

# POINT INDEPENDENCE YACHT CLUB

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ARTICLE III  
MEMBERSHIP

Section 1 – Types of Membership

Membership in the Club shall consist of Conditional Members, Social Members, Associate Members, Owning Members, Honorary Members and Family Members.

A. Conditional Members

Every applicant accepted for any type of membership in the Club will be considered, as of the date of payment of all obligations for membership in the Club, a Conditional Member. A Conditional Member is subject to a probationary period of one year beginning on the aforesaid date. During the probationary period, a Conditional Member may not be a candidate for, or hold office, or sponsor a new applicant for membership in the Club. A Conditional Member is automatically transferred to a full membership of the type conferred by the Admissions Committee, at the end of the probationary period.

B. Social Members

Social members are individuals who desire to attend the social and educational events of the club. Social members are not entitled to the use of the club facilities except as provided by the rules and regulations of the club.

C. Associate Members

Associate Members shall be entitled to the privileges of the Club upon compliance with The conditions contained in these By-Laws and may serve on all Committees, except the Admissions Committee, so long as they are members in good standing.

D. Owning Members

Owning Members consist of all the Bondholders of the Club in good standing as hereinafter defined; provided, however, that purchase of a bond is not a condition precedent to membership in the Club. An Owning Member may only sponsor two Conditional Members during the calendar year. Owning Members in good standing are eligible to vote at any Annual or Special Meeting of the Club and are entitled to the use of club facilities in accord with the rules and regulations of the Club.

E. Honorary Members

A member in good standing who is 65 years of age or older, and who has been a continuous member for ten years or more, and who does not use a slip, mooring or locker, shall be eligible for an Honorary Membership upon the filing of an application with the Admissions Committee. During the period of such Honorary Membership, the person shall not have any voting privileges.

F. Widow Members

Widows of deceased Owning Members may exercise the rights and privileges of their deceased husband during the remaining portion of the calendar year wherein their husband dies. During the calendar year next after the death of her husband, a widow

may redeem the Bond of her deceased husband for a new Bond which will be issued in her name with a Bond number designated in accordance with the numerical series for the issuance of new Bonds. Upon issuance of a new Bond, a Widow Member will automatically become an owning Member. Widows who request in writing this form of membership will not be required to pay an initiation fee or the purchase price for the new Bond. As an Owing Member, she will have the right to maintain any slip and facility previously occupied by her husband at the time of his death. In the event after becoming an Owing Member, she desires to change her facility, her application for any facility will be processed in the same manner as any other Bondholder and her new Bond number will determine her rights and seniority to any new facility.

G. Family Membership

A family membership shall be available to married members of the club. If they desire, married couples may jointly hold one bond, each as an owning member of one half interest in that bond, but with only one vote per bond. A family membership bond shall name both spouses on its face, and on the back there shall be a designation, signed by both spouses, designating which spouse shall have the voting rights for the bond and a statement indicating which spouse shall retain the bond in the event of a termination of the marriage. Upon divorce of such members, both spouses shall notify the club if the bond is to be surrendered, for equal payment to each spouse. Upon the death of one spouse, if the bond is not surrendered, the surviving spouse shall have the voting rights for that bond. Existing bondholders may amend their bonds in accordance with the new foregoing.

## Section 2 - Application for Membership

Applications for membership must be made on an approved form of the Club, bear the sponsorship of two (2) Owing Members in good standing and be submitted to the Chairman of the Admissions Committee. The Admissions Committee shall, after a preliminary review of the applicant, post at the Club House the name of each new applicant for two (2) weeks. During the aforesaid posting period, any member may file in objection in writing with the Admissions Committee. An application may be withdrawn by either sponsor at any time prior to final action of acceptance by the Admissions Committee.

## Section 3 - Initiation Fee, Dues and Slip Charges

The Initiation Fee, Annual Dues, Charges for Facilities, Special Assessments less than \$100.00 and other obligations shall be annually due and payable as established by the Board of Directors. If the indebtedness of any member remains unpaid on May First (1st), his membership shall be suspended and his name shall be posted on the bulletin board of the Second Floor of the Club House. If the obligations of any member remain unpaid on June First (1st), membership will then be automatically forfeited. In extraordinary cases, upon request by a member, an extension of time for payment may be granted by the Board of Directors without posting, suspension or forfeiture.

#### Section 4 - Use of Club Property

The Club property, docks, piers and mooring area shall not be used by any Club member, guest or person for commercial or public use at any time.

#### Section 5 - Suspension and Expulsions

Any member of the Club or the House Committee may present to the Board of Directors written charges against any other member for conduct unbecoming a Member or likely to endanger the good order or welfare of the Club, or for disobedience of proper orders of the Officers, or for violation of the requirements of the By-Laws or House Committee Rules. Such written charges shall be reproduced, in substance, in a writing together with the name or names of the complaint(s) and the same shall be served by mailing, postpaid, a copy thereof to the alleged violator, together with notice of a reasonable time and place he may be heard and present witnesses, if he so desires, by a majority of the then members of the Board of Directors. After the alleged violator has been notified and given an opportunity to be heard in answer to such charges, the Board of Directors may suspend such member for such period as they deem proper, or may revoke his membership and shall notify said member of their action by letter. An appeal by the disciplined member from the decision of the Board of Directors may be taken to the owning Members of the Club, by serving upon the Secretary a written notice of such appeal within five (5) days after the receipt of notice of said decision. For the consideration of such an appeal, a Special Meeting of the Owing Members shall be called within thirty (30) days after the receipt of notice of appeal and a two-thirds (2/3) vote of Owing Members present and voting by secret ballot at such meeting shall be necessary to reverse the decision of the Board of Directors. The secretary shall notify the appealing member of the result of such vote by letter. Any member whose membership has been revoked shall be denied all privileges and access to

the Club, as a guest of a member or otherwise, except that under the supervision of an Officer of the Club, he may enter the premises solely for the purpose of promptly removing any personal property to which he is entitled.

#### Section 6 - Suspensions and Expulsions Under Grave and/or Extreme Circumstances

In addition to the terms and conditions contained in Suspensions and Expulsions under Section 5 of Article III, the Board of Directors, by unanimous vote, may summarily revoke or suspend the membership of any member whose conduct has been such that immediate disciplinary action is deemed advisable for the good of the Club. The Board of Directors, after such suspension, and after compliance by the member with terms and conditions imposed by the Board of Directors, shall grant the member an opportunity to be heard. The decision of the Board of Directors after such a hearing may be appealed by the disciplined member as provided by Section 5 of Article III.

#### Section 7 - Resignation

Resignations must be made in writing to the Secretary on or before December 31, and no resignation received thereafter shall relieve the member presenting it from his annual dues and special assessments for the current year. No resignation need be accepted until all Club keys are returned, dues and all other indebtedness to the Club are paid. Former members who have resigned in good standing may rejoin upon application in the usual form as a new member or as a reinstated member as provided in Section 8 of Article III.



### Section 8 - Reinstatement of Membership

Members who have voluntarily terminated their membership and wish to be reinstated shall:

- A. Apply to the Admissions Committee for reinstatement;
- B. Pay in full any special assessments levied during the inactive membership period;
- C. Pay in full any difference, if any, between the original and current initiation fees;
- D. Upon acceptance and reinstatement, receive a new Bond on the same basis as a new member.

### Section 9 - Conduct

The conduct of each member of the Club shall be governed by the Board of Directors and House Committee Rules.

### Section 10 - Aggrieved Members

Any member aggrieved by any statement, act or conduct of the House Committee may request a hearing before the Board of Directors. The decision of the Board of Directors with respect to such statement, act or conduct of the House Committee shall be final.

## ARTICLE IV

### OFFICERS

#### Section 1

The officers of this Club shall be a Commodore, Vice Commodore, Rear Commodore, Secretary and Treasurer.

A. Commodore

The Commodore shall be the chief executive officer of the Club and shall have all the powers and duties customarily held by and imposed upon the president of the business corporations. He shall preside at all meeting of the Directors and Owning Members and shall sign all bond certificates. The Commodore shall appoint a Nominating Committee, Budget Committee, Club Historian, three (3) members of the Long Range Planning Committee and Fleet Captain, and any other Committees deemed necessary by him during the boating season. The Commodore shall not serve more than two one year terms.

B. Vice Commodore

It shall be the duty of the Vice Commodore to assist the Commodore in the discharge of his duties, officiate in his absence and be responsible for Yacht Club Protocol and to serve as a member of the Long Range Planning Committee.

C. Rear Commodore

It shall be the duty of the Rear Commodore to assist the Commodore and Vice Commodore in the discharge of their duties and officiate in their absence.

D. Secretary

The Secretary shall have all the powers and duties customarily held and imposed upon the secretary of business corporations, including the following: to keep a record of the proceedings of all meetings of Owing Members and Directors in a book provided for that purpose, and to have the custody of all the reports and documents connected with the Club; to keep a correct roll of all the Bondholders and members, and a list of the names, rigs and ownership of all yachts enrolled in the Club; to notify members-elect of their election and to notify each member of every meeting and regatta; to keep and disseminate such other information as the Commodore and Directors may require.

E. Treasurer

The Treasurer shall have all the powers and duties customarily held and imposed upon the treasurer of business corporations, including the following: to have charge of the funds of the Club and of their collection and disbursement under the supervision of the Directors; to keep in books belonging to the Club a correct account of his receipts and disbursements and to present a detailed account thereof and a statement of the Club's financial condition at the Directors Meetings and the Annual Meeting; and to sign all bond certificates with the Commodore. At the first meeting of each calendar year, the Treasurer shall consider a transfer of funds to an existing accrual account.

Section 2 - Removal

Any officer may be removed from the office with or without cause by a majority vote of Owing Members present and voting at any Meeting called for the purpose of such removal.

### Section 3 – Vacancies

If a vacancy should occur in an elected office, then said vacancy may be filled in the following manner:

The Commodore may declare the office to be vacant by forwarding written notice of same to each member of the Board of Directors. Within then (10) days of said notice of said vacancy, the Commodore may submit to the Secretary a nominee to fill said vacancy. At its next regular meeting following said notice, the Board of Directors shall vote on the election of the nominee to said vacancy. No vacancy shall be filled unless two-thirds (2/3) of the members of the Board of Directors present and voting, vote in favor of said nominee.

## ARTICLE V

### DIRECTORS

#### Section 1

The governing body of the Club shall be the Board of Directors composed of the Officers named in Article IV, Chairman of the House Committee, Chairman of the Regatta Committee, Chairman of the Admissions Committee, Immediate past Commodore, Chairman of the Budget Committee and five (5) other Owing Members elected at the Annual Meeting of Owing Members. All elected officers shall serve for a term of one year commencing on the first day of January following their election. All elected officers shall serve until their successor is qualified.

## Section 2 - Powers and Duties

The Board of Directors shall have full authority and control of policy, finances and management of the Club, and may, in its discretion, appropriate to the use of each Committee such sums of money as may be deemed to be for the interest of the Club and within its resources. It shall control all Club property and make such rules as it may deem necessary and proper with respect to the use thereof, and, further, the Board of Directors shall:

- A. Cause to be reviewed annually the account of the Treasurer;
- B. Have the power to fill any vacancies which may occur during the year, the method of filling which is not otherwise provided for;
- C. Post and publish any changes of rules, regulations or rates including a policies and procedures manual.
- D. Fix penalties for infractions of the rules of the Club, a copy of such rules to be posted on Club property within seven (7) days of enactment;
- E. Have the power to summons any member to a hearing to answer charges for conduct it deems improper or detrimental to the best interest of the Club. The posting by the Board of a registered letter, directed to the member at his address as it appears in the Club records shall be deemed sufficient summons for this purpose. It shall be the duty of the member so summoned to communicate with the Commodore or with such other persons as may be designated in the summons, for the purpose of arranging a time and place for a hearing, such notice to contain a caveat the addressee is required to respond thereto within fourteen (14) days of the posting thereof. If the member shall fail in his duty for a period of fourteen (14) days from the posting of such summons, the Board of

Directors shall have power to act without a hearing and to deny to the member any or all privileges of membership, or to revoke his membership as the Board of Directors may deem advisable. At a hearing held in accordance with these provisions, the Board shall have the power to proceed in accordance with Article III, Section 5.

- F. Act upon the recommendations of any member or the House Committee with regard to the termination of membership of a member.
- G. Approve the employment of a Steward who shall be under the direction of the House Committee and who shall cooperate with the Fleet Captain and perform such other duties as the Board of Directors may prescribe thought the House Committee Chairman.
- H. Establish Initiation fees, dues for the various classes of membership and rental for the use of lockers, slips or other property of the Club, and assessments not more than \$100.00
- I. The Directors may require that the Treasurer and other officers handling funds of the Club be bonded.

### Section 3 - Meetings

- A. A majority of members shall constitute a quorum for the transaction of business, and the Directors may act by a majority vote of those in attendance at any meeting at which there is a quorum unless otherwise provided by law or the By-Laws.
- B. The Directors shall hold a regular meeting each year as soon as practicable after a final adjournment of the Annual Meeting of the Owning Members for the election of such officers as are not elected by the owning Members and such other matters as

they may determine. Other meetings may be held as often as the needs of the Club in their opinion require, at such time and place as the Commodore may determine. Notice of Directors meetings may be given orally by telephone, telegraph or in wiring provided that said notice shall be given in time to enable the director to attend; in any case, notice sent by mail or telegraph to a Director's usual or last known place of business or residence at least three days before the meeting shall be sufficient. A meeting of the Board of Directors shall be held within seven (7) days upon written request of any four members of the Board.

#### Section 4 – Removal

Any Directors may be removed from office with or without cause of a majority vote of Owning Members present and voting at any Meeting called for the purpose of such removal.

### ARTICLE VI

#### COMMITTEES

#### Section 1 - Nominating Committee

The Commodore shall appoint a Nominating Committee consisting of five (5) Owning Members in good standing on or before the 15th day of July each year. The Nominating Committee shall submit to the Secretary on or before the 1st day of August the name of one Owning Member for the office of Commodore, Vice Commodore, Rear Commodore, Secretary, Treasurer, Chairman of the House Committee, Chairman of the Regatta Committee, Chairman of the Budget Committee five (5) vacancies on the Board of Directors, Chairman of the Admissions Committee and four (4) Owning Members to serve on the Admissions Committee.

The Secretary shall post on the bulletin boards at the Dock House and Second floor of the Club House on or before August 1, the nominations of the Nominating Committee. Further nominations may be made as provided in Article IX.

#### Section 2 - House Committee

The Chairman of the House Committee shall appoint members of the House Committee. The House Committee shall have general supervision of all the property of the Club, owned and leased, including the Club House, slips and parking lot.

The said Committee shall have the power to make necessary purchases for the proper maintenance of the Club House provided that no charge over \$500.00 shall be incurred without the written approval of the Commodore, or in his absence of the Vice Commodore.

The House Committee shall have the power to recommend to the Board of Directors the suspension of any member of the club whose continued membership in the opinion of the Committee is contrary to the good and general welfare of the Club. The Board of Directors shall act promptly on said recommendation as proved in Section 5 or Article III.

The House Committee shall also have the following powers and duties subject to the approval of the Board of Directors:



- A. To prescribe and post on the bulletin boards such rules and regulations as the may from time to time deem necessary for the proper government of the Club House and Grounds.
- B. To employ personnel required to carry on the activities of the Club and to determine their compensation.

### Section 3 - Regatta Committee

The Chairman of the Regatta Committee shall appoint all members of the Regatta Committee. The Regatta Committee shall be responsible for the supervision and control of all regattas, water sports, clubhouse and social events and similar events and activities conducted under the auspices of the Club. It shall keep adequate records of its proceedings and render a report at the Annual Meeting.

### Section 4 – Admissions Committee

The Admissions Committee shall receive all applications for membership in the Club and shall investigate each applicant to whatever extent it shall deem advisable. Every application for membership must be made in writing on the form prescribed by the Admissions Committee and accompanied by an application fee established by the Board of Directors. An applicant may be elected by four affirmative votes of the Admissions Committee and shall be considered rejected if two or more negative votes are cast. No applicant who has been rejected will again be considered within six (6) months after the date of rejection.

The Chairman shall forward the vote of the Committee to the Secretary who shall communicate said vote to the applicant, Commodore and Treasurer.

#### Section 5 - Long Range Planning Committee

The Long Range Planning Committee shall consist of four (4) members, three (3) appointees by the Commodore and the current Vice Commodore (who shall not serve as Chairman). The term of office for appointees shall be for two (2) years. Vacancies shall be filled by the same procedure for any unexpired term. The function of the Long Range Planning Committee shall be to recommend to the Board of Directors items of major Repairs and Maintenance or new construction and to recommend priorities for the above. The Committee may undertake studies of priority projects including plans, obtaining advice and preliminary estimates. They shall keep in close contact with the Board of Directors, the House Committee and the Budget Committee, but shall not supersede their functions.

#### Section 6 - Budget Committee

The Budget Committee shall consist of a Chairman and two (2) additional members appointed by the Budget Committee Chairman. They shall submit for the approval of the Club at the Annual Meeting in September their estimate of income for the ensuing year, together with recommendations as to the amount which the Board of Directors may appropriate for use by each Committee during such period. The Committee shall, before the Annual Meeting, audit all expenditures, assets, and liabilities of the Club and certify as to their correctness so that the Treasurer may prepare his Annual Report for the approval of the Club at the Annual Meeting.

## ARTICLE VII

### BONDS

#### **Section 1 – Issuance of Redemption**

All certificates for debenture bonds of the Club shall state the amount of indebtedness evidenced thereby, in one (1) unit of \$1500.00, and shall be signed by the Commodore and Treasurer, shall bear the seal of the Club and shall contain such further statements as shall be required by law.

Bonds of the corporation and the indebtedness evidenced thereby are not transferable. In the event of termination of membership in the Club, by resignation, expulsion, death or otherwise, the certificate evidencing said indebtedness shall be promptly surrendered to the Treasurer of the corporation for redemption at the stated value of \$1500.00 (as representing the contribution of the bondholder to the Club to date) subject to the following conditions:

Units standing in the name of any bondholder surrendered for redemption shall be redeemed in the order of their surrender out of the proceeds of bond subscriptions thereafter received by the Club.

The Club shall be under no liability to redeem said bonds so surrendered unless sufficient proceeds for such redemption are received from new subscriptions and then only subject to the limitations herein provided.

In the event of the expulsion from the Club as provide in Article III of the By-Laws of the Club, and the bondholder agrees that the Club may retain all amounts paid the Club for said bond as payment for reduction of any indebtedness due and unpaid said Club by the expelled member.

No interest shall be paid to bondholders in cash, property or otherwise, and these By-Laws may not be amended to allow the payment of interest.

ARTICLE VIII  
MEETINGS OF OWNING MEMBERS

Section 1 - Annual and Special Meetings

The annual meeting of the Owing Members shall be held on the last Saturday of September each year. Special meetings may be called at any time by the Commodore, Secretary or at the written request of ten (10) owning Members.

Section 2 - Notice

Written notice of every meeting of Owing Members stating the place, day and hour thereof and the purpose for which the meeting is called shall be given by the Secretary or other person calling the meeting to each Owing Member entitled to vote by leaving such notice with him or at his residence or usual place of business, or by mailing it postage prepaid and addressed to him at his address as it appears upon the books of the Club. No notice of time, place or purpose of any Annual or Special Meeting of the Owing Members shall be required if every Owing Member entitled to notice thereof or his authorized attorney waives such notice by a writing filed with the records of the meeting.

Notice of any special meeting shall be mailed no less than ten (10) days prior to the date of said meeting.

Section 3 - Voting Privilege

Each Owing Member shall have one vote regardless of the number of bonds held by the Owing Member.

#### Section 4 - Proxy Voting

Absent Owing Members may vote by written proxy dated no more than six (6) months before the date of any meeting and may be revoked at any time prior to said meeting. Proxies need not be sealed or attested.

#### Section 5 - Quorum

A majority of Owing Members shall constitute a quorum for the transaction of business at any meeting. Owing Members may act by a majority vote of those present or voting by proxy at any meeting at which there is a quorum unless otherwise provided by law or these By-Laws.

#### Section 6 - Order of Business

The following order of business shall be observed at the Annual Meeting:

Reading of Minutes

Report of Directors

Report of Regatta Committee

Report of House Committee

Report of Admissions Committee

Report of Secretary

Report of Treasurer

Report of Long Range Planning Committee

Report of Budget Committee

Report of Nominating Committee

Elections

Report of Elections Committee

Unfinished Business

New Business

Adjournment

Provided, however, that the order and subject matter may be changed by a vote of a majority of those present and represented.

## ARTICLE IX

### Section 1 - Nominations

Nominations other than those made by the Nominating Committee shall be in writing signed by at least five (5) Owing Members and the nominee. All such nominations must be delivered into the hands of the Secretary on or before the 10th day of August. No nominations may be made from the floor of the Annual Meeting.

### Section 2 - Notice of Nominees

The notice of the Annual Meeting shall contain all nominations including those of the Nominating Committee and all other nominations submitted in accordance with Section 1 of Article IX.

### Section 3 – Voting

Voting will be by secret ballot and will be limited to those Owing Members in good standing present and represented by proxies.

#### Section 4 - Procedure

The members present at the Annual Meeting shall be informed of the candidates nominated by the Nominating Committee and those nominated by Owning Members without disclosing the names of the nominators. After the names of the candidates nominated for each office have been announced to the members present at the meeting, a secret ballot shall be taken among those present for the election of each person nominated, except that a motion to cast a single ballot will be entertained when there is only one (1) nominee for an office or no more nominees for Directors than there are vacancies. In the event of a tie for any office, balloting shall continue until the tie is broken.

#### Section 5 - Election Committee

The Commodore or Presiding Officer shall appoint at each Annual Meeting an Election Committee made up of three (3) members in good standing to count the ballots and report to him.

He shall then announce to the membership the names of the candidates elected to each office by the greatest amount of votes.

#### Section 6 - Disposition of Ballots

All ballots shall be destroyed immediately upon the request of the Commodore or Presiding Officer.

### ARTICLE X

### RULES OF ORDER

The Rules contained in Roberts Rules of Order Revised shall govern in all cases which they are applicable and in which they are not inconsistent with the By-Laws or the special rules of order of the Club.

#### ARTICLE XI

#### AMENDMENT OF BY-LAWS

These By-Laws may be amended by a two-thirds (2/3) vote at any Annual or Special Meeting of the Owing Members, when there is a quorum as stated in Section 5 of Article VIII and provided further that the proposed amendment or amendments be stated in full in the notice of the meeting.

#### ARTICLE XII

#### LIQUIDATION

The Club may be liquidated upon the vote of three-fourths (3/4) of Owing Members at any meeting duly called; provided notice of the proposed liquidation is given in notice of the meeting as provided in Article VIII. Owing Members shall share equally in the net assets and property of the Club on Liquidation or dissolution and other members shall not be entitled to any share of said assets and property. No person who has ceased to be an Owing Member prior to the vote for liquidation shall be entitled to share in said assets and property whether or not the Bonds standing in his name have been surrendered to the Club.

Adopted:



TO: The Board of Directors  
Point Independence Yacht Club

These Policies and Procedures are recommended to the Board of Directors for adoption for the purpose of facilitating the assignment of duties and responsibilities of the various club officers, and ensuring the smooth and orderly operation of the club within the intent of the bylaws.

The Policies and Procedures are not intended to replace or modify the club bylaws, and in the event any conflict between the two shall occur, the provisions of the bylaws shall prevail. These Policies and Procedures are drafted in a manner that leaves room for common sense application and requires harmonious cooperation of the club officers with each other for the best interest of Point Independence Yacht Club.

By Direction of the Commodore

COMMITTEE:

John T. Spinale, Chairman  
John A. Penney, Director  
Robert J. Andrews, Director  
Thomas Kitson, Director  
Richard Penney, House Committee Chairman

COMMODORE

1. He shall discharge all his duties as set forth in the official list of By Laws.
2. Meeting of the Board of Directors:
  - a. The Commodore shall call a Director's meeting as he deems necessary.
  - b. He shall call a meeting as soon as practicable after final adjournment of annual bondholder's meeting.
  - c. He shall call a meeting of the Board of Directors the third Friday in March just prior to the meeting for the assignment of facilities.
  - d. He shall call a meeting of the Board of Directors no less than one week prior to the annual bondholder's meeting which is held on the last Saturday in September.

- e. During the yachting season there shall be meetings called in June, July and August.
  - f. As stated in the By Laws, the Commodore shall call within seven (7) days a meeting on the receipt of a request by any four (4) Directors.
  - g. Notice of all meetings shall be given in accordance with the provisions of the By Laws.
3. The Commodore, subject to approval of the Board of Directors, shall be given the power to reverse or change the operating duties of the Rear and Vice Commodores, excluding those duties as described in the By Laws.
  4. If, in the opinion of the Commodore, the bar or the gas dock are not being properly operated, the Commodore may, with the approval of the Directors, replace the officer in charge with any bondholding member. The replaced officer is still responsible for carrying out his duties as described in the By Laws.
  5. The Commodore shall appoint all the committees that are within the responsibility of his office by the club opening. The Long Range Planning Committee is to be appointed for a two year period when the Commodore is elected to office.

#### VICE COMMODORE

1. He shall discharge all his duties as set forth in the official list of By Laws.
2. He shall also be expected to work in conjunction with the House Committee Chairman in the discharge of the following duties:
  - a. He shall supervise the operation of the fuel dock.
  - b. He shall supervise the rental of transient slips and moorings.
  - c. He shall supervise the scheduling of dock attendants.
  - d. He shall supervise the filing of weekly reports on forms approved by the Board of Directors. (Treasurer and Secretary shall assist in the design of any subsequent changes in these forms).

- e. He shall assist the House Committee in the assignment or allotment of facilities, including the selection of floaters and their slip assignments.
  - f. He shall recommend to the House Committee the price of fuel. He shall further present to the Directors his profit policy for their approval.
3. He shall be responsible for proper display of flags and use of cannon.
  4. He shall be responsible for the purchase, sale distribution and inventory of flags, burgees and emblems.
  5. He shall be responsible for obtaining all permits, and filing all forms related to the club fuel operation.

#### REAR COMMODORE

1. He shall discharge all his duties as set forth in the official list of By Laws.
2. He shall also be required to work in conjunction with the House Committee Chairman in the discharge of the following duties:
  - a. He shall be in charge of and responsible for the operation of the bar.
  - b. He shall be in charge of the employment of the bartenders. He shall take inventory at the start of the season and again at the close of the season. These inventories will be reportable in both volume and dollar value and made an integral part of the annual bar report.

- c. A weekly report will be filed on forms approved by the Board of Directors. (The Treasurer and Secretary shall assist in the design of any subsequent changes in these forms).
  - d. All bar and liquor is to be purchased from Massachusetts wholesale dealers. These bills are to be paid by the Treasurer. There are to be no cash purchases made from any package stores.
  - e. Purchases from petty cash may be made only for bar condiments and mixes. Sales slips are to be included in the report and signed by the Rear Commodore.
  - f. All cash receipts are to be banked within two (2) days of the weekly reports. Deposit slips are to be included in the report and submitted to the Treasurer.
  - h. The Rear Commodore shall, before opening the season, submit a plan of bar operations to Directors (Times of operation and rates to be charged).
  - i. The Rear Commodore shall be responsible for coordinating the bar operation during all functions. He shall work closely with the individual or committee operating the function.
3. The Rear Commodore shall be responsible, in coordination with the House Committee Chairman, for obtaining all permits required for the bar operation.

### SECRETARY

1. He shall discharge all his duties as set forth in the official list of By Laws.
2. The Secretary shall bill the membership for:
  - a. Dues
  - b. Work parties
  - c. Any other bills at the direction of the Treasurer
3. The Secretary shall send a copy of all bills to the Treasurer.

4. The Secretary shall send out all facility applications to the membership by March 1.
5. The Secretary shall keep minutes of the Director's meeting and shall send copies to each individual Director.
6. All incoming and outgoing correspondence shall be processed by the Secretary.
7. The Secretary is to bill the accounts of all members with outstanding accounts. The Secretary will bring to the Board of Directors at their June meeting, a list of names of members who have outstanding debts. According to Article III, Section 3 of the By Laws, these members are to automatically forfeit their membership.

#### TREASURER

1. He shall discharge all his duties as set forth in the official list of By Laws.
2. The Treasurer shall have the sole custody and responsibility for all club funds and accounts. In cases of emergency or extraordinary circumstances, in the absence of the Treasurer, the Commodore may sign checks to ensure the orderly conduct of the club business.
3. The Treasurer shall meet with the Budget Committee four (4) weeks prior to the bondholder's meeting. He shall assist in the formulation of the proposed budget.

4. In each month that no Director's meeting is held, the Treasurer shall send a financial report to all Directors.
5. He shall file all bills paid showing date paid and check number.
6. All taxes and tax reports shall be filed on prescribed dates.
7. On the second day of May, the Treasurer will send a list of all members with outstanding accounts to the Secretary.

#### NOMINATING COMMITTEE

1. The Nominating Committee shall discharge all its duties as set forth in the official list of By Laws.
2. The Nominating Committee, in selecting a nominee for the office of Commodore, should give preference to the Vice Commodore, and in selecting a nominee for the office of Vice Commodore should give preference to the Rear Commodore. In the selection of Rear Commodore, preference should be given to the Secretary, Treasure, Chairman of the House Committee, or a member who has served as a Director for at least two years.

3. It is recommended that the Nominating Committee include as its appointees no less than one (1) past Commodore.

#### HOUSE COMMITTEE

1. The House Committee shall discharge all its duties as set forth in the official list of By Laws.
2. The Chairman of the House shall appoint his committee comprised of four (4) bondholding members.
3. An incoming House Committee shall hold a meeting as soon as possible after the election of officers to:



- a. Review the recommendations of the Long Range Planning Committee and the bondholders.
  - b. Review their allotted budget and report to the director, through the chairman if all projects are properly budgeted.
4. The House Committee shall hold a minimum of four (4) meetings a year. A report of these meetings shall be delivered by the Chairman to the Directors. An interval no longer than three (3) months should pass between meetings.
  5. The Chairman shall appoint one (1) member to be in charge of work parties. The Chairman shall keep an accurate roster of members who have fulfilled their obligations. He shall formulate a list of all members who have not worked and forward this list to the Secretary for billing. Currently, the only exceptions from work party commitments are:
    - a. Flag Officers
    - b. Past Commodores
    - c. Honorary Members
    - d. Social Members

In March, before the second year of the Chairman's term on office the House Committee shall meet, review the current House Committee rules and bring to the Directors any recommendations for changes to the rules.

6. In the Spring of each year, the Chairman shall be responsible for making the club ready for inspections necessary to obtain the various permits and licenses required by the town of Wareham and State of Massachusetts.
7. The Chairman of the House shall forward to the Treasurer for payment original bills or vouchers signed by him and designated with the proper business category.
8. The Chairman shall obtain all building occupancy permits and file all forms related to the building and grounds except permits for fuel and bar operation which are the responsibility of the Vice Commodore and Rear Commodore respectively.
9. The Chairman and other responsible officers shall make every effort within their control to have the club licenses and permits in effect by April 1 annually.
10. All purchases shall be made through the use of a purchase order when practical. The Chairman of the House Committee will forward to the Treasurer for payment original bills or vouchers signed by him and designated to the proper budget category.
11. No project shall be undertaken by the House Committee not recommended by the bondholders, the Long Range Planning Committee, or the Directors, other than stated in the By Laws.
12. The House Committee shall be in charge of the assignment or allotment of facilities, including the selection of floaters and their slip assignments.

13. The House Committee shall notify the Secretary of all such assignments and changes thereafter.
14. The House Committee shall submit to the Directors for approval, its policy for the selection and handling of floaters.

#### REGATTA COMMITTEE

1. The Regatta Committee shall discharge all its duties as set forth in the official list of By Laws.
2. The Chairman of the Regatta Committee shall select a list of three (3) members to assist him.
3. The Chairman and the Committee shall act as the Entertainment Committee.
4. They shall work with the Fleet Captain in planning club cruises.

5. The Chairman shall provide a report of income to the Treasurer on approved forms (prepared by the Treasurer and Secretary).
6. The Chairman shall provide an activities report to the Board of Directors.
7. The Chairman shall be responsible for the use of the kitchen and inventories and security of the kitchen equipment.
8. The Regatta Committee shall develop a function schedule with prices and shall present said schedule to the Commodore and Board of Directors for approval.

#### ADMISSIONS COMMITTEE

1. The Admissions Committee shall discharge its duties as set forth in the By-Laws.
2. All applications will include letters of recommendation from both sponsors.
3. Membership applications will be accepted throughout the year.

4. Sponsors will endeavor to introduce applicants to at least 3 members of the Admissions Committee. It will also be recommended that each applicant attend at least one (1) social event at the club with his sponsor(s).
5. Applicants may be admitted at any time during the year upon a vote of at least 4 members of the Admissions Committee, provided the names of the applicants under the consideration have been posted for at least a period of two weeks during the boating season (from Club opening to closing) and mailed to the members at least 30 days before any final action otherwise.
6. It is the intention of the Committee that the roster of social members will be the source of future bondholders. Therefore, except for family members and other extraordinary circumstances, applicants for bondholder status will be expected to have been social members for at least one (1) season.
7. There will be no waiting list. New applications must be filed every year.

#### LONG RANGE PLANNING COMMITTEE

1. The Long Range Planning Committee shall discharge its duties as set forth in the By-Laws.
2. The function of the Long Range Planning Committee shall be to recommend to the Board of Directors, items of major repair and maintenance, or new construction and capital projects, and to recommend priorities for the above.

3. The Long Range Planning Committee shall finish meeting no later than August 15th of each year and shall submit to the Board of Directors for its approval at its next meeting.

#### BUDGET COMMITTEE

1. The Budget Committee shall discharge its duties as set forth in the By-Laws.
2. A meeting should take place with the Treasurer for the purpose of developing a draft budget.

3. The Budget Committee shall meet with the Long Range Planning Committee and House Committee to consider the funding and budgeting of recommended projects.
4. Meetings shall take place no later than August 15th.
5. The Budget Committee shall conduct an annual audit of the club's accounts.

#### CLUB HISTORIAN

1. The Club Historian shall maintain an annual Point Independence Yacht Club journal which shall contain, among other things:
  - a. A roster of Club officers, committees and members.
  - b. A summary of all major events of the year.

- c. A section for photographs, records and other documents.
  - d. Other items, reports or artifacts that in the opinion of the Historian are worthy of placement in the journal.
2. The Historian shall establish and maintain a wall of historical pictures of Club activities.
3. The Historian shall be responsible for preservation and display of pictures on Commodore's wall.
4. All journals, records, photographs and other material maintained by the Historian shall be kept on the Club premises in a place designated for same so that such may be properly preserved and displayed to the enjoyment of all Club members.

**JOB DESCRIPTION**  
**DOCK/CLUB HOUSE ATTENDANT**

General Duties - Reports directly to the and shall be responsible to the Dock Master/Steward and House Committee Chairman and works cooperatively with the officers of the club.

Specific Duties

1. Shall perform all duties required of him/her pertaining to the following areas of the Club:
  - a. Docks

- b. Gas Dock
  - c. Moorings
  - d. Clubhouse
  - e. Grounds
2. Shall assist any member when possible with lines when vessels are being docked or casting off.
  3. Shall perform all duties required upon them for proper gas dock operation.
  4. Shall assist and direct transients under the supervision of the Dock Master/Steward or House Committee Chairman.
  5. Shall perform all duties required upon them for the general upkeep and day-to-day operations of the buildings and grounds.
  6. Shall report any conditions or incidents that might require the immediate attention of the Dock Master/ Steward or House Committee Chairman.
  7. Will be responsible for any assignments requested by a bridge officer in co-ordination with the House Committee Chairman.
  8. Will be responsible for lowering and raising of the flags as directed by the Vice Commodore, House Committee Chairman and Dock Master/Steward.

**JOB DESCRIPTION**  
**CLUB STEWARD/DOCK MASTER**

General Duties - Reports directly to the and shall be responsible to the House Committee Chairman and works cooperatively with the officers of the club.

Specific Duties

1. In working with the House Committee Chairman the Steward will periodically report any and all problem areas (issues) and make appropriate recommendations.



2. Will upon request of the House Committee Chairman, attend House Committee meetings.
3. Will be responsible for all aspects of the fuel dock operation and take daily readings, which will be recorded, and copies given (weekly) to the Vice Commodore.
4. Will under the direction of the Vice Commodore, prepare weekly and monthly reports (i.e., fuel and miscellaneous reports).
5. Will be responsible under the direction of the Vice Commodore for ordering fuel and miscellaneous items for the fuel dock.
6. Will under the direction of the House Committee Chairman, be responsible for hiring, supervising and scheduling of all dock attendants.
7. Will under the direction of the House Committee Chairman, be responsible for assigning slips and moorings to transients and the collection of all fees associated with this operation.
8. Will keep the House Committee Chairman informed of any problem areas regarding docks, building and grounds.
9. Will be available at the request of the House Committee Chairman to assist the Rear Commodore in the performance of his duties.
10. Will under the direction of the House Committee Chairman, be responsible for the maintaining and cleaning of the docks, buildings and grounds.
11. Will upon request and/or direction of the Secretary and Treasurer be responsible for obtaining all licenses for club activities and will arrange with local authorities for all inspections required for all operation activities.
12. Will be responsible for any activities and assignments as requested by the Commodore.

#### HOUSE COMMITTEE RULES OUTLINED

- A. INTRODUCTION
- B. ENTITLEMENT TO USE OF CLUB FACILITIES
- C. DOCK & MOORING REGULATIONS
- D. CLUBHOUSE/BAR RULES

E. GENERAL RULES

F. COMMITTEE PROCEDURES

A. INTRODUCTION

The House Committee is charged with the responsibility of providing general supervision and Control of all property of the corporation and posting the rules and regulations deemed necessary for the proper government of club property.

These rules have been promulgated by the committee and approved by the Board of Directors to provide for the maximum enjoyment of the club by its members and guests, safety for persons and property, effective operation of the facilities, the general well being of the club and its members.

B. ELIGIBILITY TO USE CLUB FACILITIES

- B1. An owning member or associate member, their wives, and minor children are entitled to the full privileges of the club consistent with current rules and regulations.
- B2. A social member and his wife are entitled to all privileges except lease of the marina facilities and club lockers.
- B3. Guests will be permitted the use of the same club facilities to which their host is entitled provide that such use does not deprive another member of his rights, and that host is present.
- B4. A bond holder who is assigned a slip should be the owner and primary user of any boat the bond holder places in the slip.

C. DOCK AND MOORING REGULATIONS

- C1. No running on dock.
- C2. No swimming from dock or boats in marina area.
- C3. No open fires on boats or dock.
- C4. No charcoal grills permitted.
- C5. 30-amp shore line shall be used unless line has appropriately fused adapter.
- C6. No engines shall be running between the hours of 10 p.m. and 8 a.m. except pursuant to getting underway or docking.

- C7. Use of marine toilets with overboard discharge is prohibited.
- C8. Holding tank discharge is permitted only into an authorized disposal system.
- C9. No refuse shall be thrown in water (i.e., cans, paper, fish waste, garbage, etc.).
- C10. Adequate mooring lines shall be used (the following is recommended as a minimum).
- |           |            |
|-----------|------------|
| Under 20' | 3/8" nylon |
| 20 - 30'  | 1/2"       |
| 30 - 40'  | 5/8"       |
| over 40'  | 3/4"       |
- C11. In consideration of our members, guests and neighbors that may be sleeping, loud noise should be avoided after 10 p.m.
- C12. No gear shall be left on the main docks.
- C13. No permanent water connections are permitted without provisions being made to permit general use of the sillcock.
- C14. No hazardous boat work is permitted in slips (i.e., pumping fuel, etc.).
- C15. Tenders shall be secured only at tender dock.
- C16. Step to boats are subject to approval by House Committee prior to installation.
- C17. All boats shall be removed from slips in the event of hurricane warning or when so directed in accordance with the current hurricane plan.
- C18. One set of boat keys (including cabin and engine) shall be filed with the Steward. Also, engine and operating instructions shall be filed with the Steward.
- C19. All visiting yachtsmen shall sign the guest register.
- C20. Fueling with gasoline and diesel is to take place only at the designated fuel dock.
- C21. Removable fuel tanks are to be placed on the dock for filling.
- C22. No smoking or open flames are allowed in the fueling area or on boats being fueled.

- C23. Engines and hatches shall be secured prior to fueling.
- C24. Bilges shall be aired before starting engines after fueling.
- C25. Boats may remain at the front of the main dock for a reasonable time in connection with replenishing fuel, water, ice and supplies, or with taking on or discharging passengers, however, boats must be attended during the period unless otherwise approved by the Steward.
- C26. Only authorized persons shall board or operate the club tender. Joyriding in the tender is not allowed. The club tender when in use, shall not be taken outside the PIYC mooring area without permission of the officer in charge. In the event of an emergency, the tender may be permitted to go to the aid of a boat in distress.
- C27. Slips may not be sublet by members and should be available to the club for transient renting when not in use (overnight or for a period in excess of 27 hours) unless otherwise specified by occupant.
- C28. Members shall advise the steward when slip will be vacant overnight or for a period in excess of 24 hours. Should the member plans change, he shall use every method at his disposal to notify the steward prior to 5 p.m. to insure his slip availability for that night.
- C29. Transient rental of slips is subject to cancellation if member holding slip returns or advises the steward of his return prior to 5 p.m.
- C30. No boats except dinghy's or craft under 13 feet in length are permitted to tie up to dingy back.
- C31. All Beetle boats must be put on moorings when not in use.
- C32. Any outstanding indebtedness will be paid prior to facility meeting and facility renewal.
- C33. All facility applications will be filed, all fees to be paid prior to facility meeting and facility renewal.

- C34. E-Dock is limited to a boat with maximum footage of 17' feet (Hull Size) and may not have a beam greater than 50% of the distance between the two fingers. Any boat pre-existing to this change prior to April 1, 2006 that exceeds 17' feet shall be grandfathered (boat only). Once boat is replaced it can't exceed the 17' foot maximum.
- C35. Facility holders shall not exceed one boat on the main dock, one boat on E-dock, one boat on mooring and one tender.
- C36. All floaters, on all docks, are required to pay a minimum of 40' feet at the main dock rate. With the exception of tenders and pull-ups. This is to be paid at the Facility Meeting and prior to boat going into a facility. (Any one floating a second boat, shall be allowed to float following, in order, behind all the primary floaters.)

D. CLUB HOUSE/BAR

- D1. No minors are allowed in the second floor of the club with the following exceptions:
- a. Club sponsored youth functions.
  - b. Club sponsored suppers and family activities.
  - c. To use the shower room.
- D2. No alcoholic beverages are to be bought by or for minors.
- D3. All bar purchases are to be cash sales.
- D4. The bar tender has the right to control area and shall have the right to refuse service to anyone or order the removal of anyone if (in his opinion) it is in the best interest of decorum, the welfare of the member (or guest), the welfare of the club or other patrons.
- D5. Each person using the rest rooms and/or showers shall pick up after his or her use and leave the area in a neat condition.
- D6. No pets allowed in bar, second floor porch or function areas.

- D7. Any minor who partakes of, or attempts to be served any alcoholic beverage on the club's premises will be banned from the club, or any of its facilities, for the current and ensuing year.
- D8. Any member of whatever classification and irrespective of family relationship, who orders an alcoholic beverage for a minor or abets in the service of an alcoholic beverage to a minor, will be expelled from membership.
- D9. In the best interest of the club, a member is duty bound to attempt to prevent, in any group or party where present, the service of an alcoholic beverage to one believed to be a minor.
- D10. Proof of age must be shown upon the request of any club employee, club officer, or member of the House Committee.
- D11. During club functions only liquor dispensed over the bar may be served or consumed on the second floor of the clubhouse.
- D12. All lockers are for the use of adult club members only. Minors may use them only when adults are present.
- D13. Lockers may not be sublet by renting members to another member. Locker must be returned to the club when not desired.
- D14. Members renting lockers who are not using them effectively, use them only for storage, do not keep them in an orderly and sanitary manner or create a nuisance, may not be awarded the use of the locker in the future.
- D15. Lockers shall be allocated by the House Committee.
- D16. Any permanent improvements made to a locker by a member become the property of the club and no financial reimbursement will be made by the club when the member relinquishes the locker.

- D17. All electrical appliances must be approved by the House Committee before used in lockers.
- D18. The clubhouse shall be open at all hours for members and guests, subject to the rules applying to different departments.
- D19. Minors using the club facilities after 9 p.m. must be under the supervision of an adult member.

E. GENERAL RULES

- E1. Parking is not allowed in the club area without Member Parking Sticker or current Guest Parking Placard.
- E2. All trash and garbage (including bottles and cans) shall be sealed in plastic bags before disposal.
- E3. All trash and garbage shall be placed in authorized containers only.
- E4. Each member shall be responsible for his conduct and that of his immediate family and his guests, whether in the clubhouse, upon the grounds, wharves or slips of the club.
- E5. Children under twelve must be accompanied by and in the charge of an adult member when using the club.
- E6. The club launching ramp is for the use of club members and guests. Neighbors of the club may be permitted, with, with the approval of the House Committee and under the direction of the Steward, to use the ramp. All trailers shall be parked in the unpaved area.
- E7. All dogs must be leashed when on club property, including clubhouse, pier, parking lot and grounds.



- E8. All dogs shall be walked (for the purpose of sanitary control) in the area designated by the House Committee.
- E9. The club will not be responsible to a member or a guest for loss of or damage to property left or kept in clubhouse lockers or entrusted to employees. Members and guests using the facilities do so at their own risk.
- E10. The Steward is in charge of lost and found articles.
- E11. Articles, furnishings, or equipment belonging to the club shall not be removed from the room or area in which it is placed. No club property shall be taken out of the clubhouse or its assigned area unless approved by a formal action of the House Committee.

F. COMMITTEE PROCEDURES

- F1. All club employees are employed by the House Committee and receive their direction from the House Committee Chairman or his designated alternate.
- F2. No reprimands or work requests shall be given to the Steward or employees by members of the club. Suggestions or complaints of any nature shall be made in writing, signed by the originating member and or members, addressed to the House Committee Chairman and delivered to the House Committee Chairman or deposited in the Committees receipt box at the gas house.
- F3. Present slip holders have precedence for renewal of the following year with the exception that bondholders have precedence over no-bondholders.
- F4. When slips or lockers become available, the following order of precedence shall be followed:
  - a. Bondholders who currently hold slips or lockers at the club.

- b. Bondholders
- c. New associate members who have upgraded their membership from social members.
- d. New associate members.

When available slip or locker is requested by more than one member in the categories listed previously, preference shall be given on the basis of seniority as bondholders for Categories D and E and seniority of membership for Categories D and E and seniority of membership for Categories A, B and C. However, all factors will be taken into consideration and the House Committee reserves the right to make the final decision.

- F5. All written suggestions or complaints received by the House Committee will be answered in writing following the next regular meeting of the House Committee.
- F6. The House Committee shall consist of five (5) or more club members. A quorum shall consist of a majority of the members.
- F7. The committee shall hold a regular meeting once per month.
- F8. The committee shall prepare a proposed operating budget for the following year and submit it to the Board of Directors prior to 1 January.
- F9. No refunds shall be made on any rental charges for the current year in the event of a member's resignation or decision not to use the facility after 30 May.
- F10. Posted dockage fees shall be charged to visiting boats including other yacht club members.
- F11. The House Committee may establish special rates for use of club facilities when such use is associated with pre-arranged and approved activity (such as Power Squadron, U.S.C.G.A. visiting club cruises).

- F12. Resignation or expulsion of a member who is indebted to the club shall not relieve such person of the responsibility of this indebtedness to the club.
- F13. The clubhouse shall be open at all hours for members and guests, subject to these rules and operating schedules of other club departments or committees.
- F14. The club kitchen facilities are for the use of club group activities and are not available for the personal use of individuals.
- F15. The club facilities may be rented to certain groups (such as Rotary, Kiwanis, neighborhood associations, business associates, etc.).
- F15. The cost of renting the club facilities shall be set by the House Committee and approved by the Board of Directors.
- F17. If indebtedness is not paid within 30 days after due, further credited will be refused.
- F18. Due to the limited numbers of slips, the House Committee reserves the right to change assignments if the slip is not being effectively utilized due to inactivity or when due to the size of the boat being secured the slip is not being utilized to its full potential.
- F19. The duties of the Steward are:
- a. To keep the clubhouse neat and clean.
  - b. To tend the signals
  - c. To receive all goods sent to the clubhouse consigned to members or visiting yachts.
  - d. He shall have general charge of all the landings, and shall direct members where to place their boats.
  - e. He shall be required to bring the By-Laws and House Committee rules to the attention of those who violate them, and to report all such violations to the Chairman of the House Committee.

- f. It shall be the duty of the Steward further to see that the House Rules are enforced (under the direction of the Chairman of the House Committee or his designated assistant) and your Directors believe that, in fairness to all, no exceptions can be made.
- g. In case of a storm, it is the duty of the Steward to see that all boats are properly secured.
- h. He, or his assistant shall act as dock master and have all the duties and powers assigned to this position.
- i. Other duties assigned by the House Committee.

F.20 Any special services requested by club members or other when performed by stewards on club time will be charged and accrue to club funds.

F21. In case of the persistent infraction by any member or his family or guests of the By-Laws, regarding the clubhouse, or of any rule or regulation established by the House Committee, or in case of any conduct on the part of any member which tends to endanger the good order of the clubhouse, the Chairman of the House Committee or his designated assistant shall be empowered to suspend such member's right to use of the clubhouse. The member's name together with the facts of the case, shall be thereupon reported to the Secretary of the action of the Board of Directors.

## PREAMBLE

This manual of Point Independence Yacht Club Gas Dock Operations is adopted by the Board of Directors for the purpose of facilitating and insuring the orderly day-to-day operations of the gas dock and the accurate and complete control and reporting of all inventory, income and expenses.

### **Gas Dock Operations Committee:**

John T. Spinale, Chairman

John Bukunt

Kenneth Silva

### GAS DOCK OPERATIONS

The gas dock, with all facilities, shall be open and in operation from 8:00 a.m. to 8:00 p.m. seven days a week and/or other such hours as the House Committee Chairman and Vice Commodore may decide during the regular yacht club season. The gas dock shall be under the supervision of the House Committee Chairman in accordance with the provisions of the Policies and Procedures as adopted by the Board of Directors.

I. STAFFING

- A. The gas dock shall be staffed by personnel hired by the House Committee.
- B. Scheduling of said personnel shall be done by the Steward under the supervision of the Vice Commodore.
- C. Scheduling of the dock attendants shall be posted one week in advance at the gas dock by the Steward.
- D. Gas dock attendants shall wear uniforms to be approved by the Vice Commodore.

II. INVENTORY CONTROL

- A. The Steward shall keep a daily record of all inventory including fuel inventory readings at the beginning of each day and at the close of each day. Said records shall be kept on a form approved by the Vice Commodore.
  
- B. The Steward shall submit to the Vice Commodore, on a form approved by the Vice Commodore, a weekly summary sheet of all gas dock purchases and sales including the summary of all fuel inventory readings.
  
- C. Fuel inventory shall be tracked by daily readings of the pumps, the veeder/root and stick readings of the tanks. This shall be done by the Steward under the supervision of the Vice Commodore, and all readings shall be taken both at the beginning and the end of each day.
  
- D. Any time said readings are taken by someone other than the Steward, the reporting sheet shall be signed by the person taking said readings.

### III. PUMP OUT STATION

- A. A pump out station shall be maintained at the gas dock.
  
- B. The pump out station shall be maintained and operated by the Steward in accordance with all appropriate rules and regulations under the supervisions of the Vice Commodore.



- C. The pump out station shall be a service available to members and fuel customers as a courtesy and without charge.

#### IV. FUEL PRICES

- A. Fuel prices shall be set by the House Committee ~~Chairman~~\_\_\_\_\_

#### V. PETTY CASH

- A. The Steward shall keep a petty cash bank at the gas dock of no more than Five Hundred Dollars (\$500.00). This fund shall be used at the discretion of the Steward for purchases of less than One Hundred Dollars (\$100.00) that are necessary of the smooth operation of the gas dock. The Steward shall keep a daily record of all purchases from this fund and file monthly reports to the Treasurer with a copy to the Vice Commodore.

#### VI. MOORINGS

- A. The Steward shall keep a daily log of the status of the mooring field. Said log shall be kept on display in the gas dock.

VII. DOCK MAINTENANCE

- A. The Steward shall maintain daily observation of all facilities in regard to maintenance and repair and shall report immediately to the House Committee any need of maintenance.

P.I.Y.C. FUEL DOCK REVENUE REPORT		TOTAL SALES AND GALLONS TO DATE
DATE OF REPORT - _____		_____
<u>#401 – GASOLINE</u>	<u>TOTAL SALES</u>	<u>_____</u>
CLOSING PUMP READINGS	_____	_____
[LESS] OPENING PUMP READINGS	_____	_____
GALLONS SOLD	_____	_____
[TIMES] PRICE PER GALLON	\$ _____	_____
TOTAL DOLLARS-GASOLINE SOLD	\$ _____	\$ _____
 <u>#402- DIESEL FUEL</u>		
CLOSING PUMP READINGS	_____	_____
[LESS] OPENING PUMP READINGS	_____	_____
GALLONS SOLD	_____	_____
[TIMES] PRICE PER GALLON	\$ _____	_____
TOTAL DOLLARS-DIESEL SOLD	\$ _____	\$ _____
 <u>#403 – OIL</u>		
OUTBOARD OIL		
MOTOR OIL	\$ _____	
FUEL ADDITIVES	\$ _____	
TOTAL OILS SOLD	\$ _____	
TOTAL DOLLARS-GASOLINE SOLD	\$ _____	\$ _____
 #404 – ICE	\$ _____	\$ _____
#405 – SODA MACHINE	\$ _____	\$ _____
#406 – STORE ITEMS	\$ _____	\$ _____
#407 – RECYCLE RETURNS	\$ _____	\$ _____
#408 – BURGEES	\$ _____	\$ _____
#409 – PUMP OUT FEES	\$ _____	\$ _____

#410 – MISCELLANEOUS	\$ _____	\$ _____
#303 – TRANSIENT SLIPS	\$ _____	\$ _____
#306 – TRANSIENT MOORINGS	\$ _____	\$ _____
<b>TOTAL GENERAL SALES</b>	\$ _____	\$ _____

DEPOSITS:

<u>DATE</u>	<u>METHOD</u>	<u>AMOUNT</u>
_____	CASH	\$ _____
_____	CHECKS	\$ _____
_____	CREDIT CDS.	\$ _____

**TOTAL DEPOSITS:** [DEDUCT FROM TOTAL SALES] \$ \_\_\_\_\_

**SHORTAGE/OVERAGE** [CASH] \$ \_\_\_\_\_

COMMENTS:

---

PREPARED BY: \_\_\_\_\_

**HURRICANE PLAN**  
**POINT INDEPENDENCE YACHT CLUB**

January 3, 2008

Dear Members:

Enclosed please find a copy of the Point Independence Yacht Club Hurricane Plan together with an Individual Hurricane Plan and Release Form.

Please review the Hurricane Plan and complete the Individual Hurricane Plan and Release Form and return it to the Point Independence Yacht Club as soon as possible.

The following is a list of the assigned Masters;

<b><u>MOORING MASTERS:</u></b>	Keith Allison, Kevin Kingston
<b><u>RAMP MASTER:</u></b>	Ken Bernazanni, Troy Briggs, Steve Prentice
<b><u>UTILITY MASTERS:</u></b>	Glenn Sawyer, Steve Prentice
<b><u>FLOAT MASTERS:</u></b>	Dick Butler, Jim Moxley, Brock Tucz

Very Truly Yours,

Dennis Langlais  
Secretary

**HURRICANE PLAN**  
**POINT INDEPENDENCE YACHT CLUB**

This plan has been developed to insure that should a hurricane strike, we will be ready and properly mobilized to prevent damage to the club and its property and injury to members.

P.I.Y.C. will implement the hurricane plan when a storm reaches the approximate latitude of Charleston, SC. Historically this will allow enough time to clear the docks, and generally secure the property.

A. **ORGANIZATION**

The Chairman of the House Committee shall be responsible for implementing the hurricane plan. The House Committee Chairman shall appoint the following Masters to specific duties as follows:

1. **MOORING MASTER** shall be solely responsible for the assigning and monitoring of mooring while the hurricane plan is in effect.
2. **RAMP MASTER** shall be responsible for scheduling ramp time, controlling parking of traffic to facilitate float removal, which will have priority over all other hauling of small boats and shall make sufficient area for storage of floating docks.
3. **UTILITIES MASTER** shall be responsible for disconnecting water, electricity and fuel on the docks to facilitate float removal and to insure safety.
4. **FLOAT MASTER** shall be responsible for the removal and storage of all floating docks. He shall work in conjunction with the Ramp Master.

B. MOBILIZATION

1. Hurricane Alert

The P.I.Y.C. will deem that the threat of an approaching hurricane exists and the hurricane plan will go into effect when a storm reached the latitude of Charleston, SC. The House Committee will attempt to notify all boat owning members that the hurricane plan is being implemented. Should contact not be made, it will be the members' responsibility to contact the club.

2. Evacuation of All Vessels

- a. It shall be our policy, because of the risk of extensive dock and vessel damage to shear stress on the pilings, or to the water level rising above the height of the pilings to clear all boats from slips.
- b. All members who have vessels occupying slips shall remove them according to their individual hurricane plan as soon as possible after plan implementation.
- c. Failure to remove vessel in a time consistent with the advance of the storm, to facilitate removal of docks, may require boats to be removed at member's expense.
- d. Vessels shall be removed from all docks within 8 hours of plan implementation.
- e. Members securing their boats to moorings in the Club mooring field shall do so solely under the direction of the Mooring Master with the exception of members who have been previously assigned to a hurricane mooring. The Mooring Master will maintain a posted list of assignments. The cost to secure a hurricane mooring is \$200.
- f. Members shall remove all steps, ladders, etc., from Club docks.

C. REMOVAL OF DOCKS

1. Upon plan implementation, the Utility Mast shall proceed to disconnect the utilities in the following sequence:
  - a. Fuel Dock - diesel, gas lines, pump-out, electric and water.
  - b. D-Dock - electricity and water, telephone and TV.
  - c. B-Dock - electricity and water, telephone and TV.
  - d. A-Dock - any utilities connected to floats.
2. Following the disconnecting of utilities from the fuel dock, the Float Master shall commence removal of these floats.
3. All other floating docks shall be removed commencing 8 hours after plan implementation in the following order, if possible:
  - i. D-Docks

- ii. B-Docks
- iii. A-Docks
- iv. Whaler and Dinghy Docks

4. All floating docks shall be stored in the parking lot or field above hurricane high water level, which shall be determined and marked prior to hurricane season by the House Committee.

D. SECURING CLUB (8 hours prior to landfall)

1. Upon completion of disconnecting all floating docks, Utility Master shall:
  - a. Shut off fuel valves at entrance of club docks.
  - b. Shut off water valves to club docks - both fire and domestic water
  - c. Shut off all electricity to docks and fuel tanks.
  - d. Shut off gas lines to gas grills.
  - e. Shut off electricity and gas to clubhouse.
2. Secure Gas Shack (8 hours prior to storm landfall)
  - a. Remove cash register and charge equipment.
  - b. Remove all records and forms.
  - c. Remove all inventory.
  - d. Remove all miscellaneous equipment.
  - e. Remove telephones and radios.
  - f. Store above items on 2<sup>nd</sup> floor clubhouse.
3. Club House - it shall be the House Committee's responsibility to remove and secure the following:
  - a. All files, forms, office equipment and records in the Director's Rooms shall be removed and relocated to the 2<sup>nd</sup> floor of the clubhouse.
  - b. All furniture in 1<sup>st</sup> floor lounge will be removed and stored on 2<sup>nd</sup> floor.
  - c. All club equipment in work and storage areas subject to water damage to be removed and stored on 2<sup>nd</sup> floor.
  - d. Members shall be responsible for personal belongings in assigned lockers.

E. GENERAL RULES AND CONDITIONS

1. Should a hurricane threat exist, slips or moorings shall not be rented to transients.

2. All transients will be requested to vacate slips or moorings during hurricane plan implementation.
3. Members who fail to comply with the conditions of the hurricane plan may jeopardize their facilities privilege or membership.
4. Boats will not be permitted to be tied off at a club docks or pilings.
5. No vessel will be permitted to anchor within the club mooring field.
6. No member shall adjust rode or mooring chains without permission of Mooring Master.
7. Each member shall be responsible for approved hurricane rod and hardware which he shall attach to existing mooring.
8. Annually in May, the House Committee shall verify that sufficient storm moorings to meet demand are serviced and ready for hurricane use.
9. Sufficient tools and equipment shall be stored for use during hurricane plan implementation as listed in Schedule "A". These tools will not be used in the normal course of club operations and will be stored in a locked toolbox.

**POINT INDEPENDENCE YACHT CLUB  
INDIVIDUAL HURRICANE RELEASE FORM**

Member Name: \_\_\_\_\_

Vessel Name: \_\_\_\_\_

L.O.A.: \_\_\_\_\_

Emergency Telephone Number: \_\_\_\_\_

In the event the P.I.Y.C. implements the Hurricane Plan, I intend to do the following with my vessel:

- Remove my vessel from the club slip or mooring field and have the vessel hauled at a yard of my choice.
- I intend to secure my vessel at a P.I.Y.C. mooring assisted by Mooring Master.
- Other, please specify: \_\_\_\_\_

I, having read the foregoing P.I.Y.C. Hurricane Plan, agree to be bound by, and comply with, the terms and conditions of said Plan. I further grant permission to P.I.Y.C. to remove my boat at my expense from its slip if the Hurricane Plan is implemented and I have failed to remove my boat in accordance with the provisions of said plan.

I further agree to hold harmless P.I.Y.C., its agents, servants or employees, from any damage to my boat or its equipment as a result of the proper and reasonable implementation of the Hurricane Plan.

If any terms of this release in regards to hold-harmless provisions conflict with, or void, any coverage under any insurance policy which may provide storm damage coverage to my boat, then said provision of this release shall be deemed void and unenforceable as to ensure continued insurance coverage of my boat.

The Board of Directors and/or House Committee shall, at their sole discretion, withhold facility privileges from any member who fails to comply with the terms of the P.I.Y.C. Hurricane Plan.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Bond No. \_\_\_\_\_

Date Filed: \_\_\_\_\_

Date Approved: \_\_\_\_\_

**POINT INDEPENDENCE YACHT CLUB  
FEES OF THE 2008 SEASON**

<b>Annual Dues</b>		<b>Initiation Fee</b>	
Owning Members	\$550.00	Owning Member	\$3,000.00
Social Members	\$550.00	Social Member	\$550.00
<b>Bond Fee</b>	\$1,500.00		
<b>Locker</b>	\$500.00		
<b>Moorings</b>			
Owning Member	\$500.00	(Season charge, tender extra)	
Social Member	\$1,200.00	(Season charge, tender extra)	
Reserved Storm Mooring	\$200.00	(Season charge, tender extra)	
Transient	\$25.00	per night plus \$25 key deposit for facilities	
<b>Slips</b>			
Owning Member (assigned)	\$25.00	per foot (A-D Docks)	
Owning Member (assigned)	\$21.00	per foot (E Dock)	
Owning Member (floater)	\$450.00	total (E Dock)	
Owning Member (floater)	\$25.00	per foot (40 foot minimum)	
Owning Member (visitor)	\$1.50	per foot/per night (power cord extra)	
Owning Member (visitor)	\$172.50	per week (power cord extra)	
Transient	\$2.00	per foot (\$25 key deposit, power extra)	
Power Cord/Cable Member	\$5.75	per cord/per night	
Power Cord/Transient	\$8.00	per cord/per night	



**Electric Charge**

A Dock	\$42.00	B - D Docks	
		1 cord	\$200.00
		2 cords	\$400.00
		220V	\$400.00

**Harbor Services Sticker** \$50.00 (Mandatory Town of Wareham fee)

**Tenders**

In Water \$42.00 On-Dock \$200.00

**Boat Trailer Storage** \$57.50 (Season Charge)

**Minimum Footage Charge (Slip#)**

A-1 through A-10	28 feet	D-1 through D-7	38 feet
B-1 through B-9	35 feet	D-8 through D-15	40 feet
B-10 through B-18	40 feet	E-1 through E-7	16 feet
C-1 through C-21	40 feet		

**Hall Rental** (Hall rental includes one bartender and cleanup)

Owning Member	\$500.00
Social Member	\$500.00
Non-Member	\$1,200.00

\*Deposit is half the amount, due at the time of booking with the remainder due on the day of the function.

**Work Parties** – Two full eight (8) hour days are required of payment of \$400.00 in lieu of working. You will be charged for time not worked under sixteen (16) hours.

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## I. PREAMBLE

Point Independence Yacht Club was founded in 1908 by a small group of people with a common interest, the love of boating. The purpose of the club was to have a facility for boating and a place to meet and conduct social activities in conjunction with boating activities. As a yacht club, Point Independence adopted its own colors, tradition and ceremony not inconsistent with know yacht club protocol.

This document is meant to memorialize the ceremony so that it may be easier for our members to be aware of and enjoy the significance of yacht club protocol.

Customs and Protocol Committee

John Spinale – Chairman

John Bukunt

John Penney

William Voloshen

## **II. SEASONS**

### **A. Club Commissioning**

The Point Independence Yacht Club shall mark the beginning of each boating season by a formal gathering of its members to be called by the Commodore. The Commodore shall designate the date of said gathering, and shall call upon the members of the Bridge and Directors to be in formal dress.

At said gathering, the Commodore shall call for:

1. A formal flag commissioning ceremony;
2. A formal introduction of flag officers and directors to the membership;
3. A formal introduction of new members to the membership by the Admission Chairman.

The Commodore should consider seating the Bridge at a formal head table.

B. Commodore's Ball

The Point Independence Yacht Club shall signify the conclusion of each boating season by celebration of the Commodores Ball. The Commodore shall designate the date of Commodore's Ball, and shall call upon all members of the Bridge and Directors to be in formal dress.

At said gathering, the Commodore shall call for:

1. A formal flag de-commissioning ceremony;
2. A formal introduction of flag officers and directors to the membership;
3. A formal introduction of Officer Committee flags to new elects.

The Commodore should consider seating the Bridge at a formal head table.

**III. PRESENTATION OF NEW MEMBERS**

Each new season at the inauguration ceremony, the Commodore shall call upon the Chairman of the Admissions Committee to present those persons newly elected to membership to Point Independence Yacht Club.

The Chairman of the Admissions Committee shall then introduce each new member to each bridge officer and to the membership at large, and acknowledge their sponsors.

Each new member shall receive his or her certificate of membership and other such materials significant of election as a member of the Point Independence Yacht Club.

#### IV. FLAG ETIQUETTE

##### A. United States Yacht Ensign

The United States Yacht Ensign is a 13 star (“Betsy Ross”) Flag with a fouled anchor in the union. The Yacht Ensign may be flown, except when in International or Foreign Waters, when the 50 star Ensign shall be flown. The Ensign shall be flown from the stern staff, or two thirds up the back stay while underway or at anchor. Underway halyard is rigged from the peak of the aftermost Gaff.

##### B. Yacht Club Burgee

The Yacht Club Burgee may be flown by day and night, as set by the rules of the yacht club concerned. It is flown from the bow staff of mastless and single masted motorboats, at the

foremost masthead of vessels with two or more masts, and the main masthead of ketches and yawls.

The Burgee may be flown while underway (but not racing) and at anchor.

C. Officers Flags or Private Signals

Flag officers shall fly the Officer's Flag while on board their vessel, while at anchor, docked, or underway, in place of any private signal. Any member may fly his private signal (usually a swallow tailed flag about the size of the Burgee, with block letters which can be read from either side). The Officers Flag shall be flown on power boats at the masthead, (for boats without a signal mast flags must be flown from a radio antenna). Sailing vessels shall display the Officer's Flag from the starboard spreader.

D. Size of Flag

The flag at the stern of the boat, the Yacht Ensign, or the Fifty Star Ensign, should be one inch on the fly for each foot of overall length of the boat. Other flags such as Burgee and Officer's Flags shall be 5/8" on fly for each foot of overall length of the boat.

E. Raising and Lowering Flags

"Colors are made" each morning at 0800 hours on vessels and yacht club staffs. This may be signaled by a morning gun.

The colors shall be raised in the following order:

1. Ensign;
2. Club Burgee;
3. Officer's Flags

The colors shall be lowered each day at sunset in the reverse sequence with the United States Ensign being lowered last. The United States Ensign shall be properly and respectfully folded and stored each night. A cannon signal shall be used at sunset Friday through Sunday or at times of visiting clubs or club cruises. A sunset signal may be used at other times.

F. Displaying of Officer's Flags

Display of the Officer's flags is to indicate their presence at the club. The flag of Bridge Officers of the yacht club shall be flown during their period of attendance at the club and removed upon their departure. The flags shall be displayed from the starboard side of the staff with the commodore on the outboard, followed by Vice Commodore, Rear Commodore, etc.

G. Fleet Captain

The Fleet Captain shall fly his flag while in performance of his duties on his vessel. His flag shall be flown from the masthead, port spreader, or highest antenna.

H. Other Club Officers

Club Officers other than the Commodore, Vice Commodore, Rear Commodore, and Fleet Captain may fly their flags from the port spreader, masthead or antenna while aboard, underway, anchored (docked or moored) from 0800 to sunset.

I. Gala Flags

On the Fourth of July and on other occasions when ordered, a yacht in commission (weather permitting), may dress ship from morning until evening colors. Rectangular flags

should alternate with Pennants, Ensigns, Burgees, Private Signals, and Officer's Flags shall not be included among the code flags and pennants in the hoist in dressing the ship.

J. Flags Recognized and Displayed by Point Independence Yacht Club

- Commodore
- Vice Commodore
- Rear Commodore
- Past Commodore
- Secretary
- Treasurer
- House Committee Chairman
- Fleet Captain
- Port Captain (Regatta)
- Admission Chairman (Membership Chairman)
- Board of Directors
- Chaplain

K. Half-Masting Flags

Flags at the Point Independence Yacht Club may be flown at half-mast at times in respect for a deceased person.

The United States ensign shall be flown at half-mast on Memorial Day from 0800 to 1220.



The United States ensign may be flown at half-mast at other days to honor deceased persons, but only when so directed by the President of the United States or the Governor of the Commonwealth of Massachusetts and ordered by the Commodore.

The Point Independence Yacht Club burgee shall be displayed at half-mast by raising to the peak and then lowering to a position level with the yard arm.

L. Cannon Use

1. Flag Ceremonies;
2. Memorial Services

The cannon may be used to salute a deceased member of the yacht club;

- a. The cannon shall fire once to honor a deceased spouse of a member, or for a social member;
- b. The cannon shall be fired twice to honor a deceased member or honorary member;
- c. The cannon shall be fired three times to honor a past or present officer or director;
- d. The cannon shall be fired four times to honor a present or past Commodore.

V. **SUMMARY OF YACHT FLAG CODE**

Name of Flag

Position

- |    |   |   |
|----|---|---|
| 1. | Ensign<br>Either the fifty-star<br>U.S. national flag<br>Or the thirteen star<br>Yacht signal | Power: Either the stern staff or peak of signal mast gaff<br>Sail: Boats with the modern short boom may display the<br>the Ensign wither at stern staff or two-thirds up<br>the backstay while underway or at anchor.<br>Underway Halyard is rigged form peak of<br>aftermost gaff. |
| 2. | Burgee  | Power: Bow staff<br>Sail: Forward masthead or, if obstructed, main starboard<br>spreader or after masthead  |
| 3. | Private signal<br>or Officer Flag (if   | Power: Signal masthead<br>Sail: Starboard spreader if available. If not,  |

	skipper is a flag Officer of club shown by burgee)	Port spreader or an after starboard spreader
4.	Second boating Organizations	Power and Sail: Starboard spreader. Preferred position for displaying the U.S. Power Squadrons ensign
5.	Whimsical Flags	Power: Port spreader only Sail: Any otherwise vacant port spreader
6.	Foreign Host	Power and Sail: Foreign host country flag takes precedence over all others at main starboard spreader

## **VII. DRESS**

At all formal gathering of the Point Independence Yacht Club, all officers and Directors shall be dressed in an appropriate formal manner.

Formal dress shall include dress white shirt, blue blazer with insignia, gray pants, black dress shoes and plain black tie.

## **VIII. VISITING YACHT CLUBS**

Upon the visit to of the Point Independence Yacht Club of an Officer of a foreign yacht club who may be flying his Officer's flag, the ranking club Officer on board at the time shall welcome the visitor, and explain the policies of use of club facilities by visitors.

Upon the visit to of the Point Independence Yacht Club of members of a foreign yacht club while still on cruise, Point Independence Yacht Club shall greet and make welcome said members, and assist in explaining use of club facilities to said visitors. Additionally, of the

Point Independence Yacht Club shall offer a reception for said visitors to be attended by Point Independence Yacht Club members.

The exchange of Burgees is recommended as a form of friendship and protocol. The Burgee received from the visiting yacht club should be displayed in the clubhouse in a designated area.

## **IX. FLAG CEREMONY – CLUB COMMISSIONING**

The commissioning ceremony (opening night) is the only occasion where colors are not made at 0800 hours.

The Officers and Directors shall be lined up in ranks facing the flagpole in full view of members. Club Officers may be assigned to attend the halyards upon word from the Commodore. The Commodore shall have the Fleet Captains order the Cannoneer “fire the cannon when ready”. Upon firing of the cannon, the Fleet Captains order the group to salute

and the United States Ensign is raised to the peak of the gaff. Upon the raising of the United States Ensign, the group is ordered to come to rest. The Club Burgee is then raised to the truck, followed by Commodore, Vice Commodore, Rear Commodore flags raised to starboard yard arm. The Fleet Captains shall order the group to salute, and then come to rest. The Fleet Captains shall report to the Commodore "Sir the Point Independence Yacht Club is now in commission for the \_\_\_\_\_ season". The Commodore shall reply "Thank you Captain", and dismiss the Club Officers.

To: Board of Directors  
Dt: February 26, 1999  
Re: Permits and License

#### LIQUOR LICENSE EXTENSION & SEASONAL LICENSES

The liquor license will expire on November 30th. Typically, we request an extension for the liquor license for the club's Christmas party. The standard extension granted by the Town covers the period of December 1st through January 15th. Because our calendar license will expire on December 31, 1997, the Town will request that permits and inspections be conducted in order to extend the liquor license until January.

The following forms are required: Seasonal liquor license extension request; Board of Directors, Certificate of Minutes and Meeting; Letter of Understanding; Application for

Entertainment License; Application for License; Massachusetts Department of Revenue Enforcement and Protection Attestation; Worker's Compensation Affidavit; Application to Permit to Operate a Food Establishment and 2:00 a.m. license request (if required).

To avoid inspections in December, the Letter of Understanding must be filed in early November which specifically states that we are requesting an extension for the license, however, all standard inspections will be conducted in the Spring of the upcoming year in accord with our usual calendar license applications. In order for the extension of the liquor license to be granted and to by-pass the inspections for the present time, it is essential that we provide to the Town a vote from the Board of Directors. Therefore, prior to November a vote must be placed on the Board's agenda to vote accordingly. The vote should state that the Club will be closed for business on or about December 31st (the expiration of our current license). A copy of this vote must be sent to the Town for their approval in advance due to the pending deadline. The Selectman's office will place our application on their Agenda for the Board of Director's meeting as a formality. This document is due in the Town's possession by the end of November.

Additionally, the seasonal calendar license applications should be filed with the Town, as well as the Application to the Board of Health to Operated a Food Establishment by Mid-November.

To: Board of Directors  
Dt: February 26, 1999  
Re: Permits and License

The Town of Wareham receives from the ABCC various documents relative to an application for a seasonal liquor license. The ABCC does not send out these forms until the approximate month that the license will be issued, i.e., March. The Town of Wareham will then forward the documents to us to complete the appropriate applications for the license. Upon return of these to the town along with our check (approximately \$600.00), the license will be processed. Please note, that the inspections must be done before the application can be submitted, as the reports must accompany the application.

We have previously been advised that there is no way to expedite the process form our end because we have to wait until the Clerk receives the forms at which time they will

forward them to us promptly (in prior years the application was not submitted to the Town of Wareham until late March). It has been suggested, however, that the inspections can and should be performed during the winter months so that there is no delay when submitting the application in the spring. The only inspection which cannot be performed now is for the Board of Health which can only take place when all other inspections have been performed and the club is ready to open.