



## **STANDING RULES**

### **JOB DESCRIPTIONS AND SUGGESTIONS**

### **COMMITTEE RESPONSIBILITIES AND SUGGESTIONS**

#### Notes:

This revised set of Standing Rules supersedes all previous copies of the DBYC Standing Rules. The 2001 Governing Board, aided by its appointees, prepared it in accordance with its vested authority under Article IV of the DBYC Bylaws.

All members are asked to discard DBYC dated prior to December 2000. Any future changes will be reported in Club Newsletter, The Anchor Line, and should be added to your copy of the Standing Rules.

Last revised 7/6/2009

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2	Upstairs Rental form	8	General Manager Employment Agreement
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Attachments above are available upon request.

## **SR 1. PURPOSE**

1.1 Standing Rules are tools to facilitate day to day operation of the Club by the Governing Board, Officers, Directors, Appointees, Committees and employees.

## **SR 2. REVISIONS**

2.1 Under normal conditions, the need for an addition, change, or deletions to the Rules should be referred to the Chairperson of the Bylaws Committee. The Chairperson will cause a proposed text to be drafted and presented to the Secretary for inclusion on the agenda of a future Board meeting. That presentation to the Secretary should normally be made at least ten days prior to the next Board meeting.

2.2 In unusual circumstances, a tentative revision text may be drafted by a member of the Board and be approved by the Board in order to conserve time. In such an event, the tentative text which was drafted and approved by the Board shall be given the Chairperson of the Bylaws Committee as soon as feasible so that changes may be suggested and/or the official Club version of the rules may be maintained.

2.3 Revisions may be approved by a simple majority vote of Board members voting at a regular or special meeting.

2.4 On those occasions when a motion passed by the Board is such that it should be considered a Standing Rule, the presiding Officer shall instruct the Secretary to notify the Chairperson of the Bylaws and Standing Rules committee of the motion's content and the need to include it in the official version of the Standing Rules.

2.5 Under normal circumstances a change, deletion or addition of the Standing Rule material which directly and significantly affects the membership will be placed in effect only after the general membership has been notified of the change. That may be by mail, announcement at a general meeting, or other suitable method. Under unusual circumstances the Board may declare a revision to be in effect prior to notification of the membership but such notification must take place at the earliest practical time.

## **SR 3. CLUB MEMBERS MEETING**

3.1 Meetings shall commence at 1930 hours at the Clubhouse on the second Thursday of each month (except December when there shall be no regular meeting), unless otherwise directed by the Board.

## **SR 4. GOVERNING BOARD MEETINGS**

4.1 Regular monthly meetings shall commence at 1830 or 1930 hours at the discretion of the Commodore. They shall be held at the Clubhouse on the Tuesday prior to the second Thursday of each month. Alcohol consumption is prohibited in meetings.

## **SR 5. CLUBHOUSE ACCESS**

5.1 The Clubhouse will be open to the general membership and their guests as directed by the Board. These "open hours" will be posted in the Clubhouse (see Attachment #4) and changes to them will be announced in the newsletter. A Club member or employee shall be present during open hours. During open hours, members and their guests must display nametags at all times.

5.2 During other than open hours, access is prohibited except as stated hereinafter. During such "closed periods", any member may have access when accompanied by another member or an employee having a special right of access.

5.3 When an “open” social event sponsored by the Club is being held and that event requires payment of an admission, participation or donation fee, or if the quoted price of a meal includes such a fee, admission to the Club by members not having paid for the social event will only be allowed after 10:00PM. The Valentine Party, Crab feed, Luau, Appreciation Dinner and New Year’s Party have been defined as “closed events” at which Club admission is limited to prepaid reservations or by invitation. Any special capacity limits and the amount of such fees, are as determined by the Rear Commodore or his/her delegate. **(Revised 3/2003)**

5.4 Restricted areas - Access to restricted areas may normally only be granted by the Commodore or Vice Commodore or their authorized delegates. Restricted areas include, but are not necessarily limited to, bar, storerooms, office, Club store and storeroom (the Quartermaster may grant access to the Club store and storeroom); main storeroom, kitchen and kitchen storeroom in the event a concessionaire exists.

5.5 Shower and restroom access during closed hours may be granted to anyone by Board members and their specified delegates and to members of other yacht clubs by the Port Captain or his/her specific delegate.

5.6 A PIN number and/or key to the downstairs outside door and/or Dock Gate giving access to restrooms may be furnished for a specific and limited time by a Flag Officer or the Port Captain (or his/her specific delegate) to any member in good standing or to members of other yacht clubs upon receipt of a \$10 refundable deposit.

5.7 Visiting members of other yacht clubs may participate in this Club's social events unless otherwise determined by the Board and subject to capacity limits and any special rules for an event.

5.8 Prepared food may be brought onto the Club premises to consume or to share during days and times that contracted food service is not available. Non-alcoholic beverages may be brought into the Club to be consumed at special meeting when the bar is not open. **(Revised 2/2006)**

5.9 During closed club hours the Bilge Room may be accessed from the outside with access to rest rooms but not the rest of Club.

## **SR 6. MISCELLANEOUS SPECIAL MEETINGS HELD DURING CLOSED HOURS**

6.1 Discovery Bay Yacht Club facilities will only be made available for use by DBYC members and their committees. An exception to this rule would be a memorial service held for a deceased current or former member upon the Governing Boards approval, 8 Bells Ceremony and Oath of Office. The Pacific Inter-Club Yacht Association (PICYA) and their member yacht club, The International Order of the Blue Gavel (IOBG), and boating safety organization such as the United States Coast Guard Auxiliary (USCGA) and the United States Power Squadrons (USPS) will be allowed to use the facilities only upon approval of the Governing Board. All other civic social and charitable organizations are precluded from the free use of the clubs facilities. The Club facilities are owned and maintained by the member for their exclusive use and they are not for general public use.

6.2 A Club member, or designated employee (for a fee), must be in attendance at all times during such a meeting and is responsible for opening and closing the premises.

6.3 The kitchen is not to be used without prior board approval.

6.4 See SR 8.6. **(Revised 4/2007)**

6.5 Alcoholic beverages will not be served, sold, supplied to, or consumed by persons under 21 years of age. Members and guests who violate this rule will be ejected from the premises. Such members are subject to expulsion from Club membership in accordance with Bylaws Article V.

6.6 Access to the premises is for meetings only.

6.7 All furniture and equipment must be returned to its original configuration upon completion of a meeting.

6.8 All spills are to be thoroughly wiped up with a damp cloth.

6.9 Trash is to be placed in the dumpster.

6.10 No prepared food is to be brought in. Only nuts, chips, cheese, crackers, etc. are allowed.

6.11 See SR 28.2 and SR 28.3 for Bilge room use for outside groups/organizations by DBYC members.

## **SR 7. GUEST DOCKS**

7.1 Access will be managed by the Port Captain.

7.2 Members of Board-Approved Clubs may use available slips as follows:

7.2.1 Slips permanently rented by our Club: No charge for one night, after which a charge of up to \$20 per night may apply as determined by the Port Captain.

7.2.2 Slips not permanently rented by our Club: Current rate charged by the Harbormaster or as reciprocal dictates.

7.3 Club members may use slips permanently rented, when available, for less than 24 hours, but are subject to eviction by the Port Captain if members of other Board-Approved clubs are expected for pre-arranged or arranged use, or in other exceptional situations.

7.4 Anyone using club slips must fly PICYA club burgee.

## **SR 8. BAR OPERATION**

8.1 Prices of bar items will be posted at the bar. Current bar prices are per Attachment #5 – “Bar Prices”.

8.2 The time and duration of Happy Hour will be per “Club Operating Hours” (see attachment #4) and posted behind the bar. Happy Hour Bar Prices are per Attachment #5 – “Bar Prices”.

8.3 The bar will be operated in a manner consistent with all applicable laws, Standing Rules and Club Regulations.

8.4 Alcoholic beverages will only be sold or served to:

8.4.1 Members displaying an official Club name tag.

8.4.2 Members displaying another type name tag and who have produced a current membership card when asked to do so.

8.4.3 Guests who have signed in, are displaying a stick-on name tag and whose sponsoring member is present.

8.4.4 Members of Board-Approved clubs who are signed in as guests of our Club and who are displaying a name tag.

- 8.4.5 Persons who fall into one of the categories above and who are at least 21 years of age and who are not apparently intoxicated.
- 8.5 Last call for drinks will be signaled by ringing the bell and/or announcing the fact. This announcement will usually occur 15-30 minutes before closing time.
- 8.6 With the exception of wine for which a corkage fee will be charged, members and their guests will not be allowed to bring alcoholic beverages onto club premises. The corkage fee privilege will only be available when DBYC employee, Board member or appointee is present. **(4/2007)**
- 8.7 The Honor Bar in the Bilge Room is for the use of members and their guests when the main bar is not open. The Honor Bar should not be used when the main bar is open, during General and Special Membership Meetings, or during Closed Events. The only exception to this rule will be that the Honor Bar may be used with Board approval only. See SR 28.2.1.**(4/2007)** **(Revised 5/2007)**

**SR 9. RESPONSIBILITIES OF OFFICERS & APPOINTEES**

**(Note:** These job descriptions also contain statements which are not responsibilities or rules per se, but are intended as guidelines and suggestions for the office holder)

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- 9.1 Commodore
- 9.2 Vice Commodore
- 9.3 Rear Commodore
- 9.4 Secretary
- 9.5 Treasurer
- 9.6 Directors (3) - Membership, Finance and House & Grounds
- 9.7 Fleet Captain
- 9.8 Port Captain
- 9.9 Junior Staff Commodore
- 9.10 Historian/Librarian
- 9.11 PICYA Delegate
- 9.12 Regional Affairs Representative
- 9.13 Officer of the Watch
- 9.14 Membership Treasurer
- 9.15 Chief Officer of the Watch
- 9.16 Recording Secretary
- 9.17 Splasher Leader **(Revised 6/12/07)**
- 9.18 Quartermaster
- 9.19 Parliamentarian

- Notes: 1) Committees shall report to Board members as shown on the Committee Chart (SR 10).  
 2) Board members shall offer advice and council to committees.

**REPORTING STRUCTURE (Appointees and Employees)**

Commodore	Secretary Treasurer Port Captain PICYA Delegate Regional Affairs Representative Club General Manager
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	Recording Secretary Parliamentarian
Vice Commodore	Caterer (SR 30.8) Bar Supervisor & Bar Employees Quartermaster Chef
Rear Commodore	Chief Officer of the Watch
Fleet Captain	Safety Officer
Jr. Staff Commodore	Historian/Librarian
Dir. – Membership, Information	
Dir. – Finance	
Dir. – House & Grounds	Janitor
Treasurer	Assistant Treasurer Administrative Assistant Accountant/Bookkeeper
Secretary	
Port Captain	
Chief Officer of the Watch	Officer of the Watch
Splasher Leader	

## SR 9.1 COMMODORE

9.1.1 The Commodore is President of the Corporation, is first in command, chairperson of the Governing Board and reports to and is a member of the Governing Board. The Commodore directs the activities of all Officers and Directors; represents the Club at appropriate inter-club functions; carries out policies set forth by the Board; presides at membership meetings and various social functions; and performs other duties as follows.

9.1.2 Appoint and oversee: General Manager (with approval of the Board); PICYA delegate and alternate; Regional Affairs Representatives; Nominations Committee chairperson and two committee members (with Board Consent); Decor Committee and Chairperson; Secretary; Corresponding Secretary; Recording Secretary; and such other offices as may be deemed necessary by the Board.

9.1.3 Appoint the Parliamentarian.

9.1.4 Oversee committees as shown on the Committee Chart in SR 10 and act as ex-officio member thereof.

9.1.5 Assist in preparation of the annual budget.

9.1.6 Act as welcoming host to incoming yacht clubs when possible.

9.1.7 Direct PICYA Delegate and Regional Affairs Representatives as to which meetings they should attend.

9.1.8 Each month, prepare a written report for the DBYC newsletter.

9.1.9 The newsletter must be submitted to the Commodore (or a designate) for approval just prior to publication.

## **SR 9.2 VICE COMMODORE**

9.2.1. The Vice Commodore is Vice President of the Corporation, is second in command and reports to the Commodore. The Vice Commodore is a member of the Board; provides advice and assistance to the Commodore; assumes the duties of the Commodore in that person's absence and performs other duties as follows:

9.2.2 Appoint and oversee Committees and Chairpersons as shown under this office on the Committee Chart in SR 10 and acts as ex-officio member thereof.

9.2.3 Performs such other duties as are delegated by the Commodore.

9.2.4 Ensure that the necessary administrative paperwork for employees is done.

9.2.5 Appoint the Quartermaster and oversee the Ship's Store (see SR 9.18).

9.2.6 Oversee and administrate the operation of the Club's galley.

9.2.7 Oversee and administrate the Club's bulletin board. (see SR 14)

9.2.8 Oversee the operation of the Club's bars.

9.2.9 Oversee the rental and other uses of the Bilge Room (see SR 28).

9.2.10 Oversee the rental and other uses of the Main floor (see SR 28).

9.2.11 Each month, prepare a written report for the DBYC newsletter.

## **SR 9.3 REAR COMMODORE**

9.3.1 The Rear Commodore is third in command and reports to the Commodore. The Rear Commodore is a member of the Board; provides advice and assistance to the Commodore and Vice Commodore; assumes the duties of Vice Commodore in that person's absence and performs other duties as follows:

9.3.2 Appoint and oversee the Chairpersons and Committee members as shown under this office on the Committee Chart in SR 10 and act as ex-officio member thereof.

9.3.3 Coordinate activities needed to ensure satisfactory operation of social events.

9.3.4 Perform such other duties as may be delegated by the Commodore.

9.3.5 Arrange for any needed music and payment.

9.3.6 Arrange for Appreciation Dinner (see SR 26.5).

9.3.7 Appoint and oversee Chief Officer of the Watch – COOW (see SR 9.15).

9.3.8 Maintain master Club calendar including calendar in lobby.

9.3.9 Each month, prepare a written report for the DBYC newsletter.

## **SR 9.4 SECRETARY**

9.4.1 The Secretary reports to the Commodore and shall be appointed by the Commodore, with the consent of the Board; is Secretary of the Corporation; shall be responsible for recording the minutes of all Club meetings as well as meetings of the Board; notify the members of the Board of upcoming special meetings; and perform other duties as follows:

9.4.2 Tape record each meeting and retain each tape for one year.

9.4.3 Post the minutes of each Governing Board and General meeting on the bulletin board each month.

9.4.4 Make copies of Board minutes for each Board member and give them the copy a week before the next meeting.

9.4.5 Keep the minutes of the Club filed and current.

9.4.6 Type, or have typed, all meeting minutes.

9.4.7 Delegate such duties as are appropriate to a subordinate Corresponding Secretary when available.

9.4.8 Notify the chairperson of the Bylaws, Standing Rules and Regulations Committee when changes are needed in those documents.

9.4.10 Prepare the agendas for Board and General Meetings.

9.4.11 Keep the official Club copies of Bylaws and Standing Rules per SR 10.5.3.

## **SR 9.5 TREASURER**

9.5.1 The Treasurer is a member of the Board and shall be responsible for maintenance of financial records of the Club; depositing funds including checking, savings and CDs as directed and make disbursements of funds with approval of the Commodore and Governing Board; prepare and submit financial statements as required by the Commodore and Governing Board; be responsible for billing and collecting dues. The Treasurer will perform duties, have authority and consider suggestions as follows and shall notify the Executive Board of any membership that has reverted to the club.

9.5.2 Oversee activities of subordinate committees or appointees.

9.5.3 Delegate such responsibilities as appropriate to subordinate committees and/or appointees.

9.5.4 Disbursement of funds shall be by check signed by any two authorized Board members. Checks shall be initiated by a "REQUEST FOR CHECK" form authorized by a Club Officer, Director, or the Club Manager in accordance with the following guidelines:

9.5.4.1 A DBYC Request For Check form must be completed and signed by the originator, then approved by signature of an officer, director or the Club Manager, except that requests for checks in payment of government withholding taxes and/or estimated income taxes or sales taxes need only have the signature of the bookkeeper supported by a copy of the completed tax form signed by the authorized officer.

9.5.4.2 Invoices from vendors with whom the Club has a credit account or receives regular monthly billings need not have a Request For Check filled out but may be marked on its face "OK to pay" and signed by the approving official.

9.5.4.3 Requests for Check must contain sufficient documentation to justify the amount requested. Ordinarily, the stub of any check issued will indicate the nature of the payment.

9.5.4.4 When handwritten checks are issued by officials while on cruises, Request for Check forms shall be furnished to the Treasurer immediately upon completion of the cruise. Each such form should indicate the number and date of the check issued, as well as other pertinent information.

9.5.4.5 Except in emergencies, no official having approval authority should approve a Request for Check wherein he or she is the payee.

9.5.5 Coordinate and interface closely with the Director of Finance and the Finance Committee.

9.5.6 Appoint Assistant Treasurer.

9.5.7 Management of bank accounts including Checking, Savings and CD accounts.

9.5.8 At least quarterly, prepare a written report for the DBYC newsletter.

9.5.9 Work with the Information & News Liaison's Mailing and Label person(s) to provide necessary monies to U.S. Post Office for Newsletter bulk mailings. (see SR 10.12.3.4)

## **SR 9.6 DIRECTORS**

9.6.1 Directors serve as members of the Governing Board; shall have committee oversight and liaison responsibilities as shown on the Committee Chart in SR 10; and shall have such other authority as may be delegated by the Commodore. Directors are as follows:

9.6.1.1 Director of Membership and Information – see SR 10.9

9.6.1.1.1 The Director of Membership shall compile PICYA directory information and forward to PICYA headquarters by Nov. 1<sup>st</sup> or as required by PICYA.

9.6.1.1.2 The Director of Membership is responsible for the Corporate Seal and loan it out only with the Commodore's approval.

9.6.1.1.3 Notify the Secretary of the PICYA of the names and addresses of the new Delegates from our Club.

9.6.1.1.4 As necessary, prepare a written report for the DBYC newsletter.

9.6.1.2 Director of Finance – see SR 10.10 and Bylaw Article VI

9.6.1.2.1 The Director of Finance will chair the Finance Committee.

9.6.1.2.2 Obtain pricing and requirements for Club insurance.

9.6.1.2.3 Monitor/oversee Club mortgage.

9.6.1.3 Director of House and Grounds – see SR 10.15 (optional)

9.6.1.3.1 Oversee janitor (see SR 30.4).

9.6.1.3.2 As necessary, prepare a written report for the DBYC newsletter.

## **SR 9.7 FLEET CAPTAIN**

9.7.1 The Fleet Captain shall be a member of the Board, organize and manage the boating functions of the Club, including cruises for small and large boats and parades for Opening Day and the Christmas season. He/she shall also perform other duties and consider such suggestions as follow:

9.7.2 Appoint cruise leaders. (see SR 15.3).

9.7.3 Ensure that a cruise leader(s) is informed of duties to be performed and is furnished with needed radio communications capability.

9.7.4 Oversee expenditures of subordinate committees.

9.7.5 Review cruise income and expense sheets before forwarding to Treasurer.

9.7.6 Make sure that all arrangements are made for scheduled cruises in a timely manner.

9.7.7 The job of Fleet Captain is vast in its scope but should be addressed with the understanding that all of the functions should not be single-handedly done but should be delegated to the individual chairperson or cruise leader. The final results need to be monitored so that the cruises occur in a timely, organized manner and include destination(s).

9.7.8 Clear major changes in expenses and forms of activity with the Board.

9.7.9 Prepare a master large-boat cruise schedule for publication in the December and January newsletters, which outlines the DBYC cruises for the coming year. The number and frequency of the cruises should be determined by member's interest. See SR 15 for information on cruise deposits, etc. **(Revised 11/2004)**

9.7.10 Working with the Small Boat (PT) chairperson, ensure that DBYC has a minimum of six cruises each year. (see SR 10.8)

9.7.11 Review subordinate committee budgets before forwarding to the Finance Committee.

9.7.12 With approval of the Board, the Fleet Captain shall determine themes and awards for the Opening Day and Christmas parades and shall arrange for judging. (see SR 15.6 for parade information)

9.7.13 The Fleet Captain should preferably be a person who has served at least once as a cruise leader on a multi-port cruise.

9.7.14 Each month, prepare a written report for the DBYC newsletter.

9.7.15 Update the boat pictures in the Bilge Room. If a member buys or trades a boat, change picture frame and boat name plaque. Order new frames as needed.

9.7.16 Refer to SR 17.1 – Reciprocal Club burgees.

9.7.17 Refer to SR 15.5 Over subscribed cruises.

9.7.18 Refer to SR 10.16 – Boating Education and Water Safety.

9.7.19 Keep an up to date index/list of current reciprocal club and make it available to any member contemplating a visit to another yacht club.

9.7.20 Arrange for collection of cruise deposits money for cruise reservations. (see SR 15.2)

## **SR 9.8 PORT CAPTAIN**

9.8.1 The Port Captain shall be a member of the Board, receive all requests to visit the Club by other clubs, arrange docking and hospitality for visiting yacht clubs, greet visiting clubs on arrival and ensure that at least 50% of expected people are members of clubs that are reciprocal with DBYC.

9.8.2 Accommodate and host cruise-ins with participating clubs listed in the PICYA annual yearbook.

9.8.3 Check our Club's planned cruises, social events, etc. before committing to a visiting club. We do not book any cruise-ins, which would conflict with our Club's activities.

9.8.4 Check with the Harbormaster for availability of dock space. If insufficient space is available in the marina, contact members who have volunteered their personal dock space in the marina or at their homes to see if it will be OK to utilize it for the incoming yacht club. Maintain an updated list of such volunteered dock space and try not to use the same space each time.

9.8.5 It is solely contingent on the Port Captain and his/her committee to accommodate and plan social activities for incoming clubs. This includes arranging for meals when desired, furniture rearrangement, providing keys to get on and off the docks, etc. Key deposit shall be \$10.00. See SR 10.13

9.8.6 Club privileges are extended only to those who extend similar privileges to us. This includes PICYA member clubs in this area. We pay docking fees in the marina only for those clubs, which furnishes us with free dock space. The Fleet Captain may know who they are and should be consulted.

9.8.7 As necessary, prepare a written report for the DBYC newsletter.

9.8.8 After booking a club, request that they fill out forms pertaining to their cruise-in and return them to you two weeks in advance of their arrival. A \$100.00 deposit is required whenever dinner and/or entertainment are included.

9.8.9 Telephone numbers: Harbormaster – 634-5928 (phone) 634-7989 (fax)

9.8.10 Maintain a list of yacht clubs, which our Club has visited, including and indicating privileges offered by them to DBYC cruisers and consult with the Fleet Captain to be sure the data is current.

## **SR 9.9 JUNIOR STAFF COMMODORE**

9.9.1 The Junior Staff Commodore is the most immediate past Commodore and shall be a member of the Board.

9.9.2 The Junior Staff Commodore will perform duties, have authority and will consider suggestions as follows:

9.9.3 Act as Board liaison and oversee committees as shown on the Committee Chart in SR 10.

9.9.4 Provide advice and counsel to the Board regarding past Board rationale.

9.9.5 Appoint two members to the Nominations Committee and verify qualifications of Nomination Committee members.

9.9.6 Be present when general membership ballots are counted and cast deciding votes as needed.

9.9.7 Appoint and oversee the Historian/Librarian.

9.9.8 Arrange and oversee the Change of Watch.

9.9.9 Maintain Ship's Wheel (Board Members) and Staff Commodores' pictures.

9.9.10 Appoint and oversee Bylaws, Standing Rules and Regulations Committee chairperson and members.

### **SR 9.10 HISTORIAN/LIBRARIAN**

9.10.1 This person(s) is appointed by the Junior Staff Commodore. Duties, authority and suggestions are as follows:

9.10.2 Keep a history of the Club, including pictures, news articles and other information of historical interest.

9.10.3 When necessary to meet with the Board, notify the Secretary of that need and of the nature of the matter to be discussed at least ten days in advance of the Board meeting.

9.10.4 Maintain an organized library of documents, video or cassette tapes and other reference material important to the Club.

9.10.5 Maintain a current list of other Yacht Club burgees posted/displayed in our Club. Post this list on Club bulletin board.

### **SR 9.11 PICYA DELEGATE**

9.11.1 Delegate (s) are appointed by the Commodore and approved by the Governing Board. Up to 3 delegates may be appointed.

9.11.2 Attend PICYA Delegates meetings and function as directed by the Commodore.

9.11.3 Prepare written material for publication in Club Newsletter when appropriate. Provide verbal reports at each Board meeting and each General Membership Meeting.

9.11.4 Submit a budget for annual expenses to the Finance Committee in November of each year which will include reimbursement items included in SR 9.11.5.

9.11.5 The Club extends reimbursement for cost of meals for one Delegate and/or Alternate. To receive reimbursement for travel expenses the Delegate must submit and obtain approval by Governing Board prior to the start of the year. If reimbursement is desired, contact the Treasurer for the procedure.

9.11.6 If you cannot attend a meeting, contact your alternate.

9.11.7 Exchange burgees with other PICYA clubs as requested by the clubs or as directed by the Commodore.

9.11.8 Obtain our Club burgee from the Quartermaster and signed reciprocal cards from the Commodore.

## **SR 9.12 REGIONAL AFFAIRS REPRESENTATIVE**

9.12.1 This person is appointed by the Commodore. Duties, authority and suggestions are as follows:

9.12.2 Represent our Club at meetings in our region that affect our Club, as directed by the Commodore.

9.12.3 Be prepared to give verbal reports to the Board and General Membership meetings if requested.

9.12.4 No specific-meeting requirements exist at the present time but potentially they might include such things as meetings of Army Corps of Engineers, DERC, Reclamation District 800, Coast Guard, etc.

## **SR 9.13 OFFICER OF THE WATCH**

### 9.13.1 Responsibilities:

9.13.1.1 An Officer Of The Watch (OOW) is any of a number of persons recruited by the Chief Officer of the Watch (COOW) whose primary responsibilities are to prevent unauthorized persons from entering the Clubhouse; to encourage proper display of name tags and badges; help ensure proper sign-in of guests; and help ensure compliance with the Club's Rules and Regulations.

### 9.13.2 Guidelines:

9.13.2.1 If, after making a polite reminder to, or request of, a member regarding the need for the member or his/her guest to comply with a Club Rule, that member refuses to comply or ensure compliance by a guest, the OOW should not press the issue at that time unless the situation is such that continued non-compliance would seriously adversely affect the ability of other members and guests to enjoy themselves. The OOW should inform the COOW of such refusal to comply by preparing a written description of the situation.

9.13.2.2 Unpleasant confrontations are to be avoided, if possible. Courtesy is advisable.

9.13.2.3 Means of DBYC membership verification are: DBYC name badge - DBYC membership card - personally known to a member and vouched for by that member - roster check for name - other PICYA club members may be identified by their club's membership card, or by being vouched for by a DBYC member.

9.13.2.4 Nothing herein should be construed as authorizing use of force to ensure compliance with Rules and Regulations of the Club.

9.13.2.5 A member may bring up to a certain maximum number of guests on any given day, as specified in SR 13.

9.13.2.6 No individual may be a guest more than a certain number of times per year, as specified in SR 13.

9.13.2.7 No one under 21 years of age may be sold, served or furnished with alcoholic beverages and must display a red nametag.

9.13.2.8 Alcohol will not be sold, served, or furnished to intoxicated persons.

9.13.2.9 If, after being POLITELY asked to comply with Club Rules and Regulations, a member or guest persists in the violation, make note of the date, time and circumstance and notify the Vice Commodore as soon as convenient.

9.13.2.10 If it is certain that the maximum allowable number of persons is already in the building, members and guests wishing to enter should be advised of that fact and asked not to enter.

9.13.2.11 Offer to arrange for a driver or other transportation for intoxicated persons and make note of such offer if it is refused.

9.13.2.12 After all members and guests have left, the OOW shall personally make the rounds to ensure that all doors are locked and all people are out of the rest rooms. This function may be performed by a bartender, if the bartender is experienced in this Clubhouse and if the bartender agrees to do so, or it may be performed by another employee who is present and whose job description includes such a responsibility.

#### **SR 9.14 ASSISTANT TREASURER**

9.14.1 This position is appointed by the Treasurer and approved by the Governing Board. Duties, authority and suggestions are as follows:

9.14.2 Work under the direction of the Treasurer in administering the Treasurers responsibilities as shown in SR 9.5.1.

#### **SR 9.15 CHIEF OFFICER OF THE WATCH**

##### 9.15.1 Responsibilities:

9.15.1.1 This position is appointed by the Rear Commodore and is responsible for organizing and managing activities of the various Officers of the Watch; recruiting officers; drafting and distributing work schedules; instructing officers as to their duties; and ensuring that methods for obtaining a substitute officer for an event are adequately working. This position reports to the Rear Commodore.

##### 9.15.2 Guidelines:

9.15.2.1 The function of Officer of the Watch (OOW) shall be to strive to ensure that unauthorized persons are not permitted to enter the Clubhouse; that liquor service is in accordance with applicable laws; that members and guests conduct themselves in accordance with SR 22; to strive to ensure that members and guests are properly signed in; to strive to ensure that the Clubhouse is securely locked at the close of an event.

9.15.2.2 At least one OOW should be on duty during any open hour period when experience has shown that it would be advisable. As a general guideline, at least one should be present on Friday and Saturday evenings and at other times when a large crowd is expected at a Club-sponsored social event.

9.15.2.3 When large crowds are expected, at least one OOW should be stationed near the entrance to handle " sign-ins" and nametag examination and one should be stationed where rear doors from the deck can be observed.

9.15.2.4 Unpleasant confrontations are to be avoided, if possible. Courtesy is advisable.

9.15.2.5 Ensure that each OOW has a copy of the OOW job description (SR 9.13) and of the Regulations (SR 22).

9.15.2.6 Ensure that memorandums describing noteworthy situations are prepared when appropriate and that they are legible and comprehensive.

- 9.15.2.7 Periodically observe each OOW during a duty stint to see that his/her handling of situations is appropriate.
- 9.15.2.8 Advise all OOW's when a new type of noteworthy situation has occurred that requires special handling; i.e. be sure that learning experiences are shared.
- 9.15.2.9 The fact that an OOW is on duty in no way relieves the General Manager and/or bartender of responsibility to comply with applicable Club Rules and Liquor Laws.
- 9.15.2.10 In matters pertaining to Clubhouse security and compliance with Club Rules, the OOW may issue instructions to the bartender.

## **SR 9.16 RECORDING SECRETARY**

9.16.1 The Recording Secretary shall be appointed by the Commodore and shall perform such duties of the Secretary as deemed appropriate.

## **SR 9.17 SPLASHERS LEADER**

9.17.1 The Splashers Leader shall be a member of the board and is responsible for all activities of the Splashers Committee. **(Revised 9/2004)(Revised 6/2007)**

9.17.2 She/he is responsible for coordinating activities of the Splashers with those of the Club.

9.17.3 See SR 10.17 Splashers Committee. **(Revised 9/2004)**

9.17.4 As necessary, prepare a written report for the DBYC newsletter.

## **SR 9.18 QUARTERMASTER**

9.18.1 The Quartermaster designated by the Vice Commodore is responsible to manage the Club store, Ship's Store. Any merchandise (excepting food & beverage) that is sold by the Yacht Club is to be sold through the Ship's Store exclusively.

9.18.2 See SR 17 regarding restricting sales of certain items.

9.18.3 The Quartermaster is responsible for retaining artwork the Club has paid for and a record of suppliers who have kept artwork which they paid for, as well as a list of suppliers we have used in the recent past.

9.18.4 Use Club's accounting system to record are Ship's Store transactions (purchases, sales, inventory, etc.). Purchases require the following information for each item purchased: 1) category (men's, women's, caps, misc.); 2) sales price; 3) cost including shipping; 4) Product ID # (mfg. #, size, color). Period sales require 1) Product ID # and 2) amount sold for each item sold.

9.18.5 Quartermaster to make sure each item in the Ship's Store is labeled with at least the Product ID# and the sales price. Special orders may taken and encouraged however special orders must be paid for in advance.

## **SR 9.19 PARLIAMENTARIAN**

9.19.1 The parliamentarian appointed by the Commodore should be familiar with parliamentary procedure and prepared to advise the Governing Board concerning questions of parliamentary procedure.

## **SR 9.20 SAFETY OFFICER**

9.20.1 The Safety Office shall be appointed by the Fleet Captain and will serve as the Chairperson of the Boating Education and Water Safety Committee.

9.20.2 The Safety Officer shall be responsible for managing and coordinating activities promoting boating safety. Specific responsibilities include:

9.20.2.1 Preparing articles for the DBYC newsletter promoting boating safety and disseminating safety materials as appropriate.

9.20.2.2 Coordinating safety programs with the PICYA Safety Officer and with other safety related government agencies.

9.20.2.3 Serving as an advisor to cruise leaders in matters of cruise safety of Opening Day and the Lighted Boat Parade.

9.20.2.5 Performing other such duties as may be deemed appropriate by the Fleet Captain.

## SR 10 RESPONSIBILITIES OF COMMITTEES

(Note: Many of these items contain suggestions and comments which are not "responsibilities" per se, but are intended to be of value to committee members as guidelines on fulfilling their responsibilities.)

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10.12	Information and News Liaison
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10.17	Splashers Committee
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- Notes:**
1. When a Committee Chairperson desires to meet with the Board, notice of such intent and a general idea of matters to be discussed shall be given to the Secretary at least ten days prior to the Board meeting.
  2. Terms of office of committee members need not be of a fixed length.

### COMMITTEE CHART

COMMODORE	VICE COMMODORE	REAR COMMODORE
- Nominations - Decor - Long Range Planning	- Travel - Personnel - Bar Operations - Quartermaster	- Decoration - Social - Music
FLEET CAPTAIN	PORT CAPTAIN	JR. STAFF COMMODORE
- Cruise - PT Boat - Boating Education & Safety	- Welcoming	- Bylaws, Standing Rules, Regulations - Nominations
	SPLASHERS LEADER	
	- Splashers Committee	
Director of House & Grounds	Director of Finance	Director of Membership, Information and News Liaison
- House & Grounds	- Finance - Audit	- Membership - Information & News Liaison

## **SR10.1 NOMINATIONS COMMITTEE**

10.1.1 This committee's purpose is to secure nominations for the coming year. The committee is appointed by the Commodore and the Jr. Staff Commodore with the chairperson of this committee appointed by the Commodore. In addition to duties as specified in Bylaw 9.2, other duties, authority and suggestions are as follows.

10.1.2 While Flag Officer "advancement through the chairs" may sometimes produce the best leadership, it is by no means a requirement. The real objective for the committee is to find the best candidate for each position available.

10.1.3 If no qualified candidate can be found for an office, before settling for second best, ask for advice and counsel from the Board.

10.1.4 Offices to be filled by membership election are: Commodore, Vice Commodore, Rear Commodore, Fleet Captain, Port Captain, Directors, Treasurer and Splashers Leader. **(Revised 6/2007)**

10.1.5 Prepare and distribute election ballots.

10.1.6 Officiate at elections.

10.1.7 Count ballots as necessary and inform the membership of results. The Junior Staff Commodore, or his/her appointed delegate, shall be present when votes are counted.

10.1.8 Nominees for elective office shall have been members for at least 12 months and are in good standing.

10.1.9 When considering candidates for elective office, be on the alert for potential candidates for appointed positions, e.g. Secretary, Committee Chairpersons and offer suggestions to the Commodore.

10.1.10 When considering candidates for Flag Officer positions, one should take into consideration someone who is familiar with Club operations and Governing Board responsibilities, or has a background or special knowledge, or has served previously as an officer in another club.

10.1.11 In an effort to shorten the time the committee has sometimes had to spend recruiting potential candidates and to permit them to spend more time on the process of selecting a particular candidate, the following suggestions are offered:

10.1.11.1 Announce to the general membership by bulletin board, newsletter and general meetings that elections will be held in the fall and inform them of which elected positions will be on the ballot. Tell them any prerequisites, which may exist for particular offices, e.g. must have been a Club member for at least one year and solicit volunteers.

10.1.11.2 Volunteers for offices should submit brief resumes listing their qualifications for the office being sought.

## **SR 10.2 LONG RANGE PLANNING COMMITTEE**

10.2.1 This committee is appointed by the Commodore and shall consist of, in addition to its chairperson, four members and shall have duties, authority and guidelines as shown below:

10.2.2 This committee shall recommend long range goals for the Club.

### **SR 10.3 AUDIT COMMITTEE**

10.3.1 In addition to duties which may be in the Bylaws, committee duties, authority and suggestions are as shown below:

10.3.2 The committee shall audit the books of the Club; prepare a report of its findings and present the report to the Board and the membership as directed by Finance Committee or Governing Board. The items to be audited are: use of check request forms, confirm bank balances to bank statements, confirm budget item expenses and data on accounting financial reports,

### **SR 10.4 TRAVEL COMMITTEE**

10.4.1 This committee is appointed by the Vice Commodore and shall plan, organize and manage any special trips or excursions of a non-boating nature that may be of interest to the Club.

10.4.2 This committee reports to the Board as shown on the Committee Liaison Duties Chart.

10.4.3 The annual budget of expected expenses, if any, should be forwarded to the Board liaison member.

### **SR 10.5 BYLAWS, STANDING RULES AND REGULATIONS**

10.5.1 This committee is chaired by the Jr. Staff Commodore and shall maintain the official Club version of the Bylaws, Standing Rules and Regulations and recommend improvements in those documents; monitor Club activities and report non-conformities to the Board; draft additions and changes to the above documents when requested by the Board through the Jr. Staff Commodore.

10.5.2 This committee shall consist of the Commodore, Vice Commodore, Rear Commodore, Junior Staff Commodore.

10.5.3 The Secretary shall keep the official Club copies of Bylaws and Standing Rules in a locked file.

### **SR 10.6 MUSIC COMMITTEE**

10.6.1 This committee is appointed by and reports to the Rear Commodore. It is responsible for arranging for music in the Clubhouse when requested by the Board or the Rear Commodore.

### **SR 10.7 DECORATION COMMITTEE**

10.7.1 This Decoration Committee is appointed by the Rear Commodore and is responsible for decoration of the club for social and holiday events. It will closely coordinate with the Social Committee.

### **SR 10.8 PT (PERSONAL TRAILERABLE/SMALL BOAT) BOAT COMMITTEE**

10.8.1 This committee is appointed by the Fleet Captain and shall plan and administer an annual program for PT Boats and reports to the Fleet Captain.

## **SR 10.9 MEMBERSHIP COMMITTEE**

10.9.1 This committee is appointed by the Director of Membership and shall be responsible for interviewing and evaluating prospective members and shall make recommendations to the Board for acceptance or rejection, with reasons therefor. They shall actively recruit new members when there is no one on the waiting list. They shall maintain a waiting list for new members and priority for interviewing shall be assigned in order of application. They shall prepare annual membership lists for PICYA and local Club roster input and administer transfers of memberships according to SR 18.

10.9.2 The Chairperson shall: receive applications for membership; present prospective new members names and cost of membership to the Board for approval; give funds to the Treasurer; keep on file a list of all members in good standing; be responsible for integrating new member into the Club by advising them of Club activities, acquainting them with other Club members, delivering a Club roster, Bylaws, Standing Rules and Regulations and seeing that they are introduced at a general membership meeting.

10.9.3 Election of new members- The evaluation and election of new members shall be accomplished in the following manner:

10.9.3.1 Candidates for membership may be proposed to the committee by a regular member, using the form provided by the committee. The proposal shall be seconded by another regular member in good standing. Both proposer and seconder shall know the candidate personally.

10.9.3.2 The membership committee, upon receipt of the application, shall schedule an interview meeting with the applicant as soon as feasible to evaluate the applicant's interest in boating.

10.9.3.2a After the interview, all perspective new members will have their picture, name, city of residence, boat type, size, activities and hobbies posted on a bulletin board located in the Club. This information will be posted at least 30 days prior to the approval process of their application for membership. Refer to article V, 5.1 of the Bylaws regarding membership. **(Revised 3/2006)**

10.9.3.3 If the candidate is given preliminary approval by the Board, the candidate is placed on the waiting list in date order according to his/her application date and remains on the waiting list until removed by the Board for cause or until membership is for sale for which this candidate is the successful bidder. When the membership transfer is final (which may require re-approval by the Board-see SR 18), the Chairperson shall so inform the new member to those in attendance. The Chairperson will also present the new member with a membership card, burgee, membership roster, Bylaws and Standing Rules. **(Revised 3/2003)**

10.9.3.4 If the candidate is rejected by the Board, the sponsors will be so notified and offered the opportunity of meeting with the Board at a future time, or, if the sponsors would prefer, a meeting with a panel of two members of the Board appointed by the Commodore. If desired by the sponsors, meetings can be had first with the panel and later with- the full Board. The applicants may be invited to the meetings by the sponsors if so desired. If the offer of a meeting is refused, or if the meeting is held and the rejection confirmed, the candidate shall not be considered for membership and he/she will be so notified by the Chairperson.

10.9.3.5 A new member's name, address, telephone number, boat name and any other pertinent information shall be published in the next newsletter.

10.9.3.6 Prospective new members should carefully review those portions of the Bylaws pertaining to membership matters.

## **SR 10.10 FINANCE COMMITTEE**

10.10.1 General: The Club deserves the attention and guidance of a Finance Committee comprised of people with proven acumen in financial management and business operation. The Finance Committee is hereby restructured to fill this need.

10.10.2 **Members:** The Finance Committee shall consist of at least three persons, one of whom shall be the Director of Finance who shall also be the Chairperson. Others appointed by the Director of Finance and must be regular members of the Club in good standing and approved by the Board.

10.10.2.1 Members may be re-appointed to additional terms.

10.10.2.2 Unless otherwise approved by the Board, members will be appointed to three year, staggered terms of office in order to help ensure continuity of knowledge and experience.

10.10.2.3 A two-thirds majority vote of the full Governing Board is required to remove a Finance Committee member.

### 10.10.3 Responsibility, Authority, Duty

10.10.3.1 The primary responsibility of the committee is to help ensure the financial well-being of the Club.

10.10.3.2 On its own initiative, or at the request of the Board, this committee shall evaluate financial matters and make recommendations to the Board regarding concepts, monetary levels, sources and uses.

10.10.3.3 The purview of the committee shall include, but not necessarily be limited to, insurance, investments, budgets, bank reconciliations, late charges, transfer fees, bar prices, meal prices and profit from social events and cruises.

10.10.3.4 The committee shall recommend to the Board the types of bank or investment accounts to be maintained by the Club.

10.10.3.5 The committee shall have the right to examine any and all financial records of the Club.

10.10.3.6 The committee shall prepare a proposed annual budget for the upcoming year at the time and in the manner requested by the Board. The Board may approve, disapprove and/or change the proposed budget as deemed necessary.

10.10.3.7 The committee shall appoint an Audit Committee at least one of whose members shall be a regular member of the Club. An audit shall be conducted at such times as deemed advisable by the Board or the committee, but at least annually.

10.10.3.8 The committee shall meet at the request of the Board or Director of Finance and at such other times as the committee deems advisable.

## **SR 10.11 DECOR COMMITTEE**

10.11.1 This committee appointed by the Commodore and is responsible for locating and recommending to the Governing Board any proposed permanent décor for the clubhouse.

10.11.2 No permanent decorations will be allowed unless approved by the Governing Board.

10.11.3 Committee members shall be appointed for three-year staggered terms and shall consist of three or more members (including the chairperson).

10.11.4 "Permanent" decorations are those for anything other than one special event or occasion and are intended to be in place for a long period of time.

10.11.5 The Governing Board may accept or make changes to the permanent décor at any time at its sole discretion.

## **SR 10.12 INFORMATION AND NEWS LIAISON COMMITTEE**

10.12.1 This committee is responsible for publication and distribution of the monthly newsletter and

Roster. The members are Newsletter Editor (appointed by the Commodore) and Mailing and Labels, Newsletter ads and Roster (both appointed by the Director of Membership). Their duties and suggestions are shown below:

10.12.2 Newsletter Editor:

10.12.2.1 This position is appointed annually by the Commodore.

10.12.2.2 He/she is an ex-officio member of the Information and News Liaison Committee.

10.12.2.3 The Newsletter Editor will set deadlines, gather news, compose, edit create camera ready copy and arrange for printing of the Club Newsletter, Anchor Line.

10.12.2.4 Before printing, the Newsletter Editor will provide a copy to the Commodore (or a designate) for proofing content. Once proofread and approved, with the exception of typographical errors, copy sent to the printer should not be changed unless absolutely necessary.

10.12.2.5 Editorial changes in material submitted by contributors shall only be made with the consent of the author.

10.12.3 Mailing and Labels:

10.12.3.1 Attach mailing labels to newsletters.

10.12.3.2 Take newsletters to post office and fill out bulk mailing form as needed.

10.12.3.3 Newsletters to be sent using bulk mail. Any member residing outside of the general area of the Club will receive their Newsletter by First Class Mail.

10.12.3.4 Provide to Treasurer a check request as needed for bulk mailing fees.

10.12.4 Newsletter ads: (see SR 12)

10.12.4.1 Solicit ads for newsletter.

10.12.4.2 Administer Newsletter ad contracts by; preparing contracts and collecting monies for new and continuing ads; submit updated/changed ads as requested by advertiser to Newsletter Editor and delete ads from newsletter for advertisers not wish to continue advertising in Newsletter. Refer to SR 12 for Newsletter ad prices and other details.

10.12.4.3 Submit to Newsletter Editor a list of ads that should be included in each month's Newsletter.

10.12.5 Roster:

10.12.5.1 Keep a current list of members' names and addresses on Club Member database.

10.12.5.2 Print mailing labels from Club Member database for Newsletter and other Club mailing as needed. Mailing labels for Newsletter shall include all Club members in good standing, a list of interest groups and persons as approved by Governing Board and advertisers.

10.12.5.3 Print updated Member, Non-member and Volunteer list for each member of Governing Board for each Board Meeting from Club Member database.

10.12.5.4 In January of each year print from Club Member database a reproducible copy of Club Roster for printing and distribution to all club members.

## **SR 10.13 WELCOMING COMMITTEE**

10.13.1 This committee appointed by the Port Captain and is to assist the Port Captain in welcoming members of organized cruise-ins by other yacht clubs, assist in docking boats, arranging meals, supplying keys to ramp gates, collecting and refunding deposits for keys, etc.

## **SR 10.14 SOCIAL COMMITTEE**

10.14.1 This committee is appointed by and reports to, the Rear Commodore. It is responsible for developing an annual calendar of social events for the Club and arranging for proper management thereof.

10.14.2 Submit a draft of proposed events for the year to the Rear Commodore for approval. This should be done prior to January 1st, if possible.

10.14.3 Perform such other duties as may be directed by the Rear Commodore.

### **SR 10.15 HOUSE AND GROUNDS COMMITTEE**

10.15.1 This committee is formed at the option of the Director of House and Grounds. Its duties may be performed directly by the Director of House and Grounds. The Director/Committee is responsible for the maintenance of the Club including equipment and furniture. He/she provides direction for the janitorial employee(s). Volunteer labor is to be used when feasible. Unbudgeted expenditures must be approved by the Board. Other duties, authority and suggestions are as shown below: (refer to SR 30.6.5, 30.6.6 and 30.6.11)

10.15.2 Replace light bulbs, paint and refinish, make minor repairs, arrange for maintenance of fire extinguishers.

10.15.3 Guard against unsafe conditions.

10.15.4 Landscape:

10.15.4.1 Replace dead trees, bushes, ground cover, etc.

10.15.4.2 Ensure adequate watering.

10.15.5 Parking Lot, Fences, Signs:

10.15.5.1 Maintain entrance signs.

10.15.5.2 Repair or resurface damaged areas of the parking lot.

10.15.5.3 Mend fences.

10.15.5.4 Apply sealer to parking lot surface as needed.

10.15.5.5 Sweep or pick up trash from parking lot as needed.

10.15.5.6 Hose down the parking lot and entrance way as needed.

10.15.6 Building Locks and Keys

10.15.6.1 Keep and maintain key index.

10.15.6.2 Issue keys and maintain a list of authorized recipients. Keys to be returned to the Director of House and Grounds when no longer authorized.

10.15.6.3 Mark keys to identify what they fit.

10.15.6.4 Arrange for and supervise, lock repairs and/or replacement.

10.15.7 Maintain sprinkler system.

### **SR 10.16 BOATING EDUCATION AND WATER SAFETY COMMITTEE**

10.16.1 This committee appointed by the Fleet Captain is responsible for developing and managing programs, which will enhance boating knowledge and water safety.

10.16.2 Arrange for one Coast Guard C.M.E. Session annually.

### **SR 10.17 SPLASHERS COMMITTEE**

10.17.1 This committee serves in an auxiliary capacity to the Club. This committee is made up of all current members of Discovery Bay Yacht Club. **(Revised 9/2004)**

10.17.2 The purpose of this committee is to raise funds to be donated to local charities. The Splashers Leader will bring to the Board of Directors their charity designation for approval by the Board of Directors. All funds will be donated in the name of Discovery Bay Yacht Club Accounting Department. **(Revised 9/2004)**

#### **SR 10.18 PERSONNEL COMMITTEE**

10.18.1 The Personnel Committee will recommend personnel policies and procedures to the Governing Board for their approval.

10.18.2 This committee will advise the Governing Board regarding changes to improve the personnel system including compliance with various State and Federal Regulations.

10.18.3 The committee is responsible to the Vice Commodore.

#### **SR 10.19 BAR OPERATIONS COMMITTEE**

10.19.1 The Bar Operations Committee is responsible for determining ways to maintain an appropriate level of income from and reduce losses to the bar operations.

10.19.2 The committee will review all the cost factors that impact the profit/loss calculation of the operation.

10.19.2 The committee is responsible to the Vice Commodore.

#### **SR 11 FINANCES**

11.1 Annual dues are \$456.00, but may be paid at \$114.00 per quarter. **(Revised 12/17/07)**

11.2 Dues for new members joining after the first of the year may be prorated at \$38.00 per month. **(Revised 12/17/07)**

11.3 The Finance Committee, in consultation with Officers and committee chairpersons, shall prepare an annual budget for the financial operations of the Club. The budget shall be submitted to the Board for approval. The budget shall plan for all known expenses and revenues. The budget shall be voted on at the January Board meeting. Upon approval, the budget shall be entered into the accounting system, if changed by Board, shall be resubmitted to the Financial Committee for its examination.

11.4 The normal method for appropriating funds for Club operations shall be by means of the annual budget. Items not included in the budget shall be approved in advance by the Board up to the limit of their authority.

11.5 The annual budget shall provide for \$500.00 - as the Commodore's discretionary fund.

11.6 All Club expenditures shall be within the framework of the budget, which will be prepared annually and revised semi-annually. The budget and revision shall be prepared by the Finance Committee with review and approval by the Governing Board. The Finance Committee will monitor the budget and if

significant variations occur in anticipated income or expense patterns, the Finance Committee will bring this to the attention of the Board for appropriate action.

Club officials and the General Manager are responsible for operating within the budget parameters. Should one or more proposed expenditures indicate that it would not be possible to remain within the budget, prior Board approval must be obtained before commitment of the funds. For example, a proposed increase in contractual services; major increases in supplier prices; employee wage increases or unanticipated equipment or furnishings requirements might cause such a circumstance. In no instance may a capital expenditure be made in excess of \$300 unless it has been approved by the Board.

11.7 If a member's dues remain unpaid for 30 days after January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, or October 1<sup>st</sup>, a late charge of \$25.00 will be assessed.

Per By-Law 5.8, the late charge must be paid or the member shall be notified by Certified Mail of his termination.

Such late charge may be waived by the Treasurer if the dues payment is received within 5 days from the assessed date. The Membership Director, with the Treasurer's approval, may make the decision to waive any late charge if the dues payment is received up to 15 days after the assessed date. If no dues payment is received beyond 15 days of the assessed date, the late charge may not be waived, and per By-Law 5.8, such membership will be terminated. **(Revised 3/2007)**

11.7.1 If a revoked membership has been reinstated after meeting the necessary requirements of Bylaw 5.8, and has received Board approval, the member will pay the required membership dues, late fees and a \$50.00 reinstatement fee. **(6/2007)**

11.8 The cost of annual organized social events shall include an amount equal to 10% of the projected direct cost of events as their allocated share of the Clubs general overhead expenses. **(Revised 12/2003)**

## **SR 12 NEWSLETTER ADS**

12.1 A charge, the amount of which is to be determined by the Board, will be made per newsletter ad, per year. There shall be no free advertising in the except as approved by Governing Board. Newsletter ad prices are as follows:

1/8 page (Business card)	\$190.00/yr.
1/4 page	\$375.00/yr.
1/2 page	\$845.00/yr.
3/4 page	\$1,375.00/yr.
3/4 page (back cover, 3 colors)	\$1,565.00/yr.
Full page	\$1,750.00/yr.

## **SR 13 GUESTS**

13.1 QUANTITY- Each membership may bring in up to four guests on any given day, unless guests have specifically been prohibited on that day due to a specially scheduled function. For both the Opening Day Parade & the Lighted Boat Parade, each membership may bring up to 6 guests. **(Revised 11/2004)**

13.2 FREQUENCY- With the exception of a person a single member is dating, immediate family member (which is defined as children, siblings, parents & Grandparents) and the Discovery Bay Marina Harbormaster, a non-member may be a guest of a member of the Club up to four times per calendar year. Members of reciprocal clubs (defined as clubs with clubhouse and /or dock facilities) may be a guest of the Club up to twelve times per calendar year. **(Revised 2/2006)**

13.3 POPULAR EVENTS- See SR 26.3 – Social Reservations

13.4 RESPONSIBILITY- Members who admit guests are responsible for the behavior of those guests and for ensuring that those guests wear name tags at all times they are in the Club.

13.5 NAME TAG COLOR- Guests at least 21 years of age shall wear name tags of a color other than red. Guests less than 21 years of age shall wear red or red bordered name tags.

13.6 GUEST'S BOATS- A guest's boat may be brought on an organized cruise only if a Club member travels aboard.

13.7 MEMBERS OF OTHER CLUBS- All PICYA members and members of other reciprocal clubs may be admitted as guests of the Club upon presentation of their own club's current membership card, but in accordance with 13.2,13.3 and 13.4 above. These guests may bring guests of their own in accordance with 13.1 above and may wear either the name tags of their own club or paper tags and all guests must sign-in as a guest of the Club. **(Revised 3/2003)**

13.7.1 The Board of Directors of Discovery Bay Yacht Club has deemed it appropriate to allow the Harbormaster of the Discovery Bay Marina, access to our Club with the status of Honorary Guest of the Club. The Harbormaster is permitted access without the company of a regular member but is responsible for all other rules and regulations of the Club. The Harbormaster shall wear a guest name badge while in the Club.

13.8 Except for members of reciprocal Yacht Clubs and the Discovery Marina Harbormaster, all guests must be accompanied by a member of this Club.

## **SR 14 BULLETIN BOARD**

14.1 "For Sale" notices of PICYA club members may be posted on the board for 30 days if there is room. Notices of our Club members take precedence and may be posted on the board for 30 days or until the Vice Commodore decides otherwise.

14.2 All notices shall be dated and those which are not will be removed.

## **SR 15. CRUISES**

15.1 General Information:

15.1.1 A cruise is when a group of member boats cruise to a predetermined destination for a predetermined amount of time. These cruises are coordinated by members and most require pre-registration. DBYC cruises normally last from 2 to 8 days, depending upon the destination. The cruise leader is a member of the Yacht Club and has made prior arrangements for docking, food and entertainment. General referred to as "Large Boat Cruise"

15.2 Cruise Deposits:

15.2.1 -. There is a cruise deposit required when a member signs up for a cruise in order to hold their place on the cruise. The amount of the deposit is established by the Board of Directors, and the deposit amount required is indicated at the time the member signs up for the cruise. This deposit should be deducted from the total costs charged each boat.

This deposit will be refunded only under the following conditions:

- a) If the member cancels from the cruise 30 days or more before the date of the cruise;
- b) If the member is on the standby list (See SR 15.5) and is not selected to go on the cruise;
- c) If the member sustains an emergency of hardship condition within the 30 day period as determined by the Cruise Leader and Fleet Captain. **(Revised 11/2004)**

15.2.2 -The deposit will be refundable only under the following conditions:

- a) If the member cancels from a cruise of longer than 5 days; the member must cancel from the cruise 60 days or more before the date of the cruise. If a member cancels a cruise of 5 days or less; the member must cancel from the cruise 30 days or more before the date of the cruise. **(Revised 9/2005)**

15.2.3 Cruise Fee - There is a \$10 fee that will be charged for each boat that goes on any cruise. This is considered the necessary revenue needed by the Club to support cruises. This fee will be paid at the time of the cruise. It will not be used to cover expenses for the cruise. The fee will be dedicated as income for the Club for the cruise. **(Revised 11/1/04)**

15.3 Cruise Leaders:

15.3.1 Appointed by the Fleet Captain, Cruise Leaders responsibilities are:

- 15.3.1.1 Arrange for dock space at destinations having such facilities.
- 15.3.1.2 Arrange for meals and hors d'oeuvres as appropriate.
- 15.3.2.3 Provide a copy of cruise itineraries to boat captains and include mention of the radio channel to be used.
- 15.3.2.4 Inform boat captains (cruisers) of equipment requirements such as life jackets, mooring and docking lines, fenders, etc.
- 15.3.2.5 Arrange for collection of money for cruise events (i.e. docking, meals, excursions, etc.) in advance, as needed.

15.4 Cruise Flags:

15.4.1 It is intended that a flag be designed and presented to each member's boat which has completed any Club-organized cruise of one week or longer.

15.4.2 A cruise flag is to be awarded initially to a member skippering a boat making their first attendance of a weeklong cruise. A red star will be awarded for each succeeding cruise the member makes and should be mounted vertically starting in the upper left hand corner. After that member has skippered a total of five cruises, one gold star is awarded. A red star will again mark the next cruise attended until cruise number 10 at which time a new flag with two gold stars. Cruise flags to be as follows:

- 15.4.2.1 Bay Cruise: Blue riverboat centered on a white flag.
- 15.4.2.2 American River Raft Out: River raft with guy and squirt gun with DBYC & American River Raft Out lettering on a white flag with blue border. **(Revised 9/2005)**
- 15.4.2.3 Bluewater Cruise: Bay Cruise flag with a blue wave under riverboat.
- 15.4.2.4 Wine Country Cruise: White riverboat centered on a burgundy flag.
- 15.4.2.5 South Delta Cruise: Green riverboat centered on a white flag.

## 15.5 Oversubscribed Cruises:

15.5.1 A situation frequently occurs when more members sign up to bring their boats on a planned cruise than can be accommodated. When oversubscription occurs, a lottery type drawing will be made to select successful applicants. A deadline for receipt of applications will be included in the newsletter. Flag Officers, and no more than 2 Cruise Leader(s) will be given preference on the cruise, Normal sign-up procedure is required.

15.5.2 Following the regular cruise drawing and prior to standby lottery drawing, preference shall be given to staff commodores and elected Board Members.

## 15.6 Opening Day and Christmas Season Parades:

15.6.1 Such parades shall occur annually and shall normally be led by the Commodore.

15.6.2 Dates, routes, rules, themes and awards shall be published as soon as possible, preferably two months prior to the event, in the newsletter.

15.6.3 Commodore's Cup award will be made only to a boat belonging to a member of this club and winner of at least one award category. Award categories and prizes will be at the discretion of the Fleet Captain. **(Revised 11/2004)**

15.6.4 A written description of the plan for parade routes shall be made each year (or revised from previous year). This plan shall consider and mention such things as how far to proceed into each bay, bays to be skipped and the reasons therefor, obstructions to be watched for, silting to dangerous degree, etc.

15.6.5 All boats wishing to participate in prize judging and Club activities during the parades must be registered with the Fleet Captain or his/her delegate by completing "Parade Entry" form, Attachment #6.

15.6.6 Commodore's Cup perpetual trophies for both cruises will be maintained and reside at the Club.

## **SR 16 PRIVACY OF BOARD MEETINGS**

16.1 Non-members of the Board will normally be excluded from Board discussions of matters pertaining to Club members, prospective members, or employees, which may be considered personal and private, or from discussions of other matters of a sensitive nature as determined by the presiding officer.

## **SR 17 NAME TAGS, BURGEES, LOGOS**

17.1 Official Club name tags, burgees, pins, belts and patches displaying the Club name, logo, or burgee shall normally be furnished or sold only to members of this Club and their "designated companions" or employees of the Club. This is intended to provide some degree of protection to the Club against non-members using our store product to gain entrance to other clubs and/or causing trouble for which we might get the blame. Exceptions are exchanges of burgees with other clubs for the purpose of establishing reciprocity. A member, other than our PICYA delegate, who wishes to obtain a burgee for the purpose of exchanging it with a distant club whose burgee we do not have, will be reimbursed for the purchased burgee by the Quartermaster. The PICYA delegate will be furnished burgees, as required, by the Quartermaster.

## **SR 18 MEMBERSHIP TRANSFER**

18.1 A certificate of proprietary membership ownership shall be issued to all existing members at the time such memberships become proprietary and to all new members in the future. Attachment No.1 to this rule is an example of such a certificate.

18.2 The Director of Membership shall maintain (or cause to be maintained) a list of memberships for sale and a list of applicants desiring to become club members. The lists shall include the date on which notice of a desire to sell a membership was received, or the date an application for membership was received.

18.3 The buyer shall pay the Club the amount of the sale price by means of cash, a personal or cashier's check. The Club will deduct the amount of the transfer fee and any other indebtedness of the seller to the Club and pay the seller the remainder of the proceeds. The transfer fee shall be \$300.00 of the selling price. **(Revised 9/2006)**

18.4 Except as may be stated in the Bylaws, or otherwise stated herein, all membership dues and assessments must be kept current by the seller until the membership transfer is final.

18.5 At the time of the sale, the selling member should be asked to surrender the Certificate of Proprietary Membership and the current membership card. In the event one or both of these cannot be found, the selling member should write a letter to the Club to that effect. A new certificate will be issued to the new owner in any event.

18.6 If the Club ever decides to buy back a group of memberships in order to reduce the quantity of total memberships outstanding, applicants on the waiting list shall be so notified of that intent along with notification of memberships for sale.

18.7 Effective September 12, 2006 the minimum sale of a membership shall be \$1400.00. The price shall be re-evaluated at the June and December board meetings every year. **(Revised 9/2006)**

## **SR 19 USE OF PARKING LOT**

19.1 There shall be no overnight parking by anyone without the concurrence of the Vice Commodore or, in his/her absence, any Officer of the Club. Violators are subject to having their vehicles towed away at their expense.

## **SR 20 BYLAWS CHANGE INITIATION**

20.1 To initiate a change in the Bylaws, any member may discuss the nature of such a change with any member of the Board or with the Chairperson of the Bylaws and Standing Rules committee. If, after the discussion, both parties agree that such a change may have merit, the Board member or Chairperson shall introduce the subject at a Board meeting.

20.2 If the Board agrees that the suggested change has merit, the chairperson of the Bylaws committee will be directed to draft appropriate wording and report back to the Board at the regular or special board meeting.

20.3 The chairperson will ask the scribe to draft appropriate wording and will review the draft. When the chairperson approves the draft, he/she will either convene the committee for their evaluation or, if the wording is deemed to be probably acceptable to the Board as is, will present it to the Board for approval at the next regular or special meeting.

20.4 If the Board initially decides that the whole idea is without merit, the Club member who initially suggested the idea will be so notified. If that member still feels the matter has merit and wishes to proceed, he/she may draft (or cause to be drafted) words deemed suitable for the change and may force the matter to be voted on at a general membership meeting by obtaining signatures of all members of 10% of the then outstanding memberships on a petition requesting such a vote. This petition shall then be presented to the Secretary in order that the matter may be placed on the agenda for one of the next two membership meetings.

## **SR 21 DRESS CODE**

21.1 **GENERAL:** Shirts and shoes are required to enter the Clubhouse. Tank tops shall not be worn after 6:00 PM by male member or male guest. When dinner is being served, no bathing suits in the Clubhouse. Clothing shall be of a type and in such condition that is acceptable to ladies and gentlemen of polite society. That which is tattered, dingy, or in obvious bad taste to most people is unacceptable. Specific attire descriptions are as follows:

21.2 **FORMAL:** Tuxedos or dark suits for men and evening attire for women. Officers/Directors of the Club may wear their uniform.

21.3 **SEMI-FORMAL:** A suit, or sport coat and slacks, with tie, for men and a nice street length dress, cocktail dress, or pant suit for women. Officers of the Club may wear their uniforms.

21.4 **AFTER FIVE:** Same as semi-formal.

21.5 **CASUAL:** Unless otherwise decreed by the Board, any decorous attire is acceptable.

## **SR 22 REGULATIONS ON CONDUCT OF MEMBERS AND GUESTS**

22.1 **GENERAL:** Conduct is expected to be that of well-mannered ladies and gentlemen. Violence, abusive language, nudity of any type, vulgarity and loud or excessive profanity are not permitted in the Clubhouse or at outside club-sponsored events. Violators are subject to ejection from the Clubhouse or other location and perhaps from membership in the Club as prescribed in the Bylaws. Members are expected to treat members, guests, employees and staff personnel with courtesy and dignity. Abusive comments or behavior and comments of a sexual nature toward members, guests, employees and staff personnel are inappropriate and may be cause for expulsion from the premises and/or club membership. **(Revised 5/2003) (Revised 2/2008)**

22.2 **INTOXICATION:** If, in the opinion of the Club Operations person, Bar Steward, Bartender, or any Club officer (including Officer of the Watch), a member or guest is intoxicated, no further alcoholic beverages will be sold, supplied or furnished to that person on that date.

22.3 **EJECTION:** If the Bar Steward, Bartender, Bar Manager, Club Manager, Club Operations person, or any Officer of the Club (including Officer of the Watch) tells any person to leave the premises for reasons of intoxication or misconduct, that person must leave immediately. Failure to do so may result in police action, expulsion from Club membership, or revocation or suspension of Club privileges of the member, companion or guest.

- 22.4 Alcoholic Beverages will not be sold, served, supplied to or consumed by persons under 21 years of age. Members and guests who violate this regulation will be ejected from the premises. Such members are subject to expulsion from Club membership in accordance with Bylaw Article V
- 22.5 Damage you cause is damage you pay for, if so determined by the Board.
- 22.6 The last person out of the Clubhouse is responsible for making sure the lights are turned off, doors are locked.
- 22.7 See SR 21 for Dress Code requirements
- 22.8 Members and guests must display name tags at all times.
- 22.9 In the event a verbal confrontation between members gets to the stage where it interrupts Club enjoyment by other members, the confronting members shall be asked by an officer or General Manager to either desist or leave the premises. In no event will verbal confrontations require any Board action unless the offending parties refuse to desist or leave. This does not prevent Board action from being taken if there has been physical contact or physical abuse associated with the confrontation. No Board action will be taken until all parties involved have had an opportunity to appear before the Board to present their version of the incident.
- 22.10 **PHYSICAL ALTERCATIONS:** Physical Altercations at the Clubhouse, Club grounds, or Club sponsored events shall be defined as a Gross Violation of Club rules and regulations and shall be subject to expulsion by the provisions set in Section 5.5 of the Bylaws. **(Revised 9/2004)**

### **SR 23 PETS**

- 23.1 Pets, other than guide dogs for the blind when required, are not permitted in the Clubhouse.

### **SR 24 UNIFORMS FOR GOVERNING BOARD MEMBERS**

- 24.1 Uniforms will be worn at all general meetings, at Opening Day festivities and such other times as directed by the Commodore.
- 24.2 Winter- (Beginning November 1st)  
Men: Navy blue blazer with white shirt or white turtle neck shirt, full length blue necktie, gray trousers, black belt and black shoes.  
Women: same as men, except a gray skirt may be worn instead of gray slacks. A necktie is not required, but may be worn.  
Men & Women: White turtle neck optional when designated with pin(s) displayed on collar.
- 24.3 Summer- (Beginning April 1st)  
Men: White trousers (or white walking shorts), white shirt with epaulets, shoulder bars, white shoes, white belt open collar, with no tie. Office insignia shall be worn on the collar.  
Women: same as men, except they may wear white slacks, skirt, or shorts. Office insignia shall be worn on the collar.
- 24.4 Flag Officers will wear their office insignia patch on the left breast pocket of their winter uniform jacket, with DBYC nametag immediately over it.

24.5 All Board members will wear their office insignia on the shirt collar, shoulder bars on the summer shirt and name tag on the left breast pocket of the winter uniform coat.

## **SR 26 SOCIAL EVENTS**

### 26.1 General Information:

26.1.1 A social event such as a dinner/dance is usually hosted, planned and coordinated by a volunteer member. The event normally takes place at the Yacht Club and is connected to a particular theme. (Halloween, Valentine's Day, Opening Day etc.) Pre-registration is normally required and members are allowed to bring guests up to the maximum capacity of the club if the event is not sold out cut-off date. Most events include a meal connected to the theme.

### 26.2 Reserved Seating:

26.2.1 With the possible exception of a table near the Ship's Store which may be designated for the exclusive use of the Quartermaster or its volunteers, there shall be no advance reserved seating at events other than "closed events" as designated by SR 5.3. Closed events are New Year's Eve, Appreciation Dinner, Valentine Dance, Crab Feed, and Luau. Any exception must be presented to the Board by the event coordinator at least 90 days prior to the event date, requesting approval. **(Revised 5/2003)**

### 26.3 Reservations:

26.3.1 Reservations up to the maximum number of persons for a social event (event maximum) to be taken in the order of the date and time of payment received for members and single member's guest only until "Members only" cut-off date which is 7-14 days prior to the event. Other guest reservations will be accepted and added to a "Guest List" in the order of date and time of payment received until the "Members only" cut-off date. On the day after the "Members only" cut-off date, if space is still available, guests will be added the event up to the event maximum. At this time, if there are still guests on the "Guest list" their payments will be returned. Also at this time, Reservation person(s) will notify all sponsoring members of the status of their guests on "Guest List". After the "Member only: cut-off date, if space is still available, both members and their guests will be added in the order of date and time of payment received. The maximum number of persons authorized for the event is to be determined by the event leader(s) and the Rear Commodore.

### 26.4 Change of Watch:

26.4.1 The Junior Staff Commodore is responsible for the planning of this semi-formal dinner dance and ceremony to take place the third Saturday of November. The brief ceremony is to recognize the present Governing Board, those changing positions on the Board and the introduction of the entire new Governing Board.

26.4.2 The oath of office to be given to those assuming new positions on the Governing Board.

26.4.3 Attendance shall be limited to 200.

26.4.4 Flag Officers are allowed two guests for the Change of Watch; other Governing Board members will be allowed two guests on a space available basis.

26.4.5 Members of Blue Gavel and Staff Commodores should be invited and recognized.

26.4.6 Existing Governing Board members, those presently serving or exiting the Board with the Change of Watch, will have their and their companion's Change of Watch fee paid by the Club as an appreciation for the time and energy given during their term of Office.

#### 26.5 Appreciation Dinner:

26.5.1 In order to be invited to the DBYC hosted Appreciation Night dinner, a member should have fulfilled one of the following qualifications: 1) Providing DBYC on a regularly scheduled basis a service for which the member is not paid. Examples of those are listed on the inside cover of the Anchor Line; 2) Any member who lead or co-lead a cruise during the year; 3) Any member who hosted or co-hosted a social event; or 4) Any one time donation of a significant nature in the form of time or material as determined by the Governing Board or; 5) Any DBYC Staff Commodore who is a member in good standing of the Discovery Bay Yacht Club. **(Revised 3/2009)**

26.5.2 The Governing Board will review the list of invitees at the December Board Meeting prior to invitations being issued.

### **SR 27 GALLEY ACCESS**

27.1 In the interests of safety of members and food service personnel, when food service personnel are actively engaged in food preparation or cleanup, members are asked not to enter the galley. If something is needed from the galley area, ask one of the food service people for assistance.

### **SR 28 CLUBHOUSE RENTAL**

#### 28.1 MAIN UPSTAIRS ROOM:

28.1.1 The main upstairs room is available for rent by Club members at \$500.00 per event plus a \$200 refundable cleaning deposit. Club rental also requires an Officer of the Watch @ \$15.00 per hour. This rental does not include the rental of the kitchen facilities. Rental of kitchen facilities if a club food service provider is not used is \$50-this applies to outside caterers and Members using the kitchen. A date is not reserved until all fees are collected and the rental agreement is approved by the Governing Board and signed by the Vice Commodore or his/her representative. **(Revised 3/2003) (Revised 2/2009)**

28.1.2 There is no rental of the Club by non-members. Renting Members may rent only for their use while sponsoring a function for themselves or immediate family members, i.e. grandparents, parents, children, or grandchildren. Renting Member may also rent the Club for another Member. The renting Member must be in attendance during the entire period of the rental when their guests are in the Clubhouse. There is no rental of the club for business functions. **(Revised 5/2005)**

28.1.3 The Club's main upstairs room is not available for rental any day or evening that the Club has a scheduled event. A "scheduled event" is defined by the Governing Board. All rentals must be flexible so as to allow use of the room by other members of the Discovery Bay Yacht Club. Each rental must be reviewed and approved by the Governing Board and will be evaluated on a case by case basis.

28.1.4 28.1.4 Rental and prices are contracted for a maximum of five hours. Additional time may be arranged through the Vice-Commodore or his/her representative. Additional time, up to two hours, may be purchased at the rate of \$100 per hour.

28.1.5 The maximum number of people at a rental event is 160 and a guest list must be provided to the Vice Commodore before the event. No beverages may be brought to the club's property. **(Revised 2/2008) (Revised 2/2009)**

28.1.6 No Person under 21 years of age may be served or consume alcoholic beverages, assuring compliance with the no under-age drinking rule. The breaking of this rule, or any Federal, State, or local laws will be grounds for immediate termination of the event with all fees and deposits forfeited. **(3/2007)**

28.1.7 A club representative or Board designated replacement will be present during all rental events.

28.1.8 The renting member must negotiate food preparation and service with the Club Concessionaire or current food service offered by the Club as "right of first refusal." Special-occasion cakes may be brought in. **(Revised 03/2005) (Revised 2/2009)**

28.1.9 Decorations may be free standing or tied only to the rings and wires that have been placed around the Club. Under no circumstances will the use of pins, tacks, nails, staples, or tape be allowed. Violation of the above will result in forfeiture of the deposit or a portion thereof.

28.1.10 Rice, birdseed or confetti may not be thrown any place on Club property.

28.1.11 All functions over 50 persons will be required to provide additional DBYC Staff. If the function is attended by less than 50 people, no additional bar staff is required. If the function is attended by between 50 and 100 people, two DBYC employees will be required and the renting member must pay for the additional employee at the rate of \$100 for the event. If the function is attended by more than 100 people, three DBYC employees will be required and the renting Member must pay for two employees at the rate of \$100 each per event. These fees are in addition to the rental fees and deposits. **(Revised 3/2003)(Revised 2/2009)**

28.1.12 Any entertainment for a social event will be the responsibility of the person(s) renting the Club facility. However, such entertainment must be of the type that would not be deemed offensive by individuals in attendance. Any lewd or offensive entertainment will be cause for the immediate termination of the event.

28.1.13 See SR 8.6. **(4/2007)**

## 28.2 BILGE ROOM - MEMBER ONLY GROUP MEETINGS:

28.2.1 **Member only groups are defined as groups comprised of at least 90% DBYC members.** The sponsoring member must present an "Application Use" form to the Vice Commodore or designated representative prior to the event.

28.2.1.1 A refundable \$100.00 cleaning deposit shall accompany the application.

28.2.2 4 Guest Rule suspended.

28.2.3 Frequency of Guests Rule suspended.

28.2.4 The DBYC applicant shall be responsible for compliance with all facility use rules.

28.2.5 See SR 8.6. **(Revised 4/2007)**

28.2.6 See SR 28.1.8.

28.2.7 Only the applicant or his/her designed DBYC member shall tend or be behind the bar. They will also be responsible for all money transactions.

28.2.8 See SR 28.1.9.

28.2.9 See SR 28.1.10.

## 28.3 BILGE ROOM – MEMBER ONLY PRIVATE PARTIES:

28.3.1 The Club's Bilge Room is not available for rental any day or evening that the Club has a scheduled event. A "scheduled event" is defined by the Governing Board. Each rental must be reviewed and approved by the Governing Board and will be evaluated on a case by case basis.

28.3.2 A signed Rental Agreement must be presented by the sponsoring member to the Vice Commodore at least 45 days prior to the event. The 45 day requirement may be waived upon approval of the Vice Commodore. There is no rental of the Bilge Room by non-members. Members renting the Bilge Room may only rent for their use while sponsoring a function for themselves or immediate family members, i.e. grandparents, parents, children, or grandchildren.

The renting member must be in attendance during the entire period of the rental when their guests are in the Clubhouse. There is no rental of the Bilge Room for business or commercial functions.

28.3.2.1 A \$200.00 use fee and a \$200.00 refundable cleaning deposit shall accompany the application.

28.3.3 SR 13.1 and SR 13.2 are suspended with the approval of the application.

28.3.4 See SR 8.6. **(Revised 4/2007)**

28.3.5 The DBYC applicant shall be responsible for compliance with all facility use rules.

28.3.6 See SR 28.1.8.

28.3.7 If a bartender is used, the bartender must be a DBYC employee. Each bartender required will be an additional \$100 charge for up to a 5 hour period and paid prior to the event date.

28.3.10 See SR 28.1.9.

28.3.11 See SR 28.1.10.

28.3.12 Use is limited to five (5) hours.

28.4 Use appropriate Rental forms (see Attachment).

## **28.5 CLUB FACILITY RENTAL BY CIVIC & CHARITABLE ORGANIZATIONS.**

28.5.1 The Discovery Bay Yacht Club will permit formally organized non-political civic & charitable organizations the rental of the club facilities at a time when no club events are scheduled. Each rental must be reviewed and approved by the Governing Board and will be evaluated on a case by case basis.

28.5.2 The organization president must present a signed Rental Agreement to the DBYC vice Commodore at least 45 days prior to the event. The Vice Commodore may waive the 45-day requirement.

28.5.3 The rental fee shall be the same amount as charged to regular members of DBYC.

28.5.4 Outside beverages and food are not to be brought onto the Club premises. If a bartender is required, the bartender must be a DBYC employee; the cost of which will be the same as would be required of a rental to member.

28.5.5 All rental organizations shall be responsible for compliance with all facility use rules.

28.5.6 See SR 8.6, SR 28.1.8, SR 28.1.9, SR 28.3.12. **(Revised 4/2007)**

## **28.6 MAIN ROOM – MEMBER “PARTIES”**

28.6.1 A member party is defined as follows:

Members adhere to Guest policy (SR13)

Members required to use regularly contracted food service on the day/night of the party.

Reservations for large groups on Saturday is recommended.

Member may not contract to bring in entertainment.

Special Occasion Cakes may be brought in.

**(Added 2/2009)**

## **SR 29 MINORS IN CLUB**

29.1 No minors (under 21) are to be seated at the bar.

29.2 Minors are not to order beverages or be served at the bar.

29.3 Minors 20 years of age or younger may be in Bilge Room only when accompanied by an adult.

29.4 Minors 14 years of age or younger are not allowed in the Club after 10:00 PM.

## **SR 30 CLUB EMPLOYEES**

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- 30.1 Administrative Assistant
- 30.2 Accountant/Bookkeeper
- 30.3 Bar employees
- 30.4 Janitorial
- 30.5 Chef
- 30.6 Club General Manager
- 30.7 Bar Supervisor
- 30.8 Caterer

### **SR 30.1 ADMINISTRATIVE ASSISTANT**

30.1.1 Perform general office work; filing, type letters, etc. as directed.

30.1.2 Under direction of Treasurer:

- 30.1.2.1 Deposit funds and make disbursements of funds with approval of Governing Board.
- 30.1.2.2 Make out payroll checks from time cards.
- 30.1.2.3 Process monies received from Club events and make bank deposits (i.e. Cruises, socials, pin sales, badge sales, Ship Store sales, etc.)
- 30.1.2.4 Make payments of regular monthly billings that are marked “ok to pay” and signed by approving Officer.
- 30.1.2.5 Retrieve, distribute and process all incoming mail.

30.1.3 Under direction of Membership Treasurer:

- 30.1.3.1 Prepare yearly dues invoices, enter finance charges for unpaid member dues as directed by Membership Treasurer, mail out quarterly statements, collect and enter into Club accounting system dues payments, make deposits of monies collected from dues and prepare member dues status reports.

30.1.4 Maintain Bylaws and Standing Rules as directed by Board.

### **SR 30.2 ACCOUNTANT/BOOKKEEPER**

30.2.1 Prepare financial statements and as requested by Treasurer, prepare/print member quarterly statements, prepare monthly and quarterly payroll deposits, prepare quarterly and yearly payroll reports, prepare quarterly sales tax deposits and reports, prepare depreciation schedule, enter monthly journal entries as needed, prepare and enter special accounting transactions.

30.2.2 Enter new member/old member sales transactions; enter newsletter ads contracts & invoices.

### **SR 30.3 BAR EMPLOYEES**

30.3.1 While on duty at Discovery Bay Yacht Club, the following rules shall apply to all employees of the Club:

- 30.3.1.1 At no time while “on the clock “ shall an employee consume alcoholic beverages.
- 30.3.1.2 No bartender or waitress shall serve anyone without a name tag.
- 30.3.1.3 Bartenders are not allowed to render “free “drinks to anyone.

30.3.1.4 At no time while “on the clock “shall an employee use the dance floor to dance.

30.3.1.5 With the exception of the Bar Supervisor and Food Service Supervisor, non member independent contractors and regular employees of the Club are not permitted in the Club during non-work hours, unless approved by the Board or appropriate Board Member. **(revised 7/2009)**

30.3.1.6 Bartenders and waitresses will use IRS form 4070 or a substitute form to report tips on a weekly basis.

30.3.1.7 Friday and Saturday nights with the exception of a special event or Officer Approval, last call will be at 30 minutes before closing time.

30.3.1.8 Uniform requirements below shall be in force while on duty.

30.3.1.8.1 Monday, Tuesday, Wednesday, Thursday, Friday and Saturday nights: Black pants, white shirt, closed toed shoes.

30.3.1.8.2 Saturday and Sunday day shifts: White or black walking shorts, DBYC shirt of your choice, athletic shoes.

30.3.1.8.3 Summer: Black walking shorts, DBYC Shirt or white shirt, white or black athletic shoes

30.3.1.9 A former employee terminated for cause may not be allowed to return to Club under any circumstances.**(new 7/2009)**

#### **SR 30.4 JANITOR**

30.4.1 Under direction of the House and Grounds Director he/she performs these duties: vacuum floors; cleans windows as needed; cleans and maintains rest rooms; replaces non-working lights or bulbs/tubes; maintains cleanliness inside and outside the Club including entrance sign; post and maintain cleanliness of burgee from other clubs in main room; minor repairs, as requested; landscaping to ensure adequate watering, replacing ground cover and bushes.

30.4.2 Hours – flexible with schedule to be determined by the Director of House and Grounds.

30.4.3 Salary – determined by Governing Board.

#### **SR 30.5 FOOD SERVICE SUPERVISOR**

30.5.1 General - This person is responsible for ensuring the smooth operation of our galley, including preparation and attractive presentation of food, maintenance of galley facilities and supplies and assisting the Vice Commodore as requested to make ours an excellent food service. This person reports to the Vice Commodore, but may take direction from or ask the advice of the ranking Flag Officer or designee in the event the Vice Commodore is unavailable. He/she will work in close coordination with the Vice Commodore and Food Service Committee in maintaining the utmost in quality food service at the Club.

##### **30.5.2 Guidelines:**

###### **30.5.2.1 Food Preparation:**

30.5.2.1.1 Prepare and present high quality, attractive food in an expeditious manner.

30.5.2.1.2 Provide constructive input to the Vice Commodore and Food Service Committee regarding suggested changes to the menu.

30.5.2.1.3 Maintain a standard of personal hygiene and good grooming that is unassailable.

###### **30.5.2.2 Managing the Galley:**

30.5.2.2.1 Assist the Vice Commodore in: 1) Hiring, training and evaluating galley staff; 2) Supervising personnel assigned by the Vice Commodore to work in the galley; 3) Ordering and checking in of galley supplies, checking invoices for accuracy and turning invoices in to

the Vice Commodore; 4) Inform the Vice Commodore of overages from food prepared and maintain an accurate account thereof.

30.5.2.2.2 Be thoroughly familiar with operation of galley equipment and ensure that all galley staff is familiar with the equipment they will operate.

30.5.2.2.3 Ensure galley cleanliness. Develop proper cleaning procedures for the staff and schedule them for special cleaning when needed.

30.5.2.2.4 Ensure that spills on the floor are immediately wiped up, not only for the sake of appearance but also for the safety of personnel.

30.5.2.2.5 Create and maintain an adequate inventory of galley supplies, including food, hard goods and cleaning material.

30.5.2.2.6 Ensure that galley equipment is maintained in good working order and that it is kept clean.

30.5.2.2.7 Be responsible for keys provided by the Vice Commodore and make sure the galley is secured and all inventories accounted for at the close of food service activity.

30.5.2.2.8 Be on duty during most hours of food service operation to: 1) Open and close (when needed) the galley; 2) Coordinate with the Vice Commodore to ensure sufficient staff is on duty and performing duties satisfactorily.

30.5.2.2.9 Grooming: 1) You are responsible for uniforms provided by the Club; 2) A uniform is to be worn during most hours of food service operation; 3) A freshly cleaned and pressed uniform is to be worn each day of food service operation; 4) Hair must be neatly combed and tucked back or bound (if necessary); 5) Hands and nails must be thoroughly cleaned before the start of work each day and during food service operation when they come in contact with unhealthful materials; 6) Shoes must be cleaned and/or polished; 7) Avoid excessive amounts of perfume or cologne.

30.5.2.2.10 Presence; 1) At the end of a shift, take time out to walk out on the main dining floor to communicate with some of the members. Ask them how they liked the food and their opinion on any aspect of food service on which they care to comment; 2) Work with the staff to maintain an efficient, organized and friendly atmosphere; 3) Attend staff meetings when required.

30.5.2.3 Prior to a planned absence and after approval by the Vice Commodore, work with the Vice Commodore to make such arrangements as needed for alternate planning or backup.

**(Revised 2/2008)**

## **SR 30.6 CLUB GENERAL MANAGER**

### **This description is obsolete and subject to review prior to hiring General Manager.**

This person is responsible for ensuring the smooth operation of the Clubhouse and Club functions. He/she will exercise full authority to enforce provisions of the Club's Bylaws, Rules and Regulations as stated therein. He/she will also endeavor to perform these duties in such a manner as to enhance the enjoyment of the Club by its members. This person is solely responsible to the Commodore, or the ranking Flag officer in the Commodore's absence. He/she will work in close coordination with all members of the Governing Board and assist them in the performance of their duties. The Commodore may decide to delegate authority to certain Flag Officers regarding their duties.

#### **Job Description**

30.6.1 Promote membership participation in Club activities.

30.6.2 Coordinate social events and cruises: 1) Refer requests for incoming cruises to the Port Captain; 2) Maintain the official Club calendar and endeavor to ensure that conflicts of scheduled events do not occur; 3) Provide support and assistance when feasible to committees dealing with social events and cruises.

30.6.3 Act as the Club's representative and agent in handling requests for rental of the Clubhouse: 1) Avoid conflicts with special events; 2) Obtain deposits and other payment as required; 3) Sign rental agreements on behalf of the Club and obtain renter signatures as required.

30.6.4 Manage the bar and food service operation in cooperation with the Vice Commodore: 1) Hire and train staff as needed and fire them when necessary; 2) Assist the Treasurer (or designee) in counting bar money; 3) Maintain an adequate inventory control; 4) Order and/or purchase supplies; 5) Enforce liquor laws and Club rules and regulations pertaining to the sale and use thereof; 6) Assist as bartender if needed; 7) Keep a close eye on the lines of the kitchen and its equipment and arrange for special cleaning if necessary; 8) Coordinate with concessionaire (if one exists) regarding menu, prices, days and hours of service; 9) Use volunteers when appropriate; 10) In the absence of a concessionaire or hired cook, arrange for catering as needed, or provide such assistance as feasible to members who wish to arrange for their own caterer if such is permitted.

30.6.5 Manage operation and maintenance of the clubhouse and its mechanical and electrical systems in cooperation with the Director-House and Grounds: 1) Become familiar with the Club's mechanical and electrical systems, including kitchen equipment, fire alarms and sprinklers, air conditioners, fan and light operation; 2) Make minor repairs when feasible; 3) Schedule, hire and manage janitorial service and other subcontractors and employees approved by the Board; 4) Manage landscaping and watering; 5) Track keys to the clubhouse, keep a record of all key assignments and recall keys no longer needed; 6) In the event of a malfunction of electrical or mechanical equipment that requires the attention of a trained repairman, it is generally advisable to see whether a member of the Club is so trained and available on a volunteer basis reasonably soon before calling in outside help. Maintain a list of such volunteers.

30.6.6 General supplies: 1) Administer an adequate inventory control system; 2) Order and/or purchase supplies; 3) Schedule deliveries and be here to receive them or arrange for someone to do so; 4) Certify bills as being correct and recommend payment or non-payment to the Treasurer.

30.6.7 Provide advice, counsel and assistance as appropriate to the officers, employees and volunteers of the Club regarding business matters: 1) Ensure that Club licenses and insurance coverage are current as needed.

30.6.8 Attend regular meetings of the Board and General Membership: 1) Provide reports as required or as you deem advisable; 2) Act as a communications channel between the Board and the membership.

30.6.9 Be on duty during most hours of special social events: 1) Open and close the clubhouse, or arrange for an officer or trusted employee to do so; 2) See that adequate bartenders are on duty and performing those duties properly; 3) Enforce Club Rules and Regulation with dignity and good judgement.

30.6.10 Prior to a planned absence, make such arrangements as needed for a backup person(s) as approved by the Commodore. Vacation days may be taken for less than 5 days consecutively if desired, without prior approval, provided the Club's business will not be adversely affected. When feasible, the Commodore (or ranking flag officer) should be given the courtesy of advance notice.

30.6.11 Consult with the Commodore and Treasurer regarding amounts of Club money you can spend without having to get prior approval and what it can be spent for. The following general guidelines indicate item for which prior approval may be taken for granted: 1) Routine bar supplies; 2) Routine kitchen supplies; 3) Fire extinguisher maintenance.

## **SR 30.7 BAR SUPERVISOR**

30.7.1 Bar Supervisor is responsible for keeping the bar stocked with needed supplies, arranging for the presence of hired bartenders when needed and when authorized by the Board and for preparing reports required by the Board. Other duties, authority and suggestions are as shown below:

30.7.2 Bar Supervisor will hire and supervise bartenders and cocktail servers authorized by the Board.

30.7.3 Purchase supplies and liquor bar and approve for payment their billings. Always seek the best available price.

30.7.4 The bar shall be operated in accordance with applicable laws and Club Rules and Regulations. Rules and Regulations pertaining thereto will be as interpreted by the Governing Board.

30.7.5 Directives to bartenders, other than orders for drinks, may be issued ONLY by the Commodore, Vice Commodore or Bar Supervisor.

30.7.6 The Bar Supervisor is responsible for ensuring that bartenders are instructed as to the applicable laws, Club Rules and Regulations is which must be observed. Adherence to those laws, Rules and Regulations is a condition of employment of the Bar Supervisor and Bartenders.

## **SR 30.10 CLUB EMPLOYEE MANAGEMENT**

30.10.1 The Governing Board establishes employee compensation, including pay scales for all employees.

30.10.2 The Governing Board makes all decisions on selecting and dismissing employees. In an emergency situation, an individual supervisor may make a decision pending Governing Board review.

30.10.3 As the chief executive officer of the Discovery Bay Yacht Club, the Commodore oversees the personnel management of the Club. In so doing, he/she may approve certain actions within the authority delegated by the Governing Board.

**CERTIFICATE OF PROPRIETARY MEMBERSHIP**  
**in the**  
**Discovery Bay Yacht Club**

This is to certify that \_\_\_\_\_ is (are) the owner(s) of a Proprietary Membership in the Discovery Bay Yacht Club. By accepting this certificate, the above named person(s) agree to abide by the Bylaw, Standing Rules and Regulations of the Club. This membership may be transferred to another owner only in the manner prescribed by the Bylaws and Standing Rules of the Club.

DISCOVERY BAY YACHT CLUB

\_\_\_\_\_  
Commodore

**Attachment 7**

ATTACHMENT 8

**EMPLOYMENT AGREEMENT**  
(7-7-92)

**General Manager - Discovery Bay Yacht Club**

1. The undersigned shall serve as the General Manager (GM) of the Discovery Bay Yacht Club commencing \_\_\_\_\_.
2. The duration of this agreement shall be one year from \_\_\_\_\_ through \_\_\_\_\_. Either party may terminate the agreement by 30 days written notice to the other party. In the event the Club wishes to terminate the agreement, such action will require the approval of the Board.
3. The GM shall perform the duties and have the authority shown in the document entitled "General Manager Job Description" (SR 30.6) which is attached hereto and made a part hereof. Subsequent changes to the job description shall be by mutual agreement between the signatories.
4. Under normal circumstances the GM is expected to work a minimum of 5 days per week on a flex time schedule totaling approximately 50 hours per week, subject to mutual agreement between the GM and the Commodore and consistent with the job description. If a large number of additional hours are required for reasons of some extraordinary Club situation, compensatory time off may be granted by the Commodore and should be taken within a month of the occurrence.
5. The salary shall be \$ \_\_\_\_\_ annually and is payable in twenty-four equal (when feasible) semi-monthly installments. The salary shall be reviewed annually thereafter. There shall be a formal performance review prior to the salary review.
6. The Club shall contribute \$ \_\_\_\_\_ annually as reimbursement for a health insurance policy to be procured by the GM.
7. The Club shall pay dues of \$ \_\_\_\_\_ annually for the GM's membership in the Club Managers Association.
8. The GM shall be entitled to ten working days paid vacation per year following the first year of employment. It is to be taken at a time mutually agreeable to the GM and the Commodore. The ten days need not be taken consecutively. The vacation will be used each year and will not accumulate from year to year.
9. The GM shall be allowed six paid holidays per year, The holidays shall be New Years day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas, If the Club is open on a designated holiday and the GM's presence is required, he shall take an alternate day as the holiday. Such alternate day shall be as mutually agreed between the GM and the Commodore.

10. The GM shall be allowed 10 paid sick leave days per year, which may be cumulative up to a maximum of 30 days. Should the GM be unable to perform his duties because of illness or other incapacitation for more than 30 days in any twelve month period, the Club shall have the option of terminating this agreement.

11. It is understood and agreed to that the GM reports to and takes direction from the Commodore (or the ranking Flag Officer in the absence of the Commodore). No other individual may give direction to the GM. The GM will work in close coordination with all members of the Board and committee chairpersons and assist them in the performance of their duties. The GM shall give all reasonable consideration to suggestions received from members of the Club. Any action to amend this agreement in a substantive manner requires approval of the Board.

Agreed to on this \_\_\_\_\_ day of \_\_\_\_\_, 199\_\_\_\_.

\_\_\_\_\_  
Commodore

\_\_\_\_\_  
General Manager