

FAIRFIELD HARBOUR YACHT CLUB (FHYC) POLICIES & GUIDELINES (P&G)

CODE OF CONDUCT AND WHISTLEBLOWER PROVISIONS

FHYC requires officers, directors and members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of FHYC, they 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 of Governors (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 of 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 and FHYC 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 FHYC member who in good faith reports a suspected ethics violation, fraud, violation of law, or 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 retain 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 selected Yacht Club functions.

Commodore

The Commodore presides at all meetings of the Yacht Club and the Board. 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/chairwomen. 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 Commodore is authorized to spend up to \$400 per item for incidental unbudgeted expenses without calling a Board meeting.

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

The Commodore books Activity Room(s) and Community Center for regularly scheduled events as per POA guidelines.

Each Commodore will receive, upon retirement, an engraved gavel or other suitable nautically-themed gift, 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 and Program.

Progression Through Commodore Ranks

Election of the Rear Commodore is made in accordance with the applicable provisions of the Constitution and By Laws of FHYC. Once elected, and after serving as Rear Commodore, he or she serves as Vice Commodore, and after serving as Vice Commodore, progresses to Commodore. Progression is automatic and no annual election is required for Vice Commodore or Commodore positions. This process provides exposure to and familiarity with club operations and committee functions, and allows continuity of capable and informed leadership.

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/Chairwoman at General Meeting.
3. Sending copies of Board minutes to Board members only. If accepted, Board minutes will be filed by the History Committee each month.
4. Sending copies of General Meeting minutes to the Board and *Semaphore* Editor after approval by the Board.
5. At the end of the calendar year, filing the appropriate documents in the FHYC file cabinet.

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.
7. Act as Corresponding Secretary and send "sunshine cards" to those in the membership that have major illness, death in family, or any other significant event. All of the membership should be responsible for informing the Secretary of those needing "sunshine cards."
8. Keep a record of all proposed updates to the Constitution and Bylaws and to the Policies and Procedures.

Treasurer

It is the fiscal policy of the FHYC to manage the funds obtained in a responsible manner. As a non-profit organization, money received from dues and interest must be expended for the benefit of the 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 \$8,000 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.

At the end of each 3rd quarter, and when the amount in the reserve accounts exceeds \$8000 by 5% (\$400) or more, the treasurer will inform the board of the excess. At the board's discretion, the board may elect to direct the commodore to notify committee chairmen that additional funds may be made available to their committees. Committee chairs will, if so desired, make a request to the board for additional funds beyond those expected to be approved in their annual budget by submitting a written request to the board. An individual member may also make such a request in writing to the board (including a board member, however the board member may not cast a vote to approve such request.) The board will consider these requests and may award all or a portion of each request. Excess funds should generally be used for such things as 1) Replacing worn or damaged equipment, ie, race marks, daymarks, or other club equipment 2) Acquiring needed equipment for club activities 3) Awards, plaques, or trophies for club sponsored contests 4) Food and beverage subsidy requests for normally self- supporting activities (other than for monthly general meetings, Commodore's Ball, Fall Appreciation Dinner, and the Holiday Christmas party) may be considered but are not a top priority. The board will endeavor to make all disbursements fairly and equitably among requests, but may consider priorities and needs, and in so doing, honor some requests while declining others. In no case will the reserve account(s) be reduced below their stipulated (\$8000) minimum.

The Treasurer's duties shall include:

1. Coordinating with the IP Committee in production of renewal notices, collect annual dues and see that membership cards are created. These are to be delivered to the Distribution Committee.

2. Conferring with the Manager of the FHYC database regarding inputs to the Yearbook.
3. Preparing written reports for monthly Board meetings showing expenditures and balances. This information shall be available on the website.
4. Reviewing the performance of the reserve accounts with the Board and make recommendations for change as needed. To be done annually at a minimum.
5. Paying 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. Renewing the Cooperating Group Agreement with Boat US (when it expires on 12/31 each year).
7. Maintaining copies of all Yacht Club insurance policies.
8. Leasing 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. c. Whomever is a holder of the PO Box key is responsible for the cost of replacing the key if the key is lost.
9. Maintaining paper records until the required financial review has been completed.

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 officers, directors or members.

DIRECTORS:

It is the duty of every director to support the Flag Officers in making sure the Constitution, By-laws and P&G are upheld and updated.

It is the fiduciary responsibility of the directors along with the Bridge to approve the annual budget and set the annual dues.

To review and develop policies that move the club forward and help to promote its success.

To participate in club and committee activities and ensure the efficient functioning of meetings.

To always have the best interests of the Yacht Club members in mind. Liaise with members and when necessary, contact other officers and committee chairs as needed to ensure the smooth operation of the.

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 Commodore will present a budget to the Bridge and Board at the January Board meeting for approval. The maintenance of the budget will be the responsibility of the Commodore and the Treasurer, but the fiscal health of the club is the responsibility of the Bridge and Board. 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. 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 provides information about upcoming events and cruises, a membership roster and general information about the club. 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 per membership household per calendar year are set by the Board and 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 forms will be delivered to the email of record. Email or phone contact will be made to members not renewing by mid-November.

Donations

The club is not to make contributions to outside charities or organizations, other than those for environmental

causes concerning local waters (e.g. the Neuse River Foundation) or to those non profit organizations which promote a common boating objective in which the club has a vested interest. (I.E. ETYSA, etc.) The 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 \$100 can be sent to the deceased member's charity of choice.

If, in the view of the Board, another donation might be appropriate such as a donation to the POA for boating related projects such as aids to navigation, such donations may be approved by a majority vote of the general membership at a regular meeting after approval by the Board.

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

Informal: The uniform for events other than those described above shall be determined by the Commodore. The main objective is consistency among the Bridge and Board.

Bridge members including the Chaplain, Parliamentarian and Surgeon and the Directors will wear name tags identifying their offices.

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 circumstances.

Alcohol Policy

The club may from time to time sponsor events or gatherings in which alcohol may be provided, served, or consumed. It shall be the policy of the club to require all members and guests to responsibly consume alcoholic beverages. The club will not knowingly serve alcohol to a member or guest who appears to be intoxicated or underaged.

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 attendance at funerals of deceased members, offer grace at appropriate functions, participate in 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 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.

Parliamentarian

Has an advisory role and specifically:

- Is an expert in the Constitution and By Laws of FHYC and in Roberts Rule's of Order
- Advises during the drafting of any updates of the Constitution and By Laws
- At any FHYC formal meeting (e.g., Board and General Meetings), unobtrusively calls attention of the presiding officer to serious errors in procedure
- Provides training to the Bridge and Board in the Constitution and By Laws

Cruising Chair

The Cruising Chair is chair of the Cruising Committee and responsible for all on water activities except those covered by the Regatta, 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 Chair

The Regatta Chair 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. The most recent version of the P&G is found on the club's website. 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/Chairwoman and Co-Chairman/Chairwoman, whenever possible, who have been approved by their respective Flag Officer and 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.

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/Chairwoman or Bridge liaison. Activity costs should stay within the budget or fees should be collected to recover costs.

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

Each December, each committee Chairman/Chairwoman 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. Such acknowledgements may occur at meetings, in *Semaphore* articles or at the functions verbally 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 scheduled 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 at 12:00 hours). 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 in electronic editable format e.g. MS Word.
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 multi day cruises).
5. Meeting place : at the discretion of the cruise director.
6. 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 whom and how to notify in the event of changes of plans or cancellations.
7. Responsibilities: Each boat captain shall be totally responsible for his/her own boat, crew and passengers.
8. Cruise Leader: Information and coordination does not replace or subvert captain's responsibility.
9. Raft-up review: How to, advise on the limit number of boats on each raft.
10. Handouts: List of attendees (boats, skippers cell phone numbers), special minicharts, tide schedules, etc.
11. 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 as the cruising waters are new to most of them.
12. 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/Chairwoman. Include written suggestions and comments for future cruises.
13. Give Chairman/Chairwoman your cruise file with contacts, arrangements, planning information, etc. This will help to plan for next year's cruises.

Distribution

The Distribution Committee is responsible for distributing Yearbooks and other such information as directed by the FHYC Board.

Committee guidelines:

1. Establish and maintain a distribution system which includes 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 and for electronically making copies available for those members choosing to read the materials online.
3. Each membership in good standing receives one copy of the *Semaphore* and of the Yearbook. Memberships with boats shall receive a second copy of the Yearbook.
4. Additional copies of 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.
5. 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 and powerboat programs, local navigation know-how, marine communication, 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 and 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/chairwomen should, in obtaining quotation for prices, ask that add-ons such as tax and gratuity, costs for setup, transportation or other possible extras be included in price. Advise seating capacity and the deadline for guaranteed reservations, plus allowance for over and/or under the count. When publishing event information, event chairmen/chairwomen should include the deadline for payment as well as for refunds.

Checks for entertainment events should be made payable to the FHYC. If any complimentary meals are included in the plans for the event, the cost 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

The History committee shall be responsible for maintaining the files of the FHYC and the document retention policy of the FHYC as approved by the FHYC Board of Officers & Directors.

1. Maintain permanent files, digitized and paper, and keep the listing of files current.
2. Maintain existing photo albums and archive submitted digital photos
3. Put one copy of the yearbook in the FHYC library binder.
4. Archive digital copies of the *Semaphore*. Keep one paper copy of each *Semaphore* and have them bound every two years for the FHYC library.
5. Archive digital copies of new member applications, including the Waiver of Indemnity, as received from the Board Secretary.
6. Archive digital copies of Board Meeting minutes as received from Board Secretary
7. Archive digitized copies of General Meeting 1984 -1997. General Meeting minutes, starting 1998 are published in the *Semaphore*.
8. Update the FHYC consolidated written history as needed or at the end of each year.
9. Update the FHYC website history and FHYC yearbook history as needed or at the end of each year. Coordinate with respective committees.
10. Archive digitized copies of amended Constitution & Bylaws as received from Board Secretary.
11. Archive digitized copies of amended Policy & Guidelines as received from Board Secretary.
12. Archive digitized copies of financial records from the Treasurer at least annually. This includes, bank statements, invoices, general ledger, tax returns, year end financial reports, financial review reports and any documents provided by the Treasurer.
13. Document Retention Policy: All documents will be saved in digital format by the History committee and given to the Information Processing Committee to upload to the FHYC website cloud for storage on a quarterly basis. Any paper copies will be kept in the FHYC Library. The Information Processing Committee will annually purge documents on the website per the direction of the History Committee based on the guidelines listed below.
14. Archive & purging guidelines:

Retain for seven (7) years then purge:

Accident Reports
Contracts
Settled Insurance Claim Documents
Expired Insurance Policy Documents
Bank Statements
Invoices
Donations Received

Retain permanently:

Financial Review Reports
General Ledger
Tax Returns & Worksheets
Year End Financial Statements
New Member Applications
Board Meeting Minutes
General Meeting Minutes:
 1984 -1997
 1998 - current as printed in *Semaphore*
Constitution & Bylaws (retain each year as amended) in both editable (e.g. MS Word) and non-
editable (e.g. PDF) formats
Policy & Guidelines (retain each year as amended) in both editable (e.g. MS Word) and non-
editable (e.g. PDF) formats
FHYC Organizational Documents
Legal Correspondence
Semaphores
Yearbooks

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. (September, '12)

Keys: The current Commodore and History Committee Chairperson will retain keys to the locked file. No additional copies of the keys shall be made.

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. Collect key from Security prior to the meeting.
2. Set up two tables for serving refreshments in the anteroom 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)
3. Place blank name badges and marking pen on a card table at the entrance for guests and new members.
4. Prepare tables for refreshments. Chair will purchase beverages and snacks. Place beer, wines and soda in the refrigerator during the day. Purchase bags of ice and place in styrofoam coolers. Provide itemized receipts of expenses to the Club's Treasurer for reimbursement.
5. After meeting, all tables and chairs must be returned to their original locations. Members should help put chairs away. 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. Return all unopened beverages and snacks to the storage locker in the Community Center.
6. Return key to Security.

Further details are contained in the "set-up instructions" maintained and provided by the Committee Chair(s)

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 may 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 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 associated fees.
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. P&G and Constitution and Bylaws will be available on the website.

Library

The FHYC 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, and archival materials. The library is run on the honor system.

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

Acquisitions: The collection will be built primarily from donations from Yacht Club members. Members wishing 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.

Maintenance

The committee is responsible for maintaining the navigational aids in Spring Creek and the Inner Harbour and assisting 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 has run 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

Medical Support

The FHYC Medical Support Committee provides information and education about health and safety issues related to boating. These include but are not limited to first aid and supplies, and safe boating issues such as survival in a “man overboard” situation. Additional functions may be defined, modified or expanded by the committee as deemed necessary. The committee will coordinate medical education as requested by the club. Examples may include CPR education every other year, Medical Minutes, and first-aid programs. The Medical Support Committee shall coordinate with the Education Committee in sponsoring training outside general meetings. 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.

Club liability insurance covers members and personnel when acting on behalf of FHYC.

Membership

- A. The Membership Committee is responsible for management of the membership process. See Bylaws, Article III Membership, Sections 1-5 which defines the membership criteria and the acceptance procedure.
1. The application process must be completed within 6 months of receipt of the Application Packet by the primary sponsor. If it is not completed within that time, the application is void and the applicant must reapply for membership. In extenuating circumstances, the applicant and primary sponsor can request an extension of time from the Membership Committee and the Bridge and Board.
 2. The sponsors are responsible for assisting the prospective member with completion of the forms in the New Member Application Packet. The sponsors are also responsible for introducing the prospective member to the club membership and the Bridge and Board at two general club meetings. Prospective members are encouraged to attend FHYC events with their sponsors
 3. The application process is complete when the prospective member has:
 - a. Attended two General Meetings
 - b. Attended an orientation session to learn about FHYC
 - c. Submitted a completed application packet which consists of:
 - 1) New Member Application Checklist (completed by the primary sponsor)
 - 2) Membership Application Form
 - 3) Waiver of Liability and Indemnification Agreement
 - 4) Letter of Recommendation from primary sponsor
 - 5) Letter of Recommendation from secondary sponsor
 - 6) Check payable to FHYC for dues and initiation fees – currently \$135
 2. The completed application will be submitted to the Bridge and Board prior to the monthly Board of Governors meeting for approval.

B. 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. Two sponsors are required. The Application for Reinstatement is to include a statement of circumstances, the names of the committees on which the applicant would like to serve, the Waiver of Liability and Indemnity Agreement and a check for dues. 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.

C. Membership Administration and Coordination

1. Greet guests at General Meetings and Impromptus
2. Maintain an up-to-date supply of New Member Application Packets and on-line application documents
3. Provide application packets to prospective new members/primary sponsors and assist in completion of the process
4. Review completed applications, confirming that the boat is registered or documented, preferably in North Carolina, that each person has selected at least one committee, all forms are included and check is included
5. Plan and hold orientation meetings for prospective members
6. Submit completed applications to the Board electronically prior to Board meeting and original packet with check to the Board meeting for approval.
7. Order name tags for new members, and other club members as needed
8. Distribute new member information to database manager, website manager, Distribution Chair and chairs of committees selected
9. Prepare Welcome Packets for new members
10. Introduce approved New Members to club membership at General Meetings and through the *Semaphore*
11. Maintain yearly membership information for:
 - a. Prospective members
 - b. New Members
 - c. Complimentary memberships for Dock Master at North West Creek Marina and Manager of Shoreline and Birdland Marinas.
 - d. Deceased members by year, beginning at Commissioning Day
 - e. Reinstated members
12. Attend the Board Meeting at the discretion of the Commodore and the Membership Committee Chairperson(s)
13. Organize and hold the annual New Member Reception to recognize new members of prior year
14. Oversee the Membership Committee budget and spending

15. Provide Summary and Proposed Membership Budget to the Commodore and Vice Commodore by November each year

Nominating

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

The Planning Committee makes suggestions to the Board as to what could be done to improve or ensure the future wellbeing 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/Chairwoman 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/Chairwoman.

The committee shall make a written report to the Board each year at or before 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.) Set up-visual aids and 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/chairwomen three months to get organized and to make arrangements for the April meeting.
3. Introduce the program speaker at the appropriate point in the meeting's agenda. 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/chairwomen of the committee should call a meeting in January or earlier 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/chairwomen 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 refreshments.

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

Publicity

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.

Regatta

FHYC Regatta Committee is responsible for organizing all sailboat races for FHYC. They shall prepare Notices of Race (NOR) and Sailing Instructions (SI) and arrange for committee and chase boats and ensure that these boats are staffed with competent personnel. It is the policy of the club that any boat registering needs a NCPHRF or club handicap. The FHYC should purchase brass shells for the club cannon. Committee Boats may also use a 12 gauge, single shotgun or horn signals.

Recommendations for the abandonment of FHYC races:

1. When there are sustained winds of 20 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 in the opinion of the race Chairman/Chairwoman unforeseen circumstances require it.

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

Wilkerson Race: The Bill Wilkerson Memorial Trophy Race is open to any boat that is kept at one of the

marinas in Fairfield Harbour (Northwest Creek, Shoreline, Birdland, or Blackbeard Sailing Club), or at a private Fairfield Harbour dock. This race will feature a perpetual traveling trophy that the first overall FHYC boat to finish will earn, and winners' names will be displayed on a plaque in a prominent location in the hallway of the community building. If the over-all winner is not a FHYC member, he/she will earn the first place prize, but not the traveling trophy. The race may be held on a day other than Commissioning Day.

Oar Race: The John Walsh Memorial Race Oar Race commemorates the evacuation of Dunkirk. The perpetual trophy, which is kept in the hallway of the community building, is an oar used during the historic event. Overall winner's name is added to the wall beneath the oar. The Oar Race is a single 22 mile distance race on the Neuse River with a social, dinner, and award ceremony afterwards. This race is open to any boat with a NCPHRF or club handicap.

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 racers failure to do so.

At least one chase boat shall be provided for all races. A rescue box for chase boats should be picked up and carried on the chase boat(s). It has a first aid kit, heat packs, pressure bandages, blankets, dry clothes, and a large towel. It is kept with the other regatta equipment in the FHYC Dock Box.

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

Tuesday Fun Races and Dinghy Races are not official FHYC activities. As such, no race fees will be charged and no trophies or other club expenses 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 sailing activity, I assume all risk of accident or loss to myself or my crew while participating in all sailing activities of FHYC and release the FHYC and those acting on its behalf from any liability arising from participation in this activity. I recognize that sailing activities can be hazardous and my participation in FHYC sponsored 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. Additional committee members may be assigned to contribute special articles and help with proof reading.

Procedure:

1. Articles are delivered via email, to fhyccsemaphore@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 in an editable format such as Microsoft Word. They should be emailed to fhyccsemaphore@gmail.com. The editors will see that they are 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.
3. Typing, editing and formatting take about two-four days.

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 or slightly above 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.
2. Burgees are ordered and sold in one size on a regular basis.
3. The total inventory value of all items shall not exceed \$3000. 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 speakers. The expenses of the gifts is charged to the appropriate committee.
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/chairwomen: 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/Chairwoman.
8. After distribution (two copies for members with one or more boats, one copy for members without a boat), the Distribution Chairman/Chairwoman 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.
11. Have copy of the Past Commodore's photo printed together with his/her name tag and insert both in appropriate picture frame in the Community Center hallway. Arrange for an additional, new frame if required. The Pic Frame shop on Trent Rd. has the details if a new frame is required.

Communication and Cooperation among Committees

Although committees have a fairly clearly defined role, communication and cooperation among committees is clearly essential for the smooth running of FHYC.

Amendments to Policies and Guidelines

Proposed amendments to the Policies and Guidelines must be in writing and approved by the Board of Governors. The membership must be informed of updates and they must be posted on the FHYC website.