

St. Augustine Yacht Club
Standing Rules

Rev 4-11-14

I. Membership – Reference: By Laws, Art I, Sects I, II, III, IV, V, VI and VII

1. To become a member one must file an application therefore and upon acceptance of that application is expected to furnish name, address, phone number, cell phone number, email address, social security number and date of birth. At the time of application and with the application the proposed member shall furnish a credit card with authority for the SAC Treasurer to charge satisfying dues, minimums and charges. To remain a member in good standing the account with SAYC shall be current and the credit card shall be updated with the new expiration dates. A member will automatically become “not in good standing” if any portion of their accounts receivable balance exceeds 90 days.

2. Candidates for all classes of membership will satisfy all of the By Law requirements of being in “good standing” with the community as well as having satisfied any and all Club financial obligations and will comply with the Membership Committee’s methods and procedures in the application process.

3. Inactive or former members may request the Chair of the Membership Committee to approve temporary provisional membership.

4. All candidates, including inactive and former members provisionally approved by the Membership Committee Chair, will be voted on at a meeting of the Board of Governors.

5. Associate Membership - Associate Membership may be granted for a specific time period, and can be converted to full voting membership upon payment of appropriate additional Fees and Dues. During the designated period, as specified on the Membership Application, the member shall have all rights and privileges for use of the Club with the exception of voting, holding office, or reciprocity with other yacht clubs. The Application from the prospective member must be accepted by the Membership Committee and approved by the Board of Governors prior to the requested time period.

Duration of Membership - One month or as requested on the approved Application, expiring automatically at the end of the term specified.

Request for Associate Membership must be by SAYC Membership Application form, obtainable from the Membership Committee or on-line at St Augustine Yacht Club.com. This Associate Membership may be converted to full Voting Membership upon payment of the regular Initiation Fee, less \$100, and Dues, if approved by the Membership Committee and the Board of Governors. The application for Associate Membership shall be accompanied with \$100.00 fee.

6. Emeritus Membership – Emeritus Membership requires that candidates must have 25 years continuous history as a voting member and be at least 80 years of age, with proof of age required to be submitted in advance of election to this class. Emeritus Members will pay 50% of the dues rate of General Members, and will be exempt from paying minimums and assessments.

7. JUNIOR SAILING MEMBER-

1. Open exclusively to families who have at least one child enrolled in the Junior Sailing Camp or participating in other Junior Sailing programs and Junior Racing programs;
2. Duration of the membership will be three months,
3. Membership will allow families to participate in all SAYC activities during the membership term, use the club when open and use the fleet boats under the requirement and rules set forth by the Vice Commodore of Sail.

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4. Application must be made with the total fee of membership and Junior program and the applicant must submit a credit card for the payment of club charges. The application shall be reviewed by the membership committee and if it so recommends, be approved by the Board of Governors.

Junior Sailing Membership will not require an Initiation Fee, and Membership Fee will be set by the Board of Governors

Junior Sailing member shall not be eligible to vote, hold office, or take advantage of reduced member rates. (Added 2014 and amended 2016)

8. Guests: (supplementing and modifying Article I E)

Spouses, Significant Others, Adult companions in the home of a member who is not a member is deemed to be a guest. Nobody (who is not a member) may be at the St Augustine Yacht Club

More than five (5) times in a calendar year. (added 2016)

II. Officers – Reference: By Laws, Art II, Sect I and II

All Officers

1. To be eligible for nomination as an Officer of the Club, all candidates must be a “Voting member” of the Club and be an active participant on one or more Club Committees; demonstrated involvement and commitment in Club activities, Board and Membership meetings, sailing and boating programs and attended social functions.
2. All candidates must have demonstrated leadership capabilities and initiative in present or previous involvement in Club activities.

III. FLAG OFFICER

A. Commodore

1. To be considered as a candidate for Commodore, a member must be a Voting member in good standing for at least two years and have at least one year as a member of the Board of Governors.
2. An acceptable substitute for the standards set forth in number 1 above, is equivalent experience as a Flag Officer and Board member of a recognized and accredited Yacht Club. A member who satisfies this standard must be a Voting member and active within the Club for at least one year.
3. The Commodore will attend all Club functions and will represent the Club at all official ceremonies to which the Club has been invited by other Yacht Clubs. The Commodore may delegate this responsibility to a selected Club Officer when it is necessary.
4. Acts as the Chief Executive Officer of the St. Augustine Yacht Club.

B. Vice Commodore

1. To be considered as a candidate for Vice Commodore, a member must be a Voting member in good standing for at least one year and have at least one year as a member of the Board of Governors.
2. An acceptable substitute for the standards set forth in number 1 above, is equivalent experience as a Flag Officer and Board member of a recognized and accredited Yacht Club. A member who satisfies this standard must be a Voting member and active within the Club for at least one year.
3. The Vice Commodore will execute the duties and responsibilities of the Commodore in his/her absence or as delegated.
4. The Vice Commodore will be accountable for the direction and management of the House Committee. S/he will act as the House Committee’s Chair.

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5. Acts as the Chief Operating Officer of the St. Augustine Yacht Club.

C. Fleet Captain and Rear Commodore for Power and Sail.

1. To be considered as a candidate for these Flag Officer positions, a member must be a Voting member in good standing for at least one year.
2. Flag Officers will perform the duties and responsibilities outlined in the By Laws.

IV. CLUB OFFICERS

A. Recording Secretary

1. To be considered as a candidate for Recording Secretary, a member must be a Voting member in good standing for at least one year.
2. The Recording secretary will perform the duties and functions outlined in the By Laws.
3. S/he will keep the minutes of the General Membership Meetings and all of the Board of Governor's meetings; S/he will record the Standing Rules and provide required copies to the Membership Committee Chair.
4. All of the minute books will be maintained in a current state and be available for review by voting members.

B. Treasurer

1. To be considered as a candidate for Treasurer, a member must be a Voting member in good standing for at least one year.
2. The Treasurer will perform the duties and functions outlined in the By Laws.
3. Additionally, s/he will be the Club's official contact with outside financial service organizations, banks; s/he will be the contact for any outside accounting firm, bookkeeping consultant, tax preparer, etc.

C. Membership Committee Chair

1. To be considered as a candidate for the Membership Chair position, a member must be a Voting member in good standing for at least one year.
2. The Membership Chair will be accountable to perform the duties outlined in the By Laws.

D. At Large Members of the Board of Governors

1. To be considered as a candidate as an At Large Board member, a member must be a Voting member in good standing for at least one year.
2. Four At Large Board members will be selected from the membership.
3. Each At Large Board member will serve on the Board of Governors for a term of two years. The two year terms will be staggered, with two At Large members' term beginning on even numbered years and two At Large members' term beginning on odd numbered years.
4. The duties and accountabilities of the four At Large Board members are outlined in the By Laws, Art III, Sect III

E. Past Commodores

All Past Commodores are permanent Flag Officers and perform functions and activities requested by the presiding Commodore.

Board of Governors – See By Laws Art III, Sects I through IV

1. To be a member of the Board of Governors and to remain on the Board of Governors the member's account with SAYC shall be satisfied in total and remain satisfied each and every month during his/her term. Satisfied means that each monthly statement must be paid in full within 30 days of billing.

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Standing Committees – See By Laws Art V, A through G

A. Executive Committee

1. To be a member of the Executive Committee and to remain on the Executive Committee the member's account with SAYC shall be satisfied in total and remain satisfied each and every month during his/her term. Satisfied means that each monthly statement must be paid in full within 30 days of billing.

V. By Laws - By Laws set forth the types and classes of membership. They guide us in a general way: how to process changes and deal with problems and tell us about the qualifications and duties of Officers, Governors and Committees. The By Laws also establish the style and colors of our Club dress and burgee.

A. Standing Rules: The standing rules follow the familiar format of the By Laws and are intended to provide further details of procedures, qualifications, requirements and limitations. They also establish guidelines and rules for financial procedures.

B. House Rules: Our House Rules were created to provide the best possible service to obtain the greatest enjoyment by our members and the basis of which to ensure the perpetuity of the Club.

D. "Robert's Rules of Order": The parliamentary procedures in the latest revision will be used for the Club meetings at all levels – Board, Membership and Committee meetings -- where it does not conflict with the Club By Laws, Standing Rules and/or House Rules.

CLUB BUSINESS

VI. Membership Meetings – See By Laws Art IV

Quorum – The number of voting members required for a Quorum shall be ten percent (10%) of those on the current Member Roster, not to include those on Cruising and Absentee status.

Absentee Voting for Election of Officers - Within seven days of the announcement of the slate of candidates for office at the October Membership Meeting the Nomination and Election Committee will make available by email or regular mail a ballot for every member eligible to vote who is unable to attend the Annual Membership Meeting and requests the ballot, with instructions to vote for one candidate for each office, and return the ballot in a sealed envelope, upon which is printed the words, "Ballot for Election of Officers" and the name of the eligible voter and their signature, this envelope to be enclosed in another one addressed to the Manager, St. Augustine Yacht Club, so that the inner envelope will not be opened except by the tellers when the votes are counted. Instructions should also state that no more than one ballot should be contained in each sealed envelope and that ballots contained in unsigned envelopes will not be counted. If the eligible voter attends the Annual Membership Meeting in November the ballot may be returned at that time, otherwise by mail. No ballots received after the Annual Membership Meeting will be counted.

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VII. Check Signing Authority:

A. Who is Authorized – All those authorized to sign checks must have received that authorization from the current Board of Governors. The following Officers and Voting members should receive authorization:

1. Commodore
2. Treasurer
3. Club Manager
4. A Voting member of the Club identified and appointed by the Commodore and Approved by the Board of Governors.

On Jan 20, 2016, the Board of Governors' voted to amend Standing Rule 7B to read as follows:

1. Checks for rent, utilities, insurance premiums, and regular monthly expenses and any check up to \$1,000.00 can be signed by the Manager solely;
2. Checks in excess of \$1,000.00 must be signed by two persons, officers or a combination of officer and manager;
3. The manager is authorized to use the debit card for purchases of food and alcohol not to exceed \$500.00 per purchase;
4. For any check in excess of \$1,000.00 other than for rent utilities, and insurance premiums, a conference with the commodore must be had before issuing the check.
5. Any debit card use for food and liquor in excess of \$500.00 must be approved by the Commodore in advance.

B. Co-signing requirements:

1. Prior Board approved expenses which are regular, reoccurring, operating and/or administrative such as food and beverage purchases, utility bills, sales taxes, and similar ordinary business expenses may have checks prepared and signed by the Club Manager or the Treasurer or one of the other authorized signers.
2. For checks up to and including \$1,000.00 may be by one signature.
3. Checks over that amount will require the signature of two authorized signers.

C. Spending Limitations:

1. General – It is expected that all those authorized to approve expenditures will do so in a prudent manner and in the best interest of the Membership, keeping in mind that they have a fiduciary responsibility to the Club. The Board of Governors, at their discretion, may cancel the check signing or spending authorization of anyone.
2. Board of Governors – Without Membership approval, the Board of Governors may approve, by a majority vote, an expense up to \$20,000.00 for maintenance, repairs and capital expenditures which are for the improvement of the Club and benefit of the broader Membership, such as office equipment, furniture, water craft, etc. Amounts exceeding this limit require a majority vote of those members present at a General Membership Meeting/
3. Commodore and Treasurer – Without Board of Governors approval, the Treasurer may approve an expense up to \$2,500.00.

VIII. ASSESSMENTS

An assessment may be made for the purpose of new capital expenditures and for the purpose of covering expenses incurred during a calendar year in excess of dues and other income.

1. All assessments must be approved by a majority vote of the Board of Governors.

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2. Notice of a new capital expenditure assessment proposed by the Board of Governors must be mailed to all members at least one month prior to a General Membership Meeting.

3. The proposed new capital expenditure assessment must then be approved by a majority vote of those members present at the General Membership Meeting.

IX. TREASURY

A. Guidelines for saving options (CD versus Cash) – If funds accumulate in the checking account to an amount greater than that necessary for three (3) months average operating expenses, the Treasurer may consider a longer term interest bearing instrument for the excess providing liquidity is not an issue. Prudently, a short term conservative investment should be made in an interest bearing instrument to provide for the contingency of an unexpected or emergency requirement for those use of the funds.

B. Use of Funds (Operating expenses versus capital savings) – Initiation fees will not be used for operating expenses. Initiation fees, to include re-instatement fees, cruising and absent fees will be placed in a separate account for Capital Improvement. This account is to be considered a “savings account” that will be invested in a suitable interest bearing account.

X. DUES AND FEES

Dues shall be assessed on a monthly basis. The amounts per person shall be as follows:

Category	Initiation fee	Annual Dues	Monthly Minimums
General Member	\$375	\$420	\$20
General Member Re-join	\$100	\$420	\$20
Junior (19-25yrs)	\$120	\$120	0
Non-Resident	\$100	\$100	0
Visitor	\$100	\$100	0
Lifetime	As specified	0	\$20
Honorary	0	0	0
Associate	\$100	0	0

Annual dues listed in the table will be charged at the beginning of January and are expected to be paid by January 31. However, the member may elect to pay dues annually, quarterly or monthly. If the dues are paid by the 31st of January the member will receive a discount card for the year as determined by the Board of Governors. Whether or not the member pays annually, quarterly or monthly the total dues is due and payable in January and, if the member resigns in mid-year, the total balance due is expected to be satisfied with the letter of resignation.

An account is delinquent if any portion of dues, minimums and charges exceeds 30 days, and thereupon the Treasurer shall notify the member that the member is on a cash basis with the club until his/her account is satisfied in its entirety. Satisfied means the account must be reduced to zero before regaining charge privileges.

Reviewed and approved by the Board of Governors, April 24, 2009B

Revised by the Board of Governors September 23, 2010

Revised by the Board of Governors February 9, 2012

Revised by the Board of Governors April 19, 2012

Revised by the Board of Governors August 9, 2012

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Revised by the Board of Governors December 13, 2012

Revised by the Board of Governors May 9, 2013

Revised by the Board of Governors November 4, 2013

Revised by the Board of Governors December 12, 2013

Revised by the Board of Governors April 11, 2014

Junior membership revised by the Board of Governors February 18,2016