

# PACIFIC COAST CONGRESS OF HARBORMASTERS AND PORT MANAGERS

## CONSTITUTION AND BY-LAWS

### ARTICLE I — NAME

The name of this organization shall be: Pacific Coast Congress of Harbormasters and Port Managers.

### ARTICLE II — MISSION STATEMENT

The Pacific Coast Congress of Harbormasters and Port Managers is an organization of commercial and recreational marina professionals promoting the enhancement of our industry and membership through communication, education, and professional development.

### ARTICLE III — MEMBERSHIP

There shall be seven classes of membership, to wit:

#### BUSINESS TYPE — PUBLIC/PRIVATE MARINAS, PORTS AND HARBORS

**Sec. (a) CORPORATE MEMBERS** consisting of Harbormaster's, Port Managers, and Administrators managing and operating State, County, District, Tribal or Municipal marinas, ports or harbors on the Pacific Coast or inland waters thereof.

**Sec. (b) AFFILIATE MEMBERS** consisting of Harbormaster's and Marina Managers managing and operating marinas or harbors under lease from the State, or any County, District or Municipality, City or Town thereof; owners, managers, operators of privately owned marinas, ports or harbors.

The Board of Directors may at their discretion and for any reason beneficial to this Congress invite organizations or individuals not specifically set forth in this section to become Affiliate members, provided they qualify with provisions of said section. Corporate and Affiliate membership shall be limited to one duly authorized member for any marina, port or harbor represented. Upon termination of their position, they shall forfeit membership in these categories and be invited as an Associate member.

## BUSINESS TYPE — COMMERCIAL

**Sec. (c) SUSTAINING MEMBERS** consisting of Individuals, Corporations, Firms, Vendors or others desiring to provide financial assistance to the Congress and its objectives.

## BUSINESS TYPE — NON-PROFITS

**Sec. (d) ASSOCIATE MEMBERS** consisting of former Corporate or Affiliate members, Individuals, Associations, Institutions of Higher Education, State and Federal Agencies having an interest in the objectives of the Congress, 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 Congress, through education, participation and updates.

## BUSINESS TYPE — PUBLIC/PRIVATE MARINAS, PORTS AND HARBORS

**Sec. (e) LIFE MEMBERS** consisting of former Corporate Members and Affiliate members who, because of their past contributions and long membership in the Congress, have earned the privilege of Life Membership. These Life Members shall be recognized with a plaque or certificate and a complimentary Lifetime Membership.

## BUSINESS TYPE — INDIVIDUAL

**Sec. (f) HONORARY MEMBERS** consisting of no more than 10 positions at any given time and granted to Government Officials of States or Provinces bordering the Pacific Coast or political subdivisions thereof and any other outstanding citizens whose involvement with the Congress has had significant measurable results, have earned the privilege of Honorary Membership. These Honorary Members shall be recognized with a plaque or certificate and complimentary membership not to exceed two years.

## BUSINESS TYPE — NON-PROFITS

**Sec. (g) HONORARY LIFE MEMBERS** consisting of individuals affiliated with Institutions of Higher Education, State and Federal Agencies having an interest in the objectives of the Congress and not qualified to hold membership in another classification. Limited to those who can be expected to contribute substantially to the objectives of the Congress through education, participation, and updates, have earned the privilege of Honorary Life Membership. These Honorary Life Members shall be recognized with a plaque or certificate and a complimentary lifetime membership.

**Sec. (h) APPROVAL OF MEMBERSHIP** The right for approval of application for membership is hereby reserved to the Board of Directors.

**Sec. (i) RIGHT TO OFFICE** The right to hold office is reserved for Corporate, Affiliate and Life Members. However, only one Life Member may hold office at any one time.

**Sec. (j) DELINQUENT DUES** All membership fees shall be payable annually. Any Corporate or Affiliate member delinquent in payment of dues for a period of six months or any Associate Member delinquent for three months, shall be suspended from membership.

**Sec. (k) MEMBERSHIP TRANSFERS** Corporate or Affiliate memberships in the Congress shall be in the name of the public body or lessor paying the membership fee where applicable, and the designation of the qualified individual representing them shall be discretionary.

Whenever the public body or lessor employing such Corporate or Affiliate members 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 and may continue to hold any office in the annual election, provided that within sixty days of their retirement from public office they shall remit the dues required from Associate members. If a Corporate or Affiliate member pays the membership fee from their personal funds and subsequently retires from active harbor administration, then they shall automatically become an Associate member and may hold any office to which they had theretofore been elected or appointed until the next annual meeting.

## **ARTICLE IV — DUTIES OF OFFICERS**

**Sec. (a)** The President shall be the Chief Executive Officer of the Congress and shall have general supervision of all the other Officers and Committees and affairs of the Congress. The President shall preside at all regular or special meetings of the Congress, at all meetings of the Board of Directors and at all meetings of the Executive Committee, or in their absence the Vice-President will preside. The President will be the primary liaison between the Board of Directors and the Executive Secretary.

**Sec. (b)** The Vice-President shall be the liaison for the Sustaining and Associate Members. Their duties shall include an annual committee meeting with representatives of the Sustaining and Associate Membership and/or periodic contact either in person or via phone conversation for the purpose of exchange of information benefiting all members of the Congress. Such meeting or exchange of information may be held during the Annual or Semi-Annual Conference.

**Sec. (c)** The Secretary-Treasurer shall work with the Executive Secretary to ensure that the administrative and financial operations and obligation of the Congress are properly executed. In the absence of an Executive Secretary the Secretary-Treasurer will chair the Administrative and Finance Committee, which will execute the duties and responsibilities normally assigned to the Executive Secretary.

**Sec. (d)** The duties of the President, Vice-President, Secretary-Treasurer, Executive Board or Committee 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 an Annual or Special Conference or by the Board of Directors.

## ARTICLE V — FINANCE

**Sec. (a)** The fiscal year of the Congress shall be a calendar year. Beginning on the first day of January and ending on the last day of December of each year.

**Sec. (b)** For purpose of providing revenue on an equitable and fair basis.

**Sec. (c)** Membership dues to the Congress shall be paid annually by current members prior to the Annual Convention. Dues amounts are to be set from time to time by resolution of the Board to be approved by a majority of the voting members at a conference.

**Sec. (d)** Class “A,” “B,” “C” and “D” membership applicants applying for membership in the Congress during the last six months of the fiscal year will be

assessed membership dues equal to 50% of the membership designated annual fee.

**Sec. (e)** The Board of Directors shall have the power to classify the various members for the purpose of Section (b) of this Article.

**Sec. (f)** The Board of Directors shall designate the depositories of all funds of the Congress and the Board shall make all disbursements upon accounts being duly approved in a manner from time to time prescribed.

**Sec. (g)** All checks, credit cards, drafts, orders for payment of money or promissory notes shall be signed or endorsed by such person or persons as the Board of Directors shall, from time to time, appoint, but in no event shall any funds of the Congress be disbursed in excess of \$750.00 except upon the signature of two of the authorized persons so appointed. In the event the Board sees fit not to appoint such persons or person, the power of signing and/or endorsing as set forth in this Section shall fall upon the President and Executive Secretary of the Congress.

**Sec. (h)** An internal audit of the PCC's books, bank accounts and assets will be performed annually prior to the Spring Conference by two members of the Board of Directors. All officers shall submit their books and vouchers for audit whenever required by the Board of Directors.

## ARTICLE VI — CONFERENCES

**Sec. (a) VOTING ON CONFERENCES** In determining the time and place of a social 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, or acceptable technology of the time to the Executive Secretary.

**Sec. (b) REGISTRATION FEES** The Board of Directors may establish a uniform Conference registration fee to be paid by each delegate. They shall have the power to establish varying registration fees commensurate with the classes of membership if they so see fit.

**Sec. (c) AGENDA** The Official Agenda of the Conference as approved by the Board of Directors shall be the order of the day for all sessions. Changes in the agenda may be made from time to time by the President, Vice President, or designee.

**Sec. (d) RESOLUTIONS** All resolutions shall be referred to the Resolutions Committee for its consideration and recommendation to the Conference. Debate on resolutions shall not be in order until the Committee has reported them upon.

**Sec. (e) QUORUM AT CONFERENCES** Seven members of the Congress, at least four of who must be corporate members, shall constitute a quorum for transaction of business at any Conference or Special Meeting of the members of the Congress.

**Sec. (f) VOTING**

**(1) Shall have voting privileges according to the following schedule provided however, that each official delegate shall have voting power as set forth and no voting by proxy will be permitted.**

**Corporate Members: one (1)**

**Affiliate Members: one (1)**

**Life Members: one (1)**

**To change the voting power of members or delegates as set forth in this Section, a three-fourths vote of the voting delegates or members at the conference is required. It will further be required that members of the Congress be notified at least thirty (30) days in advance of the Conference of any such intended resolution.**

**(2) Sustaining, Associate, Honorary and Honorary Life Members shall not have the right to vote or hold office but may be given the floor at a Conference at the discretion of the President or whoever is presiding.**

**(3) COMMITTEE ON CREDENTIALS - INSTRUCTED DELEGATE**

**Every organization which is a member or has within its group a member of this Congress shall furnish to their official staff delegate a certificate duly authenticated, authorizing them to act in such capacity, but in the event of oversight or failure, or in the absence of such certificate, then the Committee on Credentials shall have the right to determine the seating of the delegate so affected. In the case of individuals, identification of them as representing some such qualifying activity as set forth in Article III of the Constitution 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.**

**(4) All delegates or members of every nature and classification may be disqualified under this Section by reason of non-payment of debits due to the**

**Congress.**

**Sec. (g) Guest Attendance non-members are allowed to attend one conference as a paying guest without becoming a member as approved on a case-by-case basis by the Board of Directors;**

- **Must fall within the membership eligibility guidelines of the constitution**
- **Must be sponsored by a member in good standing**
- **Non-members wishing to attend future Conferences are required to become a member**

**Sec. (h) A Special Meeting or Conference of the Congress may be called by the President or their delegate upon a request of the majority of the Corporate and Affiliate members by their vote as set forth in the foregoing section, or upon the request of five members of the Board of Directors.**

- **Thirty-day notice in writing from the Executive Secretary or Secretary-Treasurer shall be required regarding the calling of any Special Meeting or Conference.**

**Sec. (i) The Executive Secretary shall cause to have kept minutes of all Board meetings and it shall be their responsibility that they be preserved.**

## **ARTICLE VII — POLICIES AND/OR PROCEDURES**

**Sec. (a) For the good governing of the Congress, the Board of Directors shall have the power to make such policies or procedure as may be deemed necessary or advisable in addition to and not inconsistent with these By-laws.**

## **ARTICLE VIII — AMENDMENTS**

**The Constitution and By-laws of the Congress may be amended in the following manner:**

**Sec. (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 Executive Secretary or the Secretary/Treasurer at least thirty days prior to the Conference.

**Sec. (b) By unanimous vote of all qualified members present and voting at any Annual or Special Conference.**

## **ARTICLE IX — COMMITTEES**

**Sec. (a) Committees as needed, such as Membership Committee, Conference Committee, Committee on Credentials, Committee on Resolutions, Entertainment Committee, Audit Committee or any committee not provided for in these By-laws or the Constitution 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 seems desirable and effective.**

**Sec. (b) Special committees may be appointed from the floor of any Conference by the President or Vice-President as the case may be.**

## **ARTICLE X — RULES OF ORDER**

**Sec. (a) Roberts Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered in these By-laws.**

- Rev. 2001
- Rev. 2002
- Rev. 2003
- Rev. 2005
- Rev. 2006
- Rev. 2008
- Rev. 2013 Revised All Membership Dues
- Rev. 2017 Revised Corporate and Affiliate Membership Dues



- **Rev. 2018 Revised Sustaining Membership Dues**
- **Rev. 2023 Revised All Membership Dues**