

Fairhope Yacht Club

Constitution

By- Laws

Policies

TABLE OF CONTENTS

CONSTITUTION OF THE FAIRHOPE YACHT CLUB, INCORPORATED	4
BY-LAWS OF THE FAIRHOPE YACHT CLUB, INCORPORATED.....	8
Policies.....	20
Non-Discrimination	20
Alcohol Awareness Policy	20
Policy for Handling Bonds/Debentures	22
Application for Membership.....	24
By-Laws - Fairhope Junior Yacht Club	26
FYC Junior’s Application	28
Board of Governors (BOG) Policy Oversight Calendar	29
Budgeting Procedure.....	30
Checkout Procedure for Club Owned Boats.....	31
Election Ballot Procedure	34
Emergency and Exit Lights Check List	35
Fire Extinguisher Check List	36
Harbor Facilities and Dry Storage	36
Application for Boat Storage	41
Harbor Hurricane Preparedness Plan	42
Purchases or Acquisition Policy	50
Job Description Policy – Employees	50
Kitchen Hood and Extinguishing System Check List.....	50
Leadership Transition Policy	51
Maintenance Request	52
Policy Book Policy	53
Safe Deposit Box Policy	53
Dauphin Island Race Seed Money Policy.....	53
Suggestions Box Procedure	54
Job Descriptions.....	56
Board of Governors.....	56
Commodore and Vice Commodore	57
Rear Commodore	59
Fleet Captain	59
Fleet Surgeon	60
Secretary	60
Treasurer	60
Club Manager.....	61
Building and Grounds Chair	63
Entertainment Committee Chair	63
Harbor Committee Chair.....	64
Internal Control and Review Committee Chair	64
Junior Chair.....	65
Long Range Planning Committee Chair	66
Membership Committee Chair.....	67

**CONSTITUTION OF THE FAIRHOPE YACHT CLUB,
INCORPORATED
(with amendments through November 2010)**

FOREWORD

The purpose of the Fairhope Yacht Club is to support and encourage the sport of yachting, including sailing, racing, power boating, and cruising; to provide good fellowship among its members and to encourage good sportsmanship and boating safety.

ARTICLE I - NAME

The name of this Club shall be the FAIRHOPE YACHT CLUB, INC.

ARTICLE II - LOCATION

The permanent location of this Club shall be at Fairhope, Alabama.

ARTICLE III - OFFICERS

Section 1.

The officers of the club shall be Commodore, Vice Commodore, Rear Commodore, Fleet Captain, Fleet Surgeon, and Secretary. The Governing Board consists of seven members and the Commodore who shall be an Ex-Officio member of the Board, but the Commodore shall not have voting privileges on the Board. The Board of Governors shall select a Chairman from its body and shall have the duty of selecting a Treasurer.

Section 2.

The Officers and members of the Board shall be elected by a majority vote of the members present and qualified to vote at each annual meeting. No member elected to serve as an officer or a Board member shall hold the same office for more than two consecutive years. The Board members shall be elected in an alternate manner as follows: to serve commencing odd years, there shall be four members elected; to serve commencing even years, there shall be three such members elected. The term of such election to the Board shall be for two years.

Section 3.

The Board may, by a vote of the majority of the whole Board, suspend or expel a member of the Club for conduct which it may deem dangerous to the welfare, interest, or character of the Club, or remove any Officer or Board Members from office for willful neglect of duties of the office as defined herein.

Such member, Officer, or Board Member so removed from office, suspended or expelled from the Club may appeal to the membership of the Club at a special meeting called for the express purpose of considering said appeal. At said special meeting such Member, Officer, or Board Member may present his/her case to the general membership. A vote shall be taken, and if a majority votes to sustain the Board, said Officer, Member, or Board Member shall stand removed from office, suspended or expelled from the Club, but, if a majority votes to sustain the Member, Officer, or Board Member, then that person shall be immediately reinstated by the Board.

Section 4.

The Commodore shall preside at all General Membership Meetings of the Club, and shall be an ex-officio member of all committees. As Executive Officer, the Commodore shall carry out the policies laid down by the Board of Governors. The Commodore shall have general supervision of the Club property and activities. The Commodore shall represent the Club at Gulf Yachting Association (GYA) meetings. The Commodore shall appoint the following committees for the year, designating the Chairman of each at the January meeting:

- | | | | |
|----|---------------------------------|----|--------------------------|
| A. | House | E. | Regatta |
| B. | Auditing | F. | Junior |
| C. | Entertainment | G. | Race |
| D. | Building and Ground Maintenance | H. | Other Special Committees |

A Nominating Committee, consisting of seven (7) members, will be announced at the September General Membership meeting. The committee will provide a list of candidates at the October General Membership meeting. Nominations from the floor will be accepted at the November General Membership meeting and nominations will be closed at that time. Elections will be held at the December Annual Membership meeting. The Internal Control and Review Committee will manage the balloting process. The Nominating Committee shall consist of seven (7) members, each with at least three (3) years of club membership and with significant past club membership. The Nominating Committee will consist of: (1) two members selected by the Commodore; (2) two members selected by the Board of Governors; (3) one member selected from and by the Harbor Committee; (4) one member selected from and by the Membership Committee; and (5) one member from and by the Long Range Planning Committee.

All Committees, both elected and appointed, shall submit a proposed operating budget for the year to the Commodore, who will then prepare a unified budget for submission to the Board of Governors by the February meeting. The Board of Governors will act upon and report its budget decision at the March meeting of the General Membership for their information.

The Vice-Commodore shall assist the Commodore in the discharge of duties of the office, and, in the Commodore's absence, shall act as Commodore. In case of a vacancy in the office of Commodore, the Vice-Commodore shall act until a new Commodore is elected.

The Rear-Commodore shall assist the Commodore or Vice-Commodore in the discharge of their duties and shall officiate in their absence.

The Treasurer, under the direction of the Governing Board, shall oversee the collection of all dues, penalties, and monies due the Club and shall confirm the deposit of these funds into the Treasury, keeping account thereof. The Treasurer shall, with the Acting Commodore, sign all written contracts, conveyances, and obligations of the Club. All Funds collected shall be deposited within ten (10) days in a bank or banks designated by the Governing Board. All checks shall be signed by the Treasurer and countersigned by the Acting Commodore. The Treasurer shall furnish the Governing Board with a financial statement, showing detailed information when and as requested. At the regular February meeting, the Treasurer shall present

a full report of receipts and disbursements during the preceding year. Fees for accounting services require approval by the Board of Governors.

The Secretary shall keep a record of the proceedings of all meetings and shall handle and preserve all correspondence of and to the Club.

The Fleet Captain shall be fully authorized to act for the safety and care of Club-owned boats and equipment and shall establish and enforce regulations governing the use of Club-owned boats for racing and pleasure purposes. The Fleet Captain shall be an ex-officio member of the Regatta Committee. The Fleet Captain shall maintain accurate records of Club races and ratings of participants. The Fleet Captain shall represent the Club at GYA meetings that deal with boating activities.

The Fleet Surgeon shall oversee matters pertaining to health and sanitation and provide counsel to the Commodore for the regulation of conditions that relate to health and sanitation.

The Governing Board shall decide the policies of the club and direct the Commodore and other Officers to carry out these policies. The Board shall make all appropriations for the use of the various committees. The Board of Governors shall meet on the call of the Commodore or a majority of its members, but shall meet regularly once a month to transact the business of the Club. In the event of the death, resignation, or abandonment of an office of any of the Board Members, the place shall be filled at the selection of the Board of Governors, and such new members so selected shall hold office for the remainder of the unexpired term, unless removed by a majority vote of the whole Governing Board.

The documentary files of the Officers or the Committees shall, at the close of their respective terms, be submitted by each Officer or Chairman or Chairman of the Committee to the Secretary of the Club for custody and preservation.

ARTICLE IV - RESIGNATIONS

All resignations from Club membership shall be made in writing and addressed to the Secretary on or before the annual meeting, and any resignation made subsequent thereto shall not discharge the member presenting it from his dues during the year.

ARTICLE V - DEBTS

No Governing Board shall have the authority to incur any debts beyond the estimated net income of the Club for the current year, except when the Board of Governors requests, and receives, an affirmative vote of the membership at a regular or special meeting.

ARTICLE VI - MEETINGS

Section 1.

The annual election of the Officers shall be held on the first Wednesday of each December at 7:30 P.M. in the City of Fairhope or at the regular meeting following such annual meeting. Regular meetings shall be held on the first Wednesday of each month at 7:30 P.M. in the City of Fairhope or at the Club House.

Section 2.

Special Meetings of the Club must be called by the Commodore on the written request of one-fourth of the members qualified to vote, and failure to do so shall constitute willful neglect of duty. The Commodore may also call a special meeting whenever deemed necessary.

Section 3.

Fifteen members, present and qualified to vote, shall constitute a quorum at any regular or special General Membership meeting, and the Commodore, Vice-Commodore, or Rear-Commodore shall preside at such meetings. Should none of the Officers be present, however, and there are sixteen or more members present, they may appoint one of their number to preside. A majority vote at any regular meeting or special meeting shall decide all questions except where otherwise specified in the Constitution and By-Laws.

ARTICLE VII - UNLAWFUL LIQUOR

The said Fairhope Yacht Club shall have no right to engage in the business of selling or keeping for sale or otherwise disposing of any unlawful liquors, liquors or beverages that are prohibited by the laws of Alabama, and will not permit its members to keep or store any such unlawful liquors or beverages at or near the premises of the Club for use by, or consumption by, its members or others or for distribution or division among its members or their guests, and the said Club will not maintain any unlawful drinking or any liquor nuisance contrary to the laws of the State of Alabama.

ARTICLE VIII - ILLEGAL GAMBLING

Said Club shall not permit any illegal game to be played, nor any illegal gambling, nor the presence of any illegal gambling device on or about the premises of the Club.

ARTICLE IX - AMENDMENTS

The Constitution of the Club may be amended by a vote of two-thirds (2/3) of the Life, Equity, Out-of-Area Equity, and Floating Equity members present at any annual or special meeting, provided however, notice of not less than thirty (30) days of the proposed amendment, together with the phrasing thereof, shall be given in the call for the meeting at which such proposed amendment is to be offered.

**BY-LAWS OF THE FAIRHOPE YACHT CLUB,
INCORPORATED**
(with amendments through June 2005 including 2009 Resolution)

ARTICLE I - MEMBERSHIP

The membership of the Fairhope Yacht Club may consist of a maximum of 650 Equity and Associate Members, 25 Transitional Members, plus an undetermined number of Life, Honorary, Senior Equity, Out-of-Area Equity, Century Heritage Group, and Floating Equity members. All applicants for membership must be past the age of twenty-one years and have Baldwin or Mobile Counties as their principal place of residence. Preference will be given to residents of the Eastern Shore Area.

In addition to the classes of membership itemized in Article I. above, there is an additional class of membership designated as Out of Area Non-Equity membership, which may consist of no more than 50 members, who must be past the age of twenty-one years, and whose principal place of residence shall not be in Baldwin or Mobile. If Baldwin or Mobile County becomes principal place of residence, member will be transferred to Associate Membership without having to pay new entrance fee.

Section 1. EQUITY MEMBERS

An applicant for Equity Membership must have been a member of the Club or an Associate Member for at least one year (except as necessary to fulfill provisions of Article XX, Section 1, par. (d) re: Transfer of Debenture to Immediate Family Member), or must have been a Junior Member in good standing for a continuous period of three years immediately prior to reaching the age of twenty-one, in order to be eligible for election. Qualified Junior Members will be given preference in election to Equity, Associate, or Transitional membership.

Section 2. LIFE MEMBERS

Life Membership shall carry the same rights and obligations as Equity Membership, except no dues nor purchases of debenture shall be required.

Section 3. SENIOR EQUITY

Senior Equity Membership may voluntarily be assumed by an Equity or Out-of-Area Equity member in good standing for not less than 15 years, who has reached the age of sixty years and has accumulated eighty-five points. Points are computed as follows: Age of member plus years as an Equity and/or Out-of-area Equity member. For example, a member is 70 years of age, and has been an Equity Member and/or Out-of-Area Equity member for 15. The sum of the two conditions is eighty-five points, and thus he/she would qualify for Senior Equity status. Senior Equity membership shall carry the same rights and obligations as Equity Membership except that they shall not have the right to vote nor to hold office, and their dues will consist of one-half (1/2) that of whatever dues structure is in effect. The Senior Equity Member must surrender any debenture for redemption.

Section 4. CENTURY HERITAGE GROUP

The Century Heritage Group is a class of membership that becomes open to a Senior Equity Member when he/she reaches seventy-five years of age and has been an Equity Member, Out-of-

Are Equity Member, and/or Senior Equity Member for at least twenty-five years. Members of the Century Heritage Group will continue to enjoy the same membership status as Senior Equity Members; however, the only charges to their membership accounts will be for actual dining room and lounge charges and slip rental. Upon the death of a Century Heritage Group Member, his/her un-remarried surviving spouse will continue to enjoy the same forgiveness of dues and assessments. As they become eligible, Senior Equity Members desiring to become members of the Century Heritage Group are responsible for applying in writing to the Membership Committee. In recognition of those becoming members of the Century Heritage Group, the Commodore shall:

- A. In appropriate ceremony, induct eligible candidates into this honors group during General Membership meetings of the Fairhope Yacht Club.
- B. Establish a suitable commemorative upon which the names of those recognized as being in the Century Heritage Group will be inscribed.

Section 5. OUT-OF-AREA EQUITY

This class of membership shall consist of Equity Members who have moved from Baldwin and Mobile Counties, both in the past or in the future. Out-of-Area Equity shall carry the same rights, obligations and dues as Equity membership. Upon returning to the area of Baldwin or Mobile Counties, the Our-of-Area Equity member shall automatically become a Floating Equity Member.

Section 6. FLOATING EQUITY

This class of membership shall consist of:

- A. Out-of-Area Equity who have returned to the area;
- B. Senior Equity who desire to resume an active role in the Club; and
- C. Junior Members qualified for Equity and approved by the Membership Committee.

Floating Equity shall carry the same rights, obligations, and dues of Equity Membership. Floating Equity Members will be absorbed into Equity as vacancies occur.

Section 7. ASSOCIATE MEMBERS

The entrance fee, non-refundable, for Associate members shall be \$1,500.00. This class of membership shall not have the right to vote nor hold office, but otherwise have full privileges of all facilities of the Club. Applications hereunder must be approved by the Membership Committee. Associate Membership shall be limited to a period of one year, at which time such members must apply for Equity membership, it being understood that either application shall be subject to investigation, report and ballot.

Section 8. AUXILLARY MEMBERS

This organization may enroll the wives of all members, and widows of deceased Equity members until such time as they remarry. The purpose of this group shall be to improve the general environment of the Fairhope Yacht Club.

Section 9. JUNIOR MEMBERS

This organization shall consist of boys and girls of Junior ages and be known as the Fairhope Junior Yacht Club. The purpose of the organization shall be to promote sailing and recreational activities. The Fairhope Junior Yacht Club shall be governed by rules and regulations adopted by its members and approved by the Board of Governors of the Fairhope Yacht Club. Juniors shall pay dues to their organization as decided by their membership.

Section 10. EQUITY, OUT-OF-AREA EQUITY, AND FLOATING EQUITY MEMBERS TO BE HOLDERS OF DEBENTURE

After debentures are issued, the ownership of a debenture shall become a condition for membership by the Equity, Out-of-Area, and Floating Equity members. Each Equity, Out-of-Area Equity, and Floating Equity member must become a registered holder of a debenture within thirty (30) days from the date that the Fairhope Yacht Club authorizes the issue of such debenture, and all persons who may qualify for Equity, Out-of-Area Equity, or Floating Equity membership on or after the date of issuance of said debenture shall become a registered holder of debenture within thirty (30) days after qualifying for such type Equity membership in order to become an Equity-type member, subject to the provision that the Board of Governors shall have the right and authority to extend said 30-day period for good cause, and any such member who shall either fail to become a registered holder of a debenture within said period or extensions thereof or who may become a registered holder of a debenture and then sell or transfer same (not to include the transfer to Senior Equity and the resultant transfer of debenture to the Club) shall automatically forfeit his/her membership or right to membership in the Club. In the event more than one series of debentures is outstanding at any one time, if so specified in the terms of any series of debentures any equity member may be required to purchase a debenture of each such series or, in the alternative, to exchange his or her existing debenture for a debenture of such series and to pay the difference in par amount. Any such series of debentures must be approved by the membership in the manner specified in Section 1 of Article XX of these Bylaws.

Section 11. OUT OF AREA NON-EQUITY MEMBERS

The entrance fee, non-refundable, for Out-of-Area Non-Equity members shall be \$500.00. They shall also post a \$300.00 security deposit. This class of membership shall not have the right to vote nor hold office nor have a permanent slip, but otherwise shall have full privileges of the club.

Section 12. TRANSITIONAL MEMBERS

Transitional Membership shall be limited to no more than 25 young adults between the age of twenty-one and thirty years of age. This class of membership shall not be obligated to hold a debenture, nor post a security deposit, nor to pay any assessments. The annual dues for this class of membership shall be one-half (1/2) that of whatever dues structure is in effect. This class of membership shall not have the right to vote nor hold office nor have a permanent slip, but otherwise shall have full privileges of the club.

ARTICLE II - PROCEDURES FOR ADMISSION TO MEMBERSHIP

A. Procedures for Admission to Associate Membership.

Section 1.

No applicant shall be eligible for admittance to the Fairhope Yacht club until a vacancy exists.

Section 2.

All applications for membership shall be posted in the Clubhouse for not less than one month before any action can be taken thereon by the Membership Committee.

Section 3.

Acceptance of the applicant shall be by approval of seven (7) members of the Membership Committee present and voting at the Committee Meeting. If the subject's application is considered but not accepted by a positive vote of seven (7) members, it shall be declared tabled for a period of time during which the sponsor of the applicant shall be notified and given the opportunity to furnish the Membership Committee with additional information in support of the application sponsored. The results of a second vote thereafter shall be final.

Section 4.

Should an application for membership to the Club be rejected, the Membership Committee shall not accept a new application from said applicant until the expiration of twelve months thereafter, except, however at the discretion of the Governing Board.

B. Procedure for Admission to Equity Membership.

Section 1.

At the expiration of one (1) year of Associate membership the Associate member shall, by letter to the Membership Committee, apply for Equity Membership. The letter will be accompanied by a resume` of his/her Club participation in the previous year and any other documents as may be requested by the Membership Committee. The foregoing, together with a copy of the applicant's original application to Associate membership shall be posted for not less than one (1) month before any action is taken by the Membership Committee.

Section 2.

The applicant and his/her sponsor shall appear at the request of the Membership Committee for an interview.

Section 3.

Acceptance of the applicant to Equity Membership shall be upon approval of seven (7) members on the Membership Committee present and voting at the committee meeting. The decision of the Membership Committee is final. Failure to receive such approval terminates the applicant's membership.

C. Procedure for Admission to Life Membership.

Section 1.

New applications for Life Membership shall not be accepted.

Section 2.

Existing Life Memberships will be honored so long as these members comply with all the provisions of the Constitution and By-Laws.

D. Procedure for Admission to Out-of-Area Non-Equity Membership.

Section 1.

No applicant shall be eligible for admission to Fairhope Yacht Club until a vacancy exists.

Section 2.

All applications for membership shall be posted in the clubhouse for not less than one month before any action can be taken thereon by the Membership committee.

Section 3.

Acceptance of the application shall be by approval of seven (7) members of the membership committee present and voting at the committee meeting. If the subject's application is considered but not accepted by a positive vote of seven members, it shall be declared tabled for a period of time during which the sponsor of the applicant shall be notified and given the opportunity to furnish the membership committee with additional information in support of the applicant sponsored. The results of a second vote thereafter shall be final.

Section 4.

Should an applicant for membership to the club be rejected, the membership committee shall not accept a new application from said applicant until the expiration of twelve months thereafter, except, however at the discretion of the Governing Board.

ARTICLE III - MEMBER'S EQUITY

Section 1.

A member's equity shall be non-transferable, and shall revert to the Fairhope Yacht Club upon termination of membership or death.

Section 2.

A widow or widower of a deceased Equity Member (including Senior, Out-of-Area, and Floating) shall not have the right to vote or hold office, but otherwise shall have full privileges of all facilities of the Club. The above described privileges shall cease upon remarriage. During the time that the widow or widower is entitled to the use of the Club, annual dues shall be \$50.00 payable January 1st of each year.

ARTICLE IV – DUES

Section 1.

Except for surviving spouses of deceased members, as described in the above ARTICLE III, Section 2, dues for membership are by the month, and within a month are not prorated. The dues for any given month become due on the first (1st) days of that month. The Board of Governors is empowered to waive the payment of membership dues whenever it deems proper.

Section 2.

January 1, 2003, monthly dues for Equity, Out-of-Area Equity, Floating Equity, Out-of-Area Non-Equity and Associate Membership are Forty-Six Dollars (\$46.00); for Senior Equity and Transitional Membership, monthly dues are Twenty-Three Dollars (\$23.00).

ARTICLE V - MEETINGS

Section 1.

The order of business at meetings shall be as follows:

- A. Determination of Quorum
- B. Introduction of New Members and Guests
- C. Reading and Approval of Minutes
- D. Report of Officers
- E. Report of Committees
- F. Unfinished Business
- G. New Business
- H. Election of Officers (when required)
- I. Good of the Organization
- J. Adjournment

Any category of member in good standing is entitled to attend, as a visitor, any Board of Governors meeting. As a visitor, the member shall not participate in any business or activities during the meeting, unless requested by the Chairman. The visiting member shall be excused from the meeting in the event that new pending or continuing business requires the Board to go into Executive Session regarding action of a sensitive matter relating to:

- A. member's account, performance of duty or behavior and
- B. actual or potential legal action against FYC or its Directors or officers

Section 2.

Only Life, Equity, Out-of-Area Equity, and Floating Equity members present in good standing shall be entitled to vote or be counted in the quorum at any meeting of the Club.

Section 3.

Meetings shall be conducted according to Robert's "Rules of Order" except where they may conflict with the Constitution and By-Laws of the Club.

ARTICLE VI - VISITORS

Section 1.

Members shall, at all times, be held strictly accountable for the conduct or actions of their guests.

Section 2.

A member may introduce a non-resident and extend the courtesies of the Club for a period of thirty days upon registering the guest's name, with the endorsement of the Club Member, on the guest card.

Section 3.

Visitors shall be extended the courtesies of the Club when accompanied by a Club Member in good standing.

Section 4.

Courtesies of the Club shall be extended to the members of the family and household of a Club Member, except to adults, other than spouses, who are of an age for membership in the Club.

Section 5.

Membership cards of other recognized yacht clubs may be honored.

Section 6.

The courtesies of the Club may be extended or deleted at the discretion of the Governing Board.

ARTICLE VII - HOUSE COMMITTEE

The House Committee shall prescribe such rules and regulations as may be deemed necessary to preserve proper order and protect Club property. Such regulation shall be posted in the Clubhouse, and the House Committee shall have the power to assess fines and penalties for the violation of House Rules, subject to the approval of the Governing Board.

ARTICLE VIII - MEMBERSHIP COMMITTEE

Section 1.

The Membership Committee shall be composed of nine (9) members to be elected at the Annual Meeting of the membership as follows:

- A. Nine (9) members shall be elected at the 1960 Annual Membership Meeting, four (4) for a period of one year, and five (5) for a period of two years.
- B. Thereafter, the regular vacancies which occur will be filled at the Annual Meeting for a period of two years. Vacancies occurring at other times will be filled for the duration of the unexpired term by election at any regular meeting after thirty (30) days written notice to all Members eligible to vote.

ARTICLE IX - INTERNAL CONTROL AND REVIEW COMMITTEE

The Internal Control and Review Committee shall be appointed by the Board of Governors and shall report to the Board of Governors. The Committee shall consist of three members serving three year terms, with one member rotating off and one member coming on each year. The initial appointment shall be one member for a three year term, one member for a two year term, and one member for a one year term. In subsequent years one new member shall be appointed each year for a three year term. The responsibility of the Committee shall be to, at least annually, review the internal control procedures and practices of the Club and to make recommendations to the Board of Governors, as to the controls necessary to protect the Club assets and to determine the adequacy and timeliness of financial information presented to the Board of Governors. The committee shall have access to all records and facilities of the Club necessary to fulfill their responsibility. The committee shall select a chairman who will meet with the Board of Governors at its February meeting, and present the Committee's plan for discharging its responsibilities for the then current year, subject to the advice and consent of the Board. The Committee shall manage the annual election process to provide accurate accounting of qualified votes cast.

ARTICLE X - ENTERTAINMENT

The Entertainment Committee shall arrange for proper entertainment of the membership and shall prescribe what charges are to be made for participating in entertainment.

ARTICLE XI - BUILDINGS AND GROUNDS MAINTENANCE COMMITTEE

The Committee shall be charged with the care of Club buildings and grounds.

ARTICLE XII - REGATTA COMMITTEE

The Regatta Committee shall arrange for and conduct inter-club races held by the Club. North American Yacht Racing Union official rules shall be adhered to when practical, but the Committee shall prescribe such local rules as are necessary. The Regatta Committee shall keep accurate records of inter-club races held by the Club and of the rating of the participants.

ARTICLE XIII - HARBOR COMMITTEE

This committee shall have charge of harbor, docks, and wharfs, and shall prescribe charges and enforce the rules for the use thereof, subject to the approval of the Board of Governors. The Harbor Committee shall be composed of six Equity Members. Four to be elected at the 1988 December Annual Meeting, two (2) for a two year term and two (2) for a one year term. The two existing members of the Harbor Committee shall serve out their respective two and one year terms. Thereafter, three new members shall be elected for a two year term at each Annual Meeting. Vacancies existing or occurring at the Annual Meeting shall be filled by election at said meeting. Vacancies occurring at other times may be filled by election at any regular membership meeting after thirty (30) days written notice to all Members eligible to vote.

Section 1.

Twenty percent (20%) of the stall rental fees, based on 1989 rates, must be set aside in 100% safe interest bearing accounts.

Section 2.

The \$2.00 per foot per year increase in stall rental fees due January 1, 1990, in its entirety, must be set aside in 100% safe interest bearing accounts.

Section 3.

Any future stall rental fee increases, in their entirety, must be set aside in 100% interest bearing accounts.

Section 4.

These monies are to be used for the following purposes only: emergencies, major repairs, and capital improvements of the Harbor of the Fairhope Yacht Club.

Section 5.

The expenditures of these monies must be proposed by the Harbor Committee and approved by the Board of Governors.

Section 6.

Any expenditures of these monies outside of the purposes stated above must be of an emergency nature and be approved by two-thirds (2/3) of the members present, who are eligible to vote. Not less than a thirty (30) day written notice must be issued prior to such a vote.

Section 7.

Any monies spent outside of the purpose stated in paragraph 4 above must be repaid from the General Fund of the Fairhope Yacht Club.

Section 8.

The manner in which these monies are to be repaid must be approved by the voting membership in the manner stated in Section 6 above. Such vote is to take place at the same time as the vote to expend these monies outside of the uses stated in Section 4 above.

Section 9.

The Harbor Committee shall present a Harbor maintenance budget to the Board at the earliest possible time after January 1 of each year. Maintenance funds as approved by the Board must come from the General Fund of the Fairhope Yacht Club.

Section 10.

The monies set aside in Sections 1, 2, & 3 may not be used for general harbor maintenance.

ARTICLE XIV - LONG-RANGE PLANNING COMMITTEE

Section 1.

The Long-Range Planning committee shall be composed of nine (9) members who shall be elected to serve terms of three (3) years, with three (3) members being elected annually at the General Membership meeting during which the regular election of officers is conducted.

As of the calendar year 2002, there are currently three members serving the second year of their two-year terms, which end December 31, 2002, and two members serving the first year of their two-year terms, which end December 31, 2003. To provide for the orderly transition from the current committee to the restructured Long-Range Planning Committee, the three members whose terms would otherwise expire December 31, 2002, and the two members whose terms would otherwise expire December 31, 2003, shall each serve an additional one calendar year. Thereby, the three current members whose terms would otherwise expire December 31, 2002, will now serve until December 31, 2003, and the two current members whose terms would otherwise expire December 31, 2003, will now serve until December 31, 2004.

In addition to those current members described above, four additional members shall be nominated as early as is possible, and after requisite notice, having been duly elected, shall serve respective terms as follows: for one of the additional members, a term ending December 31, 2004 (coinciding with the revised two expiration of two of the above described present members), and the remaining three additional members, for a term ending December 31, 2005.

Beginning with the annual election of officers to be held in December 2003, vacancies which regularly occur shall be filled for terms of three years. Vacancies occurring at other times will be filled for the duration of such unexpired terms by election at any regular General Membership

meeting, provided thirty (30) days written notice has first been given to all members eligible to vote.

Section 2.

The purpose of the Long-Range Planning Committee is to develop, and thereafter up-date, as appropriate, a long-range plan for the future of Fairhope Yacht Club. This plan should address any aspect of Fairhope Yacht club which in the Committee's judgment could be improved by change, such as, but not limited to, basic structure, programs, buildings and grounds, harbor, etc. This plan will be advisory in nature; therefore, implementation of it, or parts thereof, will be subject to action by the Board of Governors or, as appropriate, the General Membership.

Section 3.

From time-to-time, but not less often than quarterly, the Chairman of the Long-Range Planning Committee shall report the progress of the Committee to the Board of Governors.

ARTICLE XV - SPECIAL COMMITTEES

Special Committees shall act only for the purpose for which they are appointed.

ARTICLE XVI - UNIFORMS AND INSIGNIA

Section 1.

The official Club Burgee shall be as follows: Red letters (FYC) on a white field through the center with a blue triangle strip at top and bottom.

Section 2.

The official cap to be worn by members shall be of uniform design with black chinstrap and with white top during the months of April through September and with blue top during the months of October through March. The cap shall bear a button showing the Club Burgee in a field of two fouled anchors of gold color.

Section 3.

The cap device for the Commodore shall be two fouled anchors in gold with stocks upmost, supporting between them an escutcheon in gold bearing the Club Insignia; three gold stars, one above and one on each side of the anchors being worn on the band of the cap.

Section 4.

The cap device for the Vice-Commodore shall be the same as for the Commodore, except that only two stars shall be worn; the star above being omitted.

Section 5.

The device for the Rear-Commodore shall be the same as for the Commodore, except that only one star shall be worn, the stars on each side being omitted.

Section 6.

The Fleet Captain's shall be the same as for the Commodore with the exception that an anchor shall be substituted for the star as used by the Rear-Commodore.

Section 7.

The Secretary shall be designated by a pen staff in gold worn over fouled anchors.

ARTICLE XVII - PENALTIES

The Governing Board shall have the right to impose such penalties as are deemed commensurate upon proof that any of the Articles or provision contained in the Constitution, By-Laws, or Rules have been violated by a member.

ARTICLE XVIII - CLUB PROPERTY

Club property, including flags, pennants, trophies, crockery, glassware, or any other property, shall not be removed from the Club property by members without the consent of the Commodore who shall demand a receipt for such items from the party or parties obtaining consent to use it. Property removed from the Club area shall not be retained by the Member or Members obtaining consent for more than a reasonable time granted by the Commodore.

The use of the Clubhouse or premises to membership groups or to civic, fraternal, or social organizations may be granted by the Commodore with the consent of the Board of Governors who shall set up conditions under which it may be used, provided; however, such use of Club premises shall not interfere with regular Club schedules. The matter of any charges incident to such use shall rest with the Commodore and the Board of Governors.

ARTICLE XIX - AMENDMENTS

The By-Laws of the Club may be amended by a vote of two-thirds of the Life, Equity, Out-of-Area Equity, and Floating Equity members present at any annual or special meeting, provided, however, notice of not less than thirty (30) days of the proposed amendment, together with the phrasing thereof, shall be given in the call for the meeting at which such proposed amendment is to be offered.

ARTICLE XX - INDEBTEDNESS

Section 1. DEBENTURES

- A. Authority to Issue. The Board of Governors shall have the authority from time to time to issue debentures in one or more series, each of a character and type to be determined by the Board of Governors and approved by the Membership for the purpose of obtaining funds for constructing permanent improvements, construction and remodeling, and repair of facilities of the Club. Any such issuance must be approved by the voting members of the Club entitled to vote thereof at a Special Meeting of the Club, a written notice of which, stating the purpose of such meeting, shall be sent to each member in accordance with the Bylaws of the Club. The number of debentures of any series to be issued shall not exceed the combined total of Equity, Out-of-Area Equity, and Floating Equity members. The Club shall maintain records of debentures issued and redeemed.
- B. Ownership. No member shall be permitted to become the registered holder of more than one debenture of any single series.

- C. Dissolution and Liquidation. The holder of each debenture at the time of dissolution or liquidation of the Club shall be entitled to an equal share of the net assets of the Club remaining after the payment of all debts and obligations outstanding.
- D. Transfer of Debentures. Any Equity Member, an Out-of-Area Equity Member, or a Floating Equity Member, who is the registered holder of a debenture, or the foregoing member's legal representative if such member is deceased, must transfer the same for its face value to one of the following upon the termination of such holder's membership:
- Another Equity Member, Out-of-Area Equity Member, or a Floating Equity Member not holding a debenture of such series;
- Any immediate family member of said holder after approval of the Club Membership Committee; or
- The Club, should the Club choose, at its sole discretion, to purchase said debenture.
- The Club will maintain a list of available debentures, and, when a holder's debenture is purchased, the Club will remit to the member selling his or her debenture. The Club maintains the right to charge the holder an administrative fee of 1% for this transaction.
- E. Registration. Each debenture shall be registered on the records of the Club in the name of the person to whom it is issued by the Club.
- F. Debenture as a Debt. Any debenture issued under the provision hereof shall not be construed as a debt or obligation of the Club for the payment of money unless or until there should be a dissolution or liquidation of the Club. The right of any holder of a debenture to be paid the face value thereof or to participate in the distribution of the net assets of the Club shall be subject to and subordinated to any obligations, debts, notes, bonds, or mortgages created under the provision hereof.
- G. After debentures are authorized by the Club and initially issued to all Equity, Out-of-Area, and Floating Equity members, the Club shall not sell any more of those debentures except under the creation of a new Equity membership by amendment to the By-Laws of the Club, or by the transfer of a member to Floating Equity or Out-of-Area Equity, or upon the calling of all of the outstanding debentures of the Club.

Policies

Non-Discrimination

The Board of Governors of the Fairhope Yacht Club, Inc. reaffirms and ratifies the Yacht Club's long-standing policy against discrimination of any kind in its membership application process, admission or enjoyment of membership, whether based on gender, race, national origin, religion, disability, age or impairment.

Alcohol Awareness Policy

The Club will not sell or serve alcoholic beverages to minors; a driver's license will be the only acceptable identification.

No alcoholic beverages will be sold by the Club for consumption off premises.

Alcoholic beverages will not be served to an intoxicated person.

The law says it is illegal to serve alcohol to a person who is visibly intoxicated.

- This puts the onus on the server of the alcohol to determine intoxication.
- The law defines intoxication as Blood Alcohol Content of .08
- When alcohol enters the body, it goes into the small intestine then into the blood stream, then through the body by way of the blood.
- It takes the liver an hour to oxidize $\frac{3}{4}$ ounce of alcohol.
- We serve $1\frac{1}{2}$ ounces in our drinks; therefore, it takes an hour for one of our drinks to be broken down by the body.

12 oz. Beer -- 4 oz. Wine -- 1 oz. 100 proof liquor all have $\frac{1}{2}$ oz. of absolute alcohol.

Recognizing Intoxication

Servers must watch for behavioral warning signs:

1. Inhibitions become relaxed.
2. Judgment becomes impaired.
3. Reactions may slow down.
4. Coordination may decrease.

Factors Affecting Intoxication:

1. Amount of food already in the body.
2. Weight and body type.
3. Gender.
4. Emotional state.

5. Amount of alcohol a person consumes.
6. Time between drinks.

Monitoring Consumption:

- All drinks MUST be rung through the register or written on a ticket.

Steps Employee May Take To Avoid Intoxication:

1. Wait for guest to re-order, don't push another drink.
2. Slow down service -- don't go past the table as frequently.
3. Remove old glass before serving new order.
4. Serve one drink at a time.
5. Never serve doubles.

Intervention

If a person is determined to be visibly intoxicated:

1. Service will be cut off.
2. Alternate beverages/food will be offered. This will not affect the alcohol that has already been consumed, but will "buy time" for the body to do its work.
3. The action will be documented on the ticket and signed: "I cut So-and-so off at 10:52 p.m. Signed ____.
4. Person cutting off service will always get a witness and a second opinion.
5. If the intoxicated person is the driver, find alternate transportation.
6. If they still insist on driving, in extreme cases the Fairhope Police will be notified that this person is leaving our premises intoxicated.
7. The Members will then be brought up before the Board of Governors for "abusing the Club", by asking a club employee to serve him/her another alcoholic beverage when it is illegal to do so.

Policy for Handling Bonds/Debentures

Policy: Maintain accountability and control over the distribution, maintenance and all transactions related to the Fairhope Yacht Club Bonds/Debentures.

The Alabama Securities Commission requires that a U4 form (uniform application for securities industry registration or transfer) be completed and kept on file with the state naming the person accepting oversight of the Bond Indentures.

Any Equity Member, Out-of-Area Equity member, or a Floating equity Member, who is the registered holder of a Bond/Debenture, or the foregoing member's legal representative if such member is deceased, must transfer the same for its face value to one of the following upon the termination of such holder's membership:

- I. Another Equity Member, Out-of-Area Equity Member, or a Floating Equity Member not holding a bond/debenture of such series;
- II. Any immediate family member of said holder after approval of the Club Membership Committee; or
- III. The Club should the club choose, at its sole discretion, to purchase said bond/debenture.

- Sale and Transfer of a Bond/Debenture to a member may only be made to a member who is not then the holder of a bond/debenture.
- The Bond/Debenture shall be registered on the records of the Club in the name of the person to whom it is first issued and upon any transfer being made and approved as provided; the registration in the name of the transferee will also be noted on the reverse side of this debenture. Any transfer except with the approval as above shall be void.
- Transfer or Sale of the Bond/Debenture shall be made by the registered holder thereof or such holder's personal representative to the transferee; however, the transfer of this debenture pursuant to such sale shall be subject to the endorsed approval of the Treasurer of the Club, which approval shall be withheld until payment of any amounts owing to the Club by the transferor of this debt. The Club maintains the right to charge the holder an administrative fee of 1% of the face value of the debenture for this transaction.
- The holder of the Bond/Debenture shall be responsible for the payment of all dues and other charges incidental to membership in the Club, while such holder is Equity, Out-of-Area Equity and Floating Equity member.

Procedure for Handling Bonds:

Issuing Bonds (Cash):

- Bonds/Debentures will be pre-numbered from 1 to 650.
- Each Bond/Debenture shall be issued for the cash consideration of \$5,300 (*total amount*); and that such consideration may be paid in:
 - A lump sum payment of the total amount to be paid upon issuance of the Bond/Debenture;
 - Three (3) payments of the total amount such that one-third (1/3) of the total amount is paid upon issuance of the Bond/Debenture and the other two-thirds (2/3) of the total amount is secured by personal Promissory Note. One-third (1/3) of the total amount plus interest on the outstanding balance for the last year at 8.5% is paid one year after the issue of the

Bond/Debenture and the final one-third (1/3) of the total amount plus interest on the outstanding balance for the last year at 8.5% is paid two years after the issue of the debenture.

- The Bond/Debenture shall be registered on the records of the Club in the name of the person to whom it is issued.
- Bonds/Debentures will be issued to members when paid in full and a copy of the bond will be placed in the member's file.
- The computer system will be updated with the members bond/debenture number and date purchased.
- Only one Bond/Debenture will be permitted per member per single series.

Issuing Bonds (Promissory Note):

- The signed promissory note will be placed in members file showing payment option selected along with an amortization schedule.
- When a member wishes to pre-pay the note a new amortization schedule will be printed to determine the amount owed and a copy will be placed in the members file.
- Bonds/Debentures will be issued to members when their note is paid in full.
- When a member stops payment on their note, the debenture will be sold in accordance with the By-Laws and when sold the member will receive his/her principal less one (1%) percent of the face value of the debenture.
- When the bond is paid in full the original will be given to the member and a copy of the bond will be placed in the member's file.

Transfer or Sale of the Bond/Debenture:

- The Office Manager will maintain a list of Bonds/Debentures available for Sale. Available Bond numbers and owners will be listed in date and time order of receipt of written notification of change of member class. Member owned bonds/debentures will take priority over any un-sold bonds until all 650 original issued bonds are sold.
- The original Bond/Debenture document must be given to the Club when sale is documented. The registration in the name of the transferee will be noted on the reverse side of the debenture; when completed, a copy of the bond/debenture will be placed in the file and the new owner may take the original document.
- When a member's debenture is purchased, the Club will remit the face value less one (1%) percent of the face value of the debenture and other debts owed the Club to the member selling his or her bond/debenture.
- The Club will hold the bond/debenture check for 90 days waiting on reciprocity charges to be billed to the Club. A copy of the Bond/Debenture and check for face value of the sale will be placed in the selling member's file.
- The Club reserves the right to void and reissue Bonds/Debentures that are not returned to the Club for resale.

Donation of the Bond/Debenture:

- Members wishing to donate their Bond to the Fairhope Yacht Club or the Fairhope Yacht Club Junior Program should contact the Office Manager for details.



Fairhope Yacht Club

Application for Membership

For use by Membership Committee
Date Rcvd: _____
Date Acctd Assoc: _____
Date Acctd Equity: _____

PLEASE PRINT LEGIBLY AND FILL OUT APPLICATION COMPLETELY

Date: _____ Membership Class: ___ Associate (must be full time resident of Baldwin or Mobile Counties)
___ Transitional (19-29 years of age) ___ Out of Area Non Equity

Applicant:

Name: _____ Nickname: _____

Married () Single () Spouse's Name: _____ Local Resident Since: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Mailing Address:(if different) _____

Phone Numbers: Home: _____ Cell: _____ Business: _____

Email Address: _____

Occupation: _____ Employer: _____

Children: (Names & Ages) _____

Yacht Club History:

Previous Applicant? _____ When? _____ Previous Member? _____ When? _____ Reason for Leaving? _____

Member of other Yacht Club(s)? _____ Which/When? _____

Interests in Boating: Power _____ Sail _____ Cruising _____ Racing _____ One Design _____
Specify Type _____ Jr Yacht Club _____ Volunteer Area(s) _____

FYC Sponsor Information: *Please Print Legibly*

Sponsor Name: _____ Signature: _____

Mailing Address: _____

Phone Number(s): _____ Club Number: _____

I understand that I am responsible for payment of any charges incurred at Fairhope Yacht Club or any reciprocal yacht club. True copies of this authorization shall be valid as the original document.

For an inconsideration of membership rights, boat slip/storage usage, and/or any other services of Fairhope Yacht Club, I agree to pay Fairhope Yacht Club all charges and expenses of the Members, and all cost of collecting, securing or attempting to collect or secure said charges and expenses, including interest, reasonable collection agency fees, and attorney fees, whether suit be necessary or otherwise. I waive all rights of exemption as to real and personal property allowed me under the constitution and/or the Laws of the State of Alabama or the State in which I reside.

Acceptance of this application does not constitute an actual or implied contract and does not entitle applicant to any privileges in the Fairhope Yacht Club unless and until the applicant becomes a member in good standing. This application, if accepted, will be posted in the clubhouse for no less than 30 days. Then, the Membership Committee may act on the application.

Fairhope Yacht Club is a private club. Membership is at the discretion of the Membership Committee. The Membership Committee has no obligation to justify or to explain any failure of the Committee to accept an applicant to membership.

I have read the above and foregoing provisions for the acceptance of Membership to Fairhope Yacht Club and agree to the same.

Applicant: Printed Name

Signature

Date

References: *Must be FYC Equity Members*

Printed Name	Signature	Club #
1. _____		
2. _____		
3. _____		

Please attach a copy of your Driver's License
(Associate application must have Alabama License for Baldwin/Mobile County address)

Financial Institution(s) Reference(s): Please include name/address and any contact information please.

Financial Obligations for Membership

Associate Membership:

Entrance Fee: \$1,500 (nonrefundable) is due within 10 business days of acceptance (\$1,000 will be applied toward Equity bond when accepted into Equity membership)
Dues: \$550 per year, may be paid annually, semi-annually or monthly, at a rate of \$46 per month, and are not prorated.

Equity Membership:

Bond: When approved for Equity Membership, a \$5,300 non-interest bearing bond must be purchased. *Please see the FYC policy regarding the purchase and redemption of the debenture bond.*
Dues: Same as for Associate Membership.

Out of Area Non-Equity:

Entrance Fee: \$500 is due within 10 business days of acceptance (nonrefundable)
Dues: \$550 per year, may be paid annually, semi-annually or monthly, at a rate of \$46 per month, and are not prorated.
Security Deposit: \$300 is due within 10 business days of acceptance (nonrefundable)

Credit Policy

Monthly statements are due upon receipt. Bills are late after the 20th of each month.
A late fee of 1.5% per month will be applied.

After the close of billing:

- Accounts are delinquent 30 days after billing. After 60 days, charges privileges are suspended.
- Membership will be terminated when the account passes 90 days delinquency.
- A reinstatement fee of \$50 applies after each suspension(s).

By-Laws - Fairhope Junior Yacht Club

ARTICLE I – MEMBERSHIP

Section 1

Membership shall be composed of boys and girls of age 8 and not older than twenty (20) to be designated **Equity, Out-of-Area, and Summer Sailing** members. Membership shall consist of not more than 49% of those whose parents are not members of the Fairhope Yacht Club.

A). Equity Members shall be members aged 8 through 20, who may participate in any and all activities and will have the privilege of voting and holding office.

B). Out-of-Area Members shall be members aged 8 through 20, who reside outside of Baldwin or Mobile Counties. This class shall not have the right to vote and/or hold office.

C). Summer Sailing Members shall be members age 8 through 20, who participate in a summer Sailing Program session. They shall be a member of the Fairhope Junior Yacht Club for the duration of time they are engaged in their Summer Sailing Classes. If you wish to continue membership in the Fairhope Junior Yacht Club you must make application as described in ARTICLE II (below), and your dues will be pro-rated from the month of acceptance.

ARTICLE II – Procedure of Admission to Membership

An application must have a Fairhope Junior Yacht Club Equity member's parent, or Fairhope Yacht Club member as a sponsor. An application must be filled out by the person seeking membership, signed by them, their parents, and their sponsor, and returned to the Junior Advisor. All new members will be considered on probation for three (3) months. All members will be furnished with a membership card and a copy of the BY-LAWS and CONSTITUTION of the Fairhope Junior Yacht Club.

ARTICLE III – DUES

SECTION 1

Annual dues will be \$40 for Fairhope Yacht Club or Gulf Yachting Association club (parents) member's children. \$100 for members whose parents are not members of Fairhope Yacht Club or Gulf Yachting Association club, and \$75 for second non-member child, \$65 for third non-member child. Dues for Equity and Out-of-Area members must be paid annually no later than January 31. New member dues are due with application and will be pro-rated from the month of acceptance of application. Dues are non-refundable.

SECTION 2

Delinquent dues will cause membership privileges to be denied, until dues have been paid in full. If delinquent for 1 year you must reapply.

ARTICLE IV – CONDUCT

Section 1

Any member may be removed, suspended, or fined for conduct deemed dangerous to the welfare, interest or character of either the Fairhope Junior Yacht Club or the Fairhope Yacht Club by any [but not limited to] one or more of the following:

A) by the Fairhope Junior Yacht Club Governing Board w/approval of Parent Committee.

B) by the Parents Committee of the Fairhope Junior Yacht Club.

C) by the Fairhope Yacht Club Junior Advisor.

Appeal to any of the decisions from the above may be taken to the Fairhope Yacht Club Governing Board's regularly scheduled meeting.

Section 2

All members are responsible for the conduct and actions of their guests.

ARTICLE V – BOAT RULES

Section 1 – Check out of equipment

Member **MUST** meet all the requirements as set forth by the Fairhope Yacht Club current Fleet Captain. Check-out privileges are valid for one year, and you will be required to be re-certified as deemed necessary. Your Fairhope Junior Yacht Club membership card is required.

Section 2 – Care of Equipment

- 1) Turning over a boat and swamping for fun is not allowed. If the boat flips accidentally this is understandable. If you want to swim, beach the boat and take the sail down. **But**, when you take the boat out – **SAIL**.
- 2) The maximum number of people sailing at one time on the boats are as follows: 2 on the SUNFISH, 2 on the LASER, 2 on the 420, and one person over 8 on the OPTIMIST, or 2 people age 8 and under on the OPTIMIST. **ONLY** a person checked out on the boat is to be the helmsman.
- 3) The 420 is to be sailed (occupied) by two sailors – **BOTH** of whom must be checked out.
- 4) **ALL** damages must be reported. It is very important when equipment is broken, lost or damaged it be reported in order to make the boats ready for the next check-out.
- 5) After you use the boat, wash all the sand off of **ALL** gear, dry the sail, and put the sail away properly. If there is **ANYTHING** wrong with the equipment, please write it up on the form so it can be repaired. **If these rules are not followed, you will NOT be allowed to use Fairhope Junior Yacht Club boats.**
- 6) Only Fairhope Junior Yacht Club members can use the boats and equipment owned by the Fairhope Junior Yacht Club. **NO non-members are allowed on club boats.**

SECTION 3 – Safety

PFDs MUST BE WORN AT ALL TIMES WHEN: on any boat, or when you are beyond the beach area and in the water, on piers or docks. **NO ONE WILL BE ALLOWED TO USE ANY FAIRHOPE JUNIOR YACHT CLUB BOAT WITHOUT WEARING A PFD**, regardless of age.

ARTICLE VI – PENALTIES

Damage done to property of Fairhope Junior Yacht Club, or the Fairhope Yacht Club, by neglect, or deliberate misuse, is punishable by a fine to cover such damage and/or loss of privileges. **BE RESPONSIBLE.**

ARTICLE VII – HOUSE RULES

- 1) Do not come inside the club during sailing activities. If you are wet and sandy, you must use the outside facilities.
- 2) You **MUST** wear shoes and shirt inside the Club.
- 3) The Bar area is off limits at all times.
- 4) Parents who are **NOT** members of the Fairhope Yacht Club, whose children **ARE** members of the Fairhope Junior Yacht Club are extended restaurant and refreshment privileges on a cash only basis if accompanied by their Fairhope Junior Yacht Club member, who must present a current Fairhope Junior Yacht Club member card.
- 5) Place all trash in cans. **DO NOT LITTER**
- 6) **NO** running or throwing objects while in or around Fairhope Yacht Club facilities.
- 7) Use of tobacco, alcohol and drugs **WILL NOT BE TOLERATED.**
- 8) The use of glass containers on club premises is prohibited.



Fairhope Junior Yacht Club

Application for Membership

Name _____

Address _____

City _____ State _____ ZIP _____

Home Phone# _____ Cell# _____ Other# _____

Email: (Parents) _____ Sailor's _____

Birthdate: _____ Age: _____

I am interested in the Summer Sailing Program? Yes ___ No

I am interested in racing? Yes ___ No

I am interested in year round participation in the Junior program? Yes ___ No

Parents Names _____

Mothers Occupation: _____ Fathers Occupation: _____

Work phone# _____ Work phone# _____

EMERGENCY CONTACT (other than parents)

_____ Phone #'s _____

Doctors Name _____ Phone# _____

Insurance Company _____ Policy# _____

Please list any medical consideration, needs, or concerns...allergies, etc....

Liability release:

I understand that sailing involves risk of personal injury and or property damage. As a condition of my child's participation in the Junior Program, I hereby release any claims which I have against the Fairhope Yacht Club, its members, officers, employees, and clinic personnel from any liability for personal injury and property damage which I or my child may suffer during or arising out of participation in the program.

Date: _____

Annual Dues: **\$40 FYC Member**

Discount available for add'l child

\$100 non Member

Discount available for add'l child

(Applicants signature)

Amount enclosed: \$ _____

(Parents signature)

_____ # _____

(Sponsor - if parent not FYC Member)

(Return completed application, with dues, by dropping off at the FYC office or mailing to: FYC Juniors, P. O. Box 1327, Fairhope, AL 36533)

Board of Governors (BOG) Policy Oversight Calendar

January

- BUDGET - All Committees submit a proposed operating budget for the year to the Commodore.
- FINANCIALS - The Club Manager provides a detailed Committee-Expenditure Report for the previous month and a year-to-date Actual-versus-Budget Report to each Chairperson and the Commodore by the 20th of each month. Each Chairperson reports any discrepancies to the Commodore.
- SAFE DEPOSIT BOX - BOG Chairperson and Commodore update or certify box inventory.

February

- BUDGET - The Commodore provides a unified budget to the BOG for consideration on or before the February BOG meeting.
- FINANCIALS – see *January*

March

- BUDGET - The BOG reports the budget at the March General Membership Meeting.
- FINANCIALS – see *January*

April

- FINANCIALS – see *January*

May

- FINANCIALS – see *January*

June

- FINANCIALS – see *January*

July

- JOB DESCRIPTIONS – On or about July 1st, the BOG and Commodore provide the pertinent existing job descriptions to the Committee Chairpersons and the Bridge for update or re-certification. The job descriptions are returned to the BOG or Commodore by September 1st. See addendum.
- FINANCIALS – see *January*

August

- CONSTITUTION - Formalize changes.
- ELECTIONS - The Nominating Committee is formed by the end of August per attached addendum.
- FINANCIALS – see *January*

September

- DRAFT BUDGET – On or about September 1st, the Treasurer provides budget worksheets and instructions to the Committee Chairpersons, the Bridge and the Club Manager, to prepare a draft budget for the upcoming year.
- JOB DESCRIPTIONS – Bridge and Chairpersons return job descriptions by September 1st.

- ELECTIONS – The Commodore announces the Nominating Committee at the September General Membership Meeting. The Nominating Committee provides the current pertinent *job descriptions* to potential candidates.
- SLIP RENEWALS – Harbor Committee sends out renewal notices by mid-September, due back by mid-October.
- POLICY BOOK - The ICRC provides the Board of Governors copies of the policy book.
- FINANCIALS – see *January*

October

- DRAFT BUDGET - The worksheets are returned to the Treasurer by October 1st.
- INSURANCE – the IMSC presents the current insurance status to the BOG.
- POLICY BOOK - The Board of Governors certifies the policy book.
- ELECTIONS – The Commodore announces the Nominating Committee's candidates at the October General Meeting.
- SLIP RENEWALS – Slip Holders return applications to the Harbor Committee by mid-October.
- FINANCIALS – see *January*

November

- ELECTIONS – The Commodore accepts nominations from the floor at the November General Membership Meeting and closes nominations at that time.
- DRAFT BUDGET - The Commodore presents a draft budget to the BOG on or about November 1st.
- BONDS – Treasurer reports to BOG on outstanding bond liability.
- SLIP RENEWALS – Harbor Committee reports to BOG on status of slip applications. The Club
- Office Manager bills Slip Holders in November for the upcoming year.
- FINANCIALS – see *January*

December

- ELECTIONS – The Commodore, supported by the ICRC, holds elections at the December Annual Membership Meeting.
- DRAFT BUDGET - The BOG, after review and adjustments, approves the draft budget on or about December 1st. The draft budget is used by the incoming Chairpersons and Bridge to prepare a final budget.
- TRANSITION - BOG Chairperson and Commodore conduct Leadership Transition Meeting.
- FINANCIALS – see *January*

Budgeting Procedure

1. The Treasurer provides budget worksheets and instructions to the Committee Chairpersons, the Bridge and the Club Manager by August 1st, to develop a draft budget for the upcoming year.
2. The Chairpersons, Bridge and Club Manager return the completed worksheets, and any necessary back up information, to the Commodore no later than September 1st.

3. The Commodore presents the draft budget to the Board of Governors (BOG) on or about November 1st.
4. The BOG, after review and adjustments, approves a draft budget on or about December 1st.
5. The draft budget is passed to the incoming Chairpersons and Bridge, and to the Club Manager, to be used as a basis for the Final Budget.
6. The Final Budget is developed following current by-laws.

Checkout Procedure for Club Owned Boats (revised Mar. 2011)

Objective

To make sure Club Members that would like to use the Club Owned Boats, know and understand the Checkout Procedures (rules), know how to sail, and are Certified to use these boats. These Procedures will also help maintain the integrity of the Boats.

The Bridge and Board encourages all members to take advantage of the opportunity to participate in the sport of yachting.

Overview

A Club Member must have an approved Certified Skipper Sheet on file in the Club Office prior to using the Club Owned Boats, indicating that they have read and agree to the Checkout Procedures, and have demonstrated the necessary sailing and launching skills to ensure a safe and pleasurable experience.

Certification

To obtain Certified Skipper designation, contact the Adult Sailing Coordinator, the Fleet Captain, or Designee. They will meet with you to determine your sailing experience and the Club Boats you would like to use. They will then go over the Procedures, show you the location of the Boats and gear, and show you how to rig the Boat. You will then be asked to go for a short sail to demonstrate your capabilities. Upon successful completion you will sign the Certified Skipper Sheet which will then be filed in the Club Office.

Boats available for Check Out

- 1 - Rhodes 19
- 3 - Flying Scotts
- 4 - Sunfish
- 2 - 420's (Not available during Summer Sailing Program)
- 2 - Lasers
- 6 - Optimists (Juniors Only)

Club owned “Boston Whalers” are not available for use. These motorized vessels are reserved exclusively for the Summer Sailing Program, Harbor maintenance, Fairhope Yacht Club Regattas, and as crash/maintenance boats that FYC Senior or Junior members may need while attending Regattas along the Gulf Coast.

Club Owned Boats Check Out Rules

1. Every member checking out FYC boats regardless of age or level of experience must wear a U.S. Coast Guard approved Personal Flotation Device (PFD) at all times while on the water.
2. At least one Certified Skipper must be aboard the checked out boat. No boats may be taken out without a Certified Skipper on board.
3. The number of people aboard the Rhodes 19 or Flying Scots shall not be less than two (2) or more than four (4). The maximum number of people on the other available boats is two (2).
4. A minimum age of eighteen (18) shall be required for Certification on the Rhodes 19 or Flying Scots for pleasure sailing or unsupervised practice. The minimum age on the other available boats is twelve (12). Certified Skippers eleven (11) and under may check out boats only under the supervision of a member in good standing who will accompany the child who is to be sailing. When supervising the child in an Optimist dingy, the person supervising must accompany the sailor(s) in a separate vessel that would allow them to approach the Optimist and render assistance if necessary.
5. Certified Skippers who are not yet eighteen (18) may not invite crew of less than fifteen (15) years of age without adult supervision.
6. Club Owned Boats may not be taken outside of the following area:
 - a. Any point North of a line from the FYC North mark to the beach.
 - b. Any point South of a line from the FYC South mark to the beach.
 - c. Any point West of a line running from the FYC North mark around the FYC marks NW, W, SW, and back to the South mark.
7. All Club Owned Boats may be checked out after 9:00 AM and must be returned to their trailer/rack/slip, no later than ½ hour before sunset.
8. No person may fish or swim from a Club owned sailing boat.
9. Except in case of emergency, Club owned boats are not to be anchored or moored other than in their regular designated trailer/rack/slip at the FYC.
10. Only Club owned boats designated by the Fleet Captain may be used.
11. Club owned boats may not be used for pleasure sailing during scheduled races or during the Club sponsored Summer Sailing Program.
12. All Alabama Marine Safety Laws and US Coast Guard regulations must be adhered to at all times. This includes the wearing of CG approved PFDs and having sound and visual signaling devices where appropriate.
13. The Skipper assumes full responsibility for any injury or death that may result from the use of Club owned boats and releases, holds harmless and agrees to indemnify Fairhope Yacht Club for any claim made against it, its officers, Board Members, Committee Members, or employees as a result of any action arising from the use of the boat.

Reservations and Use of Boats

1. Check “Reservation and Record of Use” Sheet in the Club Office or bar.
 - a. If making a “future” reservation fill out the form indicating which Boat you would like and the Date/Time desired.
 - b. Before going out ALWAYS check to make sure the Boat you desire is available and fill out the form.

2. While sailing the Certified Skipper needs to make sure:
 - a. All rules are observed, including all Federal and State Safe Boating Laws.
 - b. All persons on board observe the Rules.
 - c. The Boat, equipment, gear, and sails are properly cared for and stored in the appropriate place when returned.
 - d. Due caution and good seamanship is exercised.
 - e. The conduct of the Skipper and Crew is courteous.

3. After returning, complete the “Reservation and Record of Use” sheet by indicating Date/Time returned and any damaged or missing equipment. A space is also provided for any comments.

Note: It is the Certified Skipper’s responsibility to identify any missing or damaged parts on the Boat. In the case of an accident or damage to the Boat, it will be the Fleet Captain’s final decision on whether it was due to “wear and tear” or negligence. If it is determined that negligence resulted in damage to the Boat or equipment, the Certified Skipper will be held financially responsible for the repair or replacement costs. A Certified Skipper has the right to appeal a decision by the Fleet Captain to the Board of Governors.

Fleet Captain’s Discretion

Certified skippers who violate these rules may be subject to being suspended from using Club-owned boats for a period of time not to exceed 60 days until such suspension can be brought before the Board of Governors for a final determination of penalty and/or suspension.

Serious and repeat violations will result in severe penalties as recommended by the Fleet Captain and imposed by the Board of Governors.

YOU ARE STRONGLY ENCOURAGED TO MAKE USE OF THIS FAIRHOPE YACHT CLUB BENEFIT AND ENJOY THE FUN OF SAILING.

Election Ballot Procedure

One week prior to the Election, the *Club Manager* provides the *Internal Control and Review Committee [ICRC]* a listing of all Equity Members in good standing, and a separate listing of Equity Members not in good standing, and a separate listing of Century, Senior and Associate Members to more quickly resolve conflicts.

The *Commodore* designs the ballot for the Election and, one week prior to the Election, the Club Manager provides 200 ballots to the *ICRC*.

The *Commodore* announces at the Election that “only *Equity Members* in good standing are allowed to vote”, and that “the *voter* is to personally place the ballot into the Ballot Box at the ICRC Ballot Station”. [The *Commodore* announces that Members are specifically not to gather other Members ballots to add as a group to the box.]

The *Commodore* announces that he/she and the *BOG Chairperson* will be available to resolve any ballot authorization conflicts.

The *BOG Chairperson* announces that he/she will announce the ballot results when the *ICRC* is done counting. [The *BOG Chairperson* does the election results announcement because he/she is never up for re-election while the *Commodore* may be up for re-election.]

The *ICRC* hands out ballots to qualified *Members* at the Election. As the ballots are handed out, the ballots are initialed in colored ink by an *ICRC member*. To insure that only qualified *voters* get a ballot, a ballot is given only to *Equity Members* in good standing that request a ballot. In the event of a listing error, the *Commodore* or the *BOG Chairperson* can insure the validity of a Member requesting a ballot.

The *ICRC* sets up a Ballot Box at the ICRC Ballot Station. Members *individually* add their completed ballots to the box.

The *ICRC* counts the ballots.

The ballot results are given to the *BOG Chairperson*, who then announces the results.

The *BOG Chairperson* informs the Membership that the Election Documentation is available for review by contacting an *ICRC member* within 30 days. Contact information is available from the Office Manager.

The ballots, Equity Member listings and the Results Summary are retained by the *ICRC* for 30 days and then the *ICRC* destroys the Election Documentation.

Fire Extinguisher Check List

- 1) The owner or his/her representative shall conduct an inspection of all fire extinguishers on a monthly basis. As a minimum, this “quick check” shall include verification of the following, and date and initials of the inspector recorded on the attached tag.
 - a) Located in designated place.
 - b) No obstruction to access or visibility.
 - c) Operating instructions on nameplate legible and facing outward.
 - d) Safety seals and tamper indicators not broken or missing.
 - e) Fullness determined by weighing or “hefting”.
 - f) Examination for obvious physical damage, corrosion, leakage, or clogged nozzle.
 - g) Pressure gauge reading or indicator in the operable range or position.
 - h) The maintenance tag, certificate or inspection bar code is in place.
- 2) An annual inspection shall be conducted by a certified fire extinguisher company and recorded on new tag attached to fire extinguisher.

Harbor Facilities and Dry Storage Rules and Regulations (revised October 1, 2014)

Responsibilities and Duties

- 1.1 The Fairhope Yacht Club docks, wet slips, dry slips, boat lifts and hoists, staging/rigging area, launch ramp, bulkheads, wharves and all other related materials are managed by The Harbor Committee for the exclusive and non-commercial use of club members, their guests and eligible visitors.
- 1.2 The Harbor Committee, under the direction of the Board of Governors, will set fees and enforce rules governing the harbor facilities.

General Rules

- 2.1 Acceptance of a lease for a wet or a dry slip requires the lease holder to read, understand and obey all harbor rules. Failure to obey harbor rules can result in fines, loss of slip and removal of the vessel or trailer as detailed in Sections 6.3, 6.4 and 6.5.
- 2.2 The Fairhope Yacht Club assumes no responsibility or liability whatsoever for the injury of any member, guest, visitor or invitee on club property, and/or the loss of or damage to boats or personal property. The slip lease holder agrees to defend, indemnify and hold the club harmless for any and all loss, costs, expenses and damages resulting from or arising out of any act or omission of the lease holder, his or her guests, invitees, heirs or assigns.
- 2.3 A slip is leased to one club member and is not transferable, except to widows or widowers as detailed in Section 4.2.
- 2.4 All slip lease holders must carry a minimum of \$100,000 liability insurance on their vessel.
- 2.5 The Harbor Committee has the exclusive right to make permanent or temporary slip moves and to reassign slips to better accommodate boat size to slip size.

- 2.6 All owners of vessels have the responsibility to comply with all state and federal regulations, including safety equipment, registration, documentation, licensing, waste discharge and vessel operation.
- 2.7 Slip holders must secure their vessels at all times and in all weather conditions to prevent damage to their boat, other boats, and to club property.
- 2.8 Any boat the Harbor Committee declares to be in sinking condition or a danger to other vessels or club property may be removed in accordance with Sections 6.3, 6.4 and 6.5.
- 2.9 Lease holders must occupy their assigned slips nine months each year unless special written arrangements are made with The Harbor Committee.
- 2.10 If a slip is to be vacant more than 30 consecutive days, the lease holder must notify The Harbor Committee in writing and include the anticipated dates the slip will be vacant. The Harbor Committee may allow another boat to temporarily occupy the vacant slip. After the initial written notification, the lessee may modify the vacancy dates by letter or phone call to The Harbor Committee.
- 2.11 Sub-leasing slips is the exclusive right of the club. A lease holder who temporarily vacates their assigned slip has first rights to that slip and, three days after written notice to The Harbor Committee, may reclaim that slip if it has been sub-let by the club. Subleased slips will first be offered to members on the current wet slip waiting list and will be charged according to current rates in the harbor. Each will be on a pro-rated monthly basis.
- 2.12 No one may live aboard any vessel on club property more than 15 days without written permission from The Harbor Committee. Live aboard permission may be terminated with seven days written notice by The Harbor Committee and approval from the Board of Governors. Live aboard rights are restricted to the vessel owner and owner-accompanied guests.
- 2.13 A member may lease one each of the two types of boat slips. A dinghy or other small boat may not be used to obtain or hold a leased slip. Each slip must be occupied by a boat owned by the lease holder. Slip holders having only one boat and two slips (a wet and a dry slip) as of the effective date of the revised Harbor Rules will be grandfathered as long as they continue to meet all other requirements.
- 2.14 A member who is the current or past Commodore of the Club shall, upon written request, have first right of refusal to any open slip for their vessel.
- 2.15 No flammable or toxic materials may be stored in any container on or near piers and walkways, or in dock boxes. Except during vessel loading, unloading or repairs, all piers and walkways must be kept clear of miscellaneous gear like sail bags, tool boxes and ice chests. All power cords, hoses and dock lines must be coiled neatly and stored in a manner that cannot pose a trip hazard.
- 2.16 Maintenance of any type that could possibly damage or contaminate club property or adjacent waters with bottom paint or other toxic or hazardous material is prohibited. Hoist and boat launch areas are not to be obstructed by vehicles, parked boats, or trailers. The hoists are intended for short duration use and not for extensive maintenance work. Questions regarding the application of this section should be addressed to the Harbor Committee.
- 2.17 No structures, except ladders, are to be erected on club wharves or piers without written permission from The Harbor Committee. No slip or boat lift may be covered by any structure or material.
- 2.18 Boat lifts are allowed only on A and H piers. No new boat lifts may be installed without written permission from The Harbor Committee and Board of Governors.

2.19 Every slip holder shall be subject to an annual demonstration to The Harbor Committee that their vessel – under its own sail or motor power -- can depart their slip, proceed to the harbor entrance, and immediately return to their slip. Boats unable to demonstrate this ability face lease termination and vessel removal in accordance with Sections 6.3, 6.4 and 6.5.

2.20 Holders of slips which abut the island and on H pier may rent dock boxes from the club. Tenant-owned dock boxes are not permitted. Requests for dock boxes should be made in writing to The Harbor Committee, which will procure and place the boxes.

2.21 All boats must be kept in the slips assigned by The Harbor Committee. Any slip moves must be approved in advance by The Harbor Committee.

Application and Renewal Requirements

3.1 Any member may apply for a wet or dry slip. No slip will be assigned without a complete application filed with The Harbor Committee.

3.2 The vessel named in the application must be owned by a club member or his/her spouse and be used for non-commercial purposes.

3.3 If a vessel has partners, all partners must be current members of the club and remain club members during the term of the slip lease. All partners must be listed as co-owners on the vessel's registration or documentation and club-required insurance.

3.4 The slip is assigned to only one club member and is not transferable between partners. If lease holder dissolves a boat partnership or sells their share of that boat, the slip remains in the lease holder's name. If the lease holder has no recorded ownership in the vessel, that vessel must vacate the slip within 30 days or face immediate commercial removal at the owner's entire expense. After five years, or under special circumstances, the co-owners may petition the Harbor Committee to transfer or dissolve the partnership.

3.5 The Harbor Committee will only consider complete applications for a slip. To be complete, all applications must be filled out in full, signed, dated and accompanied by a copy of the vessel's current registration or documentation and proof of the club-required liability insurance.

3.6 All lease holders and Wait/Move listed members must renew their slip applications each year, and it is their sole responsibility to do so. Failure to meet that deadline may result in a fine and/or loss of the assigned slip or removal from the Wait/Move list. As a courtesy – not a requirement – the club mails renewal forms to current slip holders in October. Time limits and instructions for submission, as well as payment of fees, will be indicated with the renewal forms.

3.7 The Harbor Committee maintains and will post the Wait/Move lists for wet and dry slips and will assign slips to best match vessel and slip size.

3.8 Assignment of vacant slips from the Wait/Move List will be based on the order of the date of club membership, except as stated in 2.14 above.

3.9 Slip holders may make a written request to The Harbor Committee for a slip change to a vacant slip suitable for their vessel. Assignment of the vacant slip will be made as described in 2.14 and 3.8 above. After being assigned a slip, a request for a slip change more than five feet longer for a different boat will not be accepted for two years from the date the slip was assigned. This does not prevent the gaining of a slip for another boat owned by the member through the normal Wait/Move List procedure.

Boat Sales and Deceased Spouses

4.1 Lease holders must notify The Harbor Committee in writing immediately after their boat is sold. The sold boat must vacate the harbor within 30 days from the date of sale. The lease holder must obtain a new vessel and reoccupy the slip within six months from the sale date or the slip lease is considered terminated. The lease holder must make slip payments until the lease is terminated. If the lease holder's new boat is unsuitable for the assigned slip, the lease holder must make a written request to The Harbor Committee for a slip reassignment. If no suitable slip is available, the slip holder is placed on the wait list as per Section 3.8.

4.2 Widows or widowers of lease holders, on payment of all slip fees, may continue to occupy the assigned slip for a period of 12 months following their spouse's death. During the 12 month period, the widow/widower must apply for and be accepted to club membership to continue occupying the slip.

Fees

5.1 Slip leases and associated charges are for a one year period beginning January 1st, payable according to club policies and payment schedules. Charges for a partial year lease are prorated on a monthly basis.

5.2 The Harbor Committee, with approval of the Board of Governors, will establish slip fees and charges for electrical service. Boats using air conditioners or dehumidifiers will be charged an additional electrical fee set by The Harbor Committee and Board of Governors.

Non-Compliance

6.1 As stated in Section 2.1, acceptance of a lease for a wet or dry slip requires the lease holder to read, understand and obey all harbor rules -- without exception.

6.2 Lease holders violating harbor rules will be notified in writing by the chairpersons of The Harbor Committee and Board of Governors, and will have 30 days to correct the violations. If all violations are not corrected, the lease holder will be charged the transient rate of \$10 a day until the violations are corrected or the vessel is removed from club property.

6.3 Any slip lease may be terminated for failure to obey harbor rules, or for the good, welfare and safety of the club. All termination notices must be signed by the chairpersons of the Harbor Committee and Board of Governors and sent to the slip holder by registered mail with a return receipt.

6.4 Lease holders will have 30 days after receiving a termination notice to petition the Board of Governors to lift the termination.

6.5 If the Board of Governors refuses to lift a lease termination, the lease holder must vacate the slip within 30 days or their vessel or trailer will be removed immediately by a commercial firm entirely at the owner's expense.

Dry Slips

7.1 All trailers stored on club property must have a FYC identification sticker affixed to the trailer tongue. Boats and trailers must be stored in assigned locations.

7.2 The Harbor Committee may move boats or trailers in dry slips in case of emergencies or facility maintenance. Any locked boat or trailer must have a key or lock combination on file with The Harbor Committee at all times.

Visiting Yachts

8.1 At the pleasure of the Harbor Committee, visiting yachtsmen who are members of a GYA or another reciprocating yacht club may moor at any available T-pier for a period not to exceed 14 days. The visiting yacht may not impede vessel traffic in the club harbor or Fly Creek.

8.2 Upon arrival, visiting yachtsmen will report to the office or bar and fill out a form that includes their club membership information, boat name and registration number, proof of insurance, home address and home or cell phone numbers. Visiting yachtsmen will be given a copy of the harbor rules and must follow those rules or vacate club property.

8.3 Eligible visiting yachts get one free night of mooring per month, and will be charged the \$10 a night transient fee thereafter. Visiting yachts participating in FYC sponsored regattas will be allowed to moor at any available T-pier or other available space as approved by the harbor Committee, for a maximum period of 14 days, without charge.

Harbor Hurricane Preparedness Plan

A. INTRODUCTORY COMMENTS

The order of priority when preparing Fairhope Yacht Club Harbor for a hurricane is (1) Protect human life, (2) Seek to prevent or minimize personal injury, (3) Reduce the exposure of property to damage, (4) Minimize damage to property that cannot be relocated and (5) Seek to restore normal operations as quickly as possible.

The most critical task is securing boats, which may move about and damage the harbor and other boats. The harbor is not a viable sanctuary for boats of any type during a direct hurricane hit. The wet slips, dry and loft storage are not designed to accommodate boats during heavy winds and/or storm surge. These elements tend to push and pound boats against pilings, docks, and other vessels. Loft storage boats are in danger of being moved by wind or being lifted into racks above with tide surge. Increased weight of water-filled boats could collapse the rack system. The Harbor Committee encourages early evacuation of all boats in dry and loft storage, and trailerable boats in wet slips.

Circumstances may prevent evacuation of some boats. This Harbor Hurricane Preparedness Plan (hereinafter referred to as the "Plan"), in addition to describing evacuation procedures, outlines recommended practices for securing boats in the harbor. This Plan also describes procedures for communicating and carrying out hurricane response for all other aspects of the harbor – before, during, and after the storm.

Successful preparation for a hurricane depends on how early and how orderly preparations are made, even though the chances may be great that the harbor will not suffer a direct hit. Boat owners are encouraged to be aware of tropical weather conditions. Preparation procedures should be well underway during the U.S. Weather Service Hurricane WATCH Phase. All boats should be secured or evacuated by the time a hurricane WARNING is issued. A last minute call for area evacuation by the Emergency Management Agency could prevent the necessary time to secure or evacuate a boat and properly secure the harbor.

Boat owners with a boat in a wet slip, dry or loft storage are required to be familiar with this plan. Timetables for implementing the various stages of the plan will depend on the storm's forward speed and direction, probability of a storm hit, and the expected intensity of the storm. Remember - to attempt to secure boats while under storm influences is at the risk of lives. The inconveniences of early action are a small price to pay for safety.

Be aware that this Plan assumes a direct hit (the eye passing directly over or within 25 miles of the harbor) and may work only for lower category hurricanes. A direct hit by a Category II or stronger storm could result in major damage to the boats and harbor facilities. This Plan is designed to limit the damage to the harbor and boats. For a major storm this Plan may or may not be adequate.

This Plan should be reviewed annually, prior to the beginning of hurricane season (June 1) and revisions made as necessary.

B. PLAN SUMMARY

[Note: numbering of conditions may be found to be unfeasible because of the necessity for the Harbor Committee to act on an earlier timetable to complete preparations prior to weather deterioration and directives by the Emergency Management Agency. These time frames are based on landfall of the hurricane EYE. Storm conditions will affect preparation well in advance of eye landfall.]

Condition Activities: Preseason

Review and revise plans, lists, and inventories. Generate boat owner awareness. Select Harbor Hurricane Response Team.

Condition 5: Season Starts (June 1)

Normal operation. Monitor weather, continue hurricane awareness.

Condition 4: Storm in Vicinity

A storm has developed and could pose a threat to our area.

Condition 3: 72-48 Hours to Landfall by the Hurricane Eye

A storm is threatening. Begin implementation of Plan.

Condition 2: 48-36 Hours to Landfall by the Hurricane Eye

A hurricane may strike within 36-48 hours. Complete securing of harbor and boats. Hurricane WATCH has been issued by the National Hurricane Center and the County Emergency Management Agency probably recommends voluntary evacuation low-lying areas. Determine harbor closing and establish limited entry.

Condition 1: 36-12 Hours to Landfall by the Hurricane Eye

High probability of strike. Hurricane WARNING has been issued by the National Hurricane Center. Securement and/or evacuation should be completed.

Condition 0: Hurricane Conditions

Winds and flooding could stop further securement and/or evacuation efforts. Hurricane Response Team maintains communication if possible.

After the Storm: Return and Recovery

Reestablish communications. Conduct search, rescue, damage assessment, salvage, and cleanup.

Harbor Committee Responsibility

The Harbor Committee is not responsible for damage to any boat from storms or any other act of God. In the event that a boat is likely to cause bodily harm, loss of life, or damage to property; for example, on fire or sinking, the Harbor Committee reserves the right to take any prudent

action necessary to ensure the safety of the harbor and surrounding boats. Any costs incurred in doing so will be charged to the boat owner.

Hold Harmless Agreement

The boat owner holds the Harbor Committee harmless for accidental damage caused when the Harbor Committee takes prudent emergency action before, during or after a storm. Emergency storm preparations and salvage operations include any activity that the Harbor Committee deems necessary to protect persons from injury or property from damage.

Wet Slip Evacuation May be Advised

Both boats and the harbor will suffer less damage if boats are not left tied to docks during a direct hit of a hurricane. With that in mind, the Harbor Committee is aware that mandatory evacuation is nearly impossible to conduct. Also, mandatory evacuation requirements can lead to human safety issues. It is in everyone's best interest to avoid damage to the harbor – damage to the harbor could affect the availability of a place to dock and the future amount of slip fees. Notice to evacuate wet slip boats will be the decision of the Harbor Committee according to guidelines in this Plan. The Harbor Committee will issue the call to evacuate only if it is deemed an absolute prudent and necessary safety action. Evacuation is not mandatory, but strongly advised. Evacuation must be done early enough to allow wet slip boat owners time to safely and properly anchor their boats and to return.

The Harbor Committee will provide information and assistance to encourage the decision to voluntarily evacuate. The Harbor Committee will work to increase the boat owner's knowledge and comfort level for evacuating. If a boat owner evacuates the harbor to anchor in Mobile Bay, the Harbor Committee will, to the best of its ability, provide return shuttle boats from local anchorages until such time as the Harbor Committee deems it unsafe to operate such shuttle boats.

Dry and Loft Storage Evacuation is Strongly Advised

Evacuation of the dry and loft storage by trailer is the safest course of action for your boat. Unloaded racks systems will fare better. If boats are left in the racks they should be tied down – although conditions or circumstances may prevent doing so. The Harbor Committee is not responsible for tying down or securing any boat in dry or loft storage and assumes no obligations to tie down or otherwise secure dry or loft storage boats. This is a time consuming task.

Boat Handling Ceases When Winds Reach Sustained Speed of 25 Knots

Launching, recovering, or otherwise handling a boat is unsafe when wind speed reaches 25 knots. Hoist operations will cease at that time.

Plan Review

The Harbor Committee will annually review the Plan to determine if improvements and changes should be made. The Harbor Committee will present the Plan to the Board of Governors for approval on all policy and procedure recommendations. Notification of policy changes is will be made in the form of a notice to be included in the annual slip renewal.

Safety Consideration

The overriding consideration in hurricane preparation and decision making in this Plan is the safety of lives. Preventing damage to property is secondary to human safety.

C. Harbor Hurricane Response Team

The Harbor Committee will assemble, prior to June 1 of each year, a Harbor Hurricane Response Team (HHRT). This team shall consist of:

1. Harbor Committee Chair - HHRT Chair
2. Harbor Committee Vice-Chair- Volunteer Coordinator
3. Dry Storage Manager
4. Wet Slip and Pier Managers
5. Two boat owners from wet slips and 1 boat owner from dry or loft storage

D. PLAN – PRESEASON

During “Preseason,” prior to June 1, when hurricane season begins each year, there is no hurricane threat. This is the time to review the Plan and update or revise it as necessary. The harbor will be inspected and housekeeping and maintenance will be done with storm readiness in mind.

Responsibilities in Preseason are:

Harbor Committee

- Remind slip and space assignees of responsibilities during hurricane season via notice in the Mainsheet. Specify that boat owners who do not attend to their boat(s) under the color of this Plan will be billed for services and materials necessary for preparation, response, and recovery.
- Review and update the detailed map of the harbor [Appendix A] showing locations of power shutoff points, sources of auxiliary power, potential hazard areas such as from fallen objects, trees, poles, etc.
- Inspect all areas of the wet slips and dry storage for pre-hurricane season safety, housekeeping, repair and maintenance. Correct problems immediately!
- Develop a prioritized list for all aspects of the harbor of equipment, records, etc. for evacuation. Mark these items for quick identification and prepare a checklist. Consider the value of the item to getting business back in progress after a hurricane. [Appendix B]
- Decide membership of the HHRT, including identifying volunteers to run shuttle boats.
- Update hurricane contact lists and distribute to HHRT.

Dry or Loft Storage and Wet Slip Boat Owners

- Review your boat liability insurance policy. The boat owner can be liable for damages caused by his/her boat.
- Devise a plan for securement or evacuation of your boat(s).
- Consider an alternate contact in the event of your absence during storm preparation, and inform them of your plan.

- Keep an adequate inventory of storm gear aboard and maintain dock and anchor lines of proper size and condition.

E. PLAN – CONDITION 5, SEASON STARTS (JUNE 1)

In Condition 5, beginning June 1 when hurricane season begins each year, there is no hurricane threat. This is the time to begin conscientiously monitoring the US Weather Service Radio and the Cable Weather Station for development of tropical systems.

Responsibilities in Condition 5 are:

Harbor Committee

- Monitor weather forecasts.
- The Harbor Committee will use two sources of weather information to trigger Condition 4
 - National Weather Service/NOAA
 - County EMA

Wet Slip, Dry and Loft Storage Boat Owners

- Keep your boat evacuation and/or securement ready.
- Wet slip boat owners must adhere to Harbor Rule 2.24 that all boats must be able to get underway under its own power.

F. PLAN – CONDITION 4, STORM IN THE VICINITY

In Condition 4 there is a tropical depression, tropical storm, or hurricane within a 1,200-mile radius of the harbor. This is the time to assemble the HHRT and to develop a preliminary action timetable for this particular storm. Be aware that progression from Condition 4 to Condition 0 – hurricane in progress, can happen swiftly!

Responsibilities in Condition 4 are:

HHRT

- Evaluate the storm threat potential by plotting the advance and assessing weather reports, and determine a timetable for action for this particular storm.
- Perform storm readiness inspections on area and equipment.
- Confirm readiness of harbor documents for evacuation.
- As much as possible, determine the number of absentee boat owners expected.
- Schedule Harbor Committee members for storm duties.
- Coordinate securing harbor facilities and equipment.
- Assemble the shuttle volunteers for briefing.

Dry Storage Manager, Wet Slip and Pier Managers

- Meet with Fleet Captain, Jr. Advisor and volunteers to determine timetable to begin moving and/or securing Club boats in the Juniors' area to intended securement sites.
- Closely inspect harbor areas for potential problems. Pay special attention to areas where wave action will be severe. Ready extra line, chafing gear and fendering.

G. Plan – Condition 3: 72-48 Hours to Landfall

In Condition 3, we are under a storm threat. This is the time to activate the full hurricane response team and to be well into implementation of the Plan. Everyone should frequently monitor radio, TV, or NOAA Weather Radio for official bulletins of the storm's progress.

Responsibilities in Condition 3 are:

HHRT

- Prepare harbor for storm readiness.
- Prepare to issue a notice that evacuation of wet slips and dry storage is recommended.
- Evaluate the storm threat potential by plotting the advance and assessing weather reports.
- Issue a notice early in the WATCH stage that evacuation of dry and loft is recommended.
- If needed, activate the wet slip evacuation shuttle volunteers.
- Be prepared to step up preparation timetables if forward speed and intensity increase.

Dry and Loft Storage Boat Owners

- Evacuation of your boat to safety is strongly advised. If you are not evacuating your boat, properly secure your boat. The Harbor Committee strongly advises against leaving boats in dry or loft storage during a storm.
- Act soon ... Weather conditions may deteriorate quickly.

Wet Slip Boat Owners

- Evacuation of your boat to safe anchorage or to haul out is advised.
- If not evacuating, properly secure your boat. Boats left docked in the harbor should have extra lines, fendering and chafing gear. Recommendations for securing a boat are posted at the harbor and at Appendix C to this Plan.
- Once your boat is secured, leave it and don't return once the wind and waves are up. Under NO circumstances should you ride the hurricane out on your boat.
- Act soon ... Weather conditions may deteriorate quickly.

Regarding evacuation shuttle service arranged by the HHRT using Club boats: Volunteers will be available to run shuttle boats. Shuttle service using Club boats will cease at 24 hours prior to predicted hurricane landfall.

H. PLAN – CONDITION 2: 48-24 HOURS TO LANDFALL

In Condition 2, a hurricane may strike within 48-24 hours – a hurricane WATCH has been issued. This is the time to complete securing of harbor and boats. The Emergency Management Agency probably has recommended voluntary evacuation of low-lying areas by this time. Entry

to the harbor is limited at this time to those involved in hurricane preparation and boat owners in the process of evacuating or securing their boat.

Responsibilities in Condition 2 are:

HHRT

- Make continual checks of storm readiness preparations of all areas of harbor.
- Continue to evaluate the storm threat potential.
- Be prepared to step up preparation timetables if forward speed and intensity increase.

Dry Storage Manager, Wet Slip and Per Managers

- Secure any loose items that can be affected by wind.
- Assist evacuating wet slip boats and wet slip boat owners asking to haul out.

I. PLAN – CONDITION 1: 24 - 0 HOURS TO LANDFALL

In Condition 1, there is high probability the hurricane will strike – a hurricane WARNING has been issued. This is the time to have completed evacuation and securement efforts.

Everyone should continue to closely monitor radio, TV, NOAA Weather Radio, or hurricane Hotline telephone numbers for official bulletins. Follow instructions issued by local officials. LEAVE IMMEDIATELY IF ORDERED TO DO SO. Under any circumstances - leave areas that might be affected by storm tide or a stream flooding.

Anyone working on the docks or near the water is required to wear life jackets.

Responsibilities in Condition 1 are:

HHRT

- Continue to evaluate the storm threat potential.
- Make final checks of storm readiness of all areas of the harbor.
- Prevent unnecessary traffic to and from the harbor.
- Remove essential files and records from the Harbor Committee filing cabinets in the Club office.
- Be prepared to step up preparation timetables if forward speed and intensity increase.
- Organize post-storm rendezvous.
-

Dry and Loft Storage and Wet Slip Boat Owners

- Have completed all storm preparation efforts for your boat.
- Stay clear of the harbor, unless you are a member of the Harbor Hurricane Response Team.

Dry Storage, Wet Slip and Pier Managers

- Securement of harbor areas should be completed.

- Make a final check of remaining boats. If conditions permit, secure any remaining boats and photograph all areas of the harbor.
- As late as is practical, remove fire extinguishers and box covers and store in a predetermined location.
- Lash dock boxes to stands and wire/lock tops closed.
- Wire shut all power centers covers. Use 3" strips of wire.

J. PLAN – CONDITION 0: HURRICANE

In Condition 0, the harbor will be under hurricane influence. No boat or harbor preparation will occur. Concern is for human safety only.

Responsibilities in Condition 0 are:

Harbor Committee Chairperson and Harbor Hurricane Response Team

- Remain in safe shelter.

Dry and Loft Storage Boat Owners and Wet Slip Boat Owners

- Remain in safe shelter; do not be aboard in a Hurricane!
- One of the most dangerous mistakes a skipper can make is to stay aboard during a hurricane. There is little, if anything, a skipper can do to save a boat when winds are blowing 100 mph, tides are surging, and visibility is only a few feet.

K. PLAN – RETURN AND RECOVERY

After the hurricane has passed, everyone is advised to remain in a protected area until announcements are made on radio or TV that dangerous winds and flooding have passed. Telephone communications may not be possible. Listen to public radio broadcasts for this information. HHRT members are asked to return to the harbor as soon as practical to assess damage, begin the cleanup process and to return the harbor to operating conditions.

Controlling damage after the hurricane is important. This can save time and money for the harbor and boat owners. Depending on the extent of storm damage, admittance to the harbor may be limited to only boat owners, authorities, insurance personnel, and only those contractors and surveyors on assignment. Salvage operations will be discussed with owners and their insurance companies before moving damaged boats.

If there have been high waters, be careful of snakes or other animals that may have gotten into buildings or other high points.

Responsibilities in Return and Recovery are:

HHRT

- Assemble at a designated time and place.
- Re-enter harbor only when the threat of severe weather has passed.

- Conduct a safety inspection and document damages photographically before permitting boat owners on the property. If necessary, request assistance from the Emergency Management Agency, fire department, utility companies, or police.
- Clearly mark and blockade hazard areas; be particularly careful of fallen electrical lines and leaking fuel.
- Evaluate harbor condition reports as provided by Wet Slip and Dry Storage Managers.
- Begin clean up and repair procedures only after insurance company has been contacted and/or legal documentation of damage has been accomplished.
- Determine the priorities for getting the harbor back in business and make assignments accordingly.
- Make recommendations for improving the Plan (in writing within two weeks of Hurricane).

Dry Storage Boat Owners and Wet Slip Boat Owners

- Remain clear of the harbor until a notice to safely re-enter has been given.
- Review insurance policy and prepare to evaluate and report damages to insurance agency.

Purchases or Acquisition Policy

Purchases or acquisitions in an aggregate amount exceeding \$2,500.00 will be made only after three (3) qualified bids have been solicited from vendors or subcontractors. All vendors and subcontractors are to provide evidence of insurance and bonding as appropriate when performing work on FYC premises especially relating to the waterfront area.

Job Description Policy – Employees

1. The Commodore is to develop a job description for each employee.
2. The description is to include salary ranges, hourly wages, merit increases, bonuses, vacation and insurance benefits, where applicable.
3. The Commodore is to submit every position to the Board of Governors for approval.
4. Any changes are to be submitted to the Board of Governors for approval.
5. The Commodore will obtain Board of Governors approval to hire the General Manger, Office Manager, Kitchen Manager, Bar/Wait Staff Supervisor or General Maintenance Person.
6. The Commodore, for causes other than demonstrated gross misconduct or theft, will obtain Board of Governors approval to fire the General Manager, Office Manager, Kitchen Manager, Bar/Wait Staff Supervisor or General Maintenance Person.

Kitchen Hood and Extinguishing System Check List

The Kitchen hood and Extinguishing System is to be inspected and recertified by a certified inspector on a SEMI-ANNUAL SCHEDULE with a copy of the inspection and/or recertification

report furnished TOM ODOM, FIRE SAFETY INSPECTOR, P.O. DRAWER 429, FAIRHOPE, ALABAMA 36533-0429 and inspected by the owner or their representative on a MONTHLY SCHEDULE in accordance with the owner's manual and as a minimum the following checks shall be performed and recorded on the maintenance tag or certificate. (Reference NFPA Codes 17, 17A and 96).

1. The extinguisher system is in its proper location.
2. The manual actuators are unobstructed.
3. The tamper indicator and seals are intact.
4. The maintenance tag(s) or certificate is/are in place.
5. No obvious physical damage or condition exists that might prevent operations.
6. The pressure gauge, if provided, is in operable range.
7. The nozzle blow off caps are intact and undamaged (where provided).

Leadership Transition Policy

Following the elections, and before December 31st, a Leadership Transition Meeting is conducted by the current Board of Governors (BOG) Chairperson and the current Commodore and attended by the incoming Bridge, BOG and Committees. Attendees are provided the Policy Book.

Maintenance Request

Fairhope Yacht Club Buildings & Grounds - Maintenance Request

Date of Request: _____

Description of Work:

Cost Estimate (Time & Material):

Name and Contact Number:

Committee Chair: House: _____ Date _____

Harbor: _____ Date _____

Grounds: _____ Date _____

Comments:

***** Internal Use Only

Approval: Manager: _____ Date _____

Commodore: _____ Date _____

Comments:

Priority (circle one) 1 top 2 3 4 5

Date Completed: _____

Actual Cost: _____

Policy Book Policy

The Policy Book is maintained by the Internal Control and Review Committee (ICRC) as directed by and approved by the Board of Governors (BOG).

The ICRC provides the then current Policy Book to the BOG each September. The BOG reviews the Policy Book and provides comments/changes to the ICRC in October. This is the process that the BOG uses to annually certify the Policy Book.

Safe Deposit Box Policy

1. The signers for the Safe Deposit Box are to be the Commodore, the Board of Governors Chairperson, the Treasurer, the Secretary and the Office Manager.
2. The signatures are to be updated by January 31st of the upcoming term.
3. The Secretary is to insure that the signatures have been changed out.
4. One signature is be required to access the box.
5. The Commodore and the Board of Governors Chairperson are to inventory the safe deposit box each January.
6. One copy of the inventory is to be kept in the safe deposit box and another copy is to be kept in the Policies and Procedures book.
7. Any time the inventory changes, an updated copy of the inventory is to be kept in the safe deposit box and an updated copy is to be placed in the Policies and Procedures book.
8. The Commodore and the Board of Governors Chairperson are to provide the current inventory to the Board of Governors at the February Board of Governors meeting.

Dauphin Island Race Seed Money Policy

1. The Board of Governors has agreed to reserve \$5,000 as Regatta Seed Money for FYC hosted events.
2. The Regatta Chairperson will seek approval from the Board of Governors for the Seed Money.
3. The signers of the checking account will be the Regatta Chairperson, the Regatta Vice-Chairperson, the FYC Commodore and the FYC Treasurer.
4. The checks will require one signature.
5. The Regatta Chairperson will provide a Regatta Accounting of the Income and Expenses to the FYC Treasurer within 45 days following the regatta.
6. The Regatta Chairperson will close out the checking account and provide bank account records to the FYC Treasurer within 45 days following the regatta.
7. The Seed Money will be returned to the FYC Treasurer within 45 days following the regatta.
8. If there are any monies greater than the Seed Money, the Board of Governors will determine the use of the extra money.

Suggestions Box Procedure

The purpose of the Suggestions Box is to provide a simple vehicle for the Membership to communicate their praises and concerns to the club leadership.

Suggestions forms are to be provided at the Suggestions Box, at the Bar, at the Coffee Area and with each meal.

Suggestions are to be maintained in the Club Office for review by the Commodore and Vice-Commodore, the Club Manager, the BOG and the ICRC.

Suggestions related to the ongoing operations of the club are to be given to the Commodore for assignment.

Suggestions related to club policy are to be given to the BOG.

The received each month are to be summarized and provided to the BOG.

FYC – Suggestions Box
General Suggestions and Comments:

Continue on back

[1to5=BEST]	<u>Restaurant</u>	<u>Bar</u>	<u>FYC</u>
a. Food / Bev	()	()	()
b. Service	()	()	()
c. Atmosphere	()	()	()
d. Overall	()	()	()

Member Name _____
Member # _____

Place in Suggestions Box at restaurant entry.
Thanks.

FYC – Suggestions Box
General Suggestions and Comments:

Continue on back

[1to5=BEST]	<u>Restaurant</u>	<u>Bar</u>	<u>FYC</u>
a. Food / Bev	()	()	()
b. Service	()	()	()
c. Atmosphere	()	()	()
d. Overall	()	()	()

Member Name _____
Member # _____

Place in Suggestions Box at restaurant entry.
Thanks.

FYC – Suggestions Box
General Suggestions and Comments:

Continue on back

[1to5=BEST]	<u>Restaurant</u>	<u>Bar</u>	<u>FYC</u>
a. Food / Bev	()	()	()
b. Service	()	()	()
c. Atmosphere	()	()	()
d. Overall	()	()	()

Member Name _____
Member # _____

Place in Suggestions Box at restaurant entry.
Thanks.

FYC – Suggestions Box
General Suggestions and Comments:

Continue on back

[1to5=BEST]	<u>Restaurant</u>	<u>Bar</u>	<u>FYC</u>
a. Food / Bev	()	()	()
b. Service	()	()	()
c. Atmosphere	()	()	()
d. Overall	()	()	()

Member Name _____
Member # _____

Place in Suggestions Box at restaurant entry.
Thanks.

Job Descriptions

Board of Governors

Chairman

The Board of Governors selects a presiding officer, the Chairman, from its body and has the duty of selecting a Treasurer. The Chairman facilitates the selection of a Vice-Chairman and a Secretary to the Board.

The Chairman assures adherence to all policies and directives set out in the Club Governance documents.

The Chairman opens and conducts meetings as provided for in *Robert's Rules of Order*.

The Chairman:

- provides leadership which advances the purpose of the Fairhope Yacht Club,
- promotes a vision for the organization,
- facilitates the collective impact of the Board on the Club,
- assures the development, effective management and implementation of Club policies, strategic plan, programs, financial operations and legal obligations,
- closely liaisons and communicates with the Commodore and the Treasurer, the Internal Control and Review Committee, the Long-Range Planning Committee, the Harbor Committee, and the Membership Committee.

The Chairman submits, to the Secretary of the Club at the close of his/her term, the documentary files of the year's proceedings for custody and preservation. The Chairman ensures an orderly transfer of documentation, information and outstanding business to the incoming Chairman and Board.

Vice-Chairman

The Board of Governors selects a Vice-Chairman from its body. The Vice-Chairman, in the absence of the Chairman, serves in his/her place, and doing so is his/her chief duty.

The Vice-Chairman

- provides leadership in policy development and governance of the Club's mission, Constitution, By-Laws, and policies,
- provides leadership in moving forward the established programs of the Club,
- provides governance leadership in budgeting, financial control, and review and control of Club assets.

Member of the Board of Governors

The members of the FYC Board of Governors are elected by the Club's General Membership and are empowered to act for the organization as a whole in certain regards through Club Governance documents. The Board elects its own officers; Chairman, Vice-Chairman, Treasurer, Secretary.

The Board collectively determines Club policy and assures adherence to these policies. Board members attend scheduled monthly meetings and called special meetings.

Board members

- oversee the Fairhope Yacht Club in its entirety,
- establish, review, amend and maintain the policies of the FYC,
- ensure the effective implementation of Club policies, and programs, and provide financial and advocacy governance,
- are knowledgeable advocates of Governance documents, policies, and procedures,
- understand the programs, plans and strategic goals as established by budgets, and monitor progress through financial and operations reports.

Commodore and Vice Commodore

The Commodore is an officer of the Club.

The Commodore is an Ex-Officio member of the Board of Governors, but does not have voting privileges on the Board.

The Commodore is elected by a majority vote of the members present and qualified to vote at each annual meeting. No member elected to serve as an officer or a Board member shall hold the same office for more than two consecutive years.

The Commodore shall preside at all General Membership Meetings of the Club, and shall be an ex-officio member of all committees. As Executive Officer, the Commodore shall carry out the policies laid down by the Board of Governors. The Commodore shall have general supervision of the Club property and activities. The Commodore shall represent the Club at Gulf Yachting Association (GYA) meetings. The Commodore shall appoint the following committees for the year, designating the Chairman of each at the January meeting:

- | | |
|------------------------------------|-----------------------------|
| A. House | E. Regatta |
| B. Auditing | F. Junior |
| C. Entertainment | G. Race |
| D. Building and Ground Maintenance | H. Other Special Committees |

The Commodore selects two members to be on the Nominating Committee.

All Committees, both elected and appointed, shall submit a proposed operating budget for the year to the Commodore, who will then prepare a unified budget for submission to the Board of Governors by the February meeting.

The Vice-Commodore shall assist the Commodore in the discharge of duties of the office, and, in the Commodore's absence, shall act as Commodore. In case of a vacancy in the office of Commodore, the Vice-Commodore shall act until a new Commodore is elected.

Serves as Chief Operating Officer of the club: manages all aspects of the club including its activities and the relationships between the club and its Board of Governors, members, guests, employees, community, government and industry. Coordinates and administers the club's policies as defined by its Board of Governors. Develops operating policies and procedures and directs the work of all club employees. Implements and monitors the budget, monitors the quality of the club's products and services and ensures maximum member and guest satisfaction. Secures and protects the club's assets, including facilities and equipment.

JOB TASKS (DUTIES)

1. Implements general policies established by the Board of Governors; directs their administration and execution.
2. Plans, develops and approves specific operational policies, programs, procedures and methods in concert with general policies.
3. Coordinates the development of the club's long range and annual (business) plans with the Finance and Long Range Planning Committees.
4. Coordinates with the Commodore / Finance Committee for the development of operating and capital budgets according to the budget calendar; monitors monthly and other financial statements for the club; takes effective corrective action as required.
5. Analyzes financial statements, manages cash flow and establishes controls to safeguard funds. Reviews income and costs relative to goals; takes corrective action as necessary.
6. Develops, maintains and administers a sound organizational plan; initiates improvements as necessary.
7. Establishes a basic personnel policy; initiates and monitors policies relating to personnel actions and training and professional development programs.
8. Welcomes new club members; "meets and greets" all club members as practical during their visits to the club.
9. Consistently assures that the club is operated in accordance with all applicable local, state and federal laws.
10. Oversees the care and maintenance of all the club's physical assets and facilities.
11. Coordinates the marketing and membership relations programs to promote the club's services and facilities to potential and present members.
12. Ensures the highest standards for food, beverage, sports and recreation, entertainment and other club services.
13. Establishes and monitors compliance with purchasing policies and procedures.
14. Reviews and initiates programs to provide members with a variety of popular events.
15. Works with subordinate department heads to schedule, supervise and direct the work of all employees.
16. Participates in outside activities that are judged as appropriate and approved by the Board of Governors to enhance the prestige of the club; broadens the scope of the club's operation by fulfilling the public obligations of the club as a participating member of the community.

Rear Commodore

Assist the Commodore in the execution of his duties.

1. Usually the Commodore appoints to the Rear Commodore the duties of Chairman of the Regatta Committee as well as Chairman of the Race Committee. In general, the Regatta Committee addresses all the activities that occur on land and the Race Committee addresses all water based activities.
2. Determination of the race schedule and approval by the GYA. This determination is done internally during the 4th quarter and the approval is sought at the Winter meeting of the GYA.
3. Determination of the Annual Budget for the Race and Regatta committee. This is prepared and submitted to the Commodore. The Commodore then submits this to the board for approval.

Regatta Committee

The Regatta Committee is responsible for the following:

1. Selection of and purchase of the Trophies.
2. Selection of and purchase of Tee shirts.
3. Selection of appropriate entertainment.
4. Provision for boat launching assistance, especially for the hoist.
5. Registration of the Racers.
6. Collection of entry fees and transmission of money to the Office Manager.
7. Sales of Tee-shirts and transmission of money to the Office Manager.
8. Generation of racing scratch sheet.
9. Host skippers meeting.
- 10 Calculate race results.
11. Organize the Protest Committee.
12. Host the Award Ceremony.

Race Committee

1. Ensure that each race course has a Principal Race Officer (PRO) (up to 5 different courses).
2. Assure that all required race equipment is available and in proper working order.
3. Ensure that each PRO has an appropriate number of volunteers and support boats.
4. Organize with the Coast Guard if necessary.
5. Record the finishes and other necessary race information.
6. Provide race data for results calculation.

Fleet Captain

- 1) Capdeville Racing (Gulf Yachting Associations interclub championships) It will be the Fleet Captains responsibility to field a team of FYC members to compete in all events.

- 2) It will be the Fleet Captain's responsibility to arrange for "sail-off's" for the three Championships in the Capdeville series; Lipton's, Junior Lipton's and Knost.
 - a) It will be the Fleet Captains responsibility to see that accommodations are accounted for FYC competitors participating in out of town Regattas.
- 3) It will be the Fleet Captains responsibility to oversee the purchasing, maintenance/upkeep of Fairhope Yacht Clubs club owned boats and trailers. To include but not limited to: FYC Whalers, Flying Scot, 420's, Optimist and canoes.
 - a) It is recommended that committee members be appointed to help with boat maintenance for each class and be called upon during General Membership Meetings for a report. (44 boats is a chore)
- 4) The Fleet Captain will provide to the Commodore an "Annual Budget" for all activities listed above. The Commodore will review; make any changes as necessary and present to the board of Governors for approval.

Fleet Surgeon

The Fleet Surgeon shall oversee matters pertaining to health and sanitation and provide counsel to the Commodore for the regulation of conditions that relate to health and sanitation.

Secretary

The Secretary records the minutes of all regular and special meetings of the Fairhope Yacht Club.

The minutes of the above meetings shall be posted not later than twenty-four (24) hours prior to the next regular Club meeting.

At the end of the Secretary's elected term, the Secretary shall turn over to the incoming Secretary, all records - past and present.

Treasurer

The Board of Governors shall have the duty of selecting a Treasurer.

The Treasurer, under the direction of the Governing Board, shall oversee the collection of all dues, penalties, and monies due the Club and shall confirm the deposit of these funds into the Treasury, keeping account thereof.

The Treasurer shall, with the Commodore, sign all written contracts, conveyances, and obligations of the Club. All Funds collected shall be deposited within ten (10) days in a bank or banks designated by the Governing Board.

All checks shall be signed by the Treasurer and countersigned by the Commodore.

The Treasurer shall appoint a Finance Committee with members experienced in accounting, finance or business planning to review annual budgets and make quarterly recommendations to the Board of Governors concerning Club finance and accounting procedures.

The Treasurer shall furnish the Governing Board with a financial statement, showing detailed information when and as requested.

At the regular February meeting, the Treasurer shall present a full report of receipts and disbursements during the preceding year.

Fees for accounting services require approval by the Board of Governors.

Club Manager

I. POSITION

General Manager (GM)/Chief Operating Officer (COO)

II. RELATED TITLES

Club Manager; Club House Manager

III. JOB SUMMARY

Serves as Chief Operating Officer of the club: manages all aspects of the club including its activities and the relationships between the club and its Board of Governors, independent sub-contractors, members, guests, employees, community, government and industry. Coordinates and administers the club's policies as defined by its Board of Governors. Develops operating policies and procedures and directs the work of all club employees. Implements and monitors the budget, monitors the quality of the club's products and services and ensures maximum member and guest satisfaction. Secures and protects the club's assets, including facilities and equipment.

IV. JOB TASKS (DUTIES)

1. Implements general policies established by the Board of Governors; directs their administration and execution.
2. Plans, develops and approves specific operational policies, programs, procedures and methods in concert with general policies.
3. Coordinates the development of the club's long range and annual (business) plans with the Finance and Long Range Planning Committees.

4. Coordinates with the Commodore / Finance Committee for the development of operating and capital budgets according to the budget calendar; monitors monthly and other financial statements for the club; takes effective corrective action as required.
5. Analyzes financial statements, manages cash flow and establishes controls to safeguard funds. Reviews income and costs relative to goals; takes corrective action as necessary.
6. Develops, maintains and administers a sound organizational plan; initiates improvements as necessary.
7. Establishes a basic personnel policy; initiates and monitors policies relating to personnel actions and training and professional development programs.
- 8.
9. Coordinates and serves as ex-officio member of appropriate club committees.
10. Welcomes new club members; "meets and greets" all club members as practical during their visits to the club.
11. Provides advice and recommendations to the Commodore and Committees about construction, alterations, maintenance, materials, supplies, equipment and services not provided in approved plans and/or budgets.
12. Consistently assures that the club is operated in accordance with all applicable local, state and federal laws.
13. Oversees the care and maintenance of all the club's physical assets and facilities.
14. Coordinates the marketing and membership relations programs to promote the club's services and facilities to potential and present members.
15. Ensures the highest standards for food, beverage, sports and recreation, entertainment and other club services.
16. Establishes and monitors compliance with purchasing policies and procedures.
17. Reviews and initiates programs to provide members with a variety of popular events.
18. Works with subordinate department heads to schedule, supervise and direct the work of all employees.
19. Attends meetings of the club's Bridge and Board of Governors.
20. Participates in outside activities that are judged as appropriate and approved by the Board of Governors to enhance the prestige of the club; broadens the scope of the club's

operation by fulfilling the public obligations of the club as a participating member of the community.

V. REPORTS TO

Commodore and Board of Governors

VI. SUPERVISES

Assistant General Manager (Office Manager), Food and Beverage Director and Club employees. Coordinates with Treasurer, Bridge and Club Committee Chairs.

Building and Grounds Chair

The House Committee shall prescribe such rules and regulations as may be deemed necessary to preserve proper order and protect Club property. Such regulation shall be posted in the Clubhouse, and the House Committee shall have the power to assess fines and penalties for the violation of House Rules, subject to the approval of the Governing Board.

The Buildings and Grounds Maintenance Committee shall be charged with the care of Club buildings and grounds.

Entertainment Committee Chair

The Hospitality/Social Chairperson and Committee are responsible for working with the Associates Committee to welcome new members to Fairhope Yacht Club, for greeting visiting boats and for organizing and directing the social activities of the FYC Ladies Group.

- Activities to consider (Duties of the Hospitality/Social Committee?):
- Hold New Member meetings before General Membership Meeting.
- Designate someone to greet new members at Club events.
- Designate someone to welcome visitors to FYC.
- Prepare a packet of information about FYC and the community to distribute to visiting yachters.
- Get sponsors help integrate Associates into club activities.
- Provide nametags for Associates/Bridge/Board/Committee Chairs to wear at Club functions.
- Schedule Ladies Lunches/programs.
- Develop other activities for FYC Ladies.

Anything else appropriate to facilitating social interactions among members and Guests.

Harbor Committee Chair

A chairman is selected each January by the current 6-member harbor committee. The harbor consists of wet slips, dry slips, loft storage, hoist, ramp, staging area, bulkheads, etc. as listed in the FYC Harbor rules and regulations. Other committee positions include wet slip manager, dry slip and loft manager, and secretary (keeps minutes). All members are usually assigned as a manager of one or more of the piers so that all areas of harbor responsibility have a point of contact person on the committee.

The Chairman:

- Selects pier managers, committee secretary, and wet and dry slip managers.
- Presides over and facilitates all committee meetings (including filing agendas and bringing forth requests from slip holders).
- Provides leadership to the committee in carrying out all functions concerning the harbor.
- Leads the committee in setting a yearly budget and capital expense requests to the Commodore.
- Oversees the implementation and adherence to the harbor rules and regulations, and presents any requested changes in the rules to the Board of Governors.
- Is responsible for properly administering all wet slip, dry slip, and loft spaces for members. This is done through the help of the harbor committee's wet slip manager, and dry slip (includes loft) manager.
- Ensures the wet slip and dry slip managers follow all harbor rules, and maintain appropriate wait lists, move lists, insurance and registration paperwork, etc.
- Submits annual billing amounts to the Office Manager.
- Has the wet and dry slip managers submit monthly billing adjustments to the Office Manager (for changes, temporary leases, late fees, etc.).
- Delegates harbor project work or contractor supervision assignments as needed.
- Keeps long range planning committee updated with upcoming harbor situations.
- Communicates committee activities/concerns at the FYC general membership meetings.

Internal Control and Review Committee Chair

MISSION

The Internal Control and Review Committee's mission, at the direction of the Board of Governors (BOG) and in cooperation with the Bridge and pertinent Committees and Personnel, is to continuously review FYC Policies and Procedures, in the furtherance of protecting the Club's Assets and optimizing Member Resources.

METHOD

Select a Policy or Procedure for review, or receive a direct review request from the BOG.

Have the BOG Chairperson or the Commodore, as appropriate and where necessary, pave the way for ICRC to contact the appropriate Members and Personnel.
Perform the review and establish recommendations for improvement, if any.
Submit a report or draft policy to the BOG for consideration.
Address related questions and concerns, and follow up on any action items per BOG guidance.
Upon approval by the BOG, the ICRC initiates, or updates, the Policy for the review.

JOB DESCRIPTIONS

The *three (3) ICRC members* are appointed by the BOG. The ICRC members serve non-concurrent three-year terms, running from *July through June*. The ICRC chooses its Chairperson and the other committee members serve as Vice-chairpersons.

Chairperson:

Represents the ICRC at the monthly BOG meetings.
Provides leadership to the ICRC.
Acts on review requests directed by the BOG.
Directs ICRC reviews initiated within the ICRC.
Sets meetings for the ICRC.
Implements reviews to insure effective and efficient club operations, along with the vice-chairpersons.
Assures smooth transition of leadership at the end of the term.

Vice-chairpersons:

Represent the ICRC to the BOG in the absence of the Chairperson.
Implement reviews along with the Chairperson.

General

The ICRC conducts Policy and Procedural reviews and makes recommendations to the BOG.
The ICRC is responsible for the Election Ballot Process.
The ICRC ensures maintenance of the Policy Book.

Junior Chair

POSITION SUMMARY:

To supervise and direct all functions of the Fairhope Junior Yacht Club, including sailing instruction, meetings, regatta participation, and the Summer Sailing Program. Responsibilities include interviewing and hiring, with the approval of the Commodore, of subordinate personnel and overseeing, administering, and reporting on all phases of the FYC Junior Yacht Club operations.

ESSENTIAL FUNCTIONS:

1. Directly supervises the operations of the FYC Junior Yacht Club. Responsibilities include interviewing, hiring, and training Summer Sailing employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.
2. Oversees the year round sailing instructional program, providing racing seminars and regular practice sessions.
3. Schedules Junior Yacht Club meetings and activities and supervises these activities.
4. Assists the Junior Yacht Club parents in scheduling regatta participation.
5. Oversees the Summer Sailing Program and develops the staff work schedules.
6. Prepares the instructional program for the Summer Sailing Program, as well as year round seminars.
7. Develops budgets, projections, and prepares financial reports for the Junior Program to present to the Junior Advisor to review and present a final recommendation to the Commodore.
8. Develops and maintains a complete listing and individual marking (where practical) identification of all FYC Junior property and assets.
9. Inspects the property daily to detect any maintenance issues/concerns with the FYC Junior boats and equipment
10. Reports the results of this inspection and or repair to the Commodore/Fleet Captain.
11. Provides for the replacement and repair of FYC Junior equipment as needed.
12. Maintains diligence in all Club activities for compliance to applicable occupational, health, safety laws or regulations.
13. Prepares reports to present to the Board of Governors and the General Membership on FYC Junior Yacht Club activities.
14. Investigates and resolves complaints from members and parents.
15. Acts as liaison with parents and GYA Junior Clubs to insure satisfactory response to requests/activities/participation.
16. Schedules and supervises/conducts Juniors' meetings.
17. Schedules and conducts Jr activities such as parties, sailing seminars, etc.
18. Performs other duties as may be assigned by the Commodore.

QUALIFICATIONS:

U.S. Sailing Instructor certification
 /Red Cross lifesaving certification/CPR training
 Personal skills in dealing w/ children/parents

Long Range Planning Committee Chair

The purpose of the Long Range Planning Committee is to develop, and thereafter up-date, as appropriate, a long-range plan for the future of Fairhope Yacht Club. This plan should address any aspect of Fairhope Yacht Club which in the Committee's judgment could be improved by change, such as, but not limited to, basic structure, programs, buildings and grounds, harbor, etc. This plan will be advisory in nature; therefore, implementation of it, or parts thereof, will be subject to action by the Board of Governors or as appropriate, the General Membership.

From time to time, but not less often than quarterly, the Chairman of the Long Range Planning Committee shall report the progress of the Committee to the Board of Governors. In addition:

1. The Committee should meet monthly.
2. First meeting shall elect a Chairman and Secretary.
3. January submit a budget to the Commodore.
4. Appoint Sub-Committees as required.

Membership Committee Chair

The Chairman is selected by the Membership Committee and is charged with the responsibility to assure compliance with the membership by-laws.

Essential Duties:

Organizes and conducts a monthly meeting for the purpose of interviewing and approving new members to the various levels of established membership.

Provides a monthly report to the general membership of the committee's activities.

Promotes fellowship with new members and assist them in getting involved with the Club's activities.

Communicates and co-ordinates with the Club's Office Manager to monitor required membership levels.

The Chairman should be knowledgeable of the Club's various committee's and their related activities.

Members of the Membership Committee

The Membership Committee members are elected by the Club's General Membership. The Committee is entrusted to act in the best interest of the Club by approving new members who support the Fairhope Yacht Club purpose. The purpose being "... to support and encourage the sport of yachting, including sailing, racing, power boating and cruising; to provide good fellowship among its Members and to encourage good sportsmanship and boating safety."

Membership Committee members:

Attend scheduled monthly meetings to evaluate and approve candidates for club membership.

Assist the committee Chairman in the interview process of prospective new members.

Promote fellowship and involvement of new members in Club activities.