

## STANDING RULES

The Executive Board at their August 8, 1997 meeting adopted the Standing Rules for the Windjammers Yacht Club. The purpose of these rules is to serve as a written document by which the day to day affairs of the club is run. Until now, only the memory of individual (past and present) board members and minutes of past meetings (when available) was used to guide the officers of the club. This living written document will be a useful tool and will be revised as new or different rules are adopted:

A copy of these rules, as adopted by the executive board, is given below as information.

### STANDING RULES OF THE LAKE TAHOE WINDJAMMERS YACHT CLUB

(Issued August 8, 1997)

(Revised: Aug 9, 1999, October 10, 2000, May, 2002, **October 2002**)

#### The Standing Rules

The Standing Rules are drafted, approved or revised by a majority vote of the Executive Board. The date of original draft and latest revision shall be noted on the Standing Rules.

#### 1. Meetings

General membership meetings shall normally be held during the fourth week of the month.

Executive Board meeting shall normally be held once a month.

All executive Board members are strongly encouraged to attend all race/cruise and social events.

#### 2. Commodore

The Commodore shall act as the chief executive officer of the corporation (club) and chair the Executive Board. In these capacities s/he shall:

- a. Provide leadership in implementing club policy and set priorities
- b. Preside over the Executive Board and General Meetings.
- c. Draft the agenda for the Executive Board Meeting
- d. Represent the club in official and public matters and with the South Lake Tahoe Chamber of Commerce
- e. Appoint committee chairs in consultation with appropriate board members.
- f. Outgoing Commodore to appoint "Member-At-Large" for next year
- g. Appoint nominating committee in July
- h. Direct the Treasurer to start the Budgeting process in August to be presented in September.

#### 3. Secretary

The secretary shall be the custodian of all official club records and documents except the Race Committee records. S/he will keep the official copy of the Standing Rules and Club By-laws in an electronic format to be passed down to the following year's secretary on disk.

- a. Shall publish and mail to all officers the agenda and minutes for all executive board meetings, follow-up with phone calls.
- b. Shall edit, or appoint an editor, for the "Layline" the club's monthly publication in consultation with the commodore.
- c. Schedule the Annual Corporation Meeting. The Corporation Meeting will coincide with the general meeting at which the new officers are elected. Publish and file Official minutes for this meeting.
- d. Publish an annual Membership Roster
- e. Appoint a Publicity Chairperson in consultation with commodore

#### 4. Vice Commodore

- a. The Vice Commodore shall plan and organize all social, general and executive meetings of the club, and coordinate with the Membership Chair on membership related activities.
- b. Supervise membership functions
- c. Work with the Membership Chair to maintain a "Phone Committee" for all meetings and events.

#### 5. Membership

The Membership Chair, appointed by the Commodore in consultation with the Secretary, shall:

- a. Keep an up-to-date roster of the membership. The membership roster shall include: addresses, telephone numbers, spouses names, e-mail addresses, fax numbers, US Sail membership numbers, and type and name of boat owned.
- b. Shall coordinate with the secretary and keep an updated mailing list.
- c. Shall provide all new regular members with a club burgee and a club manual and updates to the existing manuals.
- d. In January and February coordinate with Layline Editor to:
  1. Publish membership application.
  2. Target past members unlikely to renew their membership and contact them individually.
- e. Work closely with the Vice-Commodore on planning and advertising the March meeting, in that this is the best event to get members to sign up.
- f. Work with the Vice-Commodore to maintain a "Phone Committee" for all meetings and events.

#### 6. Membership Dues and Fees

- a. Yearly membership dues are as follows:

Regular:	\$70.00
Associate:	\$35.00
Honorary:	\$00.00

Junior: \$20.00

- b. Late Fee – If a member has failed to renew his or her membership by March 1, a late fee of \$10 shall be assessed and added to their yearly dues.

7. Budget

The Vice-Commodore, Rear Commodore, Junior Sailing Director and the Secretary shall provide a preliminary operating budget plan to the treasurer by the October Executive Board meeting. A final budget shall be submitted to the Treasurer in February.

The Treasurer shall submit a total operating budget for approval to the executive board before April 1.

8. Treasurer

The treasurer is responsible for the collection of fees and the disbursement of funds as directed by the executive board and shall obtain and or renew the appropriate club liability insurance. Invoices and receipts must be presented to the treasurer within 60 days of for payment. Bills/invoices presented after 60 days will not be honored unless the executive board waives the 60 day rule. The Vice Commodore, Rear Commodore and Junior Sailing Director shall be responsible for authorizing expenditures within their budget. The Executive Board shall approve other expenditures over \$200. Unexpected emergency expenditures over \$100 must be approved by any two members of the executive board. The sale of club assets must be approved by the majority of the executive board.

Funds shall be deposited in bank accounts approved by the executive board. Checks shall require two signatures as outlined in Article VI (e) of the Bylaws.

The treasurer shall prepare, monthly, a detailed financial report. This report should show performance with respect to the proposed budget for each area described above.

9. Rear Commodore

The Rear Commodore shall plan, organize and supervise all yacht racing activities and act as race committee chair. The race committee must consist of regular yacht club members and a roster of proposed race committee members must be submitted to the executive board by December 15. In addition, the Rear Commodore:

- a. Shall inventory and maintain all race related equipment belonging to the club and obtain adequate insurance; through the secretary: S/he may delegate this responsibility by appointing a Port Captain.
- b. Prepare a proposed race schedule the year and present this schedule to the Executive Board for final approval at the March meeting. By November 1, contact YRA, San Francisco with proposed race schedule for upcoming year for their annual publication.
- c. May appoint a Committee Boat Assistant, who will schedule and train all committee boat personnel.
- d. “Race Committee to use PHRF updates via the internet and amend the standing rules to reflect this change” (passed 6/8/99)
- e. Implement procedures as outlined in item 11 of the Standing Rules.

10. Race Committee Boat Duty

It shall be the responsibility of all members, who wish to race, to serve as committee boat, if needed, at least once a season. The race committee boat duty roster shall be maintained by the Rear Commodore or his/her delegate. After June 1, the Rear Commodore shall assign members who wish to race, to any vacant committee boat dates.

The members volunteered or assigned shall be responsible for running said race: If the responsible member is not able to fulfill his/her obligation, that member is responsible to find a replacement. If the responsible person does not complete his/her obligation, that person's boat will not be allowed to compete in any Windjammers Yacht Club sanctioned event until he has acted as a race committee in an subsequent event.

#### 11. Director of Junior Sailing/Racing

The Junior Racing Program Director shall be responsible for:

- a. Establishing the basic requirements and implementing a comprehensive junior training program.
- b. Establish a budget that will support the Junior Program
- c. Insure that the participants, club, and the equipment are adequately insured.
- d. Maintain the club owned vessels and equipment used for the junior program
- e. Coordinate publicity with the Publicity Chairperson on a regular basis.
- f. Provide names and addresses to Layline Editor and remit fees to Treasurer

#### 12. Layline Editor

*Layline* Editor shall have the responsibility of publishing the WYC newsletter approximately 9 times per year.

- a. Present an annual proposed budget to the Executive Committee prior to January 1<sup>st</sup>.
- b. Include in each issue of *Layline*.
  1. Race and Cruise Schedules.
  2. Membership application.
  3. Regular columns by: Commodore and Rear Commodore, and *Layline* editor.
  4. Notice of meetings.
  5. Rooster of officers.
  6. Race finishes.
  7. Pictures-lots with members in them.
- c. Encourage members to submit articles and pictures.
- d. Work closely with the Secretary and Membership chair to maintain accurate mailing lists.
- e. Work closely with Webmaster to post issues of *Layline*
- f. Print and distribute each issue by the 10<sup>th</sup> of the month.
- g. Maintain historical files of all issues and materials submitted.

#### 13. Publicity

The Publicity Chairperson shall coordinate all news information and should meet with the Tribune's Sport Editor and City Desk in early May.

- a. Race activities
  1. Obtain race results from the Rear Commodore immediately after each regatta.
  2. Forward to the Tribune Sports Desk the results plus information on upcoming races, meeting and events.
  3. Follow-up next day with a phone call
- b. Other Club News and club activities should be faxed to the City desk.

14. Cruising Captain

- a. Make tentative schedule for cruising events and coordinate with Rear Commodore and race schedule in February.
- b. Finalize in April for publication in Layline.
- c. Organize and publicize cruising events. Encourage other members to participate.
- d. Organize Father's Day BBQ
- e. Supply Layline Editor with articles and upcoming information about cruising events.

15. Past Commodore

The Past Commodore will provide assistance in the transition from one Executive Board to the next and assist the new Executive Board when specifically requested.

16. Webmaster

A Webmaster appointed by the Commodore will maintain the club's website.

17. The Use of Club Assets.

The use of major club assets such as boats used for junior training, club owned committee boats, race committee equipment such as, bearing compass, shotgun, VHF radios, etc. shall be limited to those persons involved in functions sanctioned by the Executive Board. Exemption from this rule is possible with the consent of at least two Officers of the Executive Board.