



**ARTICLES OF ORGANIZATION AND OPERATION
OF THE
SEATTLE SEAFAIR COMMODORES**

IT IS HEREBY DECREED:

ARTICLE I. NAME

Section 1. That the Seattle Commodores has been organized under the name of SEAFAIR Commodores and shall operate hereafter under the name Seattle SEAFAIR Commodores, herein referred to as the Commodores.

Section 2. The ownership and control of the organization shall be vested in its active membership as documented in these Articles of Organization and Operation.

Section 3. That the operating year will be from November 1 of each year until October 31 of the following year.

ARTICLE II. PURPOSE

Section 1. The purpose of the Commodores is to provide support for the activities of SEAFAIR, Inc. and SEAFAIR charities through all means deemed appropriate. It is also the aim and intent of the organization to be self supporting and non-profit.

Section 2. Additional objective is to serve as ambassadors of goodwill for SEAFAIR including participation in the Northwest Festival Hosting Association and to serve when requested and appropriate as welcoming greeters in promoting SEAFAIR, Seattle and the Pacific Northwest.

Section 3. The name SEAFAIR Commodores shall not be commercialized. All service rendered by the organization in whole or part shall be voluntary and gratuitous.

ARTICLE III. MEMBERSHIP

Section 1. Active members of the Commodores shall be business executive and professional men and women over the age of 21 whose residence or occupation is within Greater Seattle.

Section 2. Eligibility for membership in the Commodores is determined on a year-to-year basis. Members who meet minimum requirements will be classified as active members of the Commodores. The minimum requirements to become and remain an active member are:

- a. Pay the annual dues no later than the required payment date. The Executive Committee will determine the annual dues amount.
- b. Must meet the annual fundraising requirements as determined by the Executive Committee.
- c. Compliance with the following responsibilities is expected from all active members:
 1. Attendance at the monthly general membership meetings or socials.
 2. Participation in at least six parades per year or as determined by the Commandant.
 3. Participation in fundraising events and activities.
- d. Failure of a Commodore to meet the minimum fundraising requirement will forfeit his/her financial credit toward participation in the annual SEAFAIR Festival Package weekend that includes the Shrimp boat Party and Grand Ball and other events prepaid Commodore events. This financial credit portion of a Commodores dues allocated for the festival weekend will be reapplied toward their fundraising quota. The Commodore may attend festival weekend events, but must pay individually the then ticket price for each event.
- e. Failure of a Commodore to meet the minimum fundraising quota for two consecutive years will result in a forfeiture of his/her membership in the Commodores unless a written exception has been agreed to by the Executive Committee.

Section 3. An optional category of membership is that of a couple's membership herein referred to as joint members. Joint members shall have one common vote. Couples with two paid memberships shall have two votes, but each must be elected by the membership as specified in these Articles of Operation. Both parties in a joint membership will be responsible for upholding the requirements of these Articles and such policies as set down by the Executive Committee.

A joint member Commodore elected to the Executive Committee to serve as an officer will serve individually and not as a joint officer with his or her spouse.

The Commodore roster and/or membership cards, if any, will jointly have the name of both members. Joint members wishing two listings and/or cards must pay an additional fee for such listings and/or membership card printings as determined by the Executive Committee.

Section 4. Applications for membership in the SEAFAIR Commodores must be submitted in writing to the Personnel Officer or the Membership Committee by the sponsoring Commodore on the prescribed form. A new member initiation fee covering Commodore uniform and sundry expenses (see Article XI) will also be collected and received before any application is given serious consideration. Upon approval of the applicant by majority vote of the Membership Committee, the name, age, business and position, and family status of the applicant must be mailed to each active member. A disapproval mailed to the Membership Committee by one or more active members within ten (10) days of mailing shall disqualify any applicant for membership, subject to the approval by a majority vote of the Executive Committee. If membership in the Commodores is not approved, any initiation fee collected will immediately be refunded to the applicant.

Section 5. All applicants proposed for membership after May 1 each year shall be required to raise a minimum of one-half of the first year fundraising requirement.

Section 6. Preferential consideration on the membership waiting list may be given to former active Commodores who wish to be reconsidered for membership in the organization. The initiation fee will be adjusted to allow a credit if the former Commodore has a uniform in acceptable condition.

Section 7. Any member may terminate their membership in the Commodores by written resignation which shall be effective upon its acceptance by the Executive Committee.

Section 8. any Commodore can qualify for Honorable Discharge to request the status of "Commodore Retired" after meeting one of the options in Section 8., a., b., or c., and paragraph d.,

below:

- a. Qualified for seven (7) years at an established quota per year as an active member, or
- b. Qualified for five (5) years with a total of \$3,500.00 of fundraising, or
- c. Qualifies for five (5) years and serves as Commandant one year, and
- d. A Commodore requesting retired status must submit with his/her application for retirement, an application acceptable for membership, one new active member in the SEAFAIR Commodores.
- e. This retired status gives the "Commodore Retired" all the active Commodore privileges except (1) cannot vote, (2) cannot hold office. Exception: if the Commodore Retired meets the annual fundraising requirement of an active Commodore, he/she shall again be accorded all privileges of an active member and at such time shall be carried on the roster as an active member. If the reactivated Commodore pays regular dues the following year, he/she will be accorded full active status for that year. To retain the status of "retired", a Commodore is expected to stay involved by participating in at least two events per year.

Section 9. In addition to active members, there shall be a class of members known as "Honorary" which shall consist of those persons who, because of their standing or particular honor or achievement, have been designated by the Executive Committee and approved by a majority vote of the active membership as an Honorary Commodore. An honorary member shall have the right to wear the official uniform but shall not have the right to vote or hold office nor is subject to the eligibility requirements for active members.

Section 10. In addition to active and retired Commodores there shall be a status of Commodore for those who, after being an active Commodore for at least one year, have relocated outside the Greater Seattle area, but wish to be retained on the mailing and notification list regarding Commodore activities. These Commodores will pay annual dues to cover all prorated costs of printing, postage and other related costs associated with maintaining such a status.

ARTICLE IV. DUES

Section 1. The annual dues requirement shall apply to all Commodores with the exception of Honorary Commodores. The amount of annual dues for both Active and Retired Commodores will be determined by the current Executive Committee. The Executive Committee will ensure that all dues are collected and accounted for in a professional and timely manner.

Section 2. Money collected from the annual dues is to be used to fund the normal expenses of the Commodores. For payment of annual dues, Active members will receive benefits as identified on an annual basis by the current Executive Committee.

Section 3. Yearly membership dues will be invoiced on or about November 1 of each year with payment due no later than January 31 of the following year. Dues may be paid in two installments during that period. In the event dues are not paid by January 31, a 10% surcharge will be added. In the event dues are not paid by March 1, that person will be removed from any and all membership rosters and will no longer be considered a Commodore. Special payment terms may be considered with approval by a majority of the current Executive Committee.

Section 4. Members who are currently "Retired" will have the options to decide either to pay the full dues or to continue with their retirement status. The status of retired will have annual dues as set by the Executive Committee.

ARTICLE V. BOARD OF DIRECTORS

Section 1. The direction of the Commodores shall be vested in the elected Executive Committee officers and approved by the Board of Directors. Each member of the Board of Directors shall have previously served for one or more terms in the office of Commandant. This committee shall be known as the Board of Directors and shall be composed of the Past Commandants. Five (5) such Commandants shall compose a quorum of the Committee.

Section 2. The Chair of the Board of Directors each year shall be the immediate past Commandant.

Section 3. The Board of Directors shall meet a minimum of two (2) times annually. The first meeting will be held in December and the second in June. Subsequent meetings, based on a need, will be called by the Chair of the Board. Reports of such meetings will be made, through the officers, to the active membership.

Section 4. The Board of Directors shall have the responsibility for providing guidance, policy input and final approval for policy decisions pertaining to the direction and activities of the Commodores.

Section 5. The Board of Directors shall delegate authority to carry out these Articles of Operation to an Executive Committee composed of the current year's officers.

ARTICLE VI. OFFICERS AND DUTIES

Section 1. The Executive Committee/Officers of the SEAFAIR Commodores shall be Commandant, Vice Commandant, Chief of Staff, Deputy Chief of Staff, Warrant Officer, Personnel Officer, Special Services Officer, Operations Officer, Public Information Officer and Immediate Past Commandant.

Section 2. Any additional officers as may be necessary for the organization to function maybe established, and all such officers will be given titles according to Naval nomenclature.

Section 3. The term of office for each officer shall be for a duration of one year.

Section 4. Vacancies occurring in any of the offices shall be filled by a successor appointed by the Commandant to serve for the balance of the term of office. Shall a vacancy occur in the office of Commandant, appointment of a successor shall be made by the Board of Directors.

Section 5. Executive authority is vested in the Commandant who shall preside at all meetings and official functions of the Commodores, see that these Articles of Operation and all rules and regulations are enforced and shall generally supervise the affairs of the organization and exercise such other authority that may be conferred upon him/her by the Board of Directors.

Section 6. It shall be the duty of the Vice Commandant to assume full responsibility in the absence or disability of the Commandant, and to otherwise assist the Commandant in the performance of his/her duties. The Vice Commandant shall be responsible for the publication of the "Bridge", the monthly periodical of the Commodores.

Section 7. The duty of Chief of Staff shall be to act as the sales manager of the annual fundraising activities of the Commodores.

Section 8. The Deputy Chief of Staff shall assist the Chief of Staff in all fundraising activities and shall coordinate the monthly general membership meetings and/or socials.

Section 9. The Warrant Officer shall control all functions normally performed by a chief financial officer by maintaining the banking functions and financial records of the Commodores. This activity will include providing a financial statement of all accounts payable and receivable including dues billings and reimbursements.

Section 10. The duty of the Personnel Officer shall be to act as chair of the Membership Committee, new member recruiting activities and to handle all matters pertaining to membership.

Section 11. The Operations Officer shall be responsible for the coordination of the SEAFAIR Commodore V.I.P. events and receptions.

Section 12. The Special Services Officer shall coordinate and promote the extracurricular activities of the Commodores in all out of town events and to assist in the Operations Officer functions when needed.

Section 13. The Public Information Officer shall be responsible for handling public relations and publicity for the Commodores.

Section 14. Each officer shall chair other activities or events or perform such duties as designated by the Commandant.

ARTICLE VII. ELECTIONS

Section 1. The officer of the commodores shall be elected to office at the first meeting in September each year.

Section 2. Nominations for officers shall be made by a committee appointed by the retiring Commandant in July each year. This Nomination Committee shall be composed of up to seven (7) members including the Immediate Past Commandant who shall serve as chair.

Section 3. The Nominations Committee will submit for the first meeting of the active members in September, a list of Commodore candidates to fill through democratic election, the following offices: Commandant, Vice Commandant, Chief of Staff, Deputy Chief of Staff, Warrant Officer, Personnel Officer, Operations Officer, Special Services Officer and Public Information Officer.

ARTICLE VIII. MEETINGS

Section 1. Regular business meetings and socials of the active members shall normally be held the second week of every month. Additional meetings or changes may be scheduled as necessary at the discretion of the Commandant.

Section 2. Robert's Rules of Order shall govern the conduct of business at all meetings of the SEAFAIR Commodores.

Section 3. Seven (7) active members shall constitute a quorum at any meeting of members.

Section 4. Special meetings may be called at the discretion of the Commandant or the Board of Directors provided due notice is given to all active members at least five (5) days in advance.

ARTICLE IX. COMMITTEES

Section 1. The Commandant shall appoint at the beginning of each fiscal year, the Chair and members of standing committees to include: membership, special events, greeting and hosting.

Section 2. The Commandant shall have the authority to appoint such additional and temporary committees as may seem necessary, which committees shall serve during his/her pleasure and under his/her direction.

ARTICLE X. CODE OF CONDUCT

Section 1. SEAFAIR Commodores are expected to maintain personal conduct befitting a professional organization at all times. When in uniform and on official assignments, conduct should be exemplary.

Section 2. A military attitude is neither desired nor expected. Since the Commodores are not a military group, simple organization rather than regimentation is the aim.

Section 3. Conduct detrimental to the welfare, interest or character of the SEAFAIR Commodores may constitute cause for termination of active membership by the Board of Directors when approved by the majority vote of the active membership. Any member so terminated may have the right to appeal, to the active membership, by submitting a letter of the Commandant requesting permission for appeal. It is the obligation of the Commandant to take action upon such a request within sixty (60) days of its receipt.

ARTICLE XI. UNIFORM

Section 1. Each Commodore shall be provided a uniform from his/her initial initiation fee as set annually by the current officers group.

Section 2. Each Commodore shall maintain his/her own uniform in accordance with the rules and regulations.

Section 3.

a. The Commodores initiation fee will cover one each: white Commodore jacket, black tie, Commodore cap, white gloves and appropriate emblems.

b. Dress shirt or blouse, tux shirts, black trousers or skirts and bow ties are to be provided by the individual.

Section 4. The Commandant or the officer in charge of any operation or specific official activity will stipulate the uniform to be worn whether day, evening, or formal uniform.

Section 5. The official uniform should at all times be maintained clean, neatly pressed, and should always be worn with dignity.

Section 6.

a. Normal parade uniform is: Commodore cap, white jacket, black trousers or skirt, white dress shirt or blouse with black tie, white gloves when designated and black dress shoes (walking style).

b. Evening uniform at 5 pm: Commodore cap, white jacket, black trousers or skirt (women, long/ short optional at or below the knee), white tux shirt or blouse with black bow tie and dress shoes. The Torchlight Parade requires the evening uniform with the exception that black dress shoes, walking style are acceptable.

c. Uniform at formal gatherings: White jacket, black trousers for men or black skirt (women, long/short at or below the knee), black bow ties, formal tux dress shirt or blouse, black dress shoes, formal accessories encouraged and cummerbunds prescribed.

Section 7. Appropriate traveling uniform may be worn during socials and non-parade events. Approved dark blue traveling sport jacket with SEAFAIR Commodore insignia. The traveling jacket is the official uniform for non-formal events and activities. The jacket will not carry any paraphernalia except for the SEAFAIR Commodore insignia and the Commodore name badge.

All Commodores are encouraged to outfit themselves with an approved casual shirt so that at any given occasion all Commodores are attired the same.

Section 8. The Queen's Medal and name tag are worn at the same level with the medal on the left side with the bottom points of the star just touching the pocket opening. Qualifying stars on Queen's medal will be located close below the metal clasp in rows of three/six across. When less than three or six, they shall be centered. The SEAFAIR pin is worn on the right lapel opposite the Commodore emblem and only during SEAFAIR or special functions as designated. Hosting festival pins, etc., will be worn on the left lapel opposite the SEAFAIR pins when honoring that hosting festival. Other pins and paraphernalia not associated with the current festival are not permitted.

Section 9. Officer's insignia and stars are located on the left sleeve four inches from the cuff edge. Stars, representing years of service as an officer, will be placed above the insignia, approximately one-half inch apart and be of gold thread.

Section 10. Wing foot insignia shall be worn on the left sleeve above any officer insignia or stars.

Section 11. Multi-year service stripe(s) are worn above the wing foot insignia.

ARTICLE XII. REVIEW AND REVISION

Section 1. On any question pertaining to the construction of these Articles of Operation, the decision of the majority of the Board of Directors in attendance shall be final with the approval of the majority vote of the active membership.

Section 2. Any proposal to amend or rescind any of these Articles of Operation shall be mailed thirty (30) days in advance to all active members, after approval of the Board of Directors and current officers, with a vote then taken at the next regularly scheduled general membership meeting. A favorable vote of two-thirds or more of the active members present will be necessary to amend or rescind any of these Articles of Operation.

Section 3. Amendments or changes to the bylaws may be voted on by individual Article and Section at the request of any qualified active Commodore.

AMENDMENTS TO THE ARTICLES OF OPERATION

I. December 11, 1962 / Commandant D.E. Jordan

Ability to qualify for Honorable Discharge

II. May 23, 1967 / Commandant E. D. Oestreich

Increase in active membership from 60 to 75

III. Date Unknown / Commandant Konrad E. Ericksson
Direction vested in the Board of Directors

IV. April 16, 1983 / Past Commandant Lynn Oswald
Minimum of 2 meetings annually for the Board of Directors with reports to the Active Membership

V. April 16, 1983 / Commandant Bob Fox
Annual membership fees/dues "retired" status dues
Method of invoice/payment of the dues

VI. 1987 / Commandant Rick Mickels
Active membership for both men and women over 21 years of age initiation fee of \$250.00, to provide a uniform
Addition of Article X Section 4, 5, 6 & 7 (Uniform usage more clearly defined)
Amendments, Article XI/2, more clearly defined
Primary purpose, Article II, more clearly defined
Addition of Warrant & Deputy Chief -of-Staff
Authority for the Commandant to appoint additional temporary committees

Conduct to be exemplary when in uniform
Reference to Greater Seattle, Inc. changed to SEAFAIR, Inc.

VII. 1989 / Commandant Bruce McDonald
Changed by-laws to admit women into membership

VIII. March 1993 / Commandant Ed Ramirez
Article III, Section 10 Dues billing moved back from January to November

VIII. January 2002 / Commandant Diane Masson
Article III, Section 3. Couple's membership/joint members addition.

X. January 2004 / Commandant Kim Pierce
Deletions of content of all articles containing verbiage pertaining to participation in the Northwest Festival Hosting Association.

Article VI, Section 11. Duties of Operations officer changed to "SEAFAIR V.I.P. events and receptions.