

## Standing Rules of the Alameda Yacht Club, Incorporated

### PREAMBLE:

These Rules are as authorized by the Club Bylaws and approved by the Board of Directors. For the convenience of reference, the Rules are organized in sections relating to the several areas of operation of the Club. These operations are managed by the Standing Committees of the Club whose duties and responsibilities are described in the Bylaws. The sections of the Standing Rules are:

- I. Annual and Special Meetings
- II. Clubhouse Rules
- III. Yacht Racing Program
- IV. Social Programs
- V. Cruising Programs
- VI. Fiscal Policies
- VII. Membership Policies
- VIII. Junior Programs
- IX. Good of Yachting

These Rules shall be recorded and kept up-to-date by the Secretary of the Club.

### I. Bi Annual and Special Meetings

The purpose of the bi annual or any special meetings of the Alameda Yacht Club is to conduct official business required by the Bylaws which stipulate general membership participation. The following is a guide to assist the Club officers in conducting such meetings.

1. The meeting shall be held separately from other Club yachting activities.
2. The meeting shall be held at times when maximum attendance is possible.
3. The Club bar shall be closed during the meeting.
4. All eligible voting members (Regular) are to be registered by a Club officer or designee upon entering or leaving the meeting so that accurate criteria of majority or two-third majority will be continually known.
5. An agenda is to be mailed at least ten days in advance along with other notices as required in the Bylaws.

6. At the discretion of the Chairman of the meeting, non-members may be excluded from the meeting.
7. Election of Officers, Directors and Bylaws revisions will be by secret ballot.
8. The Nominating Committee will complete its work and announce the proposed slate in accordance with Section XIII of the Bylaws.
9. The meeting will be conducted in a fair and businesslike manner. All discussion shall be limited to issues directly related to the item on the floor.

## II. Clubhouse

1. It is the responsibility of all members to maintain the cleanliness and integrity of the Clubhouse. Any dishes, utensils, or glassware used by a member or guest shall be returned to the kitchen or bar and cleaned.
2. All members are required to wear their membership badges before ordering or consuming alcoholic beverages. In the event a member has misplaced his badge, a temporary guest sticker must be used. Individuals without badges or a guest sticker will not be served.
3. Members are responsible for the actions of their guests.
4. Guests are required to sign the register when entering the Clubhouse including the sponsor's name or the name of the reciprocal club in which they are a member in good standing. This includes completing and visibly displaying a guest name sticker.
5. Guests must be accompanied by their sponsor at all times. If the member leaves, the guest must also leave.
6. Guests are not permitted behind the bar
7. Liquor laws and ABC regulations will be strictly observed.
8. The Clubhouse cannot be used for overnight accommodations.
9. All members and guests are required to wear a minimum of shorts, shirts and footwear while in the Clubhouse.
10. Dogs or other animals must remain outside the Clubhouse and on a leash.
11. Noise at parties and events shall be limited to that allowable in a city recreational area. As a courtesy to our neighbors, band music shall end at 2400 hours.

12. The clubhouse is open to all members and their guests between 6:00 am and 1:30 am. Alcoholic beverages cannot be served after 1:00 am and must be consumed with the empty glasses returned to the bar by 1:30 am.
13. All alcohol purchased from the club must be consumed on the club premises. Alcohol cannot be removed from the premises.
14. Members serving behind the bar have the right to refuse service to anyone for good cause. If, in the judgment of the server, a member or guest behaves in an offensive manner or cannot conduct him/herself in a reasonably sober manner, they shall be refused service
15. Persons under the minimum drinking age may not sit at the bar at any time. They must be accompanied by a member of drinking age at all times.
16. The last member leaving the club, either during the day or at night, is responsible for ensuring that the lights, TV and music system are turned off and all clubhouse doors are securely locked.
17. The galley facilities are available to all members on a first come, first served basis. Scheduled club events or dinners will have the precedent for exclusive galley use. During these events, the galley will be off limits to those not engaged in the event activities.
18. The refrigerator, freezer and cupboard spaces can be used by the membership provided they do not preempt space needed for club event supplies. All such food is to be labeled as to ownership and dated.
19. Members using the galley are expected to clean up after themselves and leave the galley area as they found it. Failure to do so will result in loss of galley privileges.
20. Use of the Clubhouse for other than club events:
  - a. All planned use of the clubhouse for any group activity must be scheduled through and approved by the Rear Commodore. The clubhouse and premises will be scheduled on a first come, first served basis. Priority will be given to functions including general membership use.
  - b. Yachting related groups comprising of club members, may use the Clubhouse for meetings or events when scheduled through the Rear Commodore. Although no rental fee is to be charged, the group must adhere to the

standing rules and pay for any and all extra expenses incurred by the Club other than utilities

- c. a. The Clubhouse may be reserved and used by members and their guests for private events on a “not-to-conflict” basis with the Club's scheduled activities. However, no other member shall be denied access to the clubhouse or use of facilities during such events. Currently there is no rental fee for member's use of the clubhouse for private events. The Board of Directors reserves the right to establish a rental schedule should it become necessary. Any rental fees are to be applied in a consistent manner to all such requests. In addition, the member shall pay for any and all extra expenses that occur as a result of the event. Standing rules shall be observed.
  - d. Cleanup of the Clubhouse must be completed within one of the following as applicable:
    - within 8 hours following the conclusion of the event
    - by 10 AM the morning following the event
    - three hours .prior to the next scheduled event.
  - e. The Clubhouse shall not be rented to non-members.
  - f. Members requesting use of the Clubhouse for non-club activities that involve 20 or more individuals shall secure approval from the Board of Directors.
  - g. Members requesting use of the Clubhouse for non-club activities that involve fund raising or charity activities shall secure approval from the Board of Directors.
21. Alameda Yacht Club is a non-smoking facility. Smoking is allowed on the deck and in the tent area when it is erected. Consideration should be given to the non-smokers when the sliding glass door is open.
  22. The telephone is to be used only for club business or short duration local calls. It is not be used to conduct personal non-club related business.
  23. Conducting any business other than club business is not allowed.
  24. Anyone tampering or disabling any electronic club owned equipment will be brought up for disciplinary action by the board pursuant to the by-laws.
  25. Any member wishing to borrow club property must obtain prior approval from the Rear Commodore or if Rear Commodore is not available another Flag Officer must approve the removal of property.

26. Violation of any of Rules may result in a fine, suspension or expulsion at the discretion of the Board of Directors as provided in the Bylaws of the Club.

### III. Yacht Racing Program

1. The Regatta Committee shall be responsible for and in charge of the Club's racing program and interactions with other clubs and organizations insofar as yacht racing is concerned. The Committee shall establish schedules and rules and publish the Racing Instructions of the Club. These instructions shall contain the safety requirements and regulations covering Club sponsored races.
2. A Fleet shall consist of at least three boats belonging to Alameda Yacht Club members. A Fleet shall appoint one representative to sit on the Regatta Committee.
3. At least three boats must be entered in a race to qualify for a start.
4. The Regatta Committee shall meet at least three times a year. A quorum shall consist of one-half of the full committee.
5. The Club and the Regatta Committee express their appreciation to those members and friends who volunteer the use of their boats for committee boat duty and the like. However, the Club is not in a position to reimburse the owner, skipper, or whomever is in charge of the boat for damage because it is the responsibility of the skipper to use caution and discretion when evaluating any situation. Should equipment be lost or damaged its replacement is beyond the Club's direction responsibility, as the Club has no control over its use. The Club cannot financially assume this obligation and is not liable for such damage or loss.

### IV. Social Programs

1. The Social Committee shall endeavor to present a schedule of events for all interests of the Club's membership.
2. An annual schedule of social events shall be developed by January 1, published in the Anchor and posted on the Clubhouse bulletin board.

### V. Cruising Program

1. The Cruising Program shall be developed and operated by the Regatta Committee who shall publish a preliminary schedule of cruises by January 31<sup>st</sup>.

VI. Fiscal Policies

1. The Treasurer shall submit to the Board of Directors monthly financial statements consisting of a balance sheet, a profit and loss statement and operation-to-budget statement.

2. Delinquent Memberships:

Action taken by the Treasurer and the Secretary shall be in accordance with the Bylaws, Article VIII, Sections 2 and 3:

- a. Each month, the Treasurer shall notify the Secretary of the names of the delinquent memberships who are two or more months in arrears. Their names will be posted in the Clubhouse on the Bulletin board. The Treasurer will also give the names of delinquent memberships three months in arrears, who will be notified by mail that their membership has been forfeited and given the opportunity to appeal to the Board of Directors for reinstatement.
- b. The Treasurer shall make every reasonable effort to collect all delinquent funds.

3. Reserve Funds

- a. All monies collected by payment of initiation fees shall not be used for general operations but shall be designated as a Reserve Building Fund. These funds shall be held in Certificates of Deposit until such time as the Membership of the Alameda Yacht Club approves disbursement for appropriate projects.
- b. Monies shall be set aside in a Maintenance Reserve Fund. These funds shall be held in Certificates of Deposit until such time as the Board of Directors approves by a 2/3 vote to disburse funds for appropriate projects.

4. Schedule of fees and dues:

Membership Class	Junior	Regular	Non-Resident	Honorary
Initiation	None	\$100	N/A	None
Monthly Dues	None	\$35	None	None
Yearly Dues	None	\$420	\$35	None

5. The outgoing Board shall adopt a preliminary budget for the first quarter of the following year based upon the operations of the current year. The new Board shall adopt a yearly budget by the March Board meeting.

## VII. Membership Policies

1. Any member in good standing for five years or more is eligible to apply to the board of directors for non-resident membership status if they meet the following qualifications:
  - a. Primary residence must be a location outside of a 175-mile radius of Alameda
  - b. They must reside in said location the majority of the year or travel outside of the 175-mile radius the majority of the year.
  - c. Paying one month's dues for the remainder of the first year and one month's dues each year thereafter.
  - d. If a non-resident member visits the Club for a period of 30 days or more, the non-resident membership status will revert to a regular membership status with consequent dues, obligations and rights reinstated.
  - e. A non-resident membership will retain all club privileges and annual membership card, but will not retain a key, voting rights, or newsletter.
2. Pursuant to the process described in the Bylaws of the Alameda Yacht Club, Article IX, Discipline, the Board of Directors may suspend or expel a membership for cause.
3. If a membership is suspended it is to be understood that said membership will be restricted from any use of AYC facilities and participation at any AYC sponsored activities as either an AYC member, guest of an AYC member, member of a reciprocal club or as a guest of a reciprocal club member. The suspension shall remain in effect for the period of time determined by the Board of Directors. At the end of this period of time the suspended membership will be reinstated upon approval of the Board of Directors.
4. If the Board decides to revoke/expel a membership, the membership will not be allowed to use any AYC facilities or participate at any AYC sponsored activities as either an AYC member, guest of an AYC member, member of a reciprocal club, or as a guest of a reciprocal club member. A revoked membership will not be reinstated.

VIII. Junior Program

To be established.

IX. Good of Yachting

To be established.