meetings in order as set forth by The Standard Code of Parliamentary Procedures as may be amended by the American Institute of Parliamentarians. Parliamentarians may succeed themselves if reappointed by an incoming President.

SECTION (F) The Board of Directors shall also be the Board of Trustees wherever action by such a board may be required under the laws of the State of California.

SECTION (G) The Board of Directors of the California Association of Harbor Masters & Port Captains shall behave in a manner befitting their sworn position. They shall not discredit or embarrass the Association, its members or themselves and shall not compromise the Association's business, activities, efficiency or good order. With a majority vote of the Executive Committee, such behavior may result in dismissal from their sworn position.

SECTION (H) The Board of Directors shall hold at least three meetings during the Association year, one of which may be held virtually or by correspondence, and another held just prior to, or during the first day of, each annual conference. Due to extenuating circumstances such as a pandemic, natural disaster, the number of meetings may be reduced by a majority vote of the Officers of the Association.

SECTION (I) Six members, including at least three Officers, present at a meeting of the Board of Directors, three of whom must be Corporate members, shall constitute a quorum.

SECTION (J) The Board of Directors shall have the power to appoint such regular and special committees as they deem advisable and necessary for the carrying out of the objectives and the work of the Association and to prescribe the duties and powers of such committees.

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SECTION (K) The Board of Directors may use the Association Secretary as an Executive Secretary. The Board shall also have the power, finances permitting, to engage an Executive Director to manage the day-to-day affairs of the Association. The duties and the salary of the Executive Director or the Association Secretary shall be fixed by the Board of Directors.

SECTION (LF) In the event of the resignation or withdrawal of a Director or Officer for any reason, the Board will continue to function until the next meeting of the Board of Directors of the Association at which time a successor will be elected by a majority vote of the Board of Directors to serve the unexpired term of the retiring member. At the discretion of the President, or Vice President in the case of the President's resignation, etc., the Board of Directors may meet by telephone conference call to elect a successor. In the event a member of the Board of Directors is elected or reelected to the office of President, Vice President, Second Vice President, Secretary or Treasurer, they shall resign their position on the Board and assume the duties of the newly elected office.

## ARTICLE IV – EXECUTIVE BOARD

SECTION (A) An Executive Board of four members, necessarily including the President and Secretary, shall be appointed each year by the Board of Directors. The remaining two members of the Executive Board may be appointed from the remaining Officers and Directors. Such Executive Board may be charged with, and shall have the power to, effectuate the policies and decisions of the Board of Directors and shall perform such administrative duties, and shall exercise such administrative authority as may be delegated to it by the Board of Directors. The Executive Board shall meet at the call of the President or Executive Director (if one is appointed) In no event shall the Executive Board meet simultaneously with the Board of Directors.

SECTION (B) In case of the President's inability to be present at any meeting of the Executive Board, the Secretary may act in the President's stead.

## ARTICLE V – DUTIES OF OFFICERS

SECTION (A) The President shall be the Chief Executive Officer of the Association and shall have general supervision of all other Officers, Directors and Committees and affairs of the Association.

SECTION (B) The duties of the President, Vice President, Second Vice President, Secretary, Treasurer, Executive Board and Special Committees shall be the duties usually pertaining to such office or committee and such duties as may be assigned to them by the members by resolution adopted at the Annual or a Special Conference or by the Board of Directors. The Secretary shall specifically cause the minutes of all meetings of the Board of Directors and Annual or Special Conferences to be taken and preserved.

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SECTION (C) The duties of the Vice President shall include the publication and distribution of an Association newsletter at least once each quarter of the year.

SECTION (D) The Vice President and Second Vice President shall each be responsible for the planning, hosting and convening of one or two regional meetings for the purpose of discussing regional issues and reporting back to the Board of Directors. Such meetings will be for the general membership and be held during the winter and/or spring of each year. If possible, the President shall preside. If this is not possible, the host Vice President, Second Vice President or Executive Director shall preside.

## ARTICLE VI – NOMINATING COMMITTEE

SECTION (A) At least six weeks prior to the Annual Conference of the Association, the President shall present to the Board of Directors, for their ratification, the names of five Corporate and/or Affiliate members who shall constitute the Nominating Committee. Once confirmed, at least thirty days prior to convening the Annual Conference, the President shall appoint the five-member committee.

SECTION (B) It shall be the duty of the Nominating Committee to prepare nominations for all Officers and Directors to be elected for the following year, and to present them at the Annual Conference to the membership during the first session thereof.

SECTION (C) The nominations prepared by the Nominating Committee shall not be binding on the members of the Association, but any voting member shall be privileged to make any nomination or nominations prior to the consideration of the report of the Nominating Committee. Nominations shall remain open until the latter portion of the second business session.

## ARTICLE VII – MEMBERSHIP

There shall be six classes of membership, to wit:

SECTION (A) CORPORATE MEMBERS consisting of legally-established Harbor Masters, Port Captains and Administrators, managing and operating State, County, District or Municipal marinas or harbors on any coast or inland waters thereof. Corporate membership shall be limited to one duly-authorized member for any port or harbor represented. Upon termination of their position, the representative shall forfeit their membership in these categories and be invited to join as an Associate member.

SECTION (B) AFFILIATE MEMBERS consisting of Harbor Masters, Port Captains, Marina Managers, Dock Master or any positions managing and operating marinas or harbors under lease from any State, County, District, or Municipality, City or Town thereof; owners, managers, operators of privately owned marinas. Affiliate membership shall be limited to one duly authorized member for any port, harbor or marina represented. Upon termination of their position, the representative shall forfeit their membership in these categories and be invited to join as an Associate member.

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SECTION (C) ASSOCIATE MEMBERS consisting of former Corporate or Affiliate members, individuals, associations, and yacht clubs having an interest in the objectives of the Association, and not qualified to hold membership in another classification. Membership is limited to those who can be expected to contribute substantially to the objectives of the Association.

SECTION (D) SUSTAINING MEMBERS consisting of individuals, corporations, firms or others desiring to provide financial assistance to the Association of Harbor Masters and Port Captains and its objectives.

SECTION (E) LIFE MEMBERS consisting of former Corporate and Affiliate members who, because of their past contributions or long membership of at least ten years in the Association, have earned the privilege of Life Membership.

SECTION (F) HONORARY MEMBERS consisting of government officials and/or outstanding citizens designated as follows: at each Annual Conference of the Association there shall be appointed by the incoming President, a Special Committee to make recommendations for Honorary Memberships for the following year; said Honorary Members are to be chosen from government officials of the Federal government, of States bordering the any Coast, of political subdivisions thereof, and any such other outstanding citizens as would, in the opinion of this Special Committee, be entitled to the honor.

SECTION (G) MEMBERSHIP AND APPLICATION. The right for approval of application for membership is hereby reserved to the Board of Directors.

SECTION (H) MEMBERSHIP TRANSFERS. Corporate or Affiliate memberships in the Association shall be in the name of the entity paying the membership fee, where applicable, and the designation of the qualified individual representing them shall be discretionary. Whenever the entity employing such Corporate or Affiliate member shall pay the membership dues, and thereafter and during the period for which the dues have been paid, such Corporate or Affiliate member retires from their official position, the membership shall be transferred to their successor. Such retiring official may then be considered an Associate member, provided that within sixty days of their retirement, they shall remit the dues required for Associate members. If a Corporate or Affiliate member pays the membership fee from personal funds and subsequently retires from active harbor administration, the person shall automatically become an Associate member.

The effect of this section on the outstanding memberships is to transfer former governmental harbor officials from Corporate membership to Associate membership, except in cases where consideration of Life membership is warranted. Associate members may not hold office or vote.

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## ARTICLE VIII – FINANCE

SECTION (A) The operating year of the Association shall begin on the first day of January and end on the last day of December each and every year henceforth.

SECTION (B) Membership dues to the Association shall be paid annually and are due and payable on the first day of January and become delinquent on the first day of April, as follows:

Corporate Member	Three hundred fifty dollars (\$350.00)
Affiliate Member	Three hundred fifty dollars (\$350.00)
Associate Member	Seventy-five dollars (\$75.00)
Sustaining Member	Three hundred fifty dollars (\$350.00)
Life Member	No annual dues
Honorary Member	No annual dues

SECTION (C) Any Corporate or Affiliate member delinquent in payment of dues for a period of six months, and any Associate member delinquent for three months shall be suspended from membership.

SECTION (D) The Board of Directors shall have the power to classify the various members for the purpose of Section (B) of this Article.

SECTION (E) The Board of Directors shall designate the depositories of all funds of the Association and all disbursements shall be made upon accounts being duly approved in a manner from time-to-time prescribed by the Board of Directors.

SECTION (F) All checks, drafts, orders for payment of money or promissory notes shall be signed or endorsed by such person(s) as the Board of Directors shall, from time-to-time, appoint, but in no event shall any funds of the Association be disbursed except upon the signature of two of its Officers. In the event the Board sees fit not to appoint such a person(s) the power of signing and/or endorsing as set forth in this Section shall fall upon the President and Treasurer of the Association.

SECTION (G) The Board of Directors shall provide for the audit of the books of the Association annually. An audit by a certified public accountant shall be conducted at intervals which the Board deems advisable. The Board of Directors and the Executive Director shall submit their Association-related books and vouchers for audit whenever required by the Board of Directors.

ARTICLE IX – CONFERENCES

SECTION (A) The Annual Conference of the Association shall be held once each calendar year, at such time and place or manner as declared by the incoming President. In case of an emergency, the Board of Directors may cancel or postpone the Annual Conference by a majority vote and in like manner, call a Special Meeting. In determining the time and place of a meeting or conference, the Board of Directors may be guided and advised by invitation and the majority vote of the members present and voting. It shall be permissible to canvass such vote by e-mail and/or written correspondence.

SECTION (B) The Board of Directors may establish a uniform Conference registration fee to be paid by each delegate. They also shall have the power to establish varying registration fees commensurate with the classes of membership. The proceeds from such registration fees shall be placed in a Conference Committee fund and be expended upon approval of the Conference Committee and subject to the approval of the Board of Directors, in defraying the necessary Conference expenses.

SECTION (C) The official program of the Conference, as approved by the Board of Directors, shall be the order of the day for all sessions. Changes in the program may be made from time-to-time by a majority vote of the qualified delegates present and voting.

SECTION (D) Any Association member may submit a DRAFT resolution to the President or Secretary for open debate and vote by the general membership. The Resolution Committee shall be charged with drafting the actual language of the resolution for the signature of the President.

SECTION (E) Seven members of the Association, at least four of whom must be Corporate members, shall constitute a quorum for transaction of business at any Conference or Special Meeting of the members of the Association.

1. Members of the Association shall have voting privileges according to the following schedule, providing, however, that each official delegate shall have voting power as set forth in this Article and no voting by proxy will be permitted.

Corporate Member	one (1) vote each
Affiliate Member	one (1) vote each
Associate Member	none
Sustaining Member	none
Life Member	one (1) vote each
Honorary Member	none



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2. To change voting power of members or delegates, as set forth in this section, a three-fourths vote of the voting delegates or members in conference will be required. It will further be required that all members of the Association be notified at least thirty (30) days in advance of any such intended resolution regarding voting power.
  3. Election of Officers and Directors shall be in accordance with the procedures under Article VI herein and shall be concluded prior to the close of the third business session. Announcement of the election results will be made as soon thereafter as practical.
  4. Should the need or desire for a written ballot arise, the President shall appoint a three-member Balloting Committee whose function will be to distribute, collect and tabulate the results of such balloting.
  5. Every organization which is a member or has within its group a member of this Association, shall furnish to its official delegate a certificate, duly authenticated, authorizing the delegate to act in such capacity. In the event of oversight or failure, or in the absence of such certificate, the Committee on Credentials shall have the right to determine the seating of the delegate so affected. In the case of individuals, identification of themselves as representing some such qualifying activity will be required. In the event an individual member cannot attend and wishes to be represented, they may send an instructed delegate who will be seated, provided they are identified by such member as their representative and passed upon by the Committee on Credentials. Only one delegate per Corporate membership will be recognized and may vote.
  6. Associate, Honorary and Sustaining members shall not have the right to vote, but may be given the floor in conference at the discretion of the President or whoever is presiding.
  7. Associate and Honorary members may not hold office.
  8. All delegates or members of every nature and classification may be disqualified under this section by reason of non-payment of dues to the Association.

SECTION (G) A Special Conference of the Association may be called by the President upon a request of the majority of the Corporate or Affiliate members by their vote as set forth in the foregoing section, or upon the request of five members of the Board of Directors.

SECTION (H) Thirty days' written notice via US Postal Service or Electronic Mail from the Secretary or Executive Director shall be required in connection with the calling of any Special Meeting or Conference.

SECTION (I) The President of the Association shall preside at all Regular or Special Meetings of the Association, or in the President's absence, the Vice President or Second Vice President will preside.

**ARTICLE X – REGULATIONS**

For the good government of the Association, the Board of Directors shall have the power to make such regulations as may be deemed necessary or advisable, in addition to, and not inconsistent with, these Bylaws.

**ARTICLE XI – AMENDMENTS**

The Bylaws of the Association may be amended in the following manner:

**SECTION (A)** By a two-thirds vote of the qualified members present and voting at any Annual or Special Conference, providing notice of such proposed amendments has been given through the Secretary or Executive Director at least thirty days prior to the Conference.

**SECTION (B)** By unanimous vote of all qualified members present and voting at any Annual or Special Conference, and without such notice.

**SECTION (C)** The Board of Directors or Executive Committee may purpose an amendment to the Bylaws at any time and the vote thereon may be taken by letter or email ballot. Such ballot shall be taken according to regulations fixed by the Board of Directors and two-thirds vote of the voting members of the Association shall decide the question.

**ARTICLE XII – COMMITTEES**

**SECTION (A)** Committees, as needed, such as Membership Committee, Conference Committee, Committee on Credentials, Committee on Resolutions, Entertainment Committee, Sustaining Member Advisory Committee or any committee not provided for in these Bylaws, may be appointed by the Board of Directors as they see fit or as the need arises, in any number and for any length of term as seen desirable and effective.

**SECTION (B)** Special committees may be appointed from the floor of any conference by the President or Vice President, as the case may be.

**ARTICLE XIV – RULES OF ORDER**

The Standard Code of Parliamentary Procedure as may be amended by the American Institute of Parliamentarians shall be the parliamentary authority for all matters of procedure not specifically covered in these Bylaws.