

STANDING RULES

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STANDING RULES

Standing Rules

These Standing Rules shall be used to regulate the day-to-day operations of the Sarasota Sailing Squadron (Squadron) and the conduct of its members in the best interests of all members and of the Squadron. The Standing Rules constitute enforceable rules of the Squadron, prescribing expected conduct and discipline. The Standing Rules include the rules outlined below and as may be amended by the Standing Rules Committee, and the policies of the Board of Directors as may be set periodically by resolution of the Board.

Mission Statement

The Sarasota Sailing Squadron is a not-for-profit sailing club open to anyone interested in the sport of sailing and other non-motorized water sports. The Squadron encourages the sport of sailing and other water sports, promotes the science of seamanship and navigation, environmental awareness and instruction for adults and children. The Squadron hosts regattas and races, sponsors cruises and recreational events and fosters a spirit of good fellowship, courtesy and sportsmanship. The Squadron provides social venues for members and their guests and serves as a community asset to the City of Sarasota and the surrounding area.

I. General

The Sarasota Sailing Squadron is a private not-for-profit sailing club open to anyone sincerely interested in the sport of sailing.

A. The following General Rules comply with the terms of the Squadron's lease with the City of Sarasota.

1. All members whose residence is not in the City of Sarasota must pay 50% of the current dues and initiation fee to the City of Sarasota.
2. Neither the Squadron, its employees, nor its members may operate a for-profit business on or from land leased to the Squadron by the City of Sarasota. A for-profit business where the property serves as the primary site or regular and substantial element of the business is prohibited. This rule does not prohibit vendors, businesses or contractors from coming onto squadron premises to perform work for the squadron, its employees or members subject to the rules regulating vendors, businesses and contractors.

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B. The following General Rules are to enhance the use of the Squadron for its members.

3. Members must furnish a current legal residential address. Box numbers are acceptable for mailing purposes only.
4. Members shall pay all required board approved fees on each member-owned boat to which the fees apply. MULTIPLE BOATS = MULTIPLE FEES.
5. Members are required to volunteer a minimum of 8 hours per year, or opt-out by paying an additional fee, set by the Board. The Manager shall maintain a record of volunteer hours by member.
6. Members' hulls, trailers, and lockers located at the Squadron must be labeled with a Squadron decal that is affixed by club management. If the decal becomes damaged, notify the office.
7. The squadron reserves the right to authorize moving any boat at any time for any purpose.
8. Parked motor vehicles must not cause an obstruction to movement of any other vehicle, trailer, or boat – and must not hinder access to any Squadron facility. Vehicles failing to observe this rule will be subject to towing and the responsible member will be charged for all related costs.
9. Keep the area adjoining the beach clear at all times. It is only to be used for launching and retrieving boats.
10. During regattas, boats parked anywhere on the Squadron grounds or in the water may be moved temporarily.
11. Members shall comply with all Squadron posted signs.
12. No commercial signs shall be posted on Squadron property without approval of management.
13. Designated bulletin boards (Welcome Center, Fleet News, Official Notice Board, etc.) shall be used for their designated purpose.
14. Members may post appropriate messages on designated Squadron bulletin boards and will be dated and removed quarterly. Messages may be removed from bulletin boards if deemed inappropriate by management.
15. Insurance for theft, storm damage, liability, etc., is the responsibility of the boat owner. The Squadron requires \$300,000 General Liability insurance per boat stored at or sailed from the Squadron applicable to all boats 16 feet and larger. Liability insurance must be kept current. **Members certify annual compliance to this requirement when renewing their annual membership.**

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16. Dogs are permitted when leashed or carried. Owners must clean up after their dogs. Pets are not allowed in the Club House or on the screened in porch area. Areas marked “no dogs allowed” are used by club members for children or for handling sails and other boat equipment, and no dogs are permitted in these areas. Members not obeying these requirements will be asked to remove their pets from the premises. Any pet deemed a nuisance or creating a disturbance must be removed from the premises. Repeated offenses may result in membership termination.
17. All children under the age of 12 must be supervised by an adult.
18. Members are responsible for their property, boat and equipment, and to protect it against loss, vandalism, theft or other damage, and to secure their property, mooring, boat, and equipment in such a manner so as not to harm or damage any other persons or property whatsoever.
19. Living aboard one’s boat is prohibited.
20. The following information will be kept current in the office:
 - Name
 - Address
 - Phone Numbers
 - Email addresses
 - Copy of insurance
 - Proof of boat ownership (copy of title, partnership agreement, bill of sale, etc.)

II. Boat and Trailer Storage (including Permanent Slips)

1. General
 - Boat and trailer storage and permanent slips may only be rented by members who are principal owners of the occupying boat, and shall not be sublet. Principal owner is defined as the natural person with the largest (or equally largest) financial interest in the boat.
 - When necessary, waiting lists shall be maintained by the Manager showing the dates the member was added and/or removed and shall be readily accessible by all members. Members not in Good Standing shall be removed from the list(s).
 - Members not in Good Standing must remove their boat(s) and/or trailer(s). Failure to do so may result in the Squadron removing them at the owner’s risk and expense.
2. Trailered Boat Parking
 - The area around your boat must be clean and free of litter.

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- Trailers must be in operable condition at all times. A trailer not in operable condition for a period of 60 days will be declared dead storage and the owner charged accordingly. Check with the Squadron office regarding fees.
 - Boat storage area is at the discretion of the Manager, who may move the boat for the benefit of the Squadron. Any boat moored or tied alongside any dock, wave fence, or other area (except the use of allocated slips by the tenants thereof) for more than 24 hours without the permission of the Manager may be moved or anchored or brought elsewhere for the convenience of the Squadron and at the risk of the owner.
3. Rack Boat Parking
- Keep the boat in the rack assigned to you. Do not move it elsewhere unless permission is obtained in advance.
 - Club dollies are for temporary use only.
4. Permanent Slip Spaces
- Boats docked in permanent slips must be used on a regular basis (must be sailed in 6 different months of the year). Boats not so utilized will be considered dead boats and the policy for dead boat storage will take effect.

III. Dock Use

1. A diagram detailing dock use will be posted in the clubhouse.
- The diagram which is color coded and shall be referred to as “Everyday Dock Rules and Regulations”.
2. In order to more adequately address each area of the Squadron docks, the board will adopt the following names for reference use. These shall be denoted on the diagram:
- Hoist area
 - Hoist Area Docks
 - Dinghy Docks
 - Dock A – Wave Fence Dock including North Dock Slips
 - Dock B – Main Dock and its floating dock extensions
 - Dock C – Ramp Dock and its floating dock extensions
 - Dock D – South Dock including floating sections

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3. Failure to remove any boat from a dock area (except for staff boats and permanent slip occupants) after 30 days shall result in initiation of revocation of membership of owner's membership privileges. Failure to pay dockage fees shall result in initiation of revocation of owner's membership privileges. The Squadron may seek to apply a lien against the owner's vessel or other personal property to insure satisfaction of any financial obligation that may be incurred.
4. Duration of stay on the dock is calculated based on the number of nights a vessel is on any dock, whether the vessel has been moved to a different dock location or remains in the same dock location.
5. Exemptions: A boat owner may request an exemption to these rules, regulations and fees, only in the case of emergency, by making a request to the Squadron Manager.
6. Emergencies: The Squadron Manager shall maintain a minimum of one dock space for use by a member in case of emergency or repair.
7. All boats will accept rafting of other boats. Short term docking area pricing applies.

IV. Everyday Rules and Regulations for Boats

1. A boat shall not be moored, anchored or docked in a manner whereby it becomes a hazard to navigation, interferes with reasonable access to or from the Squadron docks, hoists and ramps or interferes with another boat moored, anchored or docked.
2. There are five designations of areas which denote five distinct applications of dockage rules and regulations:
 - Permanent Slip Spaces
 - Rented on a monthly or annual basis as determined on the
 - Rate schedule or occupied by SQUADRON boats. No Color on dock or Diagram.
 - Short Term Docking Areas
 - This designation is for members to dock their boats when they are staying at the docks. No boat shall remain in this area beyond a maximum stay of 30 days. Each member leaving a boat in these areas shall register at the office and complete a dock card upon arrival at the dock. Current Squadron Rate Schedule is located in the Squadron office. Color shall be **YELLOW**.

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- One Hour Maximum Areas
 - These areas are primarily for short term (less than one hour) loading, launching, passenger pickup/drop-off, etc. and should in no case be occupied by any vessel in excess of 1 hour. Any vessel whose duration of stay exceeds 1 hour shall be charged at the daily Market Rate until removal of the vessel, with a minimum charge of 1 day. Color shall be **RED**.

- Hoist Area Docks
 - Red floating docks in the hoist area are for staging boats intending to use the hoist. Regatta participants who have paid regatta entry fees may use the docks while regatta rules are in effect. No boat shall interfere with use of the hoist or tie up directly under the hoist at any time. The color **RED** shall be used to indicate those areas near the hoist where docking is restricted.

- Transient Docking Areas
 - This designation is for visiting sailors to dock at the Squadron, but who are not members of the Squadron. The Squadron Manager shall have discretion to determine if any boat is too large or other conditions preclude allowing dockage at the Squadron docks. Dockage fees are published in the current rate schedule. No boat shall remain in this area beyond a maximum stay of 30 days. Anyone requesting transient docking privileges shall register at the office and complete a dock card upon arrival at the Squadron. The manager shall determine the appropriate area for transient dockage on an individual basis.

V. Dock Usage Exceptions

A. Regatta Rules and Special Event Rules

- Regatta Rules or Special Event Rules may go into effect up to 3 days before the regatta/event and up to 3 days following the regatta/event at the Manager's discretion.
- The manager may allow an extended dock stay.
- Any special dockage fees or fee exemptions shall be stated in the Regatta Notice of Race or the Special Event Notice.
- Any special camping fees or fee exemptions shall be stated in the Regatta Notice of Race or the Special Event Notice.

When Regatta Rules or Special Event Rules are in effect:

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1. Notice

- A notice shall be posted on the club Welcome Center Notice Board identifying the extent of the dock and/or parking restrictions.
- A notice will be posted to the Squadron's web calendar.
- Notices may be posted on the docks.

2. Dockage Restrictions

- Red zones are open to regatta/event participants. Red zones shall be limited to launch/retrieval and load/unload activities. For a multi-day regatta/event, when scheduled activities are concluded for the day and before activities resume the following day, regatta/event participants may dock in red zones overnight.
- Yellow zones are reserved for regatta/event participants, members not participating in the regatta/event shall vacate. Members not participating in the regatta/event and not vacating, shall incur immediate extended stay fees and, at the Manager's discretion, a percentage penalty.

3. Parking Restrictions

- Signs shall be posted limiting parking for the duration. Vehicles left in a restricted area may be towed at the owner's expense.

B. Overnight Docking Rules

Members shall check with the Office if they plan to dock overnight. Night time emergency and late arrival dockage is permitted until 9 AM the following morning at which time dockage fees will be applied. Boats should be docked in **YELLOW** areas if available.

C. Storm Rules

This section applies to National Weather Service Tropical Storm or similar weather events applicable to Sarasota Bay.

- All boats should be properly secured (whether on land or water) at all times so as to protect your property, your neighbor's property and the docks from harm.
- Plan ahead and prepare for predicted storms by securing your boat in its assigned location.
- An SSS Weather Alert may be declared at the discretion of the SSS in anticipation of or at the declaration of an NWS Tropical Storm Watch, or similar weather events. All docks are to be cleared of boats, with the exception of boats in permanent slips, and remain clear for the duration of the **SSS Weather Alert**. Members are responsible for any boats remaining on the docks. Boats other than those in permanent slips that are not removed may be subject to a fine of \$500,

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and / or membership suspension or revocation at the discretion of the SSS Board, and are responsible for any damage to docks or other boats. **The SSS shall make reasonable efforts to notify all affected members of an SSS Weather Alert, but lack of notification shall not be deemed a reason for non-compliance.**

- Shared club assets such as the Squadron owned power boats are grounded and not for boat rescue use during High Wind Advisories or Severe Weather Alerts. Boat rescues shall be the responsibility of the owner and proper authorities such as the Coast Guard.
- Boat owners are responsible for any damage sustained to or caused by their boat or equipment.
- **NOTICE TO VESSEL OWNER :** The Sarasota Sailing Squadron hereby informs you that in the event you fail to remove your vessel from the marina promptly (timeframe to be determined between the SSS or operator and the vessel owner) after the issuance of a tropical storm or hurricane watch for Sarasota, Florida, under Florida law, the SSS or his or her employees or agents are authorized to remove your vessel, if reasonable, from its slip or take any and all other reasonable actions deemed appropriate by the undersigned or his or her employees or agents in order to better secure your vessel and to protect marina property, private property, and the environment. You are further notified that you may be charged a reasonable fee for any such action.
- Further information on proper boat storage and the Weather Alert process is available on the Club website at :
 - [Hurricane Preparedness](#)
 - [Severe Weather and Hurricane Procedures](#)
 - [SSS Weather Alert Process](#).

VI. Boat Usage – Minimum Requirements

1. Members agree to sail their boats a minimum of once a month for at least 6 months out of the year. When it is determined that a boat owner is not using their boat as required, the owner will be notified. If the required boat usage does not begin within 30 days of such notice, the owner's normal STORAGE fees will be increased to the maximum allowable rate under the current fee schedule, plus sales tax for all subsequent periods. Legal action to remove the boat may be undertaken by the Squadron at its discretion.

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2. The Manager shall contact the boat owner asking for the removal of the boat with 30 days' notice. The boat owner may request a hearing before the Board of Directors, in writing prior to the expiration of the 30 days' notice period. In lieu of a personal appearance, the boat owner may file within the 30 day period one or more statements challenging the claim of failure to use the boat as required. Should the boat owner not reply during the 30 day period, or should the Board not grant an extension of time, the boat may be removed by the Squadron from the Squadron's property immediately. The increased cost of storage elsewhere, risk of vandalism or theft, and any other damage resulting from such removal will be the responsibility of the owner.

VII. Boats on Moorings

The Sarasota Sailing Squadron maintains launching facilities and docks for its members' use, but does not maintain or control any area where boats may be legally moored. The Sarasota Bay area adjacent to the SSS is not an authorized mooring field under Florida law. Any boats kept in this area are moored at the owner's risk, and are subject to applicable, State, County and City regulations that govern mooring and anchoring.

VIII. Ramp Launching Facilities

1. Boats must be launched and retrieved as quickly as possible (less than 30 minutes). Keep to one side of the double ramp.
2. Cars and trailers shall not be parked in the launching area. Cars and/or empty trailers should be parked in the space assigned to the boat or parked in the overflow parking area outside the entrance gate.
3. Vehicles left unattended in the launching area will be towed at the owner's expense.
4. The use of a power boat's engine to propel the boat onto a trailer on the ramp is prohibited; the wash causes damage to the submerged ramp area.

IX. Beach Launching Area

The beach is to be used only for launching and retrieving small boats. They are not to be left overnight on the beach or the berm. No parking is permitted in this area. Do not block beach or places around the storage racks with dollies, trailers or spars.

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X. Hoist Launching Area

1. No one is to use the hoist unless they have paid hoist fees or have made arrangements with the Manager to be billed for its use, unless arrangements have been made to bill on an annual basis.
2. Do not dock boat in front of the hoist or in the area marked by the red lines.
3. Hoist time limit is one hour.
4. Barnacle scraping is not allowed.
5. No hauling of boats for repair work is allowed during regattas and/or scheduled club races.
6. Follow all rules posted on the hoist and outlined below:
 - Hoist capacity is 6, 000 lbs. The 6,000 lbs. includes boat, slings, harness, sails, etc.
 - Boat weight is determined by the Squadron Manager
 - Safety Procedures.
 - No one is ever to be under a boat that is not properly supported.
 - Bow and stern lines are to be used as tag lines to control the swing of the boat.
 - It is recommended that there be two or three people involved with each lift.
 - Exercise caution during strong winds. Postpone lifts, if necessary.
 - Inspect slings, wire rope and any lifting devices each time they are used.
7. Report all damage and/or problems to the Manager.
8. Anyone not adhering to these rules is subject to revocation of their hoist privileges.

XI. Fees

1. Membership Dues, Hoist, Slip, Locker and Facilities, Storage fees, including sales tax, are due and are to be paid in full at the beginning of the calendar year or upon becoming a member. The responsibility for payment rests with the member. The current rates are posted in the Squadron's office and on the Squadron website. Members not renewing by March 1 may be required to pay all initiation fees again. Membership dues are nonrefundable.
2. Boat owners not intending to renew their membership for the next year must remove their boats(s) by January 1. Otherwise Storage fees will be based on appropriate fee schedule, including penalties, plus sales tax, until the boat(s) is removed.

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3. If Storage fees, membership dues and other applicable charges due are not paid within 30 days after billing, the member shall be so notified. If applicable fees, dues and charges remain unpaid after an additional 30 days, the Squadron will make a final attempt to collect via mail, email, telephone, in person or by whatever means the Manager deems most appropriate. If fees remain unpaid after 90 days, the member's boat or other property may be impounded, seized, moved to another location, or sold without further notification through a public or private sale and the proceeds will first be applied to the member's outstanding debt with the remainder held on behalf of the member for not more than one year. If member does not make a claim for any balance during the year, said balance, if any, shall be paid over to the Squadron for its general purposes. This is not the exclusive means of collection available to the Squadron, which may seek other legal enforcement of any debt. The member further agrees to pay the Squadron for any and all legal and/or attorney's fees and costs incurred by the Squadron as a result of legal actions required to collect fees owed.
4. A Member in Good Standing who has not been assessed a Dead Boat Fee may as a result of a hardship situation apply to pay Storage fees via a monthly payment plan. This plan is only available to members that joined prior to January 1st of the current year and cannot be used for payment of Membership Dues which must be paid in full when due. Payment Plan requirements, schedule and process shall be as determined by the Board. A member who has paid their monthly installments by the plan's due dates shall be considered a Member in Good Standing.
5. The Squadron may charge a billing fee or service charge as appropriate.
6. Dues and Fees
 - a) Rate Schedule - Dues and fees itemized on the Squadron Rate Schedule shall be set by the board as well as the time and manner of their payment.
 - b) Non-Refundable / Non Pro-ratable - Membership dues, initiation fees and capital reimbursement charges are non-refundable and non-pro-ratable in the event a membership is voluntarily or involuntarily terminated.
 - c) Failure to pay dues - Any member who fails to pay dues or other indebtedness to the Squadron for a period of sixty (60) days after they become due is no longer a Member in Good Standing and shall forfeit all privileges of membership and if said dues or other indebtedness is not paid within ninety (90) days after they become due, said membership in the Squadron shall be revoked.
 - d) Good Standing - A Member in Good Standing is defined as one whose monetary obligations to the Squadron are current and who is not suspended or revoked.

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- e) Loss of Privileges - Loss of privileges due to membership suspension, revocation or after sixty (60) days of delinquency shall include loss of the right to vote in all meetings of the Squadron, the right of participation in Squadron activities such as competitions and social activities, the use of the Squadron facilities, and the use of the Squadron name in entering outside events.
- f) Rejoining - Any member that has lost membership pursuant to this Article who wishes to rejoin the Squadron must do so as provided in these Standing Rules.

XII. Membership

1. All visitors and guests must register with the Squadron office. Any guest who is regularly invited to the squadron is encouraged to become a member.
2. Each member agrees to indemnification as a condition of membership at the time of initiating his or her membership, and each member agrees to be bound by and honor the Bylaws and Standing Rules of the Sarasota Sailing Squadron, which may be changed from time to time, in accordance with Squadron rules.
3. The Squadron office will post a list of Members in Good Standing on the Sarasota Sailing Squadron website.
4. The Following Guest Policy is effective August 1st, 2017 :

Guest Policy

All Guests must be accompanied by a sponsoring member. No guests are permitted on the premises without their sponsoring member present. The sponsoring member is responsible for their guests while on the club premises.

Requirement for Frequent Guest to become a Member

All guests are invited to become a member and are required to do so if at the squadron or attending club functions such as races or regattas more than 6 times in any calendar year. Guests that are required to become members must join in order to continue attendance at the club and/or participation in Squadron events, or be asked to leave. Continued violation of this rule may result in a trespass warning being issued and/or other such legal actions, including but not limited to assessment of the sponsoring member for the guests Membership dues.

Guest Parking

Only members may park on club premises and only in designated parking areas so as not to block access to ramps, lifts, or other member's boats. Members will be issued 2 parking

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stickers per membership, and a sticker must be displayed on the dash board of the vehicle when parked on club premises. Guests and / or Regatta attendees may not park on club premises. Loading and unloading of boats and equipment is permitted for a limited time and under supervision of the staff. Vehicle operator must be present to move the vehicle if needed. Violators of the parking policy will be subject to parking fines of \$25, payable by the member or sponsoring member if a guest violation and/or may be subject to towing at the vehicle owner's expense.

Guest Limitations

Members are reminded that Guests are not Members of the club and are therefore subject to the following limitations:

- Guests are not to be in the clubhouse without a member or staff on the club grounds
- No Guests permitted behind the bar; Members over 21 only behind the bar
- No guests in the kitchen area; Members only in the kitchen (unless authorized by the office - e.g. Chef's at a catered event)
- Access Codes to building doors and or club gates are not to be disclosed to guests

XIII. Membership Rules

1. **Open** - Membership in the Squadron is open to all persons interested in sailing and other non-motorized sports regardless of race, creed, gender or sexual orientation.
2. **Class** - There shall be one class of membership whether single or family. Each membership will have one (1) vote which may be exercised in person or by proxy at duly called meetings of the membership. Each membership will pay annual dues pursuant to the current rate schedule determined by the Board and fulfill their required volunteer hours or pay the volunteer opt-out fee. Each child up to the age of 21 will be part of a membership. The Board of Directors shall designate different types of memberships including the dues, volunteer hours and fees in the Squadron Rate Schedule.
3. **Honorary** - Any person who, in the opinion of the Board of Directors, has made an outstanding contribution to the welfare of the community or to the Squadron, may, upon approval of all members of the Board be elected an Honorary Member in the Squadron. Such Honorary Membership shall be subject to annual renewal at the December Board meeting. Honorary members shall not be required to pay an initiation fee nor annual dues. Honorary members shall be afforded all privileges of regular membership including voting. Honorary members must pay all extra fees.

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4. **Non Transferable** - Squadron membership is not transferable and no member has any right to any specific property or rights of the Squadron. Membership privileges shall be determined by the Board of Directors from time to time and may be changed at any time without notice. No member has any vested right or interest to any specific privilege, use, right or other interest which may have existed prior to a change of the membership privileges by the Board.
5. **Refusal of Membership** - The Board of Directors shall have the authority to refuse membership to any applicant at its sole discretion, without explanation within 31 days of application.
6. **Disciplinary Action** - Disciplinary action may be taken against a member or Board Member as prescribed under these Bylaws or the Standing Rules, including, but not limited to, reprimand, suspension, revocation of membership or commencement of action for board removal, for violation of the Articles of Incorporation, the Bylaws, the Standing Rules, or for other conduct by a member, his/her family or guests, which is deemed by the Board to be detrimental to the best interests or welfare of the Squadron. Removal of a board-appointed board member from the board shall require an affirmative vote of at least two-thirds of the Board of Directors. Removal of a member-elected board member from the board shall be governed by Florida State Statute pertaining to such action.

Any member who has lost membership through revocation and who wishes to rejoin the Squadron must apply to the Board. The applicant must have no outstanding financial or other unsatisfied obligations due to the Squadron, and must satisfy any conditions of reinstatement as may be set by the Board. The applicant must apply as a new member and pay the same dues and other initiation fees and charges as is required of a new member.

XIV. Sarasota Sailing Squadron Member Code of Conduct

The Sarasota Sailing Squadron is committed to providing a safe and welcoming environment for all. To promote safety and comfort, the Sarasota Sailing Squadron asks all persons to act appropriately at all times when on the property, at the facility or participating in SSS programs. Members and guests are expected to act maturely, to behave responsibly, and to respect the rights and dignity of others as well as the property of other members and of the Club. Prohibited behaviors include, but are not limited to, the following:

- The sale, possession, distribution or use of any illegal substance
- Carrying or concealing a weapon
- Use of any device or object as a weapon

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- Verbally abusive behavior, including profanity, offensive or vulgar language or gestures, swearing or name-calling
- Unlawful behavior of any kind
- Physical contact with another person in a threatening way
- Theft, including the taking of food or beverage from the Club without payment as required
- Behavior that results in the destruction or loss of property
- Drunkenness
- Harassment of any kind, including unwanted sexual advances
- Dumping of hazardous waste, including holding tanks, oil, batteries, fuel and the like
- Behavior that disrupts, undermines, obstructs or interferes with the ability of the Squadron to fulfill its purpose and mission as stated in the Squadron Bylaws.
- Improper or unauthorized use of the Squadron's Membership List, Web Site or On Line Postings

Anyone who feels that this Code of Conduct is being violated should immediately report the behavior to a staff person on duty. An Incident Report Form (see Appendix) should be used for this purpose. An Incident Report (IR) form or equivalent should be completed and submitted to the Club Manager, or Office staff. An IR or equivalent should be filed within 30 days of the alleged incident, or within 30 days of becoming aware of the incident or relevant facts. If requested, the person filing the report will remain anonymous, but no disciplinary action will be taken without all parties being disclosed.

The Manager shall attempt to resolve any dispute involving a breach of the Code of Conduct. The Manager shall keep a written record of all incidents and their resolution, including any warnings that the Manager issues. The Manager, in his or her sole discretion, may require any member who is deemed to be violating the Code of Conduct to leave the SSS premises. In exceptional circumstances (to prevent immediate harm, loss or damage), the Manager may suspend a member for not more than five days, subject to review by the Executive Committee. If the Manager suspends a member, a flag officer may after interviewing both parties extend the suspension until the Executive Committee hearing. In all other cases, authority to reprimand, suspend or revoke membership is vested in the Executive Committee in accordance with Article III, Paragraph 4 of the By-Laws, which gives the EC the power to actively manage the club. If the Manager is unable to resolve the dispute, the Manager shall submit the matter to the Executive Committee for resolution.

Except as set forth above, no member shall be suspended or membership revoked without an opportunity to be heard before the Executive Committee. The hearing shall be scheduled by the Executive Committee and shall occur as soon as practicable allowing for all parties

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to attend, but no later than 21 days after the matter is referred to the Executive Committee. Notice of the hearing date and time shall be sent to the member by first class mail to the last address of the member shown on the Squadron's records. Any complaining witnesses shall likewise be sent a notice of the hearing and shall be asked to attend. The hearing is informal and shall be governed by Roberts Rules of Order. If any party refuses to meet or discuss the issues with the Committee representatives, they may provide a written statement in lieu of attendance. If a party chooses not to attend, he or she may submit a written statement prior to the hearing date.

Following the hearing, the Executive Committee shall determine whether to take disciplinary action or to dismiss the complaint. The Commodore shall inform the member in writing of the Executive Committee's decision.

Suspensions shall be for not more than 60 days during which time dues, storage fees and other charges shall continue to accrue. The Executive Committee may, on its own motion, lift the suspension at any time.

Revocation requires at least three members of the Executive Committee then present to vote in favor thereof. If the Executive Committee revokes a membership, all rights and privileges of membership granted to the member, the spouse and the immediate family of such member, including boat storage privileges, shall terminate pursuant to XI, Paragraph 6 (e).

No person whose membership has been revoked or under suspension shall be permitted on the premises w/o permission from the Manager

Any person who claims to have been wrongly suspended or membership revoked may appeal the decision of the Executive Committee to the Board of the Sarasota Sailing Squadron. An appeal is initiated by filing a written notice of appeal with the Club Manager. The matter shall be heard on the date of the next regularly scheduled Board Meeting, with a majority of the Board rendering a decision on appeal. Until a decision has been rendered by the Board, the suspension or revocation shall be deemed valid and in force.

1. A Member's failure to comply with any notice of Disciplinary Action may be considered grounds for further disciplinary action as deemed necessary. No additional IR is required. The Member involved must be contacted to ensure complete understanding of the circumstances of the violation.

XV. Boat Work

1. Access to the Boat Work Area is not allowed until a Boat Work Agreement has been properly completed for the projected work.

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2. Use of the Boat Work area requires strict compliance with the Boat Work Agreement – especially regulations pertaining to safety and environmental protection.
3. Any changes in scope require a re-issue of the Boat Work Agreement prior to commencement of the change.
4. Members utilizing outside contractors should be aware of the requirements governing their work.
5. Outside contractors are required to sign in at the office each day they are performing work for members.
6. Boat Work Agreement is part of the Standing Rules and is located at the end of this document.
7. Contractor Requirements are available in the Squadron office.

XVI. Liquor License

The Squadron has a 2 COP Beer and Wine Liquor License (package beer and wine). The license allows for only beer and wine to be sold in the clubhouse. State regulations prohibit any other alcoholic beverages from being brought into the clubhouse. The clubhouse includes the screened porch area. No hard liquor is permitted in the clubhouse. Violations of the law may result in revocation of a member's membership.

XVII. Use of Squadron Debit Card

Only Squadron employees are allowed to use the club's debit card. Arrangements shall be made through the Manager's office regarding expenditures for which the debit card is to be used.

XVIII. Regatta Guidelines

1. The regatta must be sponsored by a member of the Squadron who will plan and organize the event with the Regatta Director.
2. The Board of Directors must approve the regatta. The date will then be included in the club calendar of events.

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3. The Regatta Director will meet with the Vice Commodore, Club Manager and any others concerned to prepare a budget and outline the regatta details. An application form must be signed by the regatta organizer, Regatta Director, Vice Commodore, and Club Manager.
4. All monies such as registration fees, sponsorship money, T-shirt sales, etc. will be collected by the Squadron. All expenses (including sales tax) will be paid from these proceeds. All funds collected are to be remitted to the squadron Manager.
5. The Squadron will furnish a race committee boat.
6. The Club Manager must plan for bartenders (only Squadron members) to be present from at least 8 a.m. to the time the bar closes and be prepared to close the clubhouse at night.

XIX. Non Sailing Social Functions

1. Types
 - **Office or Organizational Event** - An Event given by a member or nonmember for persons from a business or organization. All Office or Organizational Events must be registered at least 30 days in advance at the office to coordinate the Club Calendar and where a required fee schedule is on file. Fees may include Facilities usage fees, per person charges, clean up deposits and /or fees, etc. as appropriate.
 - **Fundraiser** - Fundraising functions must be sponsored by a non-profit, educational or governmental organization and registered at least 30 days in advance at the office to coordinate the Club Calendar and where a required fee schedule is on file. Board Approval may be required.
 - **Other / Social Events** - An Event sponsored by a member that consists solely of family and / or friends. A member sponsored event with greater than 15 attendees must be registered at least 30 days in advance at the office to coordinate the Club Calendar and where a required fee schedule is on file. Fees may include Facilities usage fees, per person charges, clean up deposits and /or fees, etc. as appropriate.
2. The Club Manager must clear the date of the event.
3. Overflow parking is available outside the entrance gate. No cars are to be parked in front of boats on trailers or in the launching areas or in the area of the hoist. Squadron members must have access to use their boats 24 hours a day.
4. To comply with our liquor license, all beer and wine must be purchased through the Squadron and no hard liquor is allowed in the clubhouse. The Board of Directors must approve any exception.

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5. Set-up and clean-up is the responsibility of the organizer. The organizer shall be responsible for removing all decorations, clean up and restoring the premises to the condition existing prior to the event. All garbage must be put in the dumpster by the entrance road. Clean up shall be performed by 8am the following day. Failure to comply shall result in a cleanup charge being assessed. For environmental reasons no glitter or balloons are permitted.
6. At the time of reserving the facilities, the organizer shall meet with the Club Manager, sign the required release form and pay a 50% deposit. The form shall spell out all specific charges (also the amount of a cleanup fee if it becomes necessary). The deposit is fully refundable if the event does not occur, less any expenses the Squadron has incurred in anticipation of the event.
7. The organizer is required to have liability insurance naming the Squadron and the City of Sarasota as an insured for the event for fundraisers or large events.
8. Host liquor liability insurance is required when applicable.
9. Members shall be permitted to use the clubhouse and pavilion during the event.

XX. Camping on Property

1. RV and tent campers must register with the Squadron office. The appropriate published fee schedule charges will apply for all camping.
2. Use of electrical receptacles for RVs or camping equipment shall be subject to a fee to be paid to the Manager according to the appropriate fee schedule.
3. No member may stay overnight at the Squadron property more than five days per month and only for sailing related activities. Any such five-day overnight stay shall not be consecutive with any other five-day stay occurring in the next following month so as to create a consecutive stay longer than five days. A request to extend any stay must be authorized by the Board of Directors.
4. No person shall sleep overnight within any Squadron building unless management approval is obtained.

XXI. Use of Squadron Power Boats and Other Squadron Equipment

Only Squadron members in Good Standing may operate Squadron boats and equipment. This includes, but is not limited to: power boats, hoists, tractors. Operators are required to participate in any training required on the use of such boats and equipment prior to use. Arrangements for training are made through the Squadron office. The office shall generate a list of approved operators.

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XXII. Membership List Policy

The following Sarasota Sailing Squadron (Squadron) Membership List Policy governs the Sarasota Sailing Squadron's use of its member information.

1. This policy provides direction and guidance for the use of our Squadron Membership List to ensure the Squadron's active control in safeguarding against any unauthorized use.
2. The Squadron communicates with its members by phone or email to communicate with them regarding organizational, social and sailing information of special interest to their needs. Such membership communications may be initiated solely by staff, club members or board members who have been designated in writing by the Board.
3. Upon request, Sarasota Sailing Squadron members have the right to have their contact information withheld from the Squadron Membership List.
4. The function of the Squadron Membership List is to provide information that will permit members to contact one another for non-commercial and Squadron networking purposes (sailing/racing information, committee work, etc.) The Squadron Membership List is to be used solely in accordance with its stated function and is not to be used for any other purpose since such use constitutes misappropriation of Squadron property.
 - Prohibited uses of the Squadron Membership List include, but are not limited to: mass mailing, including e-mails, letters or unsolicited telephone calls to Squadron members related to the marketing/recruiting/fundraising efforts of a business or charity, political activity, venting of personal opinions, criticism of fellow Squadron members, staff or policy or using the list for any other non-Squadron purpose.
 - The Squadron Membership List is not to be sold or shared with non-members or other organizations. Members may not provide their log-in information to anyone else. There may be circumstances under which the Squadron may be required by law or by judicial process to make the Squadron Membership List information available to others. Any request for the Squadron Membership List will be reviewed by the Executive Committee with advice of legal counsel who will make a good faith determination as to whether the request is within the scope of the law.

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5. The Executive Committee will review instances of prohibited use of the Squadron Membership List. The Executive Committee will take remedial action against any individual Squadron member or a group of Squadron members in the event of a prohibited use by a member or group associated with Squadron members. Prior to any planned use of the Squadron Membership List members are encouraged to ask the Board of Directors if such use is in accordance with this policy.

XXIII. On-line Media Policy

1. The following Sarasota Sailing Squadron (Squadron) On-line Media Policy governs the Sarasota Sailing Squadron's use of its on-line media sites.
2. This policy provides for the use of our on-line sites to ensure the Squadron's active control in safeguarding against any inappropriate use.
3. All on-line communications and postings are expected to adhere to standards governing the rules of public discourse as follows:
 - Attribution
All postings will be attributed to an author. Individuals and or groups will represent themselves accurately. Posting information anonymously or misrepresenting authorship may lead to cancellation of one's use of the services and deletion of content.
 - On-line Posting
The Squadron reserves the right to remove certain content that individuals or groups may post. As a general matter, people may post content to a Squadron blog or website, so long as the content is not illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy or otherwise injurious or objectionable.

Individuals may not use the Sarasota Sailing Squadron name to endorse or promote any product, opinion, cause or political activity. Representing personal opinion as having been endorsed by the Squadron board, management or an affiliate organization is prohibited. The creation and/or hosting of websites that violate Squadron trademark protection are prohibited. Content posted to any SQUADRON on-line media site that knowingly or maliciously provides materials, photos or misleading/false information is prohibited.

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Users of Squadron on-line media acknowledge that the Squadron does not pre-screen or regularly review posted content, but will remove any content that it considers to violate this policy and/or the terms of any other user agreements that may govern the use of Squadron on-line media.

- Guidelines

The Sarasota Sailing Squadron will not be liable for any errors or omissions, loss or damage of any kind incurred as a result of use of any content posted on any of its on-line media sites. To prevent errors and misuse, use the following guidelines:

- Respect the above rules governing acceptable language and content of postings
- Check for accuracy and correctness of content before posting
- Promptly acknowledge and correct mistakes
- Reply to comments when appropriate
- Disagree with other opinions respectfully
- Disclose conflicts of interest
- Posting/discussing confidential information is prohibited

4. The Executive Committee will review instances of abuse of on-line postings. The Executive Committee will take remedial action against any individual Squadron member or a group of Squadron members in the event of abuse by a member or group associated with Squadron members. Prior to posting, Squadron members are encouraged to ask the Executive Committee to review planned postings to a Sarasota Sailing Squadron on-line site to insure they are in accordance with this policy.

XXIV. Ethics Policy

CODE OF CONDUCT FOR THE SARASOTA SAILING SQUADRON

BOARD OF DIRECTORS & COMMITTEE MEMBERS

The Sarasota Sailing Squadron's (Squadron) Board of Directors has adopted the following ethics policy for its board members and committees. This policy is intended to provide guidance with ethical issues, create a standard of behavior and a mechanism for addressing unethical conduct. Members of the Board of Directors and Committee members are

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expected to conduct the business affairs of the Squadron in good faith and with honesty, integrity, due diligence, and competence. Specifically, Board of Directors and Committee members shall follow these guidelines:

1. Responsibilities

The general duties for the Board of Directors and Committee members are to enforce the Sarasota Sailing Squadron's governing documents, monitor and preserve the organization's financial resources, protect the organization's assets against loss, and keep the property, equipment, buildings and common areas in a state of good repair. To fulfill that responsibility, members of the Board of Directors and Committee members are expected to:

- be responsive to member inquiries and needs
- attend board meetings as required in Squadron bylaws
- regularly attend committee meetings
- review material provided in preparation for meetings
- review the organization's financial reports and budgetary guidelines
- make reasonable inquiry before making decisions
- fulfill the job duties of the office

2. Professional Conduct

Board of Directors and Committee members must conduct all dealings with fellow board/committee members, staff and Squadron members with honesty and fairness and safeguard information and assets that belong to the organization.

Conflict of Interest - Conflict of interest occurs when Board of Directors or Committee members make decisions or attempt to influence others' decisions that benefit themselves, their businesses or their relatives at the expense of the Squadron. Board of Directors and Committee members shall disclose potential conflicts of interest as soon as they realize they exist. Accordingly, no Board of Director or Committee member may:

- solicit or receive any compensation from the Squadron for serving on the board or any committee
- make promises to vendors or officials unless with prior approval from the board
- solicit or receive, anything of value for themselves, their business or their relatives from anyone seeking a business or financial relationship with the Squadron
- seek preferential treatment for themselves or their relatives

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- use Squadron property, services, equipment or name for the gain or benefit of themselves their business or their relatives, except as is provided for all members of the organization
- engage in board discussions or vote on matters before the board that present a potential conflict of interest

Confidential Information – Board of Directors and Committee members are responsible for protecting the organization’s confidential information. They may not use confidential information for the benefit of themselves, a business with which they are associated or their relatives. Except when disclosure is duly authorized or legally mandated, no Board of Director or Committee member may disclose confidential information. Confidential information includes:

- private personal information of fellow Board members, committee members and Squadron employees
- disciplinary actions, fee assessments and collection information against members
- proposals, draft documents, deliberations or pending decisions with regard to the business of the Squadron
- Legal disputes in which the organization is or may be involved—Board of Directors and Committee members may not discuss such matters with persons not on the board without the prior approval of Squadron legal counsel. Failure to follow this restriction could constitute a breach of the attorney-client privilege and loss of confidential information.

Professional Behavior - Board of Directors and Committee members are obligated to act in a professional manner. Although they may disagree with the opinions of others on the board or committee, they must act with respect and dignity and not make personal attacks on others. Accordingly, Board of Directors and Committee members must:

- focus on issues, not personalities and conduct themselves with courtesy toward each other and members of the Squadron community
- act in accordance with board decisions and not act unilaterally or contrary to the board’s decisions
- not take action on their own on issues before the board/committee or related to the operations of the Squadron without first notifying the Board of Directors of their intentions and gaining approval to do so

3. When Conflicts Arise

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Situations may arise that are not covered by this policy or where the proper course of action is unclear. Board of Directors and Committee members should immediately raise such situations with the board. If appropriate, the board will seek guidance from legal counsel.

Violations of Policy - Board of Directors and Committee members who violate the Squadron's By-laws, Standing Rules or any other Rules, Regulations and Board Policies of the organization are deemed to be acting outside the course and scope of their authority and may be subject to immediate disciplinary action, including, but not limited to:

- written reprimand
- removal from committees
- suspension from Squadron activities
- suspension of Squadron membership
- revocation of Squadron membership
- request for resignation from the board
- recall from the board by the membership
- legal proceedings

Prior to taking any of the above actions, the board shall investigate any violations in accordance with the Squadron By-laws. The board shall endeavor to meet with the officer/director/committee member in executive session prior to initiating disciplinary action against that person.

XXV. Boat Work Agreement

The following rules must be adhered to while working in the Boat Work area.

- Any work that produces environmental pollutants must be done in the boat work area.
- Only Squadron members or their permitted contractors may use the boat work area for work on Squadron member boats only. Any Squadron member or contractor performing work on behalf of a member must sign all required documents and pay a deposit to the Manager before performing work.
- No children under the age of 12 are allowed in the boat work area.
- Use of loud, dust/debris-causing equipment or otherwise disruptive equipment is prohibited during major Squadron events.
- Sandblasting and spray painting is allowed only if the vessel or affected area is fully tented with plastic or canvas.

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- The Boat Work Area must be cleaned of dirt and debris after each use. Failure to do so may result in the termination of a member's or his contractor's privilege to use the boat work area.
- All paints, solvents, supplies and equipment must be disposed of and used properly, neatly organized, and stowed daily. The work site must be completely cleaned up after use.
- Barnacles must be swept up and disposed of in the appropriate Squadron dumpster.
- No person's boat may occupy the Boat Work Area for more than 14 consecutive days.
- Fees and deposits must be paid prior to commencing work. See appropriate fee schedule.
- Members and contractors are responsible for supplying all required safety equipment.
- Members and contractors must adhere to safety and EPA.
- One boat may occupy two spaces if the spaces are not being used by another member.

Boat Type _____

Dates in work area _____

Description of work _____

Space A or B (circle one)

Member Name _____

Contractor Name _____

Contractor Insurance _____

Deposit due to Squadron _____

Signature Member _____

Signature Contractor _____

Signature Manager _____

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XXVI. Request for Proposal (RFP) preparation

The responsible committee shall develop an RFP which shall include all the information needed to solicit and obtain proposals from qualified bidders and shall specify "all bids will be considered simultaneously". Such information itemized in the RFQ shall normally include, but not be limited to:

- Drawings and specifications detailing the project
- Material requirements
- Will alternates be considered
- Schedule requirements
- Insurance requirements
- Permitting requirements
- Bonding requirements
- Pay Schedule
- Other such information which will allow for an accurate and thorough quote
- Other such requirements to meet the term of the SSS lease with the City
- Deadline for bid submission

The RFP shall be presented to the Board for approval, and be posted prominently in Squadron publications for review and comment by the Membership no later than 15 days prior to Board review and approval. The Board shall modify the RFP as it sees appropriate before sent to qualified bidders by the committee. The goal for all RFPs is to receive a minimum of 4 qualified bid responses.

All bids received shall be opened simultaneously and reviewed by the issuing committee, and a summary and recommendation presented to the Board. Any bid received after the deadline shall not be considered. The summary and recommendation and any supporting documents shall be provided to the Board no later than 15 days prior to Board review and approval. Upon review of all relevant materials, the Board may, at its sole discretion and in the best interest of the Club, select any qualified vendor from the bids received, reject all bids, split bid awards, or delay a decision to solicit additional bid responses or changes to the requirements.

For projects and RFPs costing less than \$12,000, bids shall be solicited, reviewed and approved by the Board or Committee appointed by the Board without the formal Membership posting process as stated above.

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XXVII. Financial Management

Annual Budget - The Executive Committee shall review the budget recommendations of the Finance Committee and shall prepare Capital Expenditure budgets and an Operating Budget for presentation, approval and adoption by the Board at the first meeting of the Board in December ("Annual Budget"). Multiple Bids are required for all expenditures in excess of \$5,000, unless the Board finds by a two-thirds (2/3) vote of the total membership of the Board that Multiple Bids are not required. The responsible Committee shall develop a Request for Proposal (RFP) as specified in the Standing Rules Capital Project Budget.

1. The Capital Budget shall include planned spending for new projects and improvements to boats, plant & equipment expected to require capitalization. The Capital Budget shall also define the sources of funding for the planned projects and improvement spending in the Capital Budget. Changes to the Budget may be approved by the Executive Committee after review and consideration of the Treasurer's recommendations.

Capital expenditures during the Fiscal Year not included in the Budget or greater than \$5000 must be approved by the Executive Committee after review and consideration of the Treasurer's recommendations and the need, urgency, value, and alternatives to such expenditure.

2. Operating Budget - Operating Expenditures planned for the Fiscal Year must be included in the Operating Budget. Operating expenditure during the Fiscal Year not included in the Budget or greater than \$5000 must be approved by the Executive Committee after review and consideration of the Treasurer's recommendations and the need, urgency, value, and alternatives to such expenditure. Changes to the Budget may be approved by the Executive Committee after review and consideration of the Treasurer's recommendations.
3. Capital Sustainment Budget -The Sustainment Budget shall include spending for replacement of Squadron assets planned for the Fiscal Year. Sustainment expenditures during the Fiscal Year not included in the Budget or greater than \$5000 must be approved by the Executive Committee after review and consideration of the Treasurer's recommendations and the need, urgency, value, and alternatives to such expenditure. Changes to the Budget may be approved by the Executive Committee after review and consideration of the Treasurer's recommendations.

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XXVIII. Signature Authority

1. Contracts and Agreements
 - a) Members of the Executive Committee have the authority to sign agreements binding the club for amounts in excess of \$5K after approval by the Executive Committee and co-signed by the Treasurer.
 - b) The Commodore, Vice Commodore or Treasurer may sign agreements binding the club for amounts less than \$5K if funds are already included in the annual Expense, Capital or Sustainment Budgets or approved by the Executive Committee.
 - c) The Manager may sign agreements less than \$5K if included in the Annual Expense Budget or approved by the Executive Committee. Committee Heads may authorize agreements or expenditure less than \$5K if included in their expense budget, after review with the Manager to validate existing or prior agreements.
 - d) Individual club members are not authorized to sign agreements or commit to spending without approval from the appropriate party noted above.
2. Check authorization - checks may only be issued by the staff. All checks must be signed by an Executive Committee Member; Checks drawn for \$5,000 or more require signatures from 2 Executive Committee members. All checks must draw upon funds authorized in the Expense, Capital, or Sustainment Budget or approved by the Executive Committee.
3. Grant Applications - grant applications may be made only for projects approved by the Executive Committee and included in the club Expense, Capital or Sustainment Budget. All grant requests must be submitted through the designated grant coordinator for that agency.

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Appendices

Table 1 - Officers Additional Responsibilities	
Commodore	It shall be the duty of the Commodore to preside at meetings. The Commodore shall appoint all committee chairpersons and shall have the authority to remove or replace any committee member except as otherwise specified herein. The Commodore may appoint and dissolve special committees at his discretion. The Commodore shall be an ex-officio member of all committees and shall cause a monthly communication to be distributed to the membership. The Commodore shall make a full report of all property belonging to the Squadron, both real and personal, the condition thereof, and present said report to the membership at the Annual Membership Meeting.
Vice Commodore	The Vice Commodore shall oversee any committees appointed by the Commodore. The Vice Commodore shall coordinate with the Regatta Director on the activities of the Regatta Director.
Rear Commodore	The Rear Commodore shall be responsible for the care and maintenance of the existing Squadron buildings and grounds and shall oversee all plans for improvements or additions to buildings and grounds and assist the Manager at monthly work parties. The Rear Commodore shall serve as Chairman of the Long Range Planning Committee/Building Committee.
Secretary	The Secretary shall keep a written record of all votes and decisions made at meetings of the Executive Committee. The Secretary shall post approved minutes on the Squadron website and designated communication media monthly. The Secretary shall be chair of the By Laws / Standing Rules Committee
Treasurer	<p>The Executive Committee may give such general authority to write checks as the Executive Committee shall deem appropriate.</p> <p>The Executive Committee may require the Treasurer to be bonded; if so the Squadron will pay for the bond. The Squadron's funds shall be kept in a bank depository approved by the Executive Committee and checks may be drawn on such depository for deposit in the Squadron's regular operating account by such of the Officers or management as the Executive Committee shall designate.</p>

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	<p>The Treasurer shall ensure that an accurate record of the membership of the Squadron is maintained and that a written list of Members in Good Standing is kept up to date. The Treasurer shall be chair of the Finance Committee.</p> <p>The bank account maintained by the Squadron shall be known as the General Treasury and the Treasurer shall report as to the condition of this account and all other accounts maintained by the Squadron at each regular meeting of the Board and at the membership meetings upon request.</p>
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Table 2 - Board Members Additional Responsibilities	
Sailing Director	One member of the Board who is not a Flag Officer shall be designated as Sailing Director. The Sailing Director shall assist the Regatta Director as requested, and shall be responsible for the scheduling including an annual schedule, advertising, and coordination of all racing events, which are not regattas. The Sailing Director shall coordinate all these activities with the Vice Commodore. The Sailing Director shall report to the Board as to the status and current inventory of all stored and parked boats and shall oversee maintenance and replacement of Squadron-owned vessels. The Sailing Director shall ensure that the Board is kept informed of any regulatory or government proposals or changes in laws or regulations that may affect the mooring field and its future viability for member use.
Regatta Director	The Regatta Director shall be responsible for publication of results and award of regatta trophies, including the Squadron's various Perpetual Award trophies. One member of the Board who is not a Flag Officer shall be designated as the Regatta Director. The Regatta Director is the chair of the Race Committee. The Regatta Director shall present an annual budget request to the Board for these events. With the Education Director, the Regatta Director shall schedule race/sailing oriented presentations for the membership. The Regatta Director shall coordinate with the Vice Commodore on all Regatta activities. The Regatta Director shall be in charge of verifying the PHRF fleet ratings, Portsmouth Handicap Ratings, shall resolve all handicap disputes, and shall be the Squadron's representative at the local PHRF organization, Sarasota Bay Yachting Association (SBYA) and West Florida PHRF (WFPHRF).
Social Director*	One member of the Board who is not a Flag Officer shall be designated as Social Director to oversee the activities of the Entertainment Committee.
Education Director	One member of the Board who is not a Flag Officer shall be designated as Education Director to oversee the activities of the Education Committee. The Education Director shall be the chair of the Education Committee. The Education Director is responsible for coordination between the Board and the Sarasota Youth Sailing Program and the Luffing Lassies. The Education Director is responsible for advertising these events if considered necessary. The Education Director shall undertake to publicize and promote the Sarasota Sailing Squadron's activities and shall also interact

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	and coordinate with the Sarasota Sailing Squadron's Webmaster.
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*Position Eliminated; Incumbent remains in office

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Table 3 - Committees		
There shall be special committees as follows:		
Committee	Chair	Charter
Nominating Committee	Chair shall not be a current Board Member	A Nominating Committee shall be appointed by the Commodore, and approved by the Board, to select qualified nominees for positions on the Board of Directors prior to the November elections. The Nominating Committee shall consist of five (5) members in good standing and the chair shall not be a current Board member. The committee shall be selected in June and announced in designated Squadron communication vehicles.
There shall be standing committees as follows:		
Committee	Chair	Charter
Membership Committee	Social Director	The Membership Committee shall be responsible for promoting or otherwise controlling membership, and for welcoming and directing new members into their area of interest.
Education Committee	Education Director	The Education Committee will be the overall liaison for all educational activities that take place under Squadron auspices. The Education Director shall be chair of the Education Committee.
Race Committee	Sailing Director	The Race Committee shall have the responsibility to plan, all Squadron racing events.
Cruise Committee	Reports to Fleet Captain	The Cruise Committee shall have the responsibility to plan, organize and execute all Squadron cruising events.
Entertainment Committee	Social Director	The Entertainment Committee shall be responsible for all non-sailing Squadron social oriented activities of the Squadron,
By Laws /	Secretary	The By Laws / Standing Rules Committee shall be

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Standing Rules Committee		responsible for keeping the By Laws / Standing Rules of the club up to date.
The Long Range Planning Committee / Building Committee:	Rear Commodore	The Long Range Planning Committee/Building Committee: Shall be established to consider all aspects of the Squadron's future needs, problems and activities and to conduct such investigations as are necessary and advisable.
Finance Committee	Treasurer	The duties of the Finance committee shall be to prepare and submit to the Executive Committee the annual operating and capital expenditure budgets for the Squadron before the budgets are presented to the board for approval in January.

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Table 4 - Committees Additional Details

There shall be special committees as follows:		
Committee	Chair	Ancillary Details
Nominating Committee	Chair shall not be a current Board Member	An announcement shall be posted in designated communication vehicles advertising the available positions to the Board with a nomination form attached. The nomination form shall be considered by the Nominating Committee. Members of the Nominating Committee and members of their household shall not be nominated for Board positions. The Nominating Committee shall nominate qualified candidates to each board position and is encouraged to nominate multiple qualified candidates for a single position when possible. In the event a nominee changes position or removes themselves from the process, the Nominating Committee shall have the sole responsibility of filling the vacancy. This may require special mailing of a revised ballot.
There shall be standing committees as follows:		
Committee	Chair	Charter and Ancillary Details
Membership Committee	*Social Director	The Social Director shall convene and be chair of the Membership Committee, which shall attend and assist with Squadron social events, work parties and other Squadron events to better acquaint themselves with new members. The Membership Committee shall introduce new members at each regular meeting of the Board of Directors.
Education Committee	Education Director	Ancillary Details: none
Race Committee	Sailing Director	The Race Committee shall report to the Vice Commodore.
Cruise	Reports to	The Cruise Committee Chair shall report to the Fleet

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Committee	Fleet Captain	Captain.
Entertainment Committee	Social Director	The Entertainment Committee shall report to the member of the Board of Directors designated as Social Director. The Social Director is chair of the Entertainment Committee.
By Laws / Standing Rules Committee	Secretary	The Secretary will be chair of the By Laws / Standing Rules Committee.
The Long Range Planning Committee / Building Committee:	Rear Commodore	<p>This committee shall review the most recently adopted Long Range Plan and if changes are necessary, recommend to the Board amendments thereto, if any. The committee's recommendations shall be submitted in draft form to the Board at the August meeting of the Board of Directors. Any recommendations will be discussed at the September meeting of the Board of Directors and final approval shall be made at the October meeting of the Board of Directors.</p> <p>The Commodore shall appoint the Long Range Planning/Building Committee and it shall consist of a minimum of three (3) members and as many additional members as the Commodore deems advisable. Long Range Planning Committee members shall serve with staggered 3 (three) and one (1) year terms. The Chair of the Long Range Planning/Building committee shall be the Rear Commodore.</p>
Finance Committee	Treasurer	The Finance Committee shall consist of three (3) members. The Treasurer shall be the chair of the Finance Committee. The Manager shall assist the committee in the preparation of the budgets.

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Figure 1 - Incident Report Form



1717 Ken Thompson Pkwy

Sarasota, FL 34236

Phone: 941-388-2355

Website: www.sarasotasailingsquadron.org

Incident Report

Today's Date ____/____/____

Time and Date of Incident:	
Location of Incident	
List those directly involved in the Incident	
List indirectly involved or witnesses	
Incident details	
Requested Action	
Name and Contact Information	
Signed	
Date	

Office acknowledgment and receipt by:

Number of Documents received _____. Additional information attached (yes) - (no)

The information contained in this report may be privileged, confidential, and protected from disclosure. The intended recipient of this report is the Sarasota Sailing Squadron Executive Committee. You are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited without the consent of the Sarasota Sailing Squadron Executive Committee.