

ANACORTES YACHT CLUB BOARD OF DIRECTORS

RULES OF PROCEDURE

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RULES OF PROCEDURE

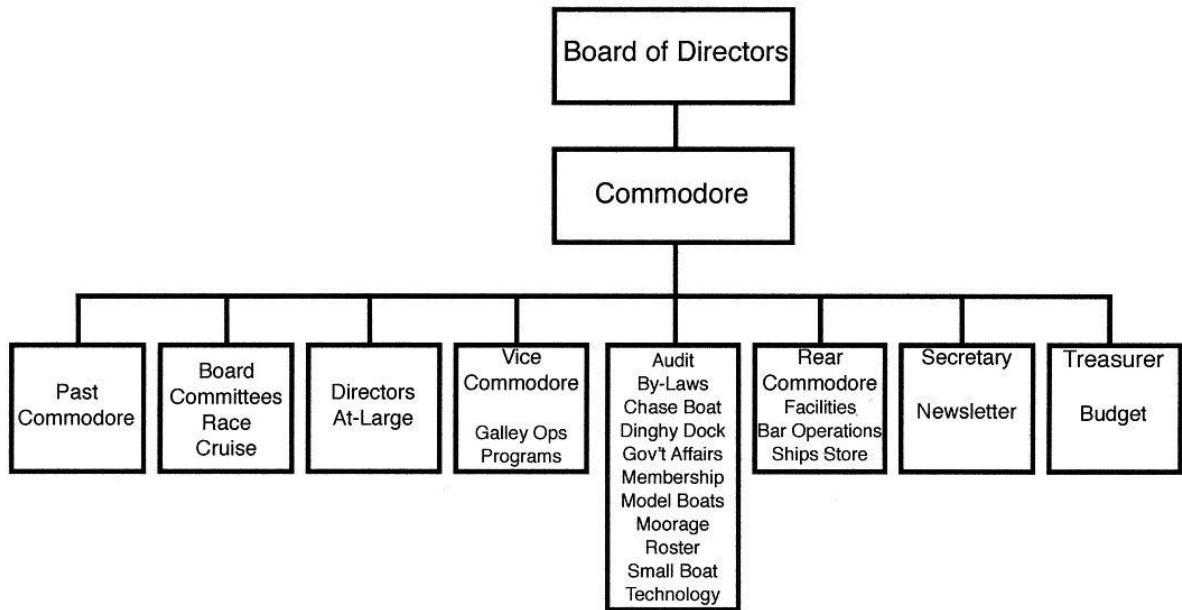
1. INTRODUCTION

These Rules of Procedure contain descriptions, responsibilities and reporting relationships of the various standing committees and the general procedures for operating the Club. Their intent is to assure, as far as possible, that all Officers, Trustees and Committee Chairs understand these relationships and procedures so that Club operations can be both efficient and enjoyable for all members.

These Rules of Procedure and subsequent revisions approved by the Board apply from the date of the most recent approval and their effect continues from year to year

The Rules of Procedure guide cannot deal with every facet of Club operations, but it is hoped it will smooth the road of those who have chosen to serve in positions of responsibility and thus provide for greater participation in and enjoyment of the Club.

Anacortes Yacht Club
Organization Chart



2. COMMITTEE DUTIES AND RESPONSIBILITIES

Following the elections, the Board shall staff the following Committees and publish a list of the Chairpersons in the AYC Roster for the ensuing year.

Audit Committee

Refer to Section 9- Annual Audit for Audit Committee selection procedures, duties and reporting of results.

Bar Operations Committee

Shall be chaired by the Rear Commodore and consist of at least three additional AYC members representing a cross section of the membership. The goal of this Committee is to operate the Bar at a reasonable, not necessarily maximum, profit while satisfying the bar service desires of the Membership.

- Shall be responsible for the operation of the bar, in accordance with Skagit County Health Department and State of Washington Liquor Control Board standards of operation.
- Duties include, but are not limited to, selecting, acquiring, maintaining, and replenishing beverages and bar supplies, handling cash, cashing checks, providing change and forwarding proceeds in excess of operating necessity to the Club Treasurer.
- Shall provide financial reports that include an inventory and a profit and loss statement to the Club Treasurer each month.
- Shall prepare an annual submission to the Budget Committee.
- Shall solicit input from the Club Membership regarding the selection of wines and liquors.
- Shall obtain Board approval for the prices charged for beverages.
- Shall insure that an adequate number of AYC members maintain County Health cards and State Liquor Board Class 12 Permits.
- Shall coordinate with involved committees such as Program, Race, Cruise, Galley Operations, and caterers and other entities.
- Shall provide bar services to off-site functions.

Budget Committee

Shall prepare an annual budget for the operation of the club based on annual submissions from committees. After compilation shall forward the budget to the Treasurer for presentation to the Board of Directors for approval. Shall report to the Treasurer.

By Laws Committee

Shall advise and assist the Board in matters relating to the By-Laws. Shall report to the Commodore.

Chase Boat

Shall maintain and service the Club's chase boat, and its motor, so that it is available for use with all the Club's on-water activities

Cruise Committee

Shall plan, organize, schedule supervise and publish adequate notice of any/all cruising activities including but not limited to the following: destinations, timing, moorage, assembly point and facilities, shore and harbor activities, evaluate and report on the success/improvement needs of each activity. Shall coordinate with the Program, Bar and Galley Committees to provide necessary food and beverages for functions. Will prepare an annual submission to the Budget Committee. Shall report to the Board.

Dinghy Dock

Shall be responsible for repairs and maintenance of the Club's dock.

Facilities Committee

Shall be responsible for the maintenance and repair of the clubhouse and grounds. Will monitor the janitorial service to insure that the facilities and grounds are kept clean and sanitary. Will request assistance from members for services beyond those contracted for. Will recommend projects deemed necessary to the Board. Shall supervise, monitor and be responsible for completion of club capital projects referred to the committee. Will prepare an annual submission to the Budget Committee. Shall report to the Rear Commodore.

Galley Operations Committee

Shall have responsibility for providing food and non-alcoholic beverages for Club functions as needed. Will be responsible for the purchase of supplies and shall contract with caterers for services when directed. Shall provide budgets and accountings for functions. Shall maintain Skagit Health Department standards of operation. Shall coordinate with involved committees such as Program, Race, Cruise, Facilities, Bar Operations, caterers and other entities. Will prepare an annual submission to the Budget Committee. Shall report to the Vice Commodore.

Government Affairs Committee

Shall represent the Club at meetings of RBAW and other yachting organizations. Shall become and remain informed on activities of appropriate government bodies affecting marine affairs and shall recommend to the Board such positions and actions they should take in such cases as necessary. Will prepare an annual submission to the Budget Committee. Shall report to the Commodore.

Membership Committee

Shall assemble and present membership applications to the Board. Shall review By-Laws involving membership and recommend action, where necessary, to the Board. Shall develop for approval by the Board, programs to obtain new membership. Shall develop the methods, procedures and coordination with other committees for welcoming new members. Will prepare an annual submission to the Budget Committee. Shall report to the Commodore.

Moorage/Reciprocal Committee

Shall prepare and dispatch Reciprocal Moorage cards to other yacht clubs. Will maintain a list of reciprocal privileges received from other clubs and post on the bulletin board. Shall coordinate the management of our reciprocal moorage with the Cap Sante Boat Haven Harbormaster. Will prepare an annual submission to the Budget Committee. Shall report to the Commodore.

Model/R-C Boats Committee

Shall foster and encourage participation of yacht club members in the activities of the group known as Anacortes RC Sailors. Shall liaison with the Club during the annual Waterfront Festival to show the flag for both organizations. Shall support the Club in furthering the interests of all recreational boaters in the Anacortes area.

Program Committee

Shall be responsible for the scheduling of club functions and meetings and arranging for presentations of interest to the membership. Will coordinate with Bar and Galley Operations to insure food and beverages as needed. Shall supervise the decoration and arrangement of the clubhouse. Shall establish and maintain communications systems to solicit and confirm reservations for all events requiring same. Provide timely promotional material for inclusion in the Knot News. Will prepare an annual submission to the Budget Committee. Shall report to the Vice Commodore.

Publicist

Shall maintain liaison with local newspapers and regional boating magazines regarding Club activities.

Race Committee

Shall initiate and have charge of all sailboat races including but not limited to the following: Establishing courses; setting start times; acquiring, maintaining, setting, retrieving and storing of marks; arranging for start and finish boats; recording, reporting and tabulating results; publicizing race results to the various media; acquiring and awarding trophies; coordinating with the Program, Bar and Galley Operations Committees to provide necessary food and beverages for racing functions such as post race and award activities. Appoint a chairman for all AYC Regattas. PHRF Director and handicapper shall report to the Race Committee. Shall appoint protest committees as required. Will prepare an annual submission to the Budget Committee. Shall report to the Board.

Roster Committee

Shall be responsible for the publication of the annual Membership Roster including the solicitation of advertising. Will prepare an annual submission to the Budget Committee. Shall report to the Commodore.

Ship Stores Keeper

Shall acquire, maintain, advertise and sell such items as may be developed to facilitate Club activities. Shall maintain an adequate stock of Club Burgees. Will prepare an annual submission to the Budget Committee. Shall provide such services as required by the Rear Commodore.

Small Boats

Responsible for administration of the Club's dinghy dock, including who is authorized to use the dock, rental rates, timely payment, and maintaining a waiting list.

PHRF Handicapper

Responsible for coordination between AYC & PHRF-NW for purposes of handicap ratings for AYC members boats.

Technology Committee

Responsible for the design and upkeep of the Club's website, the Clubhouse A/V system and WIFI. Shall provide appropriate training to Club members on the each of these systems.

3. PROCESSING OF NEW MEMBERSHIP APPLICATIONS

(See Membership Application Form appended to these Rules of Procedure as Form I)

Upon receipt by the Club, by whatever means, the application and check will be forwarded to the Treasurer.

TREASURER will, upon receipt of the application, deposit (or hold) the check and forward copies of the application to the Secretary and the Membership Committee. Upon Board approval Treasurer will enter the new member on the Club rolls, place the original signed application in the club records, and prepare and forward the stock certificate and membership cards to the Secretary for inclusion in the new member package.

SECRETARY will present the original application for approval at the next meeting of the Board. Subsequent to Board approval the application will be signed and dated by the Commodore and returned to the Treasurer. The Secretary will, in conjunction with the Membership Committee, prepare a letter for the Commodore's signature welcoming the new member into the Club and

assemble the new member's package. This package will consist of: stock certificate, membership cards, burgee, nametags and club roster. On advice from the Membership Committee the package will be held for presentation at a general meeting or mailed to the new member.

MEMBERSHIP COMMITTEE representative will upon receipt of the application from the Treasurer write or call the applicant, thank them, explain the processing time frames and answer any questions. After Board approval of the application, the Membership Committee will provide the Secretary with any information that should be included in the welcome letter.

If there is a meeting, race, or cruise that the applicant should know about immediately, the Representative is to **CALL** them. Either way, they should be welcomed to the club, informed of our next general meeting and of any other function between date and the next general meeting. When informing them of the next general meeting, invite them to join us, and try to get a "YES" or "NO". Be sure to tell them the time, date and the address. Explain that we generally present their membership cards, stock certificate, burgee, nametags and roster at the meeting, but that they can be mailed to them if they prefer. Inform them that the term "meeting" is used loosely, because the "meeting" is short and very informal. Many people don't "meetings" but will go to social affairs, and some people may expect a more "formal" meeting and may be shocked! Let's not shock them!

If there is any doubt as to what name they want on the nametag, call them and ask. (If an applicant's name were Davenport Browne III, you would hope that someone would have liked him enough to give him a nickname!). So, if there is any question, call them and also advise the Secretary.

Call the new member early in the week of the general membership meeting to ask if they will be able to attend, and to tell them you would like to assign a host to them for the evening. (If they know a lot of people in the club, this is not important, but if they don't, it can make a real difference.) Then find a host, (maybe their sponsor, or someone with a similar boat or interests, as noted in the biography.) If all else fails, host them yourself. Questions new members ask are 1) what to wear and 2) what to bring, if it's a potluck. Knowing answers to those questions make them feel much more comfortable.

Always make sure you meet the new member when they arrive at the club. You have been the one communicating with them, showing a genuine interest in them. Meeting you makes them feel like they have met an "old friend".

What the Membership Committee expects of others:

Technology Committee – Post a blog to the website, welcoming our new member(s), using the information from the application and biography to tell the membership something about them. There is nothing better than seeing a warm welcome!

Race Committee - Contact those interested in racing. Remind of the date of the next race and invite their participation. For novices, try to arrange for them to go along on someone's boat, or take part in some other way (committee boat, clubhouse, etc.)

Cruise Committee - Contact those interested in cruising before the next cruise or two. Genuinely invite them to join in. Talk about where others are leaving from (Cap Sante, Skyline, Oak Harbor),

and when they are leaving, and tell them something about who may be there, or what boats will be there. If you know of any particular plans - like everyone getting together on the beach for appetizers, or everyone going up to wherever for dinner, etc., pass it on so they know what to expect.

4. PREPARATION OF THE ANNUAL ROSTER

The production of the AYC Roster involves several main elements. Among these are the following:

- Current listing of members/addresses/phone numbers/boats
- Advertising/sponsorship
- Content
- Production/cost
- Timing

Listing of members should be straightforward, except in the case of members who do not continue as members in the subsequent year. A cut off date should be established. The calendar year membership obviates any early, accurate listing of members, since current information originates from the form sent to the Treasurer with the subsequent years dues.

Advertising should be done in a planned, orderly fashion, starting at an appropriate date, initially with telephone contact with last year's sponsors.

- Creativity should be exercised in developing new participants.
- Solicitation should be prepared with due thought to features, advantages and benefits of inclusion.
- Advertising rates should be established in coordination with production costs, based on prior years actual expenses, experience and revenue.
- Stress must be placed on the collection of advertising revenue at the time of commitment. Consideration should be given to the subject of discount for cash payment.
- Copies of ads, together with letters of appreciation should be sent to all advertisers.

Content should be evaluated in terms of applicability, appropriateness, significance cost. Initiative should be exercised should be exercised in critical review of prior content, eliminating low value items and adding higher important elements, such as tide tables.

Production should be carried forward, exploring alternative methods and sources, not necessarily hewing to precedent in either form or vendor. In requests for proposals from different sources all elements of the roster should be set forth including content, data, advertising (including copy preparation), price and timing.

Distribution should be planned at minimum cost, earliest date and maximum volume. Out of area will have to receive by mail. Follow up "goodwill" deliveries of copies should be made to advertisers, with appropriate letters of thanks from the Commodore.

Timing of initiation of project should begin 1 August. Organization of staffing, accountabilities, follow-up systems, trouble-shooting, content and deadlines should be set.

Advertising should commence no later than 1 September and should be completed no later than 30 October including finished advertising copy.

Production, including finalization of content, ad copy and format should be forwarded to prospective vendors no later than 1 November, with stipulation that bids must be in by 1 December.

Selection of vendor must be made by 1 December.

Delivery date must be no later than 10 January for availability of distribution,

During the entire process, periodic reports must be made of progress (or lack thereof) and adequate action should be taken, where necessary. Activities should be delegated to as many individuals as possible, consistent with unity of command and span of control.

Following completion of the project, a full and detailed report should be made, outlining successes and better ways of doing things. These reports should be maintained in the archives for reference and guidance.

5. PREPARATIONS FOR CLUB ELECTIONS

The requirements for Club elections are stated in the By Laws, Article VI, Paragraphs 13 and 14. A sample of the ballot to be prepared by the Secretary and mailed to the membership is on Form II attached.

6. CLUBHOUSE USE POLICIES AND RENTAL RATES

(See the Clubhouse Use Application Form appended to these Rules of Procedure as Form II)
All clubhouse use other than for Club functions shall be approved by the Board. The clubhouse is available for rent for the use of preferred members for their personal use and for a person or group sponsored by preferred members. If the preferred member or a group sponsored by preferred members wishes to use the clubhouse for commercial purposes, this usage shall be limited to six times per calendar year per user. The clubhouse is also available for use by recognized community service groups which use can be without rental charge or with a rental rate lower than the standard rate stated below at the discretion of the Board. The standard rental rate shall be \$50 for a day and/or an evening for a member's usage, \$100 for a commercial use and \$100 for a member sponsored use. All usage other than Club functions shall require a damage deposit of \$250 subject to the terms stated on Form II. Users shall be responsible for cleanup after usage.

Usage of the clubhouse does not include access to the Club's alcoholic and non-alcoholic beverages. All beverages and other consumables shall be supplied by the user. The user shall obtain a Banquet Permit from the Washington State Liquor Control Commission (WSLCC) agent before serving any alcoholic beverages on the premises.

Usage of the clubhouse is for the renting group members and their invited guests only; the general public must be excluded. There shall be no advertising of the function to the general public. Members are directed to read and follow the Private Club Management Guide printed by the

WSLCC before renting the clubhouse and to advise any group they are sponsoring of the usage limitations therein. A copy of this publication is to be available at the clubhouse at all times.

7. FINANCIAL POLICIES

SCOPE .The following policies represent the outline of the financial plan of the Anacortes Yacht Club. The plan covers the basics of cash flow, which is essentially the flow of money into the club from income sources and the outflow for expenses, either ordinary or special. A complete plan should also cover establishment of the long range goals of the club, how the goals are going to be funded, and their expected accomplishment dates; these three elements are left to future Boards to determine, using the policies herein.

DEBT The first principle of the plan is that the club should avoid debt. This accomplishes two purposes. One of these is the Board of Directors will be required to plan future expenditures and fund them, prior to their being realized. The other is the avoidance of costs associated with debt service.

CASH POSITION The second principle of sound fiscal management is: operating expenses of the club will not exceed gross dues collected. Every effort will be made to ensure expenses do not rise above the yearly dues revenue projections. It is necessary for the organization to live within its means.

SAVINGS The third principle is that dollars will be set aside each year to fund future large expenditures, identified or unidentified. It is advantageous for these dollars to be held in a general fund and that they be used to offset expenses in excess of ordinary operating expenses. It would be detrimental to earmark these dollars for any purpose unless:¹

- A specific purpose has been identified.
- Firm cost figures have been obtained by the Board of Directors
- The Board of Directors has approved the total cost.

Adherence to these basic principals will allow the club to remain unfettered by debt and in a position to fund future expenditures without resorting to addition levies on the membership.

CAPITAL IMPROVEMENT FUND The club has established a capital improvement fund. Unlike the dollars referenced above, these dollars have already been earmarked.² The funding of this asset has been prescribed by the Board of Directors to be:

- Initiation fees collected from new members
- The sale of club stock.

¹ This might seem unusual at first glance. The consideration is that these dollars are for the club's use and might be needed for almost anything. Some may feel, for example, that our surplus be held as earmarked for enlargement or improvement of the building. Others may feel it would be better utilized for less tangible reasons, like expanding boater education or increasing our youth program. The point is, these dollars should not be earmarked for vague or undefined purposes, but rather held for ANY purpose until the specific parameters of a future expenditure is clearly defined, measured for specific costs, and approved.

² By definition, they are considered unavailable for other uses.

It is important to understand that under current policy of the club, no club stock sales are occurring. Unless the current funding policy is reviewed and revised, the Capital Improvement Fund is unlikely to grow in any meaningful way.

Although applications for preferred membership are required to include the cost of a share of stock, these dollars are turned over to existing members who have a stock certificate for sale and the balance, minus the stock transfer fee, is returned to the applicant.

Another important factor in the maintenance of the Capital Improvement Fund is that the duration of the holdings is long enough to allow consideration of alternative investment vehicles to hold and grow these dollars. Currently these dollars are in a bank money market account. The Board of Directors has the right to use other vehicles for this purpose, the parameters of which should meet the following criteria:

- Safety of principal
- Ease of incremental additions
- Liquidity
- Reasonable earnings

Safety of principal is of paramount importance. The prime responsibility of the Board of Directors is fiduciary responsibility for the club's assets. Because incremental additions to this fund are expected to occur on a regular basis, only vehicles which allow these additions should be considered. Liquidity is almost as important as safety of principal. These funds could conceivably be called upon at any time. Because these dollars are likely to be held for an indefinite period of time, it is reasonable to expect them to be held in interest or dividend bearing accounts.

CLUB EXPENSES Club expenses are broken down into three basic categories, each of which has a separate funding mechanism:

- Racing
- Social
- Operational

Racing Expenses. The racing expenses are primarily funded by the means of the race packet. These packets are sold to members involved in the race program and their purpose is to offset routine race expenses. This includes, but is not limited to the routine replacement and maintenance of gear exclusively devoted to the club-racing program. The maintenance of the race program is one of the principal purposes of the club. If additional dollars are required to provide resources to the race program, in excess of race packet revenue, these dollars are provided by the club's general assets. Besides the maintenance of race gear, the club race program has acquired a chase boat, whose exclusive purpose is to facilitate the safe execution of club race activities. The maintenance of the chase boat is classified as race expenses. However, the moorage of the chase boat is classified as an operational expense.

In addition to race packets, the race program holds invitational races, and charges a participation fee. These invitational race events have separate associated expenses, which is paid for by the entry fee. It is the intention of the entry fee to be able to generate 100% of the costs of putting on the event. Dollars acquired in excess of costs for the specific event are used to offset other race program expenses. As a result of the race packet revenue and the invitational race event entry fees, the race program generally funds all of its requirements without recourse to additional revenue from the general fund. The acquisition of the chase boat has made this more difficult, and

when major expenses have been associated with the chase boat, the race program has needed additional funding. Three specific instances of this are the initial purchase of the chase boat; initial refurbishment of the boat; and the acquisition of a new outboard motor. Regular donations have been solicited to offset the continuing expense of the chase boat.

Social Expenses. The social expenses for the club are basically the cost of putting on the regular meetings, with their associated meals, and the special club event of the Commodore's Ball. Each of these events has offsetting revenue, which is collected "at the door". In general, 100% of the social expenses are met with the fees collected. The Commodore's Ball is an exception. This event has exceeded revenues collected each year, and this deficit had traditionally run about \$300 per year, but it has been as high as \$600. The difference is made good by the general fund.

Operating Expenses. The operating expenses of the club are principally the costs associated with maintaining the clubhouse and funding other necessities of the Club. The list of expenses that are categorized as operational is extensive and includes:

Property taxes

Building maintenance

Phone service

Grounds maintenance

Building cleaning

Reciprocal moorage

Dock maintenance

Cable service

Web site

Knot Knews

Electricity

City taxes (water, garbage, and sewer)

Regatta insurance

Property insurance

Furniture

Postage

Copies

Stationary

Rosters

Income tax

Heating

Licenses

Sales tax

Federal taxes other than income

Name tags

Burgees for new members

Cleaning supplies

Bartender training

Food handler training

Organizational dues: US Sailing, PIYA, RBAW, Yacht Club listing services

Also, extraordinary expenses (such as the yearly gift provided to the Anacortes Sailing Club, an unaffiliated organization that provides a racing venue for local high school students.)

The primary source of funding for operational expenses is member dues. There are however, other important revenue sources for operational expenses. Among these are:

- The bar
- Sale of ship's store merchandise
- Advertising sales (the roster)

The bar is operated primarily to facilitate the social purposes of the club and is managed by the Rear Commodore. All of the inventory costs for the bar are offset by the bar sales. Other costs for the bar, in particular the taxes due as a result of sales, the taxes to state, county and federal regulatory agencies are paid for from operational assets. This includes the regular training required by bartenders and their various licenses. The revenue generated by the bar, in excess of inventory and supply expenses, is regularly remitted to the club's general (operational) funds.

The purchase of merchandise for sale is funded as an operational expense and the revenue reverts directly (it is collected by the working bartender) to operational funds.

The sale of advertising space in the roster is collected in advance of the roster printing and the proceeds are remitted to the club's general fund. It has proven effective to pay a percentage of the collection of advertising in the roster to the individual who seeks out and obtains roster advertisers. Current policy is to provide the collector with 10% of the fees collected.

EXPENDITURE AUTHORITY The Board of Directors is ultimately responsible for all the club expenditures. Some of the expenditure authority has been delegated. The Treasurer is authorized to pay all regular and normal expenses of the club. The Rear Commodore is authorized to pay all bar inventory expenses and other expenses related directly to the management of the bar (bar supplies, for example). In addition, the Board of Directors has authorized both the Commodore and the Treasurer to approve irregular expenses up to \$100. The Board of Directors reserves all other expense authorizations.

In order to maintain close control of club expenditures and especially to maintain visibility of club assets, the Board of Directors has chosen to refrain from establishing multiple small accounts under the direct cognizance of other subsets of the organization. This has proven to be an efficient, direct, and simple approach. The principal subsets tracked are:

- Ship's store merchandise
- Race program
- Social activities

8. EXPENDITURE PROCEDURES

The sole authorizing body for expenditure of club funds is the Board. The exercise of this authority is the cardinal responsibility held by the Board. Therefore, the Board shall approve each disbursement of club funds. Exception: The following procedures apply to all expenditures except normal and usual routine and recurring expenses (for example; taxes and utilities) and routine bar operations, including restocking.

General Operations:

All requests for expenditures of club funds in excess of \$100 shall be submitted in writing to the Board. The Board must approve the expenditure before any money is spent. No obligation or expenditure made by any member, in the name of the club or in the name of the Board, will be recognized as valid, if they are made prior to Board approval. Any expenditure not meeting the above criteria is unauthorized, and the club shall have no obligation to make good on any unauthorized commitment.

Those expenditures less than \$100 may be obligated in the club name without submitting a written request, if prior to the expenditure they have the approval of the Commodore or the Treasurer. Obviously, the Board may also approve expenditures of less than \$100.

When submitting an expense item to the Board the following items shall be stated in writing:

1. What the expense is for along with a justification for making the expenditure
2. How much the expense will be.
3. Who will obligate the funds (actually order the goods or services)?
4. Who will verify receipt of the goods or services?
5. When will the expense occur?

Special Events

Responsibilities of the committee organizing an event (Commodore's Ball, Club Sponsored Regatta, etc)

1. Submit a proposed budget for Board approval, as specified above.
2. Make a choice as to how the event is to be paid for:

Option A: Collecting money at the door.

- Obtain a deposit slip from the Treasurer prior to the event.
- Deposit the money collected as soon as possible after the event.

It is important that the money be deposited promptly.

- Mail or deliver the deposit slip, and any expenditure documents, to the Treasurer.

It is very important that the documents be forwarded to the Treasurer promptly.

- Notify the Treasurer as to who collected and deposited the money, so that follow-ups can be performed.

Option B: Collecting Money in Advance

- Send checks to the Treasurer, with documents labeling what the money is for

Since much of the money will come directly to the Treasurer, along with paperwork like meal choices and numbers participating, make sure the Treasurer knows the "responsible organizer" so that the paperwork can be forwarded to the people actually organizing the event.

9. ANNUAL AUDIT

The Commodore-Elect shall, at the December Board meeting, recommend to the Board of Directors, not fewer than three members of the Club to serve on the Audit Committee for the following year. The Board shall appoint the committee members. Two thirds (2/3) of the members of the committee must be selected from the members at large and not from the Board of Directors. The persons who served as Treasurer and Rear Commodore for the period under audit shall not be eligible to serve on the Audit Committee.

The financial records of the club shall be audited at least once each fiscal year by the Audit Committee. The formal review should incorporate, at a minimum:

- Verification of supporting documentation for the club's expenditures (This procedure would require spot checking several expenditures, not the documentation for each expenditure. It is recognized, however, that verification of each expenditure could become necessary under extraordinary circumstances)
- verification of the relationship between the bank's balance and the account's cashbook
- verification of authorization for extraordinary expenses

The results of this audit are required to be submitted to the Board of Directors in writing. The audit report must be signed by the entire committee membership. In addition, it is incumbent on the auditors to provide the audited person the written report in advance of the Board of Directors meeting, with enough time to formulate a written response to findings of the audit personnel, if the audited person feels it necessary.

The report shall be completed and submitted to the Board of Directors, through the Commodore, not later than the first business day of March unless the Commodore extends the time for submittal for reasonable cause.

10. BAR OPERATIONS

1. **Liquor License:** the Bar operates under a private club liquor license that tightly restricts our operations. The Bar can only be used for official Club functions. Please become familiar with the appropriate State Liquor Control Board regulations.
2. **Liquor Supplies:** all alcoholic beverages dispensed by the Club must be purchased from the State Liquor Store (hard liquor or wine), or from a State Licensed Distributor (beer or wine). Beer or wine purchased at a commercial store cannot be resold at the Club. You must call the State Store or the Distributor in advance to arrange a purchase.
3. **Checking Account:** the Club maintains a separate checking account at Skagit State Bank for Bar operations. Authorized signatures for this account are updated each January, and include the Commodore, the Treasurer, and the Rear Commodore. The Rear Commodore is primarily responsible for this account. State law demands that all purchases from the State and from Licensed Distributors be paid for upon receipt, with a Club check. Thus, sufficient funds to cover restocking needs must be kept in the account at all times. A check to transfer excess funds to the AYC general account should be delivered to Club Treasurer on a regular monthly basis.

4. Accounting: inventory and accounting information must be provided to the Club Treasurer on a regular monthly basis in time to be included in the Treasurer's monthly report to the Board on each fourth Tuesday.
5. Bartenders: the Club uses volunteer bartenders from the membership. Every bartender must have a current Skagit County Health Card and a current State Liquor Control Board Class 12 Mixologist Permit. The Bar Committee maintains all current permits in the Bar cash drawer and periodically arranges classes to qualify new bartenders for Health Cards and State Permits. Be aware that it is illegal for bartenders to consume alcohol while they are working at the Bar.
6. Guest Book: Guests are permitted to use the Bar, but they must register in the Guest Book and be accompanied by a Member, or be a member of another Yacht Club.
7. Bar Hours: The Bar is open every Friday evening, 1730 hours to 2030 hours. The Board must approve changes to the Bar schedule.
8. Storage: Wine and hard liquor are stored in the Bar cabinet. There is a Bar storage cabinet for soft drink supplies in the basement.
9. Cash: Keep no more than \$200.00 in the Bar cash drawer. Excess money should be deposited to the Bar checking account.
10. Off Premise Bar Operations: It is legal for the Club to operate its Bar at other locations for special events (regattas or Commodore's Ball, for example), provided a permit is obtained in advance. The permit application form is available at the State Liquor Store.
11. Opening/Closing Bar: There is a checklist covering opening/closing procedures in the Bar's key drawer.

ANACORTES YACHT CLUB
504 SEVENTH STREET
ANACORTES WA 98221 (360) 293-5277

MEMBERSHIP APPLICATION

Date _____

To the AYC Board of Directors:

I hereby apply for membership in the Anacortes Yacht Club as a:

(Please check one)

Preferred Membership Associate Member

(A Preferred Membership includes a spouse or domestic partner. An Associate Membership is for an individual. An Associate member may not have any substantial interest in a boat whose length exceeds sixteen (16) feet and whose primary means of propulsion is either by power or sail.)

Name: _____ Spouse/Domestic Partner: _____

Residence Address: _____

City/State/Zip: _____

Occupation _____ Work Phone: _____

Home Phone: _____ Cell Phone: _____ email _____

Boat Owner? Yes No Boat Name: _____

Type: (Cal 27, Grand Banks, Lido, etc.) _____ LOA _____

If accepted for membership I agree to abide by the governing rules and bylaws of the Anacortes Yacht Club.

Applicant's Signature

<u>FEES</u>	<u>PREFERRED</u>	<u>ASSOCIATE</u>
Initiation	\$240.00	\$ 65.00
Annual Dues	\$150.00	\$150.00
Stock Share	\$150.00	-0-
Stock Transfer Fee	\$ 10.00	-0-
Total:	\$550.00	\$215.00

NOTE: A check for the TOTAL appropriate fee MUST accompany this application. Prorated dues and/or stock share fees will be refunded as necessary after AYC Board approval of the application.

Sponsors Name

Sponsors Name

Approved by the AYC Board of Directors: Date: _____

Commodore's signature

**ANACORTES YACHT CLUB
NEW MEMBER BIOGRAPHY
(Must be Completed as part of Application)**

PLEASE FILL THIS OUT SO THAT WE MAY KNOW YOU BETTER AND WELCOME YOU AND YOUR FAMILY INTO OUR CLUB. THANK YOU.

Name: _____ **Spouse/Domestic Partner:** _____

Dependent Children: Names and ages

Personal History (how long in area, no. of years of boating, etc.)

Other Club Affiliations:

What are your primary boating interests?

Cruising: Day _____ Overnight _____ Evening _____ Offshore _____

Racing: Day _____ Overnight _____ Offshore _____

Fishing: _____ **Clubhouse Social Events:** _____ **Family Outings:** _____

Other: _____

Committee participation is an important part of membership in the Anacortes Yacht Club – volunteers are always needed. Please check your area of interest:

Cruise _____ **Race** _____ **Galley Operations** _____ **Program** _____ **Facilities** _____

Ships Store _____ **Bar Operations** _____ **Newsletter** _____ **Roster** _____ **By-Laws** _____

Membership _____ **Government Affairs** _____ **Moorage** _____ **Budget** _____

Other _____

**ANACORTES YACHT CLUB
504 SEVENTH STREET
ANACORTES WA 98221 (360) 293-5277**

JUNIOR MEMBERSHIP APPLICATION

To the AYC Board of Directors:

I hereby apply for membership in the Anacortes Yacht Club as a Junior Member (ages 14-20).

Name: _____ Address: _____

Age _____ Email Address: _____

Mother/Guardian Name: _____ Phone: _____ Cell: _____

Father/Guardian Name: _____ Phone: _____ Cell: _____

Emergency Contact Information:

Name: _____ Relationship: _____ Phone: _____

Cell Phone: _____ Family Physician: _____

Applicant's signature _____

I am the parent or legal guardian of _____, a minor ("child"). I acknowledge that sailing and associated activities may be hazardous and accept this risk

Parents or Guardian's signature _____ Date: _____

AYC Junior Membership Fees Initiation \$30.00 Annual Dues \$25.00
(A check for the total must accompany this application)

Sponsor's name

Sponsor's Name

Approved by the AYC Board of Directors: _____ Date: _____

Commodore's Signature

**ANACORTES YACHT CLUB
NEW JUNIOR MEMBER BIOGRAPHY**

PLEASE FILL THIS OUT SO THAT WE MAY KNOW YOU BETTER AND WELCOME YOU INTO OUR CLUB. THANK YOU.

Name: _____

Personal History (how long in area, no. of years of boating, etc.)

Other Club Affiliations:

What are your primary boating interests?

Cruising: Day_____ Overnight_____ Evening_____ Offshore_____

Racing: Day_____ Overnight_____ Offshore_____

Fishing: _____ Clubhouse Social Events: _____ Family Outings: _____

Other:

Committee participation is an important part of membership in the Anacortes Yacht Club – volunteers are always needed. Please check your area of interest:

Cruise_____ Race_____ Galley Operations_____ Program_____ Facilities_____

Ships Store_____ Newsletter_____ Roster_____ ByLaws_____

Membership_____ Government Affairs_____ Moorage_____ Budget_____

Other_____

ANACORTES YACHT CLUB CLUBHOUSE USE APPLICATION

MEMBER/SPONSOR

NAME _____ PHONE _____

ADDRESS _____

I hereby request that I be authorized to use the AYC Clubhouse on _____ between the hours of _____ and _____. Approximately _____ persons will attend this activity.

The proposed use is _____

This is for Member Personal Use ___ Member Sponsored Use ___ Community Service Use ___ (Check one)

1. The user assumes responsibility for damage to the Clubhouse and its amenities during the time of usage. Any property damaged beyond normal wear and tear, may be replaced or repaired at the option of the AYC Board of Directors at the user's expense. Liability will be the actual repair or replacement costs and will not be limited to the \$250 amount specified as a damage deposit.
2. The user assumes responsibility for cleanup of the premises to return them to their initial condition. Cleanup includes removal of leftover food, beverages, and trash from the premises. Trash may be placed in the Port of Anacortes bins at the marina. Failure to properly cleanup the premises may incur charges against the damage deposit.
3. Usage of the Club does not include access to the Club's liquor, wine and beer supplies. Alcoholic beverages shall be provided by the user who shall obtain a Banquet Permit from the Washington State Liquor Control Commission agent prior to serving same.
4. Usage of the Club is to be by the using group members and their invited guests only; the general public shall be excluded. In no case shall there be over 100 people in the clubhouse at any one time.
5. During the time of usage the undersigned member/sponsor will be in the Clubhouse and will assume responsibility for the reasonable care and treatment of the facility and its amenities. The member/sponsor will not sublet, grant or assign this use or its attendant responsibilities.
6. In the event there is damage to the Clubhouse or its amenities, the AYC Rear Commodore or his agent will notify the undersigned user of the nature and extent of the damage. The AYC will provide an appraisal for repair or replacement for the consideration of the AYC Board of Directors within 30 days of the event.
7. The user agrees to indemnify and hold the Anacortes Yacht Club harmless for injuries to person or persons, including death, damage to property, loss of time and/or any and all other loss or damages, whether caused or occasioned by the negligence of the AYC, its employees, members, or any other persons whatsoever, arising from the use, operation, or rental of said premises.

Print User's Name	Signature	Date
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Print Member/Sponsor's Name	Signature	Date
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SUBMIT APPLICATION AND CHECKS TO ANACORTES YACHT CLUB, 504 SEVENTH STREET, ANACORTES, WA 98221 (360-293-5277) AT LEAST 20 DAYS IN ADVANCE OF EVENT.

Approved by the AYC Board of Directors:

(1) _____ Date _____

(2) _____ Date _____

(3) _____ Date _____

FORM OF BALLOT for ANNUAL ELECTION

The face of the ballot shall read as follows:

ANACORTES YACHT CLUB
OFFICIAL (insert year) AYC BALLOT
CIRCLE OR WRITE IN ONE CHOICE FOR EACH POSITION

FOR COMMODORE

FOR VICE COMMODORE

FOR REAR COMMODORE

FOR TREASURER

FOR SECRETARY

FOR 2 YEAR DIRECTOR AT LARGE (CHOOSE ONE)

FOR 1 YEAR DIRECTOR AT LARGE (CHOOSE ONE)

The reverse side shall read as follows:

ANNUAL MEETING
(insert date of meeting)
AYC CLUBHOUSE
7 PM

Per Article VI Paragraph 14, "The election of the directors shall take place at the annual meeting of the membership. A member, in order to vote, must be in good standing and may vote by mail (providing the envelope containing the ballot is post marked two days prior to the annual meeting) or in person. Each member may cast one (1) vote for each director's position. The votes cast shall be counted by the Nominating Committee. There shall be no votes cast by proxy.

1. ON THE REVERSE PLEASE CIRCLE OR WRITE IN ONE CHOICE FOR EACH POSITION.
2. PLACE THE BALLOT IN THE SMALL ENVELOPE AND SEAL.
3. PLACE THE SMALL ENVELOPE WITH THE BALLOT IN THE LARGER ENVELOPE ADDRESSED TO THE CLUB AND SEAL.
4. **SIGN and PRINT YOUR NAME ON THE FLAP OF THE LARGER RETURN ENVELOPE. IF UNSIGNED, BALLOT IS NOT VALID!**
5. MAIL YOUR BALLOT SO IT REACHES THE CLUB ON OR BEFORE (insert date two days before meeting) OR JUST BRING IT TO THE MEETING AND HAND IT IN.

Dinghy Dock Protocol

Approved by AYC BOD 2-23-2010

Dock Set-up:

Performance sailing dinghies only, with preference for Laser and Lido dinghies.

97' long, 85' available for dinghies (other space is taken with shed).

Spaces will be 6' wide, with full length 2x4' marking spaces and available for attaching carpet, cleats, etc.

Nothing shall be permanently attached to the dock, and no sizeable items will be attached to 2x4's without prior approval.

Foils, sails, spars and spare parts may be stored in the shed. Shed space will be organized for individual use.

Dinghy and dock space shall be identified with the name of the lessee

Regulations for use:

AYC members only, junior or active members

Must sign and abide by waiver form

Must use dinghy a minimum of once/6 mos., especially if dock is full

Key to shed will be kept at the yacht club, and signed in and out with each use

Cost of dock:

\$600/year insurance

\$1200/year moorage

\$1000/year (approx) upgrades

Cost for use:

\$20/month, paid once yearly \$240 with dues

Persons in charge:

Spencer: repairs and maintenance of dock

Stephanie: administration, who rents/pays, who is authorized