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## **HOUSE RULES - GENERAL RULES ON USE OF THE BUILDING & OTHER CLUB OWNED PROPERTY**

1. IF YOU OPEN IT, CLOSE IT.
2. IF YOU TURN IT ON, TURN IT OFF.
3. IF YOU UNLOCK IT, LOCK IT.
4. IF YOU BREAK IT, REPAIR IT.
5. IF YOU CAN'T FIX IT, REPORT IT TO THE HOUSEMAN.
6. IF YOU BORROW IT, RETURN IT.
7. IF YOU USE IT, DON'T ABUSE IT.
8. IF YOU MAKE A MESS, CLEAN IT UP.
9. IF YOU MOVE IT, PUT IT BACK.
10. IF YOU DON'T KNOW HOW TO USE IT, LEAVE IT ALONE.
11. IF IT BELONGS TO SOMEONE ELSE, GET PERMISSION BEFORE USING IT.
12. IF IT DOESN'T CONCERN YOU, DON'T GET INVOLVED.
13. IF ANYONE CALLS FOR HALL RENTAL INFORMATION, REFER HIM OR HER TO THE HALL RENTAL CHAIRPERSON.
14. IF ANYONE GIVES YOU A HARD TIME WHILE PERFORMING YOUR JOB, TRY TO HANDLE IT WITH DIPLOMACY, REMEMBERING YOU REPRESENT THE CLUB.

## **ELIGIBILITY REQUIREMENTS FOR NEW MEMBERS**

- Must be a resident within the established boundary: Oak Creek and Franklin to the North, Highway 45 to the West, the Wisconsin – Illinois border to the South. (Currently waived by action of the Board and Membership)
- Must be at least 21 years of age.
- Must not be a member of another Yacht Club.
- The 5th Street Yacht Club has been and is, organized for pleasure boaters. Therefore, owners/operators of commercial boats, and boats for hire, are not eligible for membership in the club. (Currently waived by action of the Board and Club Membership)
- Must own a boat, which has passed the Coast Guard or Auxiliary inspection by end of the probation year. (Currently waived)
- The 5th Street Yacht Club is looking for active membership. Therefore, the following minimum participation is expected:
  - Attend at least one half (1/2) of the Membership meetings.
  - Attend as many club functions as able.
  - Work on a minimum of two club events during the year.
  - Work at either the Spring or Fall club property clean up.
- If for some reason you decide not to join the club at this time, future consideration for membership will take place only after you have filled out and submitted a new request card, and go through the procedures as a new applicant.

## **CLUB MEMBERSHIP PROCEDURE**

Two members in good standing, who personally know the applicant, must sign membership information request cards. Please add membership # in case signatures are not legible.

- To be considered, a card must be filled out completely, including signature dates.
- Each card must be dated by the Membership Chairman showing the date the card was received.
- As received, each card will be numbered to indicate the applicant's chronological order on the waiting list and new cards to be read into the minutes at each monthly board meeting.
- The membership chairman will contact the signing members to check the authenticity of their signatures and verify their acquaintance with the applicant. Each member may sign for a maximum of two applicant a in any calendar year.
- At the January board meeting each year, the outgoing membership chairman will file the names of the applicants with the full board.

The incoming membership chairman will interview the applicant and have the applicant complete the membership application form as openings in the club membership roster occur. His recommendation must be included on the form.

- At the time of the interview the applicant must be informed that he will be on probation for one year and will be reviewed by a committee at the end of that period.

- If the applicant declines to join the club at this time, any future consideration of this applicant will be only after filling out a new information request card and going through procedures as a new applicant.

The completed application will be presented to the Board at its next meeting in the same chronological order as the information request cards were originally received. The board shall review the application and accept or reject the applicant. Any applicant who is a member's son will be advanced to the top of the chronological waiting list.

- If rejected by the board, the membership chairman shall notify the applicant that he has been rejected by vote of the board.
- If accepted by the board, the membership chairman shall notify the applicant of this action and request the fees necessary to cover all financial commitments as set forth by the club before or, the next regular meeting. This money will be held until final acceptance or rejection by membership vote. If rejected at this point, all fees will be refunded to the applicant.

### **NEW MEMBERS REQUIREMENTS**

At the end of your probationary period (one year), you will be asked to appear before a Board of Review, which will address itself to the items listed below:

1. Do you plan on renewing your Club membership?
2. Have you enjoyed being a member of the Club?
3. Do you have any constructive suggestions for the Club?
4. Which Club functions have you attended? (Meet Your Officers Dinner Dance, Las Vegas Night, Corn & Brat Roast, LMYA Open House, 4th of July Festivities, Luau, etc.)
5. Which of the above committees have you worked on? (At least one)
6. What work parties or work details have you participated in this year?
7. Have there been any other contributions you have made for the betterment of our Club?
8. Have you attended at least half of the monthly membership meetings? If not explain why?
9. Have you done any other things for this Club other than the ones listed above?
10. If you feel that you have not fulfilled your obligations to this Club it is your responsibility to contact either your sponsors or any Officer or member of the Board of Directors and explain your reasons.

## **LIFETIME HONORARY MEMBERSHIP REQUIREMENTS**

Application for Lifetime Honorary Membership must be made in writing to the Board of Directors by the November Board meeting to be considered.

### **Member Recruitment**

The written application must specify the reasons for termination of the full membership. The member applying must be in good standing and have been a member for a minimum of ten years and one of the following must apply to be eligible for consideration:

- a. Retired
- b. Moving to where active participation would be impractical
- c. Physically handicapped

### **Board of Directors**

The Board of Directors will act upon receiving requests for Lifetime Honorary Memberships on or before the December Board meeting. If approved, a Lifetime Honorary Membership card will be issued. The card will be a Lifetime card unless revoked by action of the Board of Directors.

Note: Under Article 10, Club Equity in the club will terminate at the time of issuance of the Lifetime Membership approval. Constitution and By-Laws, November 4, 1975.

### **Recording Secretary**

Recording Secretary will keep records of all Lifetime Honorary members. The Secretary will send a letter with issued card to the Lifetime Honorary Member explaining the privileges and duties of the new status.

Privileges Include:

1. Admission to the clubhouse when open to members.
2. Ability to purchase tickets to all entertainment events.

Duties Include:

1. Adherence to Club Rules.
2. Presentation, on request, of Lifetime Honorary Membership Card when on Club property.

Exclusions Include:

1. Use of all boating and grounds facilities.
2. Attendance at regular or Board Meetings.
3. Any claim to Club Equity.

The Club Secretary will notify any member by letter that the application for Lifetime Membership has been accepted or rejected by the Board of Directors.

Note: A Club member who believes he/she has met the requirements for Lifetime Honorary Membership and has had a request rejected by the Board of Directors may make a formal appeal in person to the Board of Directors in January or to the general membership at the regular February meeting.

### **Re-Applying for Full Membership**

Should the status of the Lifetime Honorary Member change so that he/she desires to rejoin as a full member of the Fifth Street Yacht Club the following steps are required:

1. Submit an application through normal channels.
2. The application will be placed at the top of any existing list by order of postmark.
3. A Lifetime Honorary Member who becomes a regular member then forfeits any prior status.  
He/she will then execute and follow all the rules as any first year member.

Voted on and Approved by the Board of Directors - April 17, 1990

## **HONORARY MEMBERSHIP REQUIREMENTS**

### **Board of Directors**

At the January meeting the Board of Directors will compose a list of the Honorary Membership for the present calendar year. When approved, an Honorary Membership card will be issued. The card will be for the current calendar year only. On December 31st of that year the card will expire. The card may be revoked by action of the Board of Directors.

### **Recording Secretary**

Recording Secretary will keep records of all Honorary Members. The Recording Secretary will send a letter with issued card to the Honorary Member explaining the privileges and duties of an Honorary Member.

### **Privileges Include:**

1. Admission to the Club House when open to members.
2. Ability to purchase tickets to all entertainment events.

### **Duties Include:**

1. Adherence to Club Rules.
2. Presentation, on request, of Honorary Membership Card when on Club property.

### **Exclusions Include:**

1. Use of all boating and grounds facilities.
2. Attendance at regular membership meetings.
3. Attendance at regular board meetings.
4. Any claim to club Equity.

Approved by the Board of Directors February 16, 1993

## **HALL RENTAL POLICY**

- A member of 5th Street Yacht Club in good standing must sponsor non-members wishing to rent the hall. The sponsor should attend the event or be available by phone.
- If required, the bartender or police officer in attendance has the right to terminate the event and close the club should they determine that it is in the best interest of Fifth Street Yacht Club to do so.
- The Hall Rental Chairman prior to confirming a non-members event must confirm the sponsor.
- All prices quoted by the Hall Rental Chairman shall be in accordance with agreements between the Board of Directors, the House Committee and the club caterer.
- The “Red Book” in the clubhouse only provides information and is not the “Official record”. All dates must be confirmed by the Hall Rental Chairman.
- The club will provide all bartenders required for any event. A 15% gratuity will be added to all beverage bills. (9-20-05)
- Food, liquor, beer or any other drink or drink mixture is NOT allowed to be brought onto club property or into the clubhouse for any event by anyone other than approved vendors.
- Renters and/or their sponsors will be responsible for any and all damage to the Fifth Street Yacht Club caused by their event.
- Fifth Street Yacht Club is not responsible for lost or stolen articles or for damage to vehicles parked on Fifth Street Yacht Club property.
- If deemed necessary, Fifth Street Yacht Club will hire a police officer for events of 55 or more people. The fee for this officer will be added to the hall rental fee.
- Any beer tapped and not consumed becomes the property of Fifth Street Yacht Club. No compensation to the purchasing person will be made.
- Decorations must be attached to the hooks in the beams in the ceiling. Decoration cannot be placed on the walls.
- The hall must be neat and orderly after all events/parties. All decorations must be removed and all extra chairs and tables stored.
- Clean up should be completed by 10:00 AM the following morning. Arrangements to enter Fifth Street Yacht Club for clean up should be made with the Hall Rental Chairman prior to the event. A cleaning charge will be assessed if the facilities condition is found to be unacceptable to the Hall Rental Chairman.

## **MEMBERS ONLY:**

- Members attending the party/event: Members attending will pay party prices for all drinks. You may not use “chits” while attending the function.
- Members NOT attending the party: Members can purchase “chits” one time after arriving at the club (as of 11-2-99) These can be used at the bar during the event.
- Linen tablecloths are available at the following rates:  
White linen - \$100.00 and Blue linen - \$75.00

**Patio Rental**

- Food, liquor, beer or any other drink or drink mixture is NOT allowed to be brought onto club property or into the clubhouse for any event by anyone other than approved vendors.
- When the patio is rented for an event, members must honor that rental and are not allowed in this area.
- Patio includes use of the grill, barroom and restrooms.
- In the event of inclement weather, persons renting the patio will be able to move into the hall.

**Rental Fee Schedule - Hall or Patio**

Sunday – Thursday 64 people or less:	\$30.00
Saturday or any time 65 or more attend:	Member - \$50.00 Non-member - \$75.00

Fees must be paid and signed contract received in order to obtain confirmation of your reservation.

All fees are non-refundable unless approved by the Board of Directors.

**Catering Policy**

Catering for events/parties will be arranged through Catering by Chef John.

If Catering by Chef John is not available and with his consent, food prepared in a “Certified Kitchen” may be brought into the club. Approval of the outside caterer must be approved prior to agreement with the outside caterer.

A certified kitchen is one that has been inspected and is approved by the Health Department of the community in which that kitchen resides.

Food prepared in Non-certified Kitchens is not to be brought into Fifth Street Yacht Club for any event in which non-members are attending.

For Member events, members can prepare their food using Fifth Street Yacht Club facilities and equipment. All food to be prepared must be “RAW” when brought into the club.

Any member preparing food in Fifth Street Yacht Club facilities will leave those facilities in a neat and clean condition. A cleaning charge will be assessed if the facilities condition is found to be unacceptable to the Hall Rental Chairman.

**Definitions:**

Member: A person paying required dues and is in good standings.

Member function/event: Event or party that is held by a member for his/her immediate family.

Immediate Family: Spouse and children of a member who reside in the same household.

Club Function/Event: An event sponsored by Fifth Street Yacht Club and is open to all members and members of affiliated clubs.

## **GALLEY REGULATIONS**

- Each restaurant license must have an operator manager certification from the state, which costs \$10 after you pass the certification test. Since our Galley serves food when the licensed operator isn't involved, at least one of our members must be certified.
- This certificate expires 5 years from the date of issue. The manager must successfully complete a recertification-training course with the application form submitted at least 30 days prior to the expiration date along with \$10.00 recertification fee.
- The operator who is certified does not have to be on the property 24 hours a day but his certification does.
- For entertainment purposes, the certified manager must teach each chairman and the various cooks of each event proper food preparation, storage, personal hygiene, etc., but does not have to be on the premises.
- An application for certification shall be made on a form provided by the health department.
- The certified manager is not responsible or liable for any bad food served at our club
- We must promptly notify the health department in writing of our intention to cease operation of our Galley.
- Your annual restaurant permit must be paid by July 1st of each year or pay a \$50.00 fine.
- No one while preparing or serving food or involved in cleaning utensils or equipment may use tobacco in any form or eat or drink in the preparation area.
- If a club member wishes to rent the hall and bring in their own food, they must prepare and cook the food in our certified kitchen either the day before or the day of the event. No food can be brought in from their home. You can also buy food from a certified restaurant or caterer.
- The operator of a restaurant must notify the department when the certified manager terminates employment and shall supply the department with the name and state certification number of the new certified manager within 6 months after termination.
- We can have potluck meals for our club as long as non-members are not involved.

### **GALLEY GOOD PRACTICES CHECK LIST:**

- 1) Keep all perishable food at 400° or below or at 150°F and above.
- 2) Keep all food covered.
- 3) Don't handle food Unnecessarily.
- 4) Wash your hands before handling food after using the toilet facilities and after smoking and eating.
- 5) Do not smoke, eat or drink in a food preparation area.
- 6) Wear a hair restraint (hat or hairnet).

- 7) Pre-wash, wash, rinse, sanitize and air dry all utensils after use.
- 8) Store all single service articles like bowls, cups, plates covered and inverted.
- 9) Store all tableware with their handles up in washable containers.
- 10) Condiments like sugar, cream, ketchup mustard, etc. shall be individually packaged or dispensed by approved dispensers.
- 11) Pickles, onions, relishes should be served by the food service employees.
- 12) An accurate metal stem thermometers with a range of 0°F to 220°F. A thermometer with increments of 2°F must be provided and used to check temperatures.
- 13) Everything must be stored 6 inches off the ground.
- 14) Store all wiping cloths in a 100ppm sanitizing solution. (Chlorine Bleach)
- 15) An approved test kit must be used to test the level of the sanitizer.
- 16) Mechanical refrigeration or dry ice must be used to keep cold foods at 40°F or below. There must be a thermometer with the cold food.
- 17) Rapidly reheat food to 165°F or above on a stove, microwave or hot plate. Do not use a Nesco.
- 18) Storing serving utensils in the food product is permissible. Do not store the serving utensils on the table. If you wish, you can store the serving utensil in a sanitizing solution. However, if the utensil falls into the food or on the floor, it must be washed, rinsed and sanitized.
- 19) You must have 2 buckets for hand washing. One bucket with warm water and soap and the other clear water for rinsing your hands and disposable paper towels for hand drying.
- 20) Cloth towels are only to be used solely as wiping cloths. Disposable towels must be used for all other cleaning. Store wiping cloths in a sanitizer solution between uses.

**\*\* Perishable food includes but is not limited to all meat, eggs, fish and dairy products.**

## SLIP RENTAL RULES

1. Slips will be leased only to regular or retired Fifth St. Yacht Club members in good standing in order of seniority. Club seniority will be based on the postmark date on the Membership allocation cards on file. Members need to add their name to the slip rental waiting list, which is posted.
2. Members leasing will have the first option of leasing the same slip next year (Crew Seniority). Crew Seniority will not be acquired on a temporary slip location.
3. If a member chooses not to lease a slip the following year, or vacates during the season, the remaining Leasers will, in order of Crew Seniority, have 1<sup>st</sup> chance to move to the vacant slip.
4. Slip locations will be locked in for the year after the annual meeting. If a slip becomes available and a leaser chooses to move into that slip, they retain their original slip assignment until the following year where they would have the opportunity of relocating per current rules. Slips acquired after the annual meeting will be a temporary slip location and then will be offered at the next annual meeting.
5. When slips are available for lease after rule #3 is observed, rule #1 applies.
6. Subletting of slips will not be permitted at any time whether paid or not. If a leaser's slip is not filled with a boat by June 15<sup>th</sup>, the board has permission to sub-lease to the next person per rule #1. This procedure will be followed for 2 years. If this situation occurs a 3<sup>rd</sup> year, the slip is lost by that person. The member can get back onto the waiting list but their crew seniority is lost. Exception to this rule can be made by board action only.
7. Slips may not be used for any commercial purpose.
8. Slip leasers may not use the club piers (#1, 2, 21-28) during bonafide club events unless the dock master grants permission.
9. A \$100.00 Non Refundable deposit for slip fees must be paid to the financial secretary by the end of the October membership meeting (beginning in 1999). The balance will be due May 1<sup>st</sup>. If there are available slips during the season, the full amount of \$700.00 is due before occupying the slip. Any slip available after August 1<sup>st</sup>, will be available for \$350.00 for the remainder of the season.
10. Air conditioning or heat may not be left operating when boat is not occupied overnight.
11. Dock boxes will be limited to one per slip, and must be of the type approved by the boat storage committee.

Approved by the Membership 10-3-06

Notes: The Boat Storage Committee will require proof of insurance. Lessors will be responsible for any damage done by themselves or their guests.

**FIFTH STREET YACHT CLUB, INC.**  
**BOAT STORAGE POLICY AND PURPOSE**

It is the intention of this boat storage policy to serve a three-fold benefit for Club members.

1. This proposal will instill additional reasons for Club members to utilize the Club facilities. It should be anticipated that during the fall placement and spring preparation time, Club members would be working separately but jointly during these periods. This by nature will promote fellowship among Yacht Club members.
2. Not only the members working on their respective boats, but Club retirees, members' wives, girlfriends, or other friends will be participating in this process, thereby further promoting "family" participation in the Club.
3. Although revenue generation is not the primary intention of this proposal, the Club will realize additional income; not only from storage space rental, but also by virtue of members' proximity to the Club facilities. Bar income should increase through the sale of beverages, pizza's, etc.

Each year the Club and membership will realize additional money as a result of the winter & summer storage proposal. Each year these moneys should be earmarked and utilized for "special" Club improvements. Club facilities such as Gazebos, shower facilities, galley refurbishment, members' quiet room, (equipped with T.V.) or a new roof over the Clubhouse will be easily affordable. Other items such as a fish cleaning station or recreation area for children could be added to the Club each year.

**FIFTH STREET YACHT CLUB, INC.**  
**BOAT STORAGE RULES AND REGULATIONS**

**BOAT STORAGE AREAS**

Consideration for boat storage will only be given for the areas and dimensions as by the Board of Directors with agreement from the Membership. Proper utilization of the areas defined and the safety of all Club members and their guest cause these Storage Rules to be strictly adhered to.

**Winter Storage**

East Lot – Boats will be placed east of the BBQ pit along the south end and north end of the lot. Boats can be angled or lined straight. Placement must allow for emergency equipment (fire trucks) to gain access if needed. Placing boats on trailers in the center lane is permissible.

West Lot – Boats will be placed along the hill with sufficient space allowed for access to the Whale Shed and allow for proper snow removal.

**Summer Storage**

- The number of boats allowed for summer storage will be set each year by the board of directors, prior to April 1<sup>st</sup>.
- Boat storage areas for summer storage will be limited to the East back lot of the property with boats being placed as perpendicular as possible to the back fence and along the hill (north end) area of the parking lot.
- Boats being launched shall have their trailers attached to their tow vehicle or placed back into their assigned storage area. If remaining attached to tow vehicle, the trailer and vehicle must follow parking rules.

## **BOAT STORAGE RULES**

Consideration for Summer Storage will be given to any regular member, that is any member not on probation. Probationary members may be considered only after all regular members have declined to sign up that season for storage.

Eligibility will be considered on a season-to-season basis, with storage being assigned by club seniority. Crew Seniority will not apply for summer boat storage, as sit down not apply for winter boat storage.

No member will have both a rental slip and a summer boat storage during the same season. The purpose of this rule is to allow as many members as possible to keep a boat at the club during boating season. The only time a member may have both summer storage and slip rental during the same season, as if there are not member, (probationary included) who are on the list for storage.

## **DATES FOR STORAGE**

### **Winter Storage**

Boats stored on the Club property cannot be placed on the storage site areas until two (2) weeks after Labor Day. Boats and winter units stored on Club property must be removed from winter storage areas by the second weekend prior to Memorial Day weekend of the following year. Any boat or storage unit placed prior to or after those days will be assessed ten dollars (\$10.00) per day for each unit. Any Club member not complying with that rule may be denied use of other Club facilities until resolved. This action to be at the discretion of a Boat Storage Committee and by action by the Board of Directors of the Club.

### **Summer Storage**

Summer Boats stored on the Club property cannot be placed on the summer boat storage site areas until after the scheduled launch date for winter storage boats and must be removed 1 week prior to the fall haul out for winter storage. Boats and winter units stored on Club property must be removed from winter summer boat storage areas by the second weekend prior to Memorial Day weekend of the following year. Any boat or summer boat storage unit placed prior to. Or after those days will be assessed ten dollars (\$10.00) per day for each unit. Any Club member not complying with that rule may be denied use of other Club facilities until resolved. This action to be at the discretion of the Boat Storage Committee and by action by the Board of Directors of the Club.

## **STORAGE COMMITTEE PANEL**

In order to properly operate winter & summer boat storage facilities, a Boat Storage Committee should be established. This committee should consist of five (5) members of the Club. The committee should consist of two (2) Board members and three (3) additional members at large. Members of the committee should be named by the Board of Directors each year. This committee will be required to monitor the Club rule pertaining to all boat storage as well as recommend changes in policy and assist in clarifying problems if they occur.

## **INSURANCE COVERAGE**

All Club members utilizing boat storage facilities must present to the boat storage committee proof of insurance liability covering boat, trailer, skid, etc., prior to placement of any equipment on the Club property.

Copies of insurance coverage must be given to and remain on file with the Boat Storage Committee. No boat or trailer may be placed until this requirement has been met.

All equipment and operators handling and related equipment on Fifth Street Yacht Club property must show proof of liability insurance covering such project. The member must show proof of insurance to the committee before any such projects begin and must be kept on file.

## **SAFETY REGULATIONS**

It is in the best interest of the Club and safety of its members and families that adequate fire safety procedures be closely followed. Therefore, where storage is permitted, access will be provided to allow adequate access for fire, rescue as well as police vehicles.

All trailers, skids, etc., stored on the Club property must be stamped or painted with; 1) the owners name, and 2) the members Club number. This will be required in case there is a need to quickly contact the owner for any reason.

The Boat Storage Committee will maintain a file located at the Club. Records on file for each member storing equipment must contain the following information:

Owners Club Number, Boat Name, Owner's Name, Owner's Address, Owner's Home Telephone Number, Owner's Place of Employment, Owner's Work Telephone, Number Owner's Insurance Company and Agent

In addition this information sheet will have a place for the member's signature, signifying compliance to the Rules and Regulations pertaining to storage.

### **GROUNDS**

No dumping of oil or other similar materials will be permitted. Those items must be removed of and disposed of elsewhere by the member utilizing Club facilities. Persons not complying face denial of future storage use.

Club electricity may be utilized for sanders, grinders, sprayers, etc. However, it is intended that electricity not be utilized for on-board refrigerators or heaters except for testing or repair purposes. Members must provide their own cords. **No power cords can be connected to the boat unless the owner is present.**

### **Winter Storage**

No dry sanding or spray painting is allowed one week prior to boat launch. (6-15-99)  
Owners name must be prominently displayed on the winter cover or shrink wrap to allow for identification.

Ladders must be chained to prevent use by unauthorized individuals.

### **Summer Storage**

There will be no power sanding or spray painting allowed during summer storage season, as this could cause damage to adjacent boats stored for summer use. If need for such work is required, it is recommended the boat be towed off site for the work to be completed.

The only other equipment belonging to the Club, which may be utilized are trash containers. Any member utilizing summer boat storage facilities will be required to keep the area surrounding his equipment clean. Problems pertaining to cleanliness of summer boat storage areas should be directed to the summer boat storage committee.

### **RATES**

Length will be measured end-to-end. For purposes of fee calculation the boaters registration card will be used if there is a question to boat length. Recommended fees for winter and summer storage season is to be set at seven dollars (\$7.00) per foot. Fees must be paid in full prior to equipment placement.

Prior approval will have to be obtained before any equipment can be placed on our property, and this will include where that particular equipment can and cannot be used on Fifth Street Yacht Club property.

Fifth Street Yacht Club will have complete control concerning dates and time of day any equipment can be placed or operated on Fifth Street Yacht Club property.

**FIFTH STREET YACHT CLUB, INCORPORATED**  
**Approved February 1996 Membership Meeting**  
**Affiliated with L.M.Y.A., W.B.A. and O. B.C.**

**I - Ramp Rules**

**A. Member owned boats:**

1. Members may launch or retrieve their own boats or those owned by other members, with said other member's permission, at any time. A Fifth Street Yacht Club Burgee must be on place on boat at time of launch and should be displayed throughout the cruise. The only exception to this rule would be for racing or speedboat types where display of a Burgee would result in destruction of the Burgee. These boats would be required to display a Fifth Street Yacht Club sticker where it could be readily inspected from the boat launching pier. The Club Burgee should be removed only after the boat is removed from the water or during periods when the boat is securely docked.
2. Launching or retrieval should be accomplished expeditiously and should not result in causing others to be unduly delayed. Where assistance would help another boater, it should readily be given, remembering that the boat operator is responsible for the safe operation of the boat.
3. Boats should not be left unattended at the launch piers on the ramp side for extended periods. If the boat is not properly operable, it should be moved out of the launch area if this can be safely done, or it should be removed from the water to clear the ramp if others are waiting to use the ramp.
4. Boats may be hosed off on the ramp if there are no others waiting to use the ramp. Move your boat to the blacktop area and wash it there if others are waiting to use the ramp. When finished with the hose, please rewind ramp hose or neatly coil. Turn off the water at the faucet and lock nozzle in open position to relieve pressure in the hose.
5. A member's underage son or daughter 20 years or younger or as long as they are either a full time student or a member of the armed services may use the club ramp, but only with the member's boat. All Club rules must be followed, and the member will be held accountable for the proper deportment of his son or daughter when this privilege is exercised.
6. All members are responsible for monitoring proper ramp usage in a courteous manner. If a boat without proper identification is about to use the ramp, any member has the responsibility to ask the boat operator to show his Club identification to prove that he is entitled to use our ramp. If the boat operator is unable to prove proper Club affiliation, he should be politely told to leave the area or to obtain written permission from the Dock Master or the person in charge. Honorary membership cards do not allow ramp privileges.

**B. Affiliated Yacht Club Boats:**

1. Members of affiliated Yacht Clubs, as noted above, may use our ramp with their owned boats provided that their Club is located more than fifty miles away from our ramp. They must also have written permission from our Dock Master or his representative on duty.
2. All Club rules applicable to Fifth Street Yacht Club members are also applicable to members of affiliated Yacht Clubs on our waterfront or premises.

C. Non-members or Non-affiliated Yacht Club Boats:

1. Only by prior action of the Board of Directors will non-members or non-affiliated Yacht Club boats are allowed to use our ramp.
2. A bona fide guest may launch his boat at the Fifth Street Yacht Club ramp provided that a club member is present at the time of launch and retrieval, and accompanies the guest and his boat for the entire time of the cruise. Member's boat will not be on club premises or waterfront during the period of the guest's cruise.

D. Government or Public Service Boats:

1. Special launch ramp privileges have been approved for boats owned or operated by the following organizations for official business only:
  - a. Department of Natural Resources
  - b. Racine County Water Patrol
  - c. Racine County Sheriff Department
  - d. City of Racine Police Department
  - e. City of Racine Fire Department
  - f. Any Federal or State Agency

**II. Pier Occupancy Rules**

A. Member Owned Boats:

1. Members may dock their owned boats at any non-leased club dock at any time. The launch ramp area is not to be used except when launching or retrieving boats. Normally the piers at the East end are to be kept available for affiliated Yacht Club boats only. The outsides of the launch ramp piers may be used for dock space if needed.
2. The use of Club docking facilities by members is limited to the time specified in Article II, SEC 3 per launch or visit. A \$15.00 per day docking fee will be in effect for all club members violating the time specified in Article II, SEC 3. Nonpayment of this fee, after due notice; will constitute indebtedness to the club. Removal of a members boat and trailer from the club premises for a period of 48 hours will allow another time period, as specified in Article II, SEC 3 or vacation docking period to begin. The Dock Master will be responsible for issuing docking fee notices to affected members.
  - (a) Vacation: Each club member will be allowed 2 weeks (14 days) vacation use of the club docking facilities. This time must be taken in 14 or 7-day blocks. The club member is responsible for notifying the Dockmaster & displaying the proper ID/Docking pass on the vessel in clear view. A member can apply ONE time period, as specified in Article II, SEC 3, concurrent with either end of a vacation block.
  - (b) Docking rules are in effect from the annual date of Spring Clean Up through Fall Clean Up.
  - (c) A day is defined as any portion of a 24-hour period. Example: If you dock or launch your boat at 7AM or 11:30PM, you have been at the dock for the entire "day" for the purposes of these club rules. This clarification to the rule was approved at the March 1996 membership meeting.
  - (d) 5<sup>th</sup> Street Yacht Club is not responsible for members' property or liability.
3. The Dock Master must be contacted in the event of any special circumstances that would be in conflict with the time specified in Article II, SEC 3, vacation dockages use rules. If the Dock Master deems a special need or circumstances exists, he can and should grant the member a 24-hour extension. The request for an extension should be made in writing to the Dock Master.

4. The Dock Master is in charge of all piers and ramp facilities. The Dock Master will inform any member of a docking violation.
5. In the event that the Dock Master and a member disagree about the need for an extension of use for the docks, and the members' current docking time has expired, the \$15.00 per day docking fee will apply per club rules. Members have the right to bring any dispute to a regular Board meeting, no to the Dock Master for resolution.
6. No profit making business may be conducted from club docks or water frontage.

**B. Affiliated Yacht Club Boats:**

1. Members of affiliated Yacht Clubs, as noted above, may dock their boats at our docks at any time. The launch piers will not be used for docking in the launch area. Boats docking overnight should use the piers at the east end.
2. No fee will be charged for boats that visit our Club and do not dock overnight.
3. Any boat that docks overnight will be charged a fee of \$ 15.00 for each 24 hours or part thereof. Boat operators must register with the Dock Master or his representative and pay the overnight fee in advance. A receipt will be issued for the overnight rental fee, and this receipt must be displayed on the boat so that it can be inspected from the dock.
4. Clubhouse key cards are available for a cash deposit of \$10.00. Cards can be signed out from the Dock Master or his representative. Deposits will be returned when the items are returned in satisfactory condition.
5. The Dock Master or his representative is in charge of all piers and ramp facilities. If the piers on the east end are all occupied, the Dock Master or his representative will extend the rental area to adjacent piers. Fifth Street Yacht Club boats have priority over affiliated Yacht Club boats at all piers.
6. All club rules applicable to Fifth Street Yacht Club members are also applicable to members of affiliated Yacht Clubs when on our waterfront or premises.

**C. Non-members or Non-affiliated Yacht Club Boats:**

1. Only by prior action of the Board of Directors will non-members or non-affiliated Yacht Club boats be allowed to use our piers or docks.

**D. Government or Public Service Boats:**

1. Special docking privileges have been approved for boats owned or operated by the organizations as noted in Launch Ramp Rules, Section I, letter D, number 1. Temporary docking only will be allowed and only while on missions of official business.

**III. Storm Docking**

During periods of inclement weather when the lake becomes unsafe for travel or when permanent-docking areas become untenable, the Fifth Street Yacht Club will allow safe harbor docking for all boats on a first come, first served basis at no charge.

1. After the storm, the daily docking fee of \$15.00 for affiliated member boats and \$25.00 non-affiliated boats will be levied for each 24-hour period. The boat operator will be required to pay charges if the boat remains for 24 hours after the storm.

2. The Fifth Street Yacht Club will not be responsible for any loss or damages to boats or personnel while docked at the club docks. Any boat left after 7 days may be removed by Fifth Street Yacht Club at the owners' expense.

#### **IV. Parking Lot Usage**

##### **A. Identification of Vehicles and Trailers:**

1. All members are required to have a Club Sticker properly displayed permanently on their vehicles when using the Club parking lots.
2. All boat trailers using the Club parking lots, whether attached or detached from a tow vehicle, must be identified by the boat registration number, boat name, or owner's name.

##### **B. Location of Vehicles and Trailers:**

1. When tow vehicle and trailer are attached, park between the white lines in the west lot or on the designated grass area. Please observe the lines and do not overlap lines even though you are alone in the lot. Others will be launching later. In the event that the west parking lot is full to capacity, overflow parking will be allowed starting east of the clubhouse. If the east lot is full, parking can be allowed on the northern edge of the club lots. Vehicles and Trailers using the northern edge of the parking lot must not block traffic and park parallel to the hill. The Dock Master will assist you if there are any questions.
2. During summer boat storage, parking in the boat trailer parking area (east lot) – loading and unloading is permissible but car must be moved to the west lot when finished.
3. Detached trailers must be located in the east lot starting immediately next to the covered grill. Parking of detached trailers is limited to the time specified in Article II, SEC 3. A \$15.00 per 24-hour parking fee will be in effect for all club members violating the time specified in Article II, SEC 3. All rules regarding nonpayment of fees or requests for extension for detached trailers will apply as stated in Pier Occupancy Rules.
4. Single vehicles without trailers should not park in areas where vehicles and trailers can park. Park single vehicles in marked single spaces.

##### **C. (Affiliated Yacht Club) Vehicles and Trailers:**

1. Overnight parking is prohibited unless 24 hour docking fee has been paid.
2. Affiliated Yacht Club must follow the same rules that pertain to members in regard to location of vehicles and trailers.
5. The Dock Master or his representative should be consulted when overnight parking becomes necessary.

## **CLUB PROPERTY RULES:**

No club property is allowed to leave club property.

## **KEY HOLDER RULES**

1. Club keys are keys that give access to any part Of the Club House, Club storage buildings or other Club owned property.
2. Club keys are to be issued to officers, board members, houseman, volunteer bartenders, certain committee chairpersons, certain employees and others with the approval of the Board of Directors. Only members authorized by the Board may have and use keys.
3. Any member relinquishing or being relieved of duties that qualify him/her to hold a Club key, must immediately return any such keys to the designated person. It is also the duty of the designated person to collect such keys promptly.
4. The sole purpose of issuing Club keys to any member or employee is to permit the performance of his/her function or duty to the Club. No keys will be given out or issued for any other reason.
5. Club keys may be used to gain access to the Club property only to perform official duties or assignments, which require such access.
6. Club officers, Board members and any other authorized key holders may use their keys to open Club property only when they have official business to perform that necessitates access to the that area.
7. Volunteer bartenders may use their keys to open Club property only to perform their authorized functions.
8. Any time the bar is open, it is open for all members and their guests.
9. Duplication of keys or loan to unauthorized persons is forbidden.
10. The serious responsibility accepted by any person that accepts the use of Club keys must also carry a firm penalty for the misuse of this responsibility. Therefore, violators of these Club key rules will be subject to a warning at a first offense and may be suspended as a Club member at the second offense.

Approved February 13, 1995

## **RULES FOR PAID BARTENDERS**

- No visitors or guests during working hours or after hours.
- No Free drinks to be given out except by order of the Commodore, Houseman or assistant. Assistant meaning acting for the Commodore or Houseman.
- Not coming to work or not coming to work on time.
- No playing amusement games.
- No drinking alcoholic beverages while working or on duty.
- Ring up right amount and give receipt to person paying.
- Dress code:
  - Slacks & polo shirt with collar or dress shirts.
  - Same for females: Appropriate dress length.
  - NO tank tops.
- Write your correct hours and date.
- Make sure money is correct and correct to the tape.
- Not following these rules could result in disciplinary action or termination.

## GUIDELINES FOR BARTENDERS

### BAR HOURS:

Weekdays 6:30pm to 11:00pm  
Fridays 5:00pm to 1:00am  
Saturdays 12:00pm to 1:00am  
Sundays 1:00pm to 6:00pm

The bartender on duty may extend these hours to the legal closing time if you wish to stay that long. Last call on Friday and Saturdays can be 2AM but bar must be cleared by 2:15AM.

### OPENING

- NEVER open the Club unless you fully intend to close it also. You may turn the bar over to another licensed, Club bartender.
- You are in complete control of all Club property and personnel when on duty.
- Ask for membership or guest cards of anyone you do not know or recognize.

### CLOSING

Fill out daily reports complete and carefully. Z-out on register(s).

Clean up and wipe down bar.

Empty glass-washing water.

Leave both cash registers open.

Leave night-lights, #7 on. Add Yard lights?????

Turn off all other lights, including parking lot lights.

Make sure doors and windows are locked, including the two doors between the bar and the hall.

Set the alarm.

If you opened, do not leave without checking out, even if you turn the bar over to another Club bartender. Your responsibility ends only when you check out.

If you want to turn the bar over to another person, check to see that the person is a Club licensed bartender. **If not, do not turn the bar over.** Work the hours assigned to you and close up. Again, you may stay longer if you wish.

No one is allowed behind the bar without your permission.

No one is to help him or herself without your permission. (Closing the walk-through rail of the bar will help enforce this.)

*If you have any other suggestions or comments please write them down and discuss them with John Schmidt.*

### PETS 11-2-93

All pets must be on a leash.

Pets can be walked on the NE corner at the bottom of the hill. And must be picked up after.

No pets allowed in the clubhouse.

### CHECK CASHING:

No 2-party checks will be cashed at the bar. (9-19-2000)

Charge for NSF is \$25 (8-15-2000)

Maximum is \$50 per day and subject to funds available in the till.



## Officer and Committee Chairman Duties

### COMMODORE DUTIES

#### January

- Pick up mail at downtown Post Office (P. O. BOX 127) weekly.
  - Distribute bills to Treasurer
  - Review letters at Board meeting.
- Commodore reviews Book of Duties before January meeting.
  - Hands out duties to chairman at January Board Meeting.
  - Reviews responsibilities of each committee. Give out Events calendar.
  - Houseman must keep inventory of names with keys, club property.
- At General Membership remind Officers and Directors of Board Meeting 3rd Tuesday of the month at 7 PM.
- Direct Recording Secretary to list names of Officers, Directors and Committee Chairman into Spray and to list Officers and Directors into Local Newspaper.
- Jan – Dec - Write up and submit Commodore Comments for Spray Editor each month.
- Go to Library and sign name onto card for Fifth Street Yacht Club to inform other clubs who the new Commodore is.
- Board Meeting - decide which Individuals to receive Honorary ID Cards (legislators, city officials, etc). Commodore signs ID cards and Recording Secretary mails them out.
- Select 3 delegates to LMYA.
- Select 2 delegates to WBA.
- Select chairman for OBC yearbook.
- Insure Treasurer pays dues to LMYA, OBC, and WBA on time. Renew National Boating Federation by January 30th.
- Send floral centerpiece to SMYC, RYC, HLYC, SSYC and KYC for their Installation of Officers Dinner Dances.
- Insure WELFARE Chairman:
  - Visits or sends get well card to sick member.
  - Informs membership on status of sick member.
  - In case of DEATH of club member, spouse, or family member - order Floral Piece with anchor and send to Funeral Home.
- Upon a member's death, Commodore calls all officers and directors and informs them of the Funeral Home, Time and Place to pay the last respects.
- Instruct Recording Secretary to invite by letter the Commodores from SMYC, RYC, HLYC, SSYC and KYC to the Installation Dinner Dance. Visiting Commodore & guest receive free meal tickets and Commodore gets red lapel flower.
- Direct Recording Secretary to send names of Officers & Directors and LMYA Delegates to LMYA for Blue Book publication.
- Insure the Boat Storage Committee meets every 3 years review pricing and any rule changes.
- Insure the Treasurer pays the State & Federal Taxes on time.
- Review yearly the New Membership Qualifications with the board to determine if waived requirements are still in effect.

#### February

- Appoint Vice Commodore as the LMYA Open House Chairman. (8-20-96 – VC will not be assigned to any event unless he/she volunteers?)

- Instruct Financial Secretary to begin setting the Directory.

### **March**

- Get Summer Boat Storage Sign-up sheet on wall and in Spray for members.

### **April**

- Remind Fleet Captain he's 4th of JULY Chairman;  
Organizes the Queen and Princess contests.  
Secures 2 boats for parade entry. Queens + Princess Courts.  
Organize the event at 5th Street Yacht Club.

### **May**

### **June**

- Renew all club licenses by June 30!

### **July**

### **August**

- Instruct Financial Secretary to order new club ID cards and coupons from printer.
- Instruct Financial Secretary to order new magnetic key cards and door lock. (Install Jan)
- Insure Boat Storage Committee selects fall pullout and spring launch dates. Dockmaster coordinates pier raising and lowering with these dates.

### **September**

- Treasurer and Commodore file for "State Corporation Status"- \$20.00 fee.

### **October**

- Appoint a 3-member Nomination Committee at the October general membership meeting.
- Insure Membership Chairman (Vice-Commodore) meets with event chairman to identify new members that have not satisfied their probation requirements.
- Ask Spray Editor to print Annual Dues Notice in Nov/Dec/Jan Spray Issues.

### **November**

- Select and publish next year's club event dates with Chairman listed.
- Plan Installation of Officers Dinner Dance with Entertainment Chairman and Officers & Directors. (Book dance band, select meal, set price for tickets, etc.)
- Plan Board Christmas Party at November Board meeting.

### **December**

- After election sign next years ID Cards and return to Financial Secretary for distribution.
- Commodore and Treasurer go to Savings and Loan and sign papers to be used for signature validation.
- Insure Year-End close out of club books and have them audited by C P A.
- Remind General Membership that next years DUES are due and will be collected by Financial Secretary before the end of the February general meeting.
- After Election: Secure volunteers for open positions.
  1. Fleet Captain & Boatswain
  2. Houseman & Assistant (\*\*appointment Voted on by the Board)

3. Snowplowing
4. Welfare
5. Hall Rental
6. Entertainment
7. L M Y A Representative
8. Galley
9. Pool Table
10. Building
11. Club Photographer
12. Grounds
13. Club Historian
14. Spray Editor
15. Legislative Committee
16. Dock Master

### **General Issues/ Reminders**

- Instruct Building Chairman to inspect (change as necessary) the Filters over the Deep Fryers at least 2 times /month.
- Instruct Building Chairman to have Grease Trap Galley cleaned 3 times / month.
- Sign checks as requested by the Treasurer.
- Insure Club Members sign ENTRY BOOK each time they enter the club. Required for TAX purposes.
- Insure Entertainment Chairman knows that coupons are not accepted for admission to club events.
- Lock Office & Liquor room doors during club events and Friday Fish Fry. Lock all doors when leaving the club.
- Club Members may rent hall and galley for special events, provided Reservations with Hall Rental Chairman have been made in advance.
- Insure one LMYA Date is put into club book.
- Appoint a club agent for Liquor License (Commodore)
- Suggest that all Chairmen call New Members and encourage event participation to reduce the potential of New Member probation.
- Suggest to Grounds Chairman that he select 5 new crewmembers every two months as part of his work crew.
- Coordinate with Building Chairman a spring (House & Galley) Cleaning.
- Suggest that a Director be assigned to each major committee to act as an advisor to the Chairman.
- Inform Committee Chairman to keep accurate records, including names of New Members that have helped on the events. (Commodore & Vice Commodore must review the list to identify if probation has been met)
- Cut back the weeds each year in mid-June and during Fall Clean up.
- Remove Trash and Rubbish from hillside during Spring and Fall Clean up.
- Watch for overpopulation of rats on club grounds.

Revised by Bob O'Brien  
On January 5, 2002

**VICE-COMMODORE DUTIES**

- Shall officiate in the absence of the Commodore and shall be Chairman of Membership Committee
- (8-20-96 – VC will not be assigned to any event unless he/she volunteers)

**REAR COMMODORE DUTIES**

- Shall officiate in the absence of both the Commodore and Vice Commodore.
- Liaison between the Board and the Entertainment Chairman.
- Sell burgees and stickers to members at designated price. Burgees and stickers are located in locked cabinet under trophy case.
- Order burgees and stickers as needed.
- Keep Past Commodore pins in locked cabinet under trophy case until needed. One pin is given to the past commodore at officer's dinner dance.
- Attend events and greet members and guests as designated.
- Attend other yacht club's events and represent Fifth Street Yacht Club in the absence of the Commodore and/or Vice Commodore.

## **RECORDING SECRETARY DUTIES**

### **Monthly**

- Take role call of the officers and directors at all official meetings.
- Take minutes of all official meetings. Use a tape recorder and written notes. Tapes are to be retained for one year (2-20-96).
- Meetings are First Tuesday of each month at 7:30 p.m. Third Tuesday of each month at 7:00 p.m. Special meetings as called.
- Transcribe the recorded and written notes into typewritten form. Follow the format as outlined in the Clubs constitution under: 'ORDER OF BUSINESS - MEMBERSHIP MEETING'
- Distribute copies of the minutes:
  - Regular Membership Meeting: (2 copies plus your original) Give a copy of the minutes of the previous membership meeting, board meeting and any special meeting, to the Commodore and Vice Commodore.
  - Board Meeting: (10 copies plus your original) Give a copy of the minutes of the previous membership meeting, board meeting and any special meeting, to each officer and board member.
- Read the minutes of the previous Membership meeting and Board meeting at the meeting.

### **January**

- Honorary Memberships
  - Maintain the records of all Honorary Members.
  - Early in the year, after the January board meeting, mail out a letter, card and rules to all those individuals designated at the January board meeting, as honorary members.
- Lifetime Honorary Memberships
  - Maintain the records of all Lifetime Honorary Members.
  - Early in the year, after the January board meeting, mail out a letter, card and rules to all those individuals designated at the January board meeting, as new lifetime honorary members.
- L.M.Y.A.
  - In early January send a listing of the Clubs new officers and board members to the L.M.Y.A.
- Officers Installation Dinner and Dance
  - Send an invitation to the commodores of neighboring yacht clubs, to attend our installation dinner/dance. These would include: Harbor Lite Yacht Club, Racine Yacht Club, South Milwaukee Yacht Club, South Shore Yacht Club and Kenosha Yacht Club.

### **December**

Mail out Lifetime Honorary Membership acceptance letters, cards and rules.

Collect and pass to the incoming Recording Secretary, all the minutes and correspondence from the year closing.

### **Miscellaneous**

Compose, type and mail all correspondence as requested by the Board.

Act as Board Liaison with the Spray Editor and Club Photographer.

## FINANCIAL SECRETARY DUTIES

- Member of the Finance Committee
  - Required membership should include: Financial Secretary, Treasurer, Houseman, Galley Chairman, Hall Rental Chairman, Entertainment Chairman and Storage Chairman.
- Collect and deposit all income from upper safe.
  - Remove all monies from the safe.
  - Collect all monies from the pay phone behind the bar (once a month).
  - Collect all monies from the “ice” box located on the freezer (once a week during the summer, once a month during Spring, Winter, Fall).
  - Check mail slots (by ice maker), for additional envelopes addressed to the Financial Secretary.
- Collect and record all annual dues. All dues must be paid by the February meeting night. Dues can be accepted after that time provided that they were mailed, and the postmark is on or previous to the first meeting night in February.
  - Place notice in October’s Spray that dues are due in January, and that they will not be accepted after February’s meeting.
  - The Financial Secretary will notify the Board of memberships that do not renew their dues.
  - Separate money from dues and coupons. It is not required, but strongly suggested, that regular and retired memberships be recorded separately.
  - Initiation fees for new members are recorded as a separate line item.
- Each dues paying member shall receive a packet containing a membership card, door access key, and two books of coupons (each book containing \$50.00).
  - Financial Secretary should verify the contents of each book. Once the contents are verified, the white sheet should be removed from the coupon book, and the membership number recorded. This should be kept as a record to verify that the coupons were issued and counted. The packets are placed behind the bar for membership pickup.
  - Key cards are color-coded (one for regular members, another for retired members). Widows will be given an access key with the same color as retired members, but the key will not match their card number.
- Financial Secretary is responsible for updating and printing a new directory each year.
  - A “change request” will be printed in the Spray in January or February.
  - Members will be reminded during the March & April meetings to submit any corrections. The new directory will go to printer after the April meeting.
- Financial Secretary is responsible for sending out information regarding Spray Advertising. This information should be sent out at the beginning of April and due on May 1st.
  - The Spray editor should provide a list of previous advertisers, and the fees that they owe.
  - Feedback will be provided to the Spray editor regarding fees paid, and advertisers who have dropped their ads.
- Financial Secretary is responsible for keeping records on slip rental, and boat storage, fees paid.
  - Notices will be made at membership general meetings, and notices put in the Spray.
  - All fees paid must be paid in accordance with “Boating Rules and Regulations”.
  - The dock master will provide a list of members who are either renting a slip, or storing their boat for the winter.
- Financial Secretary will be responsible for generating a “Houseman’s Report”, Financial Secretary’s Report, and a Galley Report.
  - **Houseman’s Report**

- The Houseman's Report is written every time that a deposit of monies from the bar is deposited. This information is also part of the Financial Secretary's Report. It validates the total monies that are reported on the bartender's checkout sheet. It also is a record of all coupons received, "X" tape totals, "Z" tape totals, and Total Bar. After the deposit is made, the report is forwarded to the Houseman for his records.
- This information is also used in the Financial Secretary's Report.
- Once a month, a Monthly Houseman's Report is made. This consolidates the individual reports into one large report. This provides a monthly record of all monies and coupons that goes through the cash register.
- This report is also to reconcile the monthly "Z" tape total.
- **Financial Secretary's Report**
  - This is a record of all monies received, and the sources of those monies. It is also a record of all coupon's received, and the sources of those coupons,
  - This report is generated for each bank deposit.
  - The report goes to the Treasurer, and is the record used to generate his income statement.
- **Galley Report**
  - This report is a record of total commission owed the 5th Street Yacht Club from our Galley. This report includes total commission, coupons received, commissions owed, and commission from catering special events.
  - This is for record keeping only as the Treasurer tracks commissions owed to 5th Street, of commissions owed to the caterer.
- The Financial Secretary is also responsible for archiving old records and reports at the end of each year.
- The Financial Secretary is required to make himself, and his records, available to the Audit Committee for their annual audit of the records.

### **Key Card Reader Replacement**

New reader is received with new cards yearly. To replace reader, loosen blue wire nuts (not side specific) and disconnect wires. Loosen and remove brass nuts (barrel nuts). Slide out reader and slide in new one. Tighten brass nuts securely as unit does vibrate. Connect wires.

Check door latch to be sure screws are tight.

Dick Rasmussen has ordered cards and replaced reader as of 1/06.

H. Sandkuhler – 12-2-03

J O'Brien – 1-20-06

## **DUTIES OF TREASURER:**

**The Treasurer shall receive and disperse all funds as specified in the Constitution and By Laws of the Club. (Ref. Article 2 Sec. 8)**

### **Specific Duties and Record Keeping Tasks:**

#### **Weekly:**

- Record all deposits and financial records as deposited from the Financial Secretary.
- Pay all bills received and due in a timely manner. Such bills would include bills for utilities, telephone, and vendor (liquor) invoices. Any invoices for which the amount is excessive or is questionable should be brought to the board/commodore for further review BEFORE payment.
- Maintain and file of all receipts, invoices and financial documents.

#### **Monthly:**

- Maintain an accurate ledger of all club accounts. This includes not only the club checking and savings accounts, but also the monthly records from the Houseman (bar), Galley Chairman, and Entertainment Chairman. Typically all account statements are mailed to the club P. O. Box. The treasurer should review and record these statements prior to forwarding the account documents to the proper Chairperson. In the case of the Houseman and Galley Chairman, they should give the treasurer a monthly report of the financial data to be entered onto the official club ledger for accounting and tax purposes.
- Reconcile all accounts with the bank statements. If any discrepancies are found they must be brought immediately to the Board at the earliest meeting.
- Payment of payroll to hired personnel. This must be done in accordance with the tax laws. Proper withholding of payroll taxes is the Treasurers responsibility. A copy of each employee's W-4 form should be on file.
- Payment of payroll taxes MUST be made within 30 days of the prior months payroll. This payment is paid to the bank on forms provided by the IRS.
- A monthly financial report should be developed for presentation at the next general membership meeting. This report should be printed out and made available to the membership for review prior to the beginning of the meeting so as to afford the members time to review and study the financial records.
  - Payment and filing of State Sales Taxes must be done prior to 30 days after the end of the month to avoid late charges. All income from club sales including bar, entertainment and galley receipts are taxed. Coupons are treated same as cash and must be used in calculating the total sales tax due. Refer to instructions provided in the state codebook. Note that the initial sale of coupons to the membership is not subject to the sales tax. The tax to the coupons is due upon club member redemption.
  - File all federal tax documents and payments. These forms are received from the government. It is advisable to take them to the club accountant for processing. The CPA will calculate any required payments or adjustments and notify the treasurer of the amounts due and when to pay and file.

**Annually:**

- Property Taxes must be paid. This can be done at one time or by an installment plan as specified by the taxing jurisdiction.
- Personal Property Taxes must be paid. In addition, a yearly report form is required by the city and must be filed prior to March 1, each year. Usually the club CPA is hired to do this.
- City and State licenses are due for operation of the club. These include all health, amusement and beverage licenses.
- An annual State Corporation report is due. This is usually received from the state in late October. It should be filed out after the club elections with the names and officers of the new board, with the proper fee enclosed.
- At the end of December, the Treasurer and various committee chairmen must report the final records of the year. This information is then compiled by the Treasurer for submission to the club CPA for final analysis and year-end reporting.
- The treasurer will issue a year-end statement to the general membership meeting in March if possible. This statement is generally prepared by the club CPA during February.

## MEMBERSHIP CHAIRMAN DUTIES - VICE COMMODORE

- Receive application cards of new applicants.
- Check to be sure club membership boundaries are applicable.
- Check card for sponsors. Need two (2) members that are in good standing
- Vice Commodore plus another interviews applicant.
- Fill out application.
- Write your recommendation on the applicant.
- Read application to the Board, secure approval/rejection
- Upon Board approval, bring to general membership for vote.
- Upon membership approval/disapproval inform candidate of their status.
- Invite new member to next general membership meeting introduce to membership. New member receives club burgee, sticker, By-Laws and Constitution.
- Encourage active participation and explain first year probationary requirements.
- Pass on work activities that the member is interested in to entertainment or committee chairman.
- Fees are as follows: as of 1/2006

	1st Year	2nd Year and Beyond
Initiation	\$200	0
Dues	\$150 (\$75 after the July Meeting)	\$150
Coupons	\$100	\$100
Total	\$450	\$250

## BUILDING CHAIRMAN DUTIES

- Yard Lights are to be left on at night. 9-3-96
- Work with Grounds and Galley chairman in conjunction with repairs on club property.
- Repair anything that breaks or wears out in building.
- Janitor is to report condition of the hall after a rental to the Building chairman. 2-18-05
- Firms to call for repairs:

Item	Service Provider	Phone #
Furnace	Keystone	554-1080
Ice Machine	Belle City	634-7765
Refrigerator	Appliance Tech Care	886-1026
Walk-In cooler	Affordable Comfort	886-9075 Biannual Contract
Bar Coolers		
Plumbing	Rasmussen	633-2737
	Miller	634-4994
Kitchen	Chef John	637-4122
Grease Trap & Lift Station	AAA Septic	835-2966
Kitchen Filters	Prism (Todd Hall)	1-800-67-PRISM
Carpet	ARJAYS	551-5672
Floors and Pest Control	Fraga's	639-9267
Dart Machine	Sam's	657-4448
Janitor	Mary Lee Hetland	634-6106
Vertical Blinds	Unique Drapery	637-2884
Windows	Chuck's	598-8951
Roofing	Casper's	633-7925
	Little Company	632-9399
Locksmith	Hoernel	633-6781

### Maintenance Schedule:

- Air Conditioner – Clean outside once per year.
- Furnace – Clean smoke eaters 4 times per year and filters monthly.
- Walk-In cooler – Clean screen on cover 2 times per year, also check fins on compressor for dirt.
- Grease Trap & Lift Station – Call in April & October to be pumped out.
- Kitchen filters – Call in April & October to clean stacks.
- Refrigerator filters (on top of fridge) – Vacuum 2 times per year.
- Carpets – Clean yearly
- Vertical blinds – Clean Yearly.

## **HOUSEMAN DUTIES**

### **General**

- The House committee shall be responsible for the proper operation of the Club House and in those instances were required, the deportment of members and non-members from the club property.
- The Clubs agent is the person signing for the clubs licenses. The licenses are issued for July through June. Therefore the Commodore as of July is usually the agent for the club. The club agent is the one kept informed of changes in the laws by the City, County and State.
- Each year, the Commodore appoints a Board member as liaison to the Houseman.
- A Houseman is appointed each year by the Board, per Article 9, Section 1, of the Constitution.
  - The Houseman's duties are defined by the House Committee.
  - The Houseman performs these duties under the authority of the House committee.
- The Houseman may delegate any or all assigned duties except for the hiring and terminating of bartenders.
- The Houseman is the main contact for the Security Company. If alarm is activated, check via phone is a member is in the club. If no answer, call police and have them respond. Be sure listing of contacts is current and up to date.

### **Staffing**

The Houseman is responsible for staffing of the Club House bar.

- Hiring and terminating all paid bartenders as needed.
- Appointing all volunteer bartenders and assistants as needed.
- Scheduling all paid and volunteer bartenders.
- Posting the schedule in the Club House and the SPRAY.
- Informing the House staff of any changes in the laws.
- Sets policies regarding expected bartender behavior and responsibilities.
- Advises and consults with the Board of Directors on matters regarding the House operation such as disciplinary action against a bartender, non-license renewal for a bartender, etc.

When hiring or terminating a bartender, there should be another person, there, acting on behalf of the club, as a witness. Whenever possible, this witness should be the House liaison person.

The Houseman is responsible for the training of all bartenders to insure that they know their responsibilities, such as how to open and close the Club, how to check out the cash registers, how to fill out the clubs forms, etc.

The Houseman may assist the bartender on duty if needed.

The bartender on duty, in the absence of the Houseman, is acting under the authority of the Houseman and is responsible for the operation of the club House and the deportation of members and guests.

The hiring of a police officer, as directed by the Hall Rental Policy, may be delegated to the Hall Rental chairperson. This reduces problems due to cancellations, start/finish times, etc.

### **General House Duties**

- It is the responsibility of the Houseman to inform the Board of Directors and the Clubs agent of any problems with regards to city, state or other agency.
- Keep up-to-date on City, County and State liquor laws, through the Clubs agent.

- Insure that the Club's agent has applied for all permits and licenses. These are due in by June 30th each year.
- The Houseman should work closely with all the Chairpersons to insure that the Club House is ready for every event.
- Work with the Hall Rental Chairperson to insure the bars are properly staffed and stocked for any rentals.
- Work with the Building Chairperson to insure that the Club House is clean and setup as needed.
- Insure that the bar area is clean and tidy, including the coolers, ice machine, back bar, etc.
- Insure that all items under the Houseman responsibility are kept in good working order and maintenance and repairs done as needed.

### **Bar & Stock Supplies**

- The Houseman is responsible for setting the selling price of the stock to insure that the Club gets a reasonable markup. Membership recommendation 5-21-96 is to adjust and control prices to maintain a 50% profit. All changes should be communicated to and approved by, the Board.
- Member price changes should first be brought before the Board and then the membership for approval.
- Party price changes may be done at the Houseman's discretion and the reason for the change communicated to the Board as soon as possible.
- Individual item price changes may be made as needed.
- The Houseman is responsible for ordering and maintaining bar stock and supplies.
- Take inventory bar stock and supplies each month.

### **Record Keeping**

- Maintain a file of all liquor and cigarette invoices on the premises per the State law. Coordinate with the Treasurer on this.
- Maintain the moneybags. Insure that there is the proper amount of change in each.
- Pull the master tape from each cash register on the 25th of each month after closing or on the morning of the 26th before opening. End of year is closed out on January 1st. Fill out a 'CHECK OUT' form with closing date, i.e. 1-25-95.
- From the Financial Secretary get a Houseman's Report that reports the X and Z readings from the bartenders blue checkout sheets.
- Reconcile the blue checkout sheets. Investigate and log any discrepancies.
- Fill out a 'Forms' sheet and give a copy to the Treasurer.
- Post the Clubs permits and licenses as required by law. These come through the Clubs agent.
- April of each year, from City Hall, obtain the applications for bartender liquor licenses.

- Have them filled out by those appointed as bartenders.
- Verify that they are filled out correctly.
- Make a copy of each application for the Club records.
- Have each application stamped by Certified Public Accountant.
- Take them, along with a check, to City Hall no later than May 25th.
- Record the check number and amount.
- When the City sends the licenses to the Club, verify that you have one for each application sent in.
- Rectify any problems.

*Approved by the Board of Directors April 16, 1996*

## **HALL RENTAL CHAIRMAN DUTIES**

- Hall Rental Chairman will be able to decide the policies on Hall Rental (2-18-03)
- Reserve all hall rentals in Master book at home and at the Club.
- Send Reservation forms to applicant promptly.
- All reservation forms received properly filled out from applicant should be placed promptly in bar ledger book and given to the club caterer.
- At the years end a report containing the attendance at each hall rental along with each sponsor should be given to the treasurer. This is mandatory for tax purposes.
- No other club member can rent the hall out unless authorized by the hall rental chairman.
- Prices of the hall food and beer will be given to each possible applicant upon request.
- A policeman may be hired at the discretion of the Hall Rental Chairman (1-21-91)
- Make sure there is a coat-check person notified of hall rental in late fall, winter and early spring.
- Make sure a person or persons set up the tables for hall rental events
- A report should be given at each meeting
- Vigorous recruitment of potential rentals should take place in the Spray and at each meeting.
- Hall rental chairman should check with club janitor to make sure hall and galley are relatively clean after hall rental
- Chairman should select a committee to work with him to make the hall rental efficient and easier to administer.
- Hall rental chairman or committee will show potential rentals our club facilities at their request.
- Contact club sponsor to make sure he is sponsoring the potential rental.
- Inform renter that the club sponsor must attend the event.

## **GALLEY CHAIRMAN DUTIES**

- Make sure kitchen is kept clean along with all the dishes.
- No grease or water from scrubbing the floor is to be put down the drain in the kitchen at any time.
- Have chimneystack cleaned once a year.
- The filters should be cleaned every two months.
- The caterer is responsible from the chimney down on the entire stove to be kept clean.
- Bills go to the Treasurer.
- Money and coupons go to the Financial Secretary. Payments with checks are to be made out to 5th Street Yacht Club. (4-1-03)
- The Treasurer is responsible for paying the caterer for all coupons spent by club members in the Galley.
- The Board and the Galley Chairman should meet with the caterer at least twice a year to review how things are going.
- The membership will be informed if they are bringing 6 or more people for dinner and to allow for better service, they should call in advance and if possible, give the caterer an idea of what menu items they will be wanting.
- The caterer has exclusive rights to all club parties and club events that are catered.
- Make sure club is paid its 12% (as of 3-20-01) of the gross from the caterer weekly.
- Galley Chairman responsible for ordering place mats when needed.
- The waitresses are not responsible for bringing drinks to the table of people eating at the club.
- The waitress is responsible for putting club members numbers on the receipts for tax purposes.
- Give a report of club profits from the caterer at each meeting.
- Put advertisement of all specials in the Spray each month.
- Pick up galley slips from the caterer and keep a record of the income.
- Make sure the left front side door is locked so no one can enter.
- Hostess will place patrons at their tables because no one should seat himself or herself.
- Make sure caterer doesn't run out of food at 7PM.
- Any materials used to cook food for the caterer must be paid for by the caterer.
- Place mats are kept in the Auxiliary cupboard.
- Make sure the grease trap is cleaned several times a year.

- The Commodore appoints a Board member to be your liaison between the Board and yourself.
- The Galley Chairman will receive the contract signed by the club and the caterer.
- Any written complaint to the Board must be signed by a club member.
- The Galley Chairman is responsible for making sure the caterer abides by his or her contract signed between the caterer and the club.

## **GROUNDS CHAIRMAN DUTIES**

- Recruit fifteen or more members to fill four rotating crews to cut grass.
- Schedule the Spring and Fall clean-ups and put notice into the Spray.
  - Order dumpster for Fall and Spring cleanup.
  - Order an additional dumpster for Spring cleanup for boat shrink-wrapping.
- Contract a lawn service to treat lawn with weed control and fertilizer.
- Maintain lawn equipment and change oil at least two times during the season.
- Purchase flowers for around building and flower boxes.
- Keep gas cans full.
- Cut grass. Trim around building, trees, flower boxes and parking lot. Trim shrubs when needed.
- Clean ramp when needed.
- Empty trashcans into appropriate recycling dumpsters.
- Trim weeds between fence and curb along Liberty Street.
- In fall, before the snow flies purchase three to four hundred pounds of salt and store in Whale Shed.

## **DOCKMASTER'S DUTIES**

- Raise piers - fall cleanup, lower piers - Spring cleanup.
- Remove safety ladders - Fall cleanup, install in spring.
- Maintain seawall area and piers (painting & wood repairs).
- Maintain seawall lights (replace burned out bulbs).
- Turn on launch ramp light in spring, off in fall.
- Maintain water system - work with yard birds.
- Keep launch ramp clean - work with yard birds.
- Organize and supervise docking crews at club boating events.
- Ticket docking violators.
- Collect slip rental money for overnight guests.
- Monitor guest cards and rental.
- Remove and re-install dinghy pier.

### **Coordinate with Fleet Captain:**

**Boat Inspection** – as boats are usually just being put into service when this event is scheduled, it is suggested that on a yearly basis, the membership decides if boats not renting a slip can stay until after Boat Inspection.

***Blessing of the Fleet*** - boats not leasing slips, have 96 hours to vacate.

## **ENTERTAINMENT CHAIRMAN DUTIES RULES**

- No club coupons are to be used at entertainment events to buy tickets for food, beer or soda except for the following: Approved 4-21-98
  - Boat Inspection Breakfast
  - Blessing of the Fleet Spaghetti Dinner
  - Both fish boils
  - 4th of July – beer, soda & bar outside.
  - LMYA – tickets and beer, soda & bar outside
  - Corn & Brat – food, beer, soda & bar outside
- Liquor or Beer won at club functions cannot be opened on club property
- All liquor or beer must be purchased from the club.
- Club dates for the next year must be booked with hall rental chairman by August 1st of the current year.
- Must select all Chairmen as soon as possible.
- If possible, pay all bills with money from the event. Bills that cannot be paid due to lack of cash will be paid by the Treasurer with Chairman notifying Financial Secretary via the Activity Report.
- Must make sure tickets are printed at least 6 weeks before the event.
- Make sure posters are posted in club at least 5 weeks before the event.
- Write an article for the Spray each month.
- Make a report at each meeting.
- Pay tickets for the Queen, Princess and their Court to Chicken BBQ.
- Make sure Chairman records all new members who work at their events.
- No free tickets for any club events unless authorized by the Board.
- Make sure the cleanliness of the club is returned to the order it was before the event.
- Make sure each chairman keeps good records to pass on to the next chairman.
- Board has given the entertainment committee permission to hire Gordy Johnston as disc jockey if so desired.
- Entertainment Chairman is automatic Chairman of Officers Dinner Dance.
- Help sell tickets for all club events.
- Make sure the Houseman knows how much beer, liquor and soda you need for each club event.
- Help the committee chairman recruit workers for each event.
- Try to attend every entertainment event.
- Left over food at each event is resold to individual committee members of the event and no food should be left at the club.
- No tickets should be left behind the bar at any time.
- Should consult with the Houseman about changing club prices at club events.
- Have Club Food Manager meet with committee chairman & committee if club members are cooking

the food for the event.

- Give 5th Street Yacht Club Activity Report to each committee chairman to be filled out with monies, which are then put in the club safe.
- Club rental reservation forms should be filled out for each club event and given to the Houseman to be put in his red book.
- The club has a Class “A” raffle license and we must comply to the conduct of the raffles under a Class “A” license.
  - Our class a license must be renewed every 12 months.
  - All raffle drawings shall be held in public.
  - All prizes shall be awarded. The purchaser of the ticket need not be present at the drawing to win the prize.
  - If a raffle drawing is cancelled, the organization shall refund the receipts.
  - The organization that holds a raffle drawing shall furnish a list of prizewinners to each ticket who provides the organization with a self-addressed stamped envelope & requests the list.
- The best advertisement for club events is the person-to-person contact at the clubhouse.
- Any person coming to a club event after dinner must pay \$5.00 a person to the event chairman. “This is a club rule”. (10-1-96)
- All visiting commodores dinner dance tickets are to be paid by the club.
- All flowers and decorations for the Officer Dinner Dance are to be paid by the club.
- The monies at club events should be counted by at least two (2) persons.
- The club pays for membership for Entertainment Chairman at Sam’s club.
- Check with Houseman to make sure there are enough bartenders at the club events.
- Bartenders get free meals at events when dinners are served.
- Be sure dishwashers are hired (when necessary) when club members cook the event.
- Remind chairman to write article for the Spray – before and after the event.

## **SPRAY EDITOR DUTIES**

- Collect all material to be put into the newsletter. All articles, announcements, etc. to be put into the SPRAY should be submitted to the Editor no later than noon on the Sunday following the monthly membership meeting.
- Materials should include:
  - a. Commodores comments
  - b. Auxiliary President's letter
  - c. Club event schedule
  - d. Cruise schedule
  - e. Bartenders schedule
  - f. Special events notices
  - g. Galley menu
  - h. Articles of interest submitted by club members
  - i. Any advertising changes or additions
  - j. All member address changes or membership additions
- These articles should be in a form that is easily understood and readable.
- The Spray Editor is currently doing the setup (2006) but the printer can do this. If taking this route, be sure to allow sufficient time for a timely delivery.
- The Spray Editor is currently supplying mailing labels for mailing. If this is done by an outside vendor, be sure member address changes, additions or deletions are communicated.
- The editor should maintain a current mailing list, and keep it up to date.
- Publish members that drop and names of new Lifetime Honorary members. 2-1-00
- As of May 2002, the Spray is mailed first class. However, bulk mailing can be used if cost is more favorable.



# ***Fifth Street Yacht Club Inc.***

*MARQUETTE STREET AT THE BRIDGE*

## **Club Rules & Duties**

**Bar Copy – Please do not remove from the premises.**

Enclosed are the Rules & Duties that have been updated to reflect changes approved by the Board or Membership since their last printing.

These Rules & Duties will be available for review by the membership during 2006. They will be printed and a copy given to each member in early 2007.

If any member feels changes or additions are necessary, please bring up at the Membership meetings for discussion for possible change.