

FHYC POLICIES & GUIDELINES

CODE OF CONDUCT AND WHISTLEBLOWER PROVISIONS

FHYC requires directors, officers and members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of FHYC, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

In the event that any director has a conflict of interest that might properly limit such director's fair and impartial participation in Board deliberations or decisions, such director shall inform the Board as to the circumstances of such conflict. No director shall cast a vote, nor take part in the final deliberation in any matter in which he or she, members of his or her immediate family or any organization to which such director has allegiance, has a personal interest that may be seen as competing with the interest of the Corporation. The minutes of the Board meeting shall reflect disclosure of any conflict of interest and the recusal of the interested director.

It is the responsibility of all board members, officers, and members to report concerns about violations of FHYC's code of ethics or suspected violations of law or regulations that govern FHYC operations.

The Commodore is responsible for ensuring that all complaints about unethical or illegal conduct are investigated in a prompt, thorough, and confidential manner. The Commodore will advise the Board of all complaints and their resolution.

It is contrary to the values of FHYC for anyone to retaliate against any board member, officer, or member who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of FHYC.

BOARD OF GOVERNORS

Officers

Crests (patches) shall be passed on each year to new Flag Officers. Officer flags shall also be passed on, unless an officer wishes to keep his or her flag. Each bridge & board member is given an authorized, official flag identifying said bridge & board member. This flag is to be flown at official yacht club functions.

Commodore

The Commodore presides at all meetings of the Yacht Club and the Board of Governors. He/she carries out provisions of the Constitution and Bylaws, enforces rules and regulations of the Club, prepares an annual budget and obtains committee membership lists from committee chairmen. The Commodore serves as the Bridge Liaison for the following committees: Cruising, Entertainment, Information Processing, Membership, Regatta and Yearbook. The Commodore is also responsible for the Commissioning Day Flag ceremony and emceeding the Commissioning Day Luncheon. The Cruise Captain and the Regatta Captain report to the Commodore.

The Commodore is authorized to spend up to \$50 per item for incidental nonbudgeted expenses without calling a Board meeting.

The Commodore is responsible for keeping the general membership advised of major policy changes.

The Commodore books the Activity Room and Community Center for regularly-scheduled events as per POA guidelines.

Each Commodore will receive, upon retirement, an engraved gavel, a Past Commodore's crest, a nametag and a Past Commodore's burgee.

Vice Commodore

The Vice Commodore shall assist the Commodore and act in his/her absence and, serve as the Bridge Liaison for the following committees: Distribution, History, Library, Planning, Public Relations, Semaphore and Storekeeper. The Vice Commodore is also responsible for the Fall Awards program.

Rear Commodore

The Rear Commodore shall assist the Vice Commodore and act in his/her absence, and serve as the Bridge Liaison for the following committees: Education, Hospitality, Maintenance, Marine Assistance, Medical Support, Program, Property, Youth Program.

Secretary

Secretarial duties shall include:

1. Keeping membership applications and indemnity forms on file along with copy of acceptance letter.
2. Giving new members' letter(s) of acceptance to Membership Chairman at General Meeting.
3. Sending copies of Board minutes to Board members only.
4. Sending copies of General meeting minutes to the Board of Governors and *Semaphore* Editor.
5. At the end of the calendar year, filing the appropriate documents in the FHYC file cabinet.
1. Every year for new board members, the Motions that have been voted upon in the preceding year, shall be presented verbally and in writing to the new board at the January board meeting.
6. Provide notice of major policy changes to the Semaphore Committee for publication to the club membership in coordination with the Commodore's *Semaphore* column.

Treasurer

It is the fiscal policy of the Fairfield Harbour Yacht Club to manage the funds obtained in a responsible and frugal manner. As a non-profit organization, money received from dues and interest must be expended to the benefit of the general membership; conversely, the Club shall not lose money. The FHYC funds will be held in a checking account for operating expenses and in a reserve fund for monies not required for day-to-day cash flow. Therefore, our general principle will be that we operate annually within our budget. When occasion arises that necessitates expenditures outside the budget, the board will approve the withdrawal of funds from the reserve account.

An amount of not less than \$4,000 will be maintained in the reserve account(s). Funds in these accounts may be used for temporary payment of bills pending bank transactions of individual deposits, and for emergencies. For example, these funds might be used for non-budgeted expenses, i.e., maintenance of equipment, purchase of equipment needed by our committees, or damage to property not covered by our Club's liability insurance. A minimum of \$4,000 will be in the form of a low risk investment (e.g. bank savings, money market). Additional reserve funds may be invested in higher yielding vehicles with the approval of the Board of Governors.

The Treasurer shall:

1. Coordinate with the IP Committee in production of renewal notices, collect annual dues and insure that membership cards are created. These are to be delivered to the Distribution Committee.
2. Confer with the Manager of the FHYC database regarding inputs to the yearbook.
3. Prepare written reports for monthly Board meetings showing expenditures and balances. This information shall be available to the membership at the General Meetings.
4. Review the performance of the reserve accounts with the Board and make recommendations for change, if needed. To be done annually at a minimum.
5. Pay all appropriate bills as presented. Note: Recurring bills will be presented on the approximate time schedule: April-Insurance; by November-Yachting Club of America.
6. Renew the Cooperating Group Agreement with Boat US (each March).
7. Maintain copies of all Yacht Club insurance policies.
8. Lease a Post Office Box in the New Bern or Bridgeton area to be used as the FHYC permanent address.
 - a. The Treasurer's and Secretary's names shall be registered at the Post Office and both shall hold keys to the PO Box.
 - b. The Treasurer will be the only person to access the PO Box on a regular basis. The Secretary will access the PO Box only upon the request of the Treasurer or in case of an emergency where the Treasurer is unable to do so.

- c. Whomever is a holder of the PO key is responsible for the cost of replacing the key if the key is lost.
9. To facilitate transactions, the Treasurer at his/her discretion may acquire and use a bank issued ATM/debit card. Said card will be surrendered to the incoming Treasurer, along with other financial records, checkbook, and supplies at the end of their term.

For all FHYC paid events, there will be no refunds by the treasurer or event chair after the cancellation date unless the reservation can be resold.

Expenditures that would cause a committee to exceed its budget need prior Board approval, with the exception of FHYC social functions

There will be three authorized signatures on the FHYC bankcard--the Treasurer, the Commodore and the Vice Commodore. A budget will be prepared before the January Board meeting.

No loans shall be made by FHYC to its directors, officers or members.

Budget

The incoming Commodore prepares the annual FHYC budget with the assistance of the Treasurer. Each Committee Chair submits a proposed budget for the next year to the incoming Commodore in the fall of each year for inclusion in the next year's budget. The incoming Commodore will present a budget to the Bridge at the January Bridge meeting for approval by the Bridge. The maintenance of the budget is the responsibility of the Commodore and the Treasurer. Committee Chairs are responsible for keeping their expenses within budget. Expenses for events need only be approved by the Committee Chair as long as he/she is not seeking personal reimbursement. If the expenditure is for personal reimbursement, then it must be approved by the bridge liaison or his/her designate before submission to the Treasurer for payment.

Communications

Semaphore: The *Semaphore* is the monthly publication for the membership that includes articles of past and upcoming events. It includes flyers of upcoming events so that members may sign up for attendance. There is also general information about club meetings, items of interest about local waters and reports of cruises, travel of members and information of interest to the membership.

Website: The FHYC Website is developed to provide information for the Club members as well as the general public. It allows members to have information posted on cruises, items for sale and provides information about upcoming events and a membership roster. The Webmaster and his/her designees are the only persons authorized to change information on the website.

FHYC Email List: A broadcast email list, with ownership privileges vested in the Commodore, chair of the Information Processing Committee, and a Director appointed by the Commodore, shall be maintained by the Club to facilitate communications among members. A database manager (part of the Information Processing Committee) maintains the members' email list. All members shall have access to the email list. Mass mailings to FHYC members are allowed to promote FHYC-sponsored events, for time-sensitive member information (e.g. illness, death, funerals), and for posting other club or non-commercial boating-related information.

Dues

Annual dues of \$45 per membership household per calendar year must be paid by the first of December for the next calendar year. If dues are not paid by the end of December, a membership is lapsed. Dues are not prorated either for new members or for lapsed members. New members voted into the club in November and December will have their dues applied to the next year. Personalized renewal form will be delivered with the October *Semaphore*. Email or phone contact will be made to members not renewing by mid-November.

Cash Donations

The club is not to make cash contributions to outside charities or organizations, other than those for environmental causes concerning local waters (e.g. the Neuse River Foundation).

FHYC Chaplain or Secretary sends sympathy cards to the families of deceased members. In addition, for deceased past commodores and present FHYC bridge and board members, a memorial of \$50 shall be sent to the deceased member's charity of choice.

Keys

The Commodore and the Secretary hold file drawer keys. No additional copies of the keys shall be made.

Board Uniforms

Formal: The formal uniform consists of navy blue blazers with club patches, white shirts, ties, gray slacks or skirts and black shoes and shall be worn for installation, memorials, funerals, and other times at the discretion of the Commodore. At funerals and memorials, Officers and Board members in uniform shall be seated together when possible. For Commissioning Day Ceremonies, the uniform is navy blue blazers with club patches, white shirts, ties, white slacks or skirts and white shoes and Gentlemen shall wear yacht captain-style caps.

Informal: The uniform for events other than those described above shall be determined by the Commodore. Red polo shirts with either white, khaki or gray slacks are suggested, depending on the season, although shorts may be permitted. The main objective is consistency among the Bridge and Board.

Bridge members including the Chaplain and Surgeon and the Directors will wear nametags identifying their offices.

Blazers will have nametags placed on the upper right and patches on the upper left.

Electronic Voting

Periodically the need may arise to have the Board vote on an issue that cannot wait until the next regularly scheduled Board meeting and for which logistics or timing make it impossible to call a special meeting. In these instances "electronic/email voting" by the Board is authorized by these guidelines.

The need for speed in a Board decision must be balanced by the need for all Board members to express themselves and share their perspectives prior to a vote. This is especially important whenever the Board must vote on an issue that could be interpreted by any Board member as important. Because it is impossible to anticipate what issues are important and may therefore require debate or the sharing of perspectives, the following guidelines apply:

- Only those subjects/issues approved by the Presiding Officer (Commodore, or in cases of absence of the Commodore, the Vice Commodore) may be voted on by "electronic/email voting."
- Issues that will significantly impact the Club and changes to Policies and Guidelines should not be handled by "electronic/email voting."
- Issues with less likely impact, e.g. approving new members, are appropriate for "electronic/email voting."
- A unanimous vote of a quorum of the Board is needed to pass an "electronic/email vote."
- The Presiding Officer shall also ensure that the result of the "electronic/email" vote is transmitted to the Secretary and noticed in the Agenda for the next regularly scheduled meeting of the Board.

APPOINTED OFFICERS

See Constitution and By-Laws, Article VI, Section 1.

Fleet Chaplain

The Fleet Chaplain is a non-voting position on the Bridge. When available, he/she will make arrangements with the bereaved of deceased members for FHYC participation in funerals, attend funerals of deceased members, offer grace at eating functions, be a part of the Commissioning Day ceremony, visit sick members in the hospital or at home and, when appropriate, provide spiritual care to members.

Fleet Surgeon

The Fleet Surgeon position is a non-voting position on the Bridge. He/she is a member of the Medical Support Committee and shall make recommendations to the Board of Directors and the Club. He/she may also offer expertise on other health related projects as requested by the Commodore. The Fleet Surgeon's position is an advisory position and does not involve any medical evaluation, treatment or compensation.

Cruising Captain

The Cruising Captain is chair of the Cruising Committee and responsible for all on water activities except those covered by the Regatta, Youth Program, Marine Assistance, and Maintenance Committees. This includes:

- Commissioning Day flotilla
- Raft ups (full moon, etc)
- Day Cruises
- Short cruises (one night to one week)
- Long cruises (more than a week)

The Cruising Captain may appoint coordinators to assist in managing elements of the cruising program. The Cruising Captain shall give monthly updates (written or oral) to the Commodore and to the general membership regarding the cruising plans and activities.

Regatta Captain

The Regatta Captain is chair of the Regatta Committee and shall plan, delegate and execute all aspects of FHYC's sailboat races.

The Regatta Captain shall appoint chairs and co-chairs to assist in managing elements of the racing program, specifically the various Regatta sub-committees. When a protest is lodged, Regatta Captain shall appoint a non-biased panel to handle the protest. The panel should meet promptly so that the race committee can finalize the race results.

The Regatta Captain shall give monthly updates (written or oral) to the Commodore and to the general membership regarding the Regatta plans and results.

All Bridge Liaisons

All FHYC Bridge Liaisons will provide their respective committee chairs with a complete copy of the Policy and Guidelines (P&G), their budget and review each one. This is to include but not be limited to a full printed copy of each. They must additionally update committee chairs when and if P&Gs affecting their individual committees are revised.

ALL COMMITTEES

All FHYC committees will be headed by a Chairman and Co-Chairman, whenever possible, who have been approved by their respective Flag Officer with the approval of the Commodore. Yacht Club members to be selected or approved by their respective Flag Officer with the approval of the Commodore.

Committee chairs and assistant or co-chairs will make themselves familiar with Policies and Guidelines (P&G) and budget pertaining to their committee and will operate within the relevant P&Gs.

Changes to the annual calendar will be coordinated with the appropriate Bridge liaison officer and approved by the Commodore.

All bills for the Treasurer shall be approved and signed by the committee chairman or Bridge liaison. Activity costs should stay within the budget or fees should be collected to recover costs.

Committee chairmen are invited to attend Board meetings, but they may not vote on Motions.

Each December, each committee chairman shall submit a written report of committee activities for the past year to the Commodore.

All committee chairs and volunteer workers should be recognized for their contributions at Yacht Club functions by acknowledgment from appropriate Bridge officers or others. This may be accomplished at meetings, in *Semaphore* articles or at the functions by word or letters of thanks.

The offering of cash or cash equivalent in recognition for volunteer leadership on any committee should be discouraged.

Committees shall have the following responsibilities:

Cruising

Guidelines for Cruise Leaders:

1. Complete *Semaphore* article(s) or flyer(s) for a cruise 3 to 6 weeks ahead of the cruise. Include cruise date, destination, include MMSI# on the flyer special features, reservations and deposits, cutoff date, whom to contact, Captains' meeting date and place. (*Semaphore* deadline is the first Monday following the General Membership Meeting). Email all *Semaphore* editors or deliver cruise flyers and relevant articles to the editors in person by Monday noon following the regular Yacht Club meeting. (Flyers should be print ready! Electronic files are preferred.)
2. Research the plan: The route, water depths, main and alternate anchorages, restaurant and marina facilities and reservation policies (including VHF channel and phone number), local charts, tide tables and marine information, bridge information, etc., plus mileage of each leg of the cruise.
3. Reservation policy: If a prepayment is required (restaurants and/or marinas), state the amount and the latest possible cancel-date without a penalty. Cruises are expected to be self-supporting.
4. Captains' meeting (especially for multiday cruises):
 - a) Meeting place – at the discretion of the cruise director.
 - b) Review cruise plans - Time of departure and day-by-day schedule, marinas, anchorages, charts recommended, fleet VHF channels. Discuss any navigation concerns, special reservation policies, plus who and how to notify in the event of changes of plans or cancellations.
 - c) Responsibilities - each boat captain shall be totally responsible for own boat, crew and passengers. Cruise Leader information and coordination does not replace or subvert captain's responsibility.
 - d) Raft-up review - How to, any limit number of boats on each raft, invitation for each arriving boat.
 - e) Handouts - List of attendees (boats and skippers), special minicharts, tide schedules, etc.
 - f) Club members are encouraged to use cellular phones on cruises and exchange phone numbers at the captains' meetings.
5. Arriving at anchorages and marinas:
 - a) Suggest raft-up sites and designated anchor boats.
 - b) Help with marina docking arrangements and communication with boats.
 - c) Watch for arriving boats until all are in.
 - d) Give special attention to newcomers of FHYC. Please be extra helpful and considerate of new members on cruises. The cruising waters are new to most of them.

6. After the cruise:

- a) See that the next *Semaphore* issue has a story about your cruise.
- b) Submit a brief written report to Cruising Committee Chairman. Include written suggestions and comments for future cruises.
- c) Give chairman your cruise file with contacts, arrangements, planning information, etc. This will help to plan for next year's cruises.

Distribution

Semaphore editors will pick up copies of the *Semaphore* from the printer and deliver to the Distribution Chairman. The printer should collate all flyers or inserts into the *Semaphore*.

Committee guidelines:

1. Establish and maintain a distribution system which is staffed by members of the Yacht Club who have volunteered for the Distribution Committee. The system should include multiple distribution routes that cover all neighborhoods within Fairfield Harbour and are staffed with volunteers who will deliver materials for each respective route.
2. There shall be a process for mailing of materials to members who no longer live in Fairfield Harbour.
3. The *Semaphore* and other materials shall normally be delivered approximately two weeks after the monthly Yacht Club meeting.
4. Only those members in good standing will get copies of the *Semaphore* and Yearbook.
5. Each member gets one copy of the *Semaphore* and of the Yearbook.
6. Members with boats shall receive a second copy of the Yearbook.
7. Additional copies of the *Semaphore* and the Yearbook are to be delivered to selected members of the Bridge, committee heads and others as required. The Distribution Chairperson shall work with the Board and respective Chairs to define these requirements.
8. Responsible for maintaining total number of *Semaphores* and Yearbooks that are required for distribution. Quantities shall be documented in the Distribution Committee detailed instructions.
9. Yearbook Committee will require a total quantity approximately January 1 of each year. Coordinate with Yearbook Chair for specific date.
10. Send email blast to membership notifying them that the *Semaphore* is available on the FHYC website. This will serve to inform members who elect to receive their *Semaphore* electronically versus hard copy.

The Distribution Chairperson shall maintain detailed instructions for committee operation.

Education

The primary function is to utilize the skills of members through educational sessions to teach safe boating operations to the membership. Examples of this are the ongoing programs of electronic navigation, ladies only sailing programs, local navigation know-how, marine communication, ladies powerboat programs, etc. Secondary to this, the committee shares membership skills in preventive maintenance, sail trim, basics of rafting, etc.

Outside support training programs are provided to the membership through the Red Cross, USCG Auxiliary, US Power Squadron, amateur radio operators, marine maintenance companies, NC Division of Wildlife, local experts associated with boating activities, and others.

The committee is also available for the basic training needs of other FHYC committees to assist in racing, cruising and rescue. Committee members "manage" the sessions by arranging for an "expert," setting up dates and location, providing audio/visual aids, etc.

Entertainment

Event chairmen should, in obtaining quotation for prices: ask that add-ons, such as tax and gratuity, be included in price; include costs for setup, transportation or other possible extras; and include deadline for guaranteed reservations, plus allowance for over and/or under the count. Know the seating capacity of the venue being used. When publishing event information, event chairmen should include deadline for refunds as well as payment.

Checks for entertainment events should be made payable to the FHYC.

If any complimentary meals are included in the plans for the event, the meals should be either cleared with the Bridge liaison, covered by the cost charged for the event, or covered by the budgeted amount allowed for the event.

Parties shall be for FHYC members only unless the guest is a house guest or escort, or the Board states that guests are welcome.

Prospective members with an application for membership in process, including a signed waiver of liability, may participate subject to capacity limitations. Members have priority.

FHYC Handicapper

This individual provides PHRF (Performance Handicap Racing Fleet) ratings for sailboats and coordinates with the North Carolina PHRF Association by advising them of new ratings. He/she consults with the Association on difficult ratings, attends quarterly meetings and maintains records of ratings. The FHYC Handicapper reports to the Regatta Captain.

History

Maintain permanent files and keep the listing of files current.

Keep photo albums up to date

See that three copies of the yearbook are in the locked file and one copy in album in library.

Put one copy of each *Semaphore* in permanent locked file.

Keep one copy of each *Semaphore* and have them bound every two years for the library.

Maintain the indemnity agreement file, retaining agreements for at least seven years after resignation by that member.

Make sure minutes of Board meetings are supplied by the Secretary at the end of each year and place them in the locked file. General Meeting minutes are in the *Semaphore*.

Update the website history at the end of each year.

Provide whatever other information may be requested by the Commodore.

Documents shall be purged in "even" years per the following guidelines. Email that needs to be saved shall be printed out and retained as indicated below:

Accident Reports	7 yrs.
Audit Reports	Permanent
Bank Statements	3 yrs.
Contracts	Current plus 7 yrs.
Correspondence (general)	2 yrs.
Correspondence (legal)	Permanent
Donations (received)	7 yrs.
General Ledger	Permanent
Insurance Claims (settled)	7 yrs.
Insurance Policies (expired)	3 yrs.
Invoices	7 yrs.
Member Applications	3 yrs. beyond resignation
Minutes, Bylaws, Policies	Permanent
Organizational Documents	Permanent
Tax Returns and Worksheets	Permanent
YE Financial Statements	Permanent

Exception: FHYC shall not knowingly destroy a document with the intent to obstruct or influence an "investigation or proper administration of any matter within the jurisdiction of any department agency of the United States... or in relation to or contemplation of such matter or case". If an official investigation is underway or even suspected, document purging must stop in order to avoid criminal obstruction.

Hospitality

The Hospitality Committee is to set up the Community Center meeting room for the monthly Yacht Club meeting and serve refreshments after the meeting. Responsibilities include the following:

1. In advance of meeting, check with Program Committee concerning visual aid requirements. Contact Security to open and close meeting room. Set up two tables for serving refreshments and two more tables at front for the Bridge separated by the podium and microphone. Set up chairs in rows with a center aisle and leave a few extras (folded) in the back for latecomers. Place the American Ensign, signal flags and club burgee behind the Bridge (these are kept in storage area)
2. Place blank name badges and marking pen on a card table at the entrance for guests and new members.
3. Prepare tables for refreshments. Chair will purchase beverages and snacks before each meeting. Place beer, wines and soda in the refrigerator during the day. Purchase bags of ice and place in Styrofoam cooler. Trays can be found in the cabinets in the kitchen. Provide itemized receipts of expenses to the Club's Treasurer for reimbursement.
4. After meeting, all tables and chairs must be returned to their original locations. Members help put chairs away before refreshments. Remove podium and store microphone within it and turn off PA system. Return flags, paper products, trashcans and coolers to storage area. Remove all trash from premises. If fans are used, be sure to turn them off. Sweep floor. Turn off all lights. Call Security Office immediately following the meeting. An upright, locked storage cabinet was purchased to store unopened beverages and snacks in the Community Center.

Information Processing (IP)

The IP Committee has the responsibility to manage the FHYC website and the club database. General activities include:

1. Update the site with new information flowing from the various committees, Bridge and Board. Current features include information about and of interest to FHYC: Racing News and Results, Cruising Information, Social Events, Photo Gallery, *Semaphore* Newsletters, Calendar, Committees, Ship's Store, Forums, Membership Roster, Boating Health and Safety, Educational Information, Library, Local Races, Sea Stories, Local Weather, Membership Application Packet and other sites of interest.
2. Maintain and update the Membership roster; that information is part of the official database that feeds to the annual Yearbook. New member information and deceased member information will be provided by the Membership Committee. The Access database program shall be utilized for the club database.
3. The IP Committee database manager produces customized membership renewal forms in September.
 - a) Renewal data will be updated with forms created from the database with current information, request for update, and returned by members with their annual dues to the Treasurer.
 - b) Forms are sorted by delivery route and provided to the Distribution Committee for delivery with the October *Semaphore*.
 - c) After the Treasurer has processed the dues payments, the renewal forms are returned to the IP Committee.
 - d) Members who have not returned their renewal by November 1 are sent a second notice by email with a customized membership renewal form attached.
 - e) IP Committee members make revisions to the membership database based upon information provided on renewal forms using a shared spreadsheet on Google drive.
 - f) Once all revisions have been completed, the IP Committee database manager uses the spreadsheet to update the database and then produces the membership directory for insertion in the Yearbook.
4. Maintain the relationship with our site provider and pay the fee associated with it.
5. Improve the value of the site by adding new features and capabilities while keeping the size manageable.
6. Manage the content of the Forums and archive the site at year-end.
7. Notify the Webmaster of changes to the Website calendar as approved by the Commodore.
8. Policies & Guidelines and Bylaws will be available on the website.

Library

The Fairfield Harbour Yacht Club sponsors a small library located in the Fairfield Harbour POA Activity Center. The purpose of the library is to support the activities of the Yacht Club and its members. The collection consists of donated books, video cassette tapes, and some periodicals. The collection also holds Yacht Club archival materials, such as bound volumes of the *Semaphore* newsletter and picture albums.

Collection Focus: The library will collect materials in the following areas:

- Yacht Club archival materials
- boat building
- boat maintenance
- cruising
- navigation
- racing
- history of sailing and boating
- maritime museums
- marine art, photography and antiques
- biographies, autobiographies and personal narratives of local or renowned boaters
- notable nautical fiction

Collection Formats: The library will collect materials in the following formats:

- monographs
- DVDs
- video cassettes

The library will not collect periodicals, other than bound volumes of the *Semaphore*, charts, maps or other ephemera.

Acquisitions: The collection will be built primarily from donations from Yacht Club members. Members wanting to contribute materials to the collection should contact the Chair of the Library Committee to arrange for the donation. The Library Committee reserves the right to refuse the donation of materials that duplicate current holdings, are in poor physical condition, or are outside the scope of the library's collection focus or collection formats.

Cataloging: A suitable catalog, either in print or electronic format, shall be maintained by the Library Committee.

Deaccessioning: The Library Committee shall have the right to remove any materials from the collection based on poor physical condition or obsolescence. For example, cruising guides will be retained for no more than 5 years from the date of publication.

Maintenance

Responsible for maintaining the navigational aids in Spring Creek and the Inner Harbour. Assist the Northwest Creek Marina with the maintenance of navigational aids in Northwest Creek.

Marine Assistance

The Marine Assistance Committee members offer their services to the FHYC membership. One of the committee members is usually available to provide assistance to a fellow member who is experiencing a mechanical problem or is aground. It is unreasonable to ask them to travel more than five miles from Fairfield Harbour or to attempt assistance that should be undertaken by a professional tow service.

All marine assistance personnel should wear life jackets when involved in a marine assistance mission.

To contact the Marine Assistance Committee when you are on the water, follow the instructions in the current FHYC Yearbook. The Committee Chair provides a list of contact information to Security.

Medical Support

The Medical Support Committee is primarily responsible for developing and revising the Fairfield Harbour Yacht Club (FHYC) Medical Emergency Response Plan (MERP). This plan delineates responsibility for administration, training, and control of the Defibrillator team and unit; and provides responsible control for this device. The committee shall administer the priority system and the care/maintenance of the equipment. The Medical Support Committee shall coordinate with the Education committee in sponsoring training in CPR and Defibrillator and related Medical areas. The committee shall coordinate with the Fleet Surgeon as necessary. Additional functions may be defined, modified or expanded by the committee as deemed necessary. The committee shall consist of a chair and co-chair with a group of members (3-5 suggested) and shall report to the Rear Commodore as Bridge Liaison. The Fleet Surgeon is a member of the committee, shall be included in the committee roster and reminded annually of these responsibilities.

Club liability insurance covers members and personnel.

Primary storage location of the Defibrillator is at the Main Gate. This provides both desired access and security. Procedures have been developed with Security for control and availability.

Priority for use of the Defibrillator is determined by the Fairfield Harbour Yacht Club Medical Emergency Response Plan (MERP) and may be modified by the Board as deemed necessary. The activity chairman will be responsible for checking out and returning the defibrillator. A log sheet of checkout, expected return and actual return and name of person and event will be maintained at the gate. Activity with the lowest priority as listed below takes precedence. Use of defibrillator for community at large (by security) will be permitted as unit is available.

Priority (as published in the June 14, 2008 MERP):

1. Land-based FHYC functions such as meetings, parties, etc
2. Local sailing and dinghy races, raft-ups, and day and overnight cruises; for races, AED will be carried on the chase boat and a person with training in CPR-AED who can be picked-up by chase boat if needed will be identified; for all other water-based events, the AED should be placed on a boat with a person with CPR-AED training.
3. Cruises outside of New Bern, primarily at marinas.
4. Cruises with out-of-the-way marinas and anchorages.

The group leader or the person designated by the group leader will be responsible for the event. In the case of races, the group leader should be on the chase boat. This should be discussed at the organizational meeting for the event and on the agenda for the Captains meeting for cruises / races.

Membership

The Membership Chairman is responsible for Membership administration and Orientation of prospective new members.

A. Membership Administration

1. Maintain a supply of New Member Application Packets. Each New Member Application packet includes: Commodore's letter, Membership Application process, Membership Application form, Waiver of Liability and Indemnification Agreement and New Member Application checklist.
2. The application process begins when the application packet is received by the Primary Sponsor. This process must be completed within six (6) months of this date. If the application process is not completed within this time period then the application is void and the applicant must reapply for membership. In extenuating circumstances the applicant and the primary sponsor can request an extension of time from the Membership Committee and the Bridge and Board.
3. When a New Member Application Packet is returned, be sure that all pages have been completed and that the two letters of recommendation (with at least one sponsor who has been a club member for more than one calendar year) and check are included. Neither sponsor may be a family member. The Indemnity Form must be signed for the application to be considered. Make sure the applicant has a registered or

documented sailboat or powerboat, preferably in North Carolina. (If not, get assurance that the boat will be brought to the area as soon as possible.) Evidence that registration or documentation has been applied for will be accepted.

4. Plan and hold New Member Orientation meetings, as needed, to inform applicants about such things as the Club's history, Bridge and Board, committees, activities, events and expectations of members. The orientation meeting should include the Membership Committee, applicants and their sponsors, and the Commodore or appointed representative.
5. Recognize charter members with an honorary lifetime, non-dues-paying membership.
6. Provide a complimentary membership to the Dock Master of North West Creek Marina and Manager of Shoreline and Birdland Marinas annually.
7. Attendance at the Board of Governors' meeting is at the discretion of the Commodore and the Membership Committee Chairman.
8. Prior to the Board of Governors' meeting: provide, or send electronic copies, of the New Member Application Form, Waiver of Liability and Indemnification Form, and the two letters of recommendation to each member of the Bridge and Board.
9. After acceptance as members by the Board of Governors: Call new members to notify them of their acceptance. Order name tags from Whiteman's Engraving, Commercial Shopping Center, Havelock, NC 28532 (or equal), and have them sent to Membership Chairman. Give bill to FHYC Treasurer for payment. Email Distribution Committee with new member name, address and phone number. Email Membership Database Coordinator with new member name, address, phone number, email address, boat name, boat length, sail number and MMSI number. Add pertinent information to the Membership Committee Spreadsheet. Give the original New Member Application to the Club Secretary and keep one copy for the Membership Committee file. Give the New Member application check to the Club Treasurer.
10. At the general Club meeting the new members are installed and given a package containing a Letter of Welcome (from the Secretary), membership card (signed by the Treasurer and filled out), two Yearbooks, one burgee, a copy of prior month's *Semaphore* and various other available pamphlets. Take photograph of new members. Email the photograph and a short article of introduction of the new members to the *Semaphore* by the Monday after the general meeting.
11. Throughout the year, from one Commissioning Day until the next, keep a list of deceased members (both present and former) to be honored at the Commissioning Day Memorial Service. Provide this information to the Membership Database Manager in the IP Committee.

B. Orientation of Prospective New Members

A New Member Application Packet will be provided to the Primary Sponsor of the prospective new members. The sponsors (Primary and Secondary) are responsible for assisting the prospective new members with completion of the forms in the New Member Application Packet. The sponsors are also responsible for introducing prospective new members to the club membership and the Bridge and Board at two general Club meetings.

Each prospective new member is required to attend at least two regular monthly Club meetings, attend a Membership Orientation meeting in order to learn about the various committees and to select at least one committee each on which they would like to serve.

Prospective members who have met all the requirements for membership including signing the waiver and are waiting for an orientation meeting will be allowed and encouraged to attend FHYC events.

Upon successful completion of the process, the New Member Application Packet will be submitted for board approval as outlined above.

Submission of the New Member Application Packet is due prior to the monthly Board of Governors meeting.

C. Lapsed Memberships

Lapsed members may apply for reinstatement at any time by submitting a Request for Reinstatement application to the Membership Committee. The lapsed member must be a property owner, but need not be a boat owner. Sponsors are not required. The Application for Reinstatement is to include a statement of circumstances, the names of committees on which the applicant would like to serve, and the Waiver of Liability and Indemnity Agreement. The Membership Committee shall present the application and its recommendation to the Board. Two negative votes shall be sufficient to prevent acceptance. There is no fee for reinstatement, however, if the member needs name tags and/or a club burgee, they shall be obtained from the club at the member's own expense.

Nominating

See current Constitution and Bylaws. The Vice Commodore should be included as one of the members of this committee.

Planning

The Planning Committee makes suggestions to the Board as to what could be done to improve or ensure the future well being of the club. The regular membership should be encouraged to submit ideas and thoughts pertaining to the club's future to the Past Commodore for consideration by the Planning Committee.

The immediate Past Commodore shall be chairman of the committee.

The total committee should consist of no more than five members and shall meet at least once a year or more if necessary. Directors in their 3rd year are to be members of the Planning Committee; the two remaining members to be selected from the Club membership at large by the chairman.

The committee shall make a written report to the Board each year at the October Board meeting. After review of the reported suggestions at the November Board meeting, necessary action should be taken to approve or reject and record for the incoming Board's review.

Program

The Program Committee shall:

1. Arrange informative and interesting programs for the regular (second Thursday of the month) Yacht Club meetings held during the months of February through October. (The November meeting is reserved to elect officers for the following year. There is no regular meeting in December. Installation of Officers takes place at the January meeting.) Advise the Hospitality committee monthly of the need for setup of table for visual aids. Ensure that visual aid / projector requirements are taken care of in advance.
2. Arrange for the February and March programs for the following year in order to give the new co-chairmen three months to get organized and to make arrangements for the April meeting.
3. Introduce the program speaker at the meeting following the flag salute. The Commodore thanks the speaker at the completion of the program and a small token of appreciation is given to the speaker. Announce the program for the next meeting during the Committee Reports segment of the meeting.

Advanced planning is an absolute necessity. The co-chairmen of the committee should call a meeting early in January with the people who signed up to serve on the committee. Suggestions for programs for the year are discussed and listed. A second meeting may be needed to develop ideas for potential programs. (Ideas for programs can be obtained from committee members, newspapers, publications of all kinds, the library, other yacht clubs, church groups, historical societies, etc.)

After sufficient potential programs have been identified, the committee should decide on those considered best for the club. This can be accomplished by the committee or by obtaining information from the membership using a survey distributed at a club meeting. Once the final programs have been identified, the co-chairmen plan the schedule for the year. They start contacting the speakers by phone and then follow up with written confirmation regarding time and place of the meeting, directions to the Community Center and an invitation to remain for the "splash."

Budgeted monies are available for speaker honorariums and for dinners for non-Yacht Club speakers and the club members hosting them.

Property

This Committee maintains an inventory and location of the club's property and keys. A physical inventory shall be completed at least annually with each committee.

The Yacht Club may own specific property that, because of its value or purpose, falls outside the normal definition of FHYC property. In such cases, the Board may adopt special procedures relating to such property as to purpose, use, custodial responsibility and security. The InFocus Projector is an example of such property. YC owned AV equipment including the Projector may be used by other groups under the supervision of a YC member.

Public Relations

Prepare and submit articles and photographs for a monthly Yacht Club Page in the *Beacon* and for other local publications (e.g. *Sun Journal*, *County Compass*) when appropriate. Promote FHYC and Fairfield Harbour boating (POA Web Page). Increase interaction with area boating organizations.

If the yacht club or its members are involved in a function where publicity would benefit FHYC, the Public Relations committee shall prepare and issue press releases, follow-up articles, etc. as appropriate. The Committee is also responsible for keeping current the locked FHYC bulletin board located at the Northwest Creek Marina.

Regatta

FHYC Regatta committee is responsible for organizing all sailboat races for FHYC. They shall prepare Notices of Race (NOR's) and sailing instructions and arrange for committee and chase boats and ensure that these boats are staffed with competent personnel.

The FHYC should purchase brass shells for the club cannon. Committee Boats may also use a 12 gauge, single shotgun.

Recommendations for the abandonment of FHYC races:

1. When there are sustained winds of 25 mph or more.
2. When severe weather is about to pass through the area.
3. When the committee boat deems visibility is unsafe to conduct the race.
4. When unforeseen circumstances dictate in the opinion of the race chairman.

Extra trophies may be purchased for race winners, with plaques to be added later as needed.

It is the policy of the club that any boat can race in the cruising class if it has a NCPHRF or club handicap, except for the Wilkerson Trophy Race which is open to FHYC members only.

The race committee will determine if 15 mph or higher wind conditions are present and then will fly the appropriate flag to inform racers to wear their PFD's. Protests and disqualification will result from failure to do so.

A chase boat shall be provided for all races.

A rescue box for chase boats will be assembled with a first aid kit, heat packs, pressure bandages and blankets and kept in a suitable location.

The FHYC will pay for fuel for race committee and chase boats within the approved budget.

The Bill Wilkerson Memorial Trophy Race, open only to FHYC members, will feature a perpetual trophy, with winners' names, to be displayed in a prominent location within the community. This will be known as the "Bill Wilkerson Memorial Trophy." The race may be held on a day other than Commissioning Day.

Tuesday Fun Races are not an official Fairfield Harbour Yacht Club activity. As such, no race fees will be charged and no trophies, or other club expense will be incurred. The club does encourage participants to follow

normal on the water safety practices as they would in any other sailing/regatta activity. A chase boat is not mandatory.

Waiver and Indemnity Policy

Since all current members have already signed an Indemnification Agreement as terms of their membership covering all club activities, the Indemnification Agreement used in 1994 Regatta Application forms is no longer necessary for active FHYC members to race. Outside club participants should sign the following Waiver for each Regatta, which should be part of the Regatta Application form.

"WAIVER: As a condition of participation in this FHYC Regatta, I assume all risk of accident or loss to myself or my crew while participating in all Regatta activities of FHYC and release the FHYC and those acting on its behalf from any liability arising from participation in this Regatta. I recognize that sailing activities can be hazardous and my participation in FHYC sponsored Regatta activities is voluntary on my part, and I therefore assume all risk of loss or injury when I choose to participate."

Semaphore

The *Semaphore* Editor shall publish the Yacht Club newspaper once a month, (except for the December and January issue which is combined) approximately two weeks after the club meeting. The editor or co-editors collect, type, edit, format the articles, and deliver to the printer. Additional committee members may be assigned to contribute special articles and help with proof reading.

Procedure:

1. Articles are delivered, via email, to fhycsemaphore@gmail.com by Monday noon following the general meeting.
2. Flyers or other inserts (8½ x 11) that are to be distributed with the *Semaphore* are to be printer ready. They should be emailed to fhycsemaphore@gmail.com. The editors will see that they are printed and inserted in the *Semaphore*. This helps the Distribution Committee. Races or activities with very limited entrants (i.e. Ensigns) should be communicated by article in *Semaphore* rather than general distribution flyer to reduce printing costs.
3. Typing, editing and formatting take about two-four days. The formatted copy is taken to the printer and picked up and delivered to the Distribution Committee during the second week after the General Meeting.
4. Coordinate with the Distribution Chair to determine total number of copies to be printed.

Storekeeper

The Storekeeper is responsible for ordering and selling FHYC items such as shirts, jackets, hats, mugs, etc., which are commonly desired by members, and for maintaining records of purchases, sales and inventory.

Policy:

1. Sales to FHYC members will be at cost, including shipping and handling costs, and inventory adjustments. (See #3 regarding sales below). The Storekeeper will maintain an inventory of items for the convenience of the members. However, the FHYC policy is to keep the inventory to a minimum. Large dollar items such as shirts, jackets and sweatshirts will be purchased only when a member has given a firm order and payment to the Storekeeper. Only a small quantity of these items will be kept in inventory for display purposes and will be purchased to meet minimum order quantities imposed by vendors.
2. Burgees are ordered and sold in two sizes on a regular basis. The Storekeeper shall have the authority to place orders up to \$250 for inventory replacement whenever the inventory on hand is below \$75.
3. The total inventory value of all items shall not exceed \$1,500. When the inventory exceeds that amount, the Storekeeper shall attempt to reduce the inventory value on hand by putting selected items "on sale" at price reductions from the normal selling prices. The Storekeeper also may use selected items, which have remained in inventory for more than six months without a sale, as door prizes at FHYC events.
4. Maintain sufficient records to show purchases and sales. The records shall also show the quantity, description and value based on cost for all items in inventory. A gift is generally given to the non-member meeting speaker. The expenses of the gifts will be totaled for the year and charged to the Program budget.

5. Submit a report annually for the November Board meeting indicating the current status of the inventory, a summary of sales for the period covered, and actions taken to maintain the inventory at the prescribed level. May include any other pertinent items in the report and make any recommendations to the Board on future operations.

Yearbook

Responsible for the annual publication of the Yacht Club Yearbook. The committee should be formed as soon as possible after the committee sign-up lists are complete. The objective is to have the Yearbook available to be distributed with the February *Semaphore*.

Guidelines (not necessarily in chronological order):

1. Develop a plan and timetable for completion in consultation with the Commodore and IP Committee Chair.
2. Coordinate with the Manager of the club database to have copy of membership directory provided.
3. Make committee assignments and call for pictures and cover suggestions.
4. Obtain new/updated information as follows:
 - a) From the Commodore: Committee data, Calendar, Commodore's message
 - b) From the Committee Chairmen: Changes to their respective sections
 - c) From the Photographer: Pictures of the Board of Governors and Directors
 - d) From the person responsible for the Roster: Roster and roster-derived data
 - e) Note: All data should be obtained in electronic form in a format as close to that of the Yearbook as possible.
5. Coordinate with the Distribution Chair to determine number of copies to be printed, establish budget and give to Commodore.
6. Prepare drafts of yearbook and correct/modify as necessary.
7. Deliver final draft to the printer and pick up finished copies. Deliver finished yearbooks to Distribution Chairman.
8. After distribution (two copies for members with one or more boats, one copy for members without a boat), the Distribution Chairman will return extra copies to the Yearbook Chair.
9. Return pictures to the people requesting them, others to the person in charge of the Photo Album.
10. Archive the New Year's Yearbook data on one of the member's computers and produce two backup electronic files for future year's use.

Youth Program

The mission of the Youth Program is to develop young boaters while instilling in them the love for the sport of boating. The committee is expected to organize and present exceptional, exciting, fun activities. These may include: Grandkids Week, offering a variety of on-the-water, recreational, and social events; Junior Sailing programs for a variety of ages and skill levels; and education seminars targeted at youth.