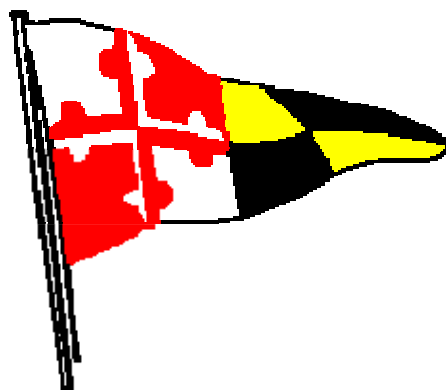


**SOUTHERN MARYLAND SAILING ASSOCIATION  
(SMSA)**

**POLICY MANUAL**



P.O. Box 262  
SOLOMONS, MARYLAND 20688  
<http://www.smsa.com>

**For the year 2015**

Change 15: 7 Nov 2015

## SMSA POLICY MANUAL

### REVISION HISTORY

<b>Change Number</b>	<b>Date</b>	<b>Changed Pages</b>	<b>Description</b>
1	8 Jan 2009	Cover Page, i, ii, I-2, I-3, I-4, I-5, I-6, I-7, I-10, I-11, I-12, I-13, I-14, I-15, I-16, I-17, II-5, II-M-1, II-M-2	Revised BOD policies for 2009. Revised By-Laws. Revised Leadership Roster. Deleted Woman's Program Committee Chair procedures, and added Training Program Committee Chair procedures.
2	11 May 2009	Cover Page, i, ii, I-7, I-18, I-19	BOD adopted SMSA Workplace Policy and employee acknowledgement for EEO and insurance compliance.
3	11 Jan 2010	Cover Page, i, ii, I-3, I-5, I-6, I-7, II-1, II-2, II-3, II-4, II-5, II-O-1	Revised BOD policies for 2010. Revised Leadership Roster. Corrected typos. Added Appendix O for Bar Manager Committee Chair.
4	10 Jan 2011	Cover Page, i, I-5, I-6, I-7, I-10, I-17, II-5	Revised BOD policies, dues, and fees for the 2011 season. Incorporated By-Laws change for eligibility requirements for Commodore position. Revised Leadership Roster.
5	13 Jun 2011	i, I-7	Added SMSA Key Policy to establish procedures and distribution of clubhouse keys.
6	12 Dec 2011	Cover Page, i, ii, I-5, I-6, I-7, I-8, II-5, II-O-1, II-O-2	Established dues and fees for the 2012 season. Revised Small Boat Dry Storage policy. Added policy for members only race participation. Added policy for implementation of member payment plans. Revised Leadership Roster. Added Bar Manager descriptions of duties.
7	9 Jan 2012	Cover Page, i, I-6, I-7, II-5	Revised Transient Dockage policy. Revised annual dues for 2012. Revised Members Only Race Participation policy. Revised Leadership Roster.
8	14 Jan 2013	Cover Page, i, ii, 1, 3, 4, I-6, I-7, I-11, I-18, II-H-2, II-H-3, II-K-1, II-K-2, II-K-3, II-K-4, II-L-1, II-L-2, II-L-3,	Revised Introduction section. Added Organization Chart. Moved Leadership Roster up to Introduction section and revised. Incorporated By-Laws changes approved on 7 May 2012. Revised Appendix H Cruise Program. Revised Appendix K Public Relations. Revised Appendix L Junior Program. Added Appendix P Special Events. Established dues and fees for the 2013 season.
9	13 Jan 2014	Cover Page, i, 3, 4, I-6, I-7	Revised Org Chart to reflect current committee chair structure, Updated dates to reflect BOD approved dues and fees for 2014 season. Updated Leadership Roster.
10	3 Mar 2014	Cover Page, i, II-D-3, II-D-4, II-D-5, II-D-6	Updated Treasurer Roles and Responsibilities in accordance with input from Jim Whited.
11	12 Jan 2015	Cover Page, i, 4, I-3, I-6, I-7	2015 BOD adopted Policy Manual. Revised annual dues for 2015. Updated Leadership Roster. Administrative changes to policies and procedures for clarification.
12	3 Feb 2015	Cover Page, I-1 thru I-5, I-7, II-1 thru II-4, II-O-1, II-O-2	Administrative changes to policies and procedures for clarification.

SMSA POLICY MANUAL  
BOD Adopted 10 January 2008

13	11 May 2015	Cover Page, ii, I-3, I-5, I-6, I-8	Revised Big Boat Storage and Small Boat Storage policies. Added new policy for prorating dues for Active Duty Military Orders.
14	14 Sep 2015	Cover Page, ii, I-4, I-5, I-6	BOD revised policies for Clubhouse Usage Rules and for Small Boat Dry Storage.
15	7 Nov 2015	Cover Page, ii, I-11, I-14, I-16, I-18	Incorporated revisions to By-Laws approved at the Annual Meeting on 7 Nov 2015.

# TABLE OF CONTENTS

## INTRODUCTION

	<u>Page</u>
Background .....	1
Mission Statement.....	1
Vision... ..	1
Document Overview.....	2
Organization Chart .....	3
Leadership Roster.....	4

## SECTION I: POLICY

Active SMSA BOD Policies .....	I-1
Articles of Incorporation .....	I-9
By-Laws.....	I-11
Workplace Policy (EEO).....	I-19

## SECTION II: OPERATING PROCEDURES AND INFORMATION

General BOD and Committee Guidelines .....	II-1
Leadership Positions Guidelines	
Appendix A - Commodore.....	II-A-1
Appendix B - Vice Commodore.....	II-B-1
Appendix C - Rear Commodore.....	II-C-1
Appendix D - Treasurer .....	II-D-1
Appendix E - Secretary .....	II-E-1
Appendix F- Directors .....	II-F-1
Appendix G - Race Program Committee Chair.....	II-G-1
Appendix H - Cruise Program Committee Chair.....	II-H-1
Appendix I - Facilities Management Committee Chair.....	II-I-1
Appendix J - Social Program Committee Chair .....	II-J-1
Appendix K - Public Relations Committee Chair .....	II-K-1
Appendix L - Junior Program Committee Chair .....	II-L-1
Appendix M - TrainingProgram Committee Chair .....	II-M-1
Appendix N - Membership Program Committee Chair .....	II-N-1
Appendix O - Bar Manager Committee Chair .....	II-O-1
Appendix P – Special Events Committee Chair.....	II-P-1

# INTRODUCTION

## BACKGROUND

“This document will serve as a guide to the various Officers, Directors and Committee Chairs for their conduct and execution of their SMSA duties. The 2006 Governance Committee formulated the inputs and updates that follow. The guide is built upon earlier policies and incorporated procedures that were found to provide the best operational system after many years in practice. In the past, the pass down of information from one board to the next was lacking in definition and structure and in some cases for certain positions it was nonexistent. These policies and procedures are not perfect but they have been derived from our experience and interest for the future of SMSA. This manual will be updated as necessary and re-adopted by each incoming Board of Directors and Chairs. In no way shall these recommendations and responsibilities supersede or modify the Articles of Incorporation and By-laws of SMSA.”

*Southern Maryland Sailing Association, 2006 Governance Committee*

## MISSION STATEMENT

The ‘Mission’ of SMSA is to organize and operate a corporation exclusively for educational, charitable, promotional, and propagation purposes in connection with sailing and all matters of sailing activities. [SMSA Articles of Incorporation (Article 2, section B).]

## VISION

It is the ‘Vision’ of SMSA to continue to be the premiere sailing outlet in the Southern Maryland region. We will to continue to provide our members the best venue for on-the-water racing and cruising events as well as on-shore social activities. We believe that we will be realizing our mission by continuing to provide opportunities for participation in our club events.

Specifically we will pursue the following to achieve our vision:

- Schedule, plan and run quality race events.
- Schedule, plan and run cruises.
- Schedule, plan and host social events.
- Develop a plan to acquire a permanent/semi-permanent clubhouse facility for future club activities.

## **DOCUMENT OVERVIEW**

The intent of the Southern Maryland Sailing Association (SMSA) Policy Manual is to be a working, living document, in that the content of the document should never be considered final or unchangeable. As you use this document, comments, additions and modifications are requested to keep its content current and informative.

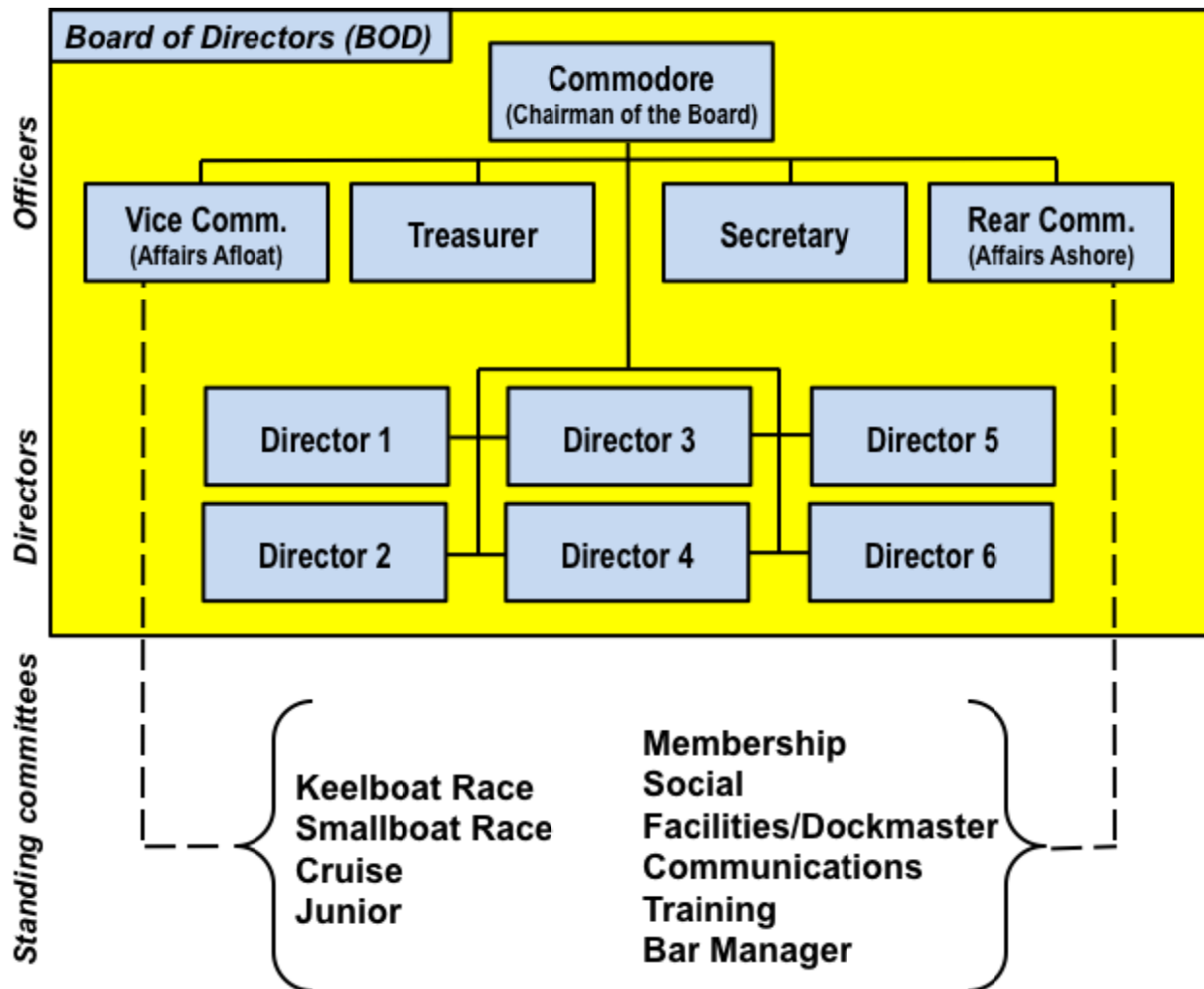
The **INTRODUCTION** to this manual includes SMSA's Mission Statement and Vision, for guidance and should be read and understood by all incoming association leaders to ensure that each Board of Directors (BOD) continues working to support the SMSA mission and long-term vision. The Mission Statement is derived from the corporation purposes stated in the Articles of Incorporation, Bylaws and their revisions. The Vision declares the future direction of the club, which by its very nature is ever-changing.

The **SECTION I: POLICY** portion of this manual contains SMSA Policy matters that govern the conduct of our business in accordance with the Articles of Incorporation, By-Laws, and Active SMSA BOD Policies. Changes to the By-Laws or Articles of Incorporation can only be made by vote of the membership in accordance with procedures contained in the By-Laws. The list of Active SMSA BOD Policies contains policies that have been established by formal motion and vote of approval by previous Board of Governors (BOG) or Board of Directors (BOD). These policies are considered binding until/unless modified/deleted by a formal motion and vote of the BOD.

The **SECTION II: OPERATING PROCEDURES AND INFORMATION** section of this manual contains information that you as an Officer, Director, or Committee Chair may find useful during your time of service to the BOD. It includes information on the organization of the BOD, the general schedule of BOD meetings and the roles and responsibilities of each position. The appendices describe and provide useful information on each of the Board and Committee positions and their respective timelines for operational purposes.

All information should be revisited often by Board Members and Committee Chairs to ensure they continue to reflect and direct our programs in support of the club and membership. Any new input you can provide to these sections should be referred to the Rear Commodore or his/her designee as the caretaker of this Manual.

## **ORGANIZATION CHART**



## 2015 SMSA LEADERSHIP ROSTER

Position	Name	Phone	E-Mail
<b>Board of Directors (BOD)</b>			
Commodore	Tim Flaherty	301-481-7474	commodore@smsa.com
Vice Commodore	Ed Sierra	301-904-4816	vicecommodore@smsa.com
Rear Commodore	Jimmy Yurko	240-434-1312	rearcommodore@smsa.com
Secretary	KristiYurko	240-725-0475	secretary@smsa.com
Treasurer	JimWhited	410-586-0601	treasurer@smsa.com
Director	Don Behrens	301-862-2281	dabehrens@gmail.com
Director	Jolie Homsher	301-481-8609	jolie.homsher@gmail.com
Director	L.G. Raley	301-862-3100	lgraley@wildewood.com
Director	Jeff Moore	301-481-1354	jmoore@tda-i.com
Director	BetsyDodge	410-326-9686	bdodge33@comcast.net
Director	DaveMeiser	410-326-1114	meiser@comcast.net
<b>CommitteeChairs</b>			
Keelboat Race	Mark Gyorgy	410-586-3012	keelboatrace@smsa.com
Smallboat Race	Scott Patterson	301-757-8113	smallboatrace@smsa.com
Cruise	RodSchroeder	410-326-0167	cruise@smsa.com
Junior	Daniel Ahern	301-392-6391	junior@smsa.com
Training	Les Griffith	240-434-6823	training@smsa.com
Facilities/Dockmaster	Jolie Homsher	301-481-8609	facility@smsa.com
Social			social@smsa.com
Membership	NicholeDoub	410-231-1859	membership@smsa.com
Communications	Megan Hildenberger (Chair)	240-383-0077	communications@smsa.com
	KristiYurko (Webmaster)	240-725-0475	webmaster@smsa.com
	Larry Mattivi (Clew Editor)	410-474-2131	clew@smsa.com
Bar Manager	Scotty Roland	760-207-8844	barmanager@smsa.com



## SECTION I POLICY

### ACTIVE SMSA BOD POLICIES

The SMSA policies listed in the following table have been formally adopted by majority vote of the Board of Directors (BOD) in accordance with the SMSA By-Laws Article I, Section 2. The purpose of these formal policies is to compliment the SMSA By-Laws by providing specific direction, documenting operating procedures, and establishing policies that are not covered elsewhere. The SMSA By-Laws take precedence over any conflict in meaning that may arise from interpretation of these policies.

These policies remain in effect until cancelled by majority vote of the BOD or the membership. Policies that explicitly include an expiration date will expire on that date.

Date Approved	Policy
3 Feb 15	<p><b>Perpetual Trophies</b>            Perpetual trophies will be returned to the clubhouse by the last regularly scheduled Wednesday night race. The Secretary or appropriate committee chair will call trophy holders if trophies are not returned by the last regularly scheduled Wednesday night race.</p>
Unknown	<p><b>Corporation Emblem (Burgee)</b>            The SMSA Corporate Emblem (Burgee) is hereby described in order that it may be legally protected.</p> <p>The general outline of the burgee shall be that of an isosceles triangle with one short side and two long sides. The short side will be two-thirds of the length of either of the two long sides and shall be mounted vertically as though on a staff. A second vertical line, equidistant from the short side and the narrow angle (point), shall divide the burgee into dexter and sinister sections described heraldically. They shall be: Dexter - quarterly argent and gules, a cross botony counter changed. Sinister - divided fess wise quarterly or and sable in bend.</p> <p>To ensure distinctiveness, embellishment for achievement or merit shall be made by separate ribbons or smaller pennant attached to or flown individually below the burgee or on the port spreader. Such an arrangement shall make the burgee easily recognizable as the emblem of the SMSA.</p> <p>The Corporation burgee may be flown on any sailing vessel owned or chartered by a member, but may not be displayed on a sailing vessel owned by a member and under charter or loan to a non-member.</p> <p>The traditional location to fly a burgee is at the top of the mainmast. However, if this is not feasible, the second choice is under the starboard, lower spreader.</p>

<b>Date Approved</b>	<b>Policy</b>
Unknown	<p><b>Use of Emblems</b>            The BOD shall obtain and make available to members, all club burgees, emblems, patches, decals, etc.</p> <p>The use of emblems or decals for decorative purposes in homes, offices or automobiles is authorized.</p>
Unknown	<p><b>Former Dependent Children</b>            Former dependent children who apply for an appropriate membership class within one year after they cease to have dependent status, and who are accepted by the BOD, shall not be required to pay an initiation fee.</p>
Unknown	<p><b>Dress</b>            While no uniform dress is prescribed for members as Corporation functions, the display of the Corporation patch on sailing clothes and on blazers or other clothing appropriate for semi-formal occasions is encouraged.</p>
3 Dec 92	<p><b>Race Sponsors</b>            Race Sponsors will be sent written bills for sponsorship.</p>
4 Nov 93	<p><b>Club Stationary, Letterhead and Logo</b>            Official club stationary can only be used for official club business as represented or approved by the Directors.</p>
17 Sep 95	<p><b>Yearbook and Race Circular</b>            The yearbook and race circular will be two (2) separate publications.</p>
7 Nov 95	<p><b>Cruise Points</b>            Cruise points are awarded to the SMSA member, not their boat.</p>
8 Nov 01	<p><b>Hosted Race Events</b>            A BOD vote is required prior to SMSA hosting any regattas (outside of normal SMSA scheduled club race events). Prior to the BOD consideration and vote, a general plan for the regatta must be presented which includes the following:</p> <ol style="list-style-type: none"> <li>1. A Principal Race Officer (PRO) and race committee must be identified.</li> <li>2. Support/safety boats must be identified.</li> <li>3. Volunteer listing.</li> <li>4. Anticipated number of participating boats.</li> <li>5. Listing of SMSA members who will participate as class members.</li> <li>6. Detail of facilities to be used by participants, etc.</li> </ol>
3 Feb 15	<p><b>E-Clew and Minutes</b>            The Clew will be posted on the website via a drop down menu. Official minutes of BOD meetings will not be published in the Clew, but Club members may request a copy of BOD minutes from the Secretary.</p>
7 Mar 07	<p><b>Summer Camp Fees for Grandchildren</b>            For Junior Summer Camps, the grandchildren of SMSA members will be offered the same camp fee schedule that is offered to the children of SMSA members.</p>

<b>Date Approved</b>	<b>Policy</b>
11 May 15	<p><b>Big Boat Slip Rental</b></p> <p>Seven slips will be available for lease by annual contract- Jan-Dec. A rental fee of \$3.50 per foot per month will be charged based on a calendar year and a 20ft minimum. The entire rental fee for each slip is to be paid in no more than three payments on or before January 15<sup>th</sup>, April 1<sup>st</sup> and July 1<sup>st</sup>. No rental fee shall be prorated (except in the case of a boat which has never been slipped at SMSA). The T-Head will remain un-leased and reserved for Transient Dockage.</p> <p>Slips will only be made available to Club Members in good standing and only one slip will be allowed on a continuous basis per membership. Maximum rental period is one year though rentals can renew immediately. Dues or rental fees not paid within 30 days of due date will be considered delinquent and may result in the suspension of docking privileges.</p> <p>Slip availability will be publicized on the SMSA website. In the event demand for dockage space exceeds available slips, a waiting list will be implemented on a first come first serve basis, which will be further decided based on the specific characteristics of each boat on the list to available slip(s) (i.e. length, water-depth, etc.) The Dock Master will attempt to accommodate the boat owner when assigning slips; however to maintain a safe environment for members and their boats, a boat's overall length, any protrusions, or other potential safety factors will be considered. The Dock Master has the final word in assigning or reassigning or denying a slip.</p> <p>All boats kept at the club should be properly secured and left at the risk of the owner. Boats must be secured with good quality line of appropriate size. No polypropylene line is allowed for mooring boats. The Dock Master will notify a boat owner not in compliance. If necessary, the Dock Master has the right to take corrective action and charge the boat owner for supplies.</p> <p>During bad weather, high winds or choppy seas, boats should be properly secured or removed from the dock. Any damage to the Club property or other boats will be paid for by the boat owner.</p>
7 Mar 07	<p><b>Long Term Parking</b></p> <p>On-site long-term parking will not be provided for slip-holders due to the obvious space limitations behind the building. However slip-holders will be permitted to drive thru the gate to the waterfront area and park temporarily for loading and unloading.</p>
10 Apr 07	<p><b>Insurance and Indemnification</b></p> <p>All provisions of Article V of the By-laws of the Corporation (Insurance and Indemnification) shall also apply to any SMSA member who signs a license for an SMSA activity (for example, a liquor license for the clubhouse) and by doing so may be exposed to fines, civil damages, legal expenses, or other costs relating to the license and/or the activity covered by the license. This includes, but is not limited to, the following:</p> <ol style="list-style-type: none"> <li>1. The Board shall procure and maintain adequate and appropriate liability insurance that covers members who sign a license for Corporation activities.</li> <li>2. The corporation shall indemnify any member who signs a license for Corporation activities against any and all expenses, including fines, civil or criminal liabilities, and counsel fees, in criminal and /or civil action, reasonably incurred or imposed on such member by virtue of his having signed the license. Such a member shall not be liable to members of the Corporation for any mistake of judgment, negligence, or otherwise, except for his own willful misconduct or bad faith.</li> <li>3. The Corporation shall defend members who sign a license for Corporation activities</li> </ol>

Date Approved	Policy
	<p>in connection with any action, suit, or other proceedings, civil and/or criminal, in which the members are involved by virtue of having signed the license, and shall indemnify them to the extent that costs of such defense including reasonable attorney's fees, damages, and/or fines are not covered by insurance maintained by the Corporation.</p>
<p>14 Sep 15</p>	<p><b>Clubhouse Usage Rules</b>          The SMSA Board of Directors (BOD) has set this policy forth for member and club program use and for rental of the clubhouse to members and sponsored guests. Such usage and rentals shall not conflict with other scheduled events in the SMSA annual operational calendar found on the SMSA website. Please confirm date availability and property access requirements with the Facilities Chairperson prior to submitting a formal application.</p> <p>Specific rules while using the clubhouse:</p> <ol style="list-style-type: none"> <li>1. Safe use of the clubhouse is of primary importance. Sponsors of each event at the club will familiarize themselves with the location of the emergency telephone in the office and the fire extinguisher locations. Applicable exit doors should remain unlocked during all functions.</li> <li>2. All club programs, rentals, organizations and private parties' sponsors shall be responsible for cleaning the SMSA Clubhouse after their respective events. Cleaning shall include sweeping all floors, mopping the bar/food staging area, and any spills elsewhere in the clubhouse, cleaning the bar counters, tables, washing any dishes and silverware used and putting them away, cleaning the bathrooms, and taking all the trash out to the dumpster. Do not lean chairs or tables against the walls. (See the Facility and Bar Procedures for details.)</li> <li>3. Under no circumstance shall anyone hammer nails or thumbtacks into walls or trim, or use scotch tape, or masking tape to hang any decorations in the Clubhouse. The ONLY approved hangers for decorating in the SMSA Clubhouse are "3M" Clips and Hangers that use the "Command" brand of adhesive. This adhesive will not damage the walls or wood trim when it is removed.</li> <li>4. The propane gas grills may be used. After use, the grills shall be cleaned and placed back in the patio area.</li> <li>5. The bar/food staging area may be used for the event to include food assembly, warming and cold storage in the refrigerator. The bar/food staging area may not be used for food preparation or cooking since SMSA has no license with Calvert County for this purpose. Food placed in the refrigerator must be removed at the end of the event.</li> <li>6. When using the SMSA Clubhouse in cold weather, upon arrival set the thermostat at 68 degrees. Before leaving please remember to return the thermostat to 55 degrees following instructions posted on the thermostat.</li> <li>7. Before leaving the Clubhouse, make sure that all doors and windows are locked, all lights are turned out, the thermostat is correctly set, and that the proper cleaning has been performed.</li> <li>8. Junior Members may only have access to the front and middle rooms of the SMSA Clubhouse when a Regular Member, Young Adult Member, Emeritus Member or SMSA employee is present.</li> </ol> <p>SMSA members age 18 or over may reserve the clubhouse in two ways: for themselves (<i>birthday parties, anniversaries, etc.</i>) for invited private social functions, or a member may sponsor clubhouse use by non-member individuals or organizations (<i>clubs, meetings, seminars, etc.</i>). This sponsoring member must be in attendance during the function requested and is responsible for opening and closing the facility.</p>

Date Approved	Policy
	<p>Private reservations have a fee of \$100. Sponsored groups or organizations have a fee of \$200. All rentals have an additional deposit (separate check) of \$100 that will be refunded after verification by the Facilities Chairperson that the clubhouse rules (above) was followed.</p> <p>For any event where use of alcohol or the SMSA Bar is desired the following criteria must be met:</p> <ol style="list-style-type: none"> <li>1. At least one SMSA member with a valid TAMS certification must be in attendance at all times during the event.</li> <li>2. Sponsor may provide for bartending or</li> <li>3. SMSA will provide a list of available bartenders for the requested event period beginning one-half hour early and one-half hour late.</li> <li>4. All alcoholic beverages to be consumed must be purchased and arranged through the club. Prices and products to be negotiated for each event.</li> <li>5. Bar usage requests must be reviewed with the bar manager a minimum of two weeks prior to the event for beverage order requests.</li> </ol>
3 Feb 15	<p><b>BOD Meeting Minutes</b></p> <ol style="list-style-type: none"> <li>1. Email the draft minutes to Officers, Directors, and Committee Chairs. BOD Members will edit their section of the minutes and email corrections/inputs to the Secretary using "reply all" so all BOD Members are kept apprised of changes. The Secretary edits the final draft and emails to the BOD for approval.</li> <li>2. All BOD Members must approve the minutes.</li> <li>3. The Full Minutes of Record will be made available to club members by request from the Secretary.</li> <li>4. Print out a copy of the approved minute and file in the Secretary's notebook.</li> </ol>
14 Sep 15	<p><b>Small Boat Dry Storage</b></p> <p>Small boat dry storage at the SMSA facility is for privately owned small sailboats (typically "Thursday Night" boats) who will have an opportunity, on a priority basis, to store their boat at the SMSA facility pursuant to the following guidelines:</p> <ol style="list-style-type: none"> <li>1. All boats must be 20' or less per manufacturer's measurement. Boats must be personally owned (or leased) by the individual renting the storage space. Empty trailers are not permitted and personal items may not be stored on the ground.</li> <li>2. Storage fees are per boat and are divided into 3 categories: Small, Medium &amp; Large based on a boat's Total Area (Length x Beam per the Manufacturer's Measurement). Small = an area of 28 to 66.59 SF, Medium = 66.6 to 104.69 SF, Large = 104.7 up to approx 143 SF. All small boats (heretofore known as 'dinghies'), will be stored in marked spaces beside and behind the clubhouse with one boat permitted per space.</li> <li>3. Notice of space availability will be made by Facilities/Dock Master to anyone who has expressed an interest in rental. Spaces will be assigned in the following order of priority:       <ol style="list-style-type: none"> <li>a. SMSA members that have paid the Annual Small boat Race fee for the previous racing season <u>and</u> leased a space during the previous rental period.</li> <li>b. SMSA members that have paid the Annual Small boat Race fee for the previous racing season.</li> <li>c. All other SMSA members not meeting the first two criteria.</li> <li>d. Additional spaces requested by SMSA members (see para. 5 below).</li> </ol> </li> <li>4. In the event that demand exceeds the available spaces for any season, the available spaces will be assigned by a lottery of boats of like priority (categories 3a. through 3d. above).</li> </ol>

Date Approved	Policy				
	<ol style="list-style-type: none"> <li>5. If any storage spaces are available after every SMSA member has had the opportunity to lease one, they shall be made available to SMSA members who request an additional spot for a personally owned or leased boat, on a first-come, first-served basis (category 3d above). This request for an additional space should be made during the initial application.</li> <li>6. Storage spaces may not be sub-leased.</li> <li>7. Facilities may assign individual spaces with a goal of grouping like-boats together. Space assignments may be reassigned year-to-year, or sooner if a boat's assigned space impedes usability of the storage yard by others or a request is made by a boat owner for a space that has become vacant. (priority will be given to those who paid their storage fees most promptly.)</li> <li>8. All stored boats and their trailers/dolly must be maintained in seaworthy/proper working condition with tires properly inflated. SMSA retains the right to request a boat be removed from the premises if it is not adequately maintained.</li> <li>9. During certain specific events, SMSA retains the right to require small boats be temporarily removed from the premises by their owner. This right is reserved to allow SMSA to maximize facility use for events/actions that are beneficial to SMSA (hosting one-design or local regattas, necessary construction or improvements, etc.). Failure of the owner to remove their boat from the premises will result in a fee of \$50 per occurrence per boat. SMSA reserves the right to remove the boat(s) from the premises in order to meet club needs and is not responsible for damages that may be incurred. Member is in arrears until the fee is paid.</li> <li>10. Yearly storage fees will be \$190 for Small, \$345 for Medium and \$500 for Large boats. The annual storage period (1 Jan – 31 Dec). Invoices will be sent out in January each year. Proration will only be allowed for boats new to the storage yard.</li> </ol>				
9 Jan 12	<p><b>Transient Dockage</b></p> <p>A Dock Master will be appointed by the Commodore. The Dock Master will be responsible for coordinating with members for the over-night transient use of the SMSA dock by both members and members' guests. The Dock Master must be accessible by phone or email to accept reservations and coordinate transient activity at SMSA in advance.</p> <p>SMSA members and their guests will be afforded the opportunity for transient dockage along the T-Head of the existing pier as follows:</p> <ol style="list-style-type: none"> <li>1. SMSA members may dock overnight (4 p.m. to 10 a.m.) for up to 7 consecutive nights at no charge. Such stays shall be coordinated through the Dock Master.</li> <li>2. Guests of SMSA members may dock overnight (4 p.m. to 10 a.m.), for a charge of \$0.50 per foot per night, for up to 7 consecutive nights. All such stays shall be coordinated through the Dock Master by the SMSA member.</li> </ol> <p>The T-Head shall be clearly marked with signs stating that the pier is for exclusive use by SMSA members and their guests.</p> <p>Members will be responsible for prompt payment to the Treasurer of any transient docking fees owed, whether for their own personal transient use of the SMSA pier or that of their guests.</p>				
12 Jan 15	<p><b>Annual Dues and Initiation Fee</b></p> <p>For 2015, Regular Membership Dues are set at \$395 and Junior Membership is set at \$60; therefore, in accordance with the By-Laws index, annual dues for 2015 are as follows:</p> <table data-bbox="446 1822 901 1892"> <tr> <td>Regular Membership</td> <td>\$395.</td> </tr> <tr> <td>Young Adult Membership</td> <td>\$198.</td> </tr> </table>	Regular Membership	\$395.	Young Adult Membership	\$198.
Regular Membership	\$395.				
Young Adult Membership	\$198.				

Date Approved	Policy									
	<p>Emeritus Membership      \$198.            Junior Membership      \$60.</p> <p>2015 Initiation Fee for Regular and Young Adult Membership is \$150.            2015 Initiation Fee for Junior Membership is \$0.</p>									
8 Jan 09	<p><b>New Member Dues</b>            The first year's annual dues for new members who join during the course of a year are set to the following proportions of the normal annual dues for that year. The full amount of the initiation fee is due upon application.</p> <table border="0"> <tr> <td data-bbox="354 590 597 617"><b><u>Date of Application</u></b></td> <td data-bbox="841 590 979 617"><b><u>Proportion</u></b></td> </tr> <tr> <td data-bbox="354 621 548 648">thru end of June</td> <td data-bbox="841 621 911 648">100%</td> </tr> <tr> <td data-bbox="391 653 630 680">July thru September</td> <td data-bbox="841 653 899 680">40%</td> </tr> <tr> <td data-bbox="391 684 670 711">October thru December</td> <td data-bbox="841 684 899 711">Zero</td> </tr> </table>	<b><u>Date of Application</u></b>	<b><u>Proportion</u></b>	thru end of June	100%	July thru September	40%	October thru December	Zero	
<b><u>Date of Application</u></b>	<b><u>Proportion</u></b>									
thru end of June	100%									
July thru September	40%									
October thru December	Zero									
12Jan 15	<p><b>2015 Member Race Fees</b>            SMSA Race Fees for the 2015 season are established in the following table. Season Race Fees are not available to non-SMSA members.</p> <table border="0"> <tr> <td data-bbox="367 869 800 896"><b>Season Race Fee (members only):</b></td> <td data-bbox="1049 840 1174 867"><b>Keel Boat</b></td> <td data-bbox="1255 840 1395 867"><b>Small Boat</b></td> </tr> <tr> <td data-bbox="415 900 989 989">Includes all Frostbite, Wednesday, Thursday, and weekend races. Does not include Screwpile and Small Boat 2 Day Invitational Regatta</td> <td data-bbox="1078 871 1141 898">\$300</td> <td data-bbox="1300 871 1349 898">\$90</td> </tr> <tr> <td data-bbox="367 1020 764 1050"><b>Individual Race Fee (Per Race):</b></td> <td data-bbox="1084 1020 1136 1050">\$45</td> <td data-bbox="1300 1020 1349 1050">\$20</td> </tr> </table>	<b>Season Race Fee (members only):</b>	<b>Keel Boat</b>	<b>Small Boat</b>	Includes all Frostbite, Wednesday, Thursday, and weekend races. Does not include Screwpile and Small Boat 2 Day Invitational Regatta	\$300	\$90	<b>Individual Race Fee (Per Race):</b>	\$45	\$20
<b>Season Race Fee (members only):</b>	<b>Keel Boat</b>	<b>Small Boat</b>								
Includes all Frostbite, Wednesday, Thursday, and weekend races. Does not include Screwpile and Small Boat 2 Day Invitational Regatta	\$300	\$90								
<b>Individual Race Fee (Per Race):</b>	\$45	\$20								
11 May 09	<p><b>Workplace Policy</b>            The SMSA Board of Directors has adopted an Equal Employment Opportunity (EEO) Workplace Policy as described further in this SMSA Policy Manual. All employees of SMSA shall be provided a copy of this SMSA Workplace Policy by the appropriate supervisor, Program Chair, Officer, or Director. The signed acknowledgement of understanding shall be forwarded to the SMSA Secretary for recordkeeping purposes.</p>									
3 Feb 15	<p><b>SMSA Key Policy</b>            Key Holders-            The following Board Members and Chairpersons will be given an opportunity to obtain a key to the Clubhouse: Commodore, Facilities, Social, Bar, Small Boat and Training. All other Board Members and Chairpersons will be offered the Clubhouse key box combinations which will allow entry to the Front room/Bar areas. Acquiring a key or combination will not be mandatory.</p> <p>Keys must be returned to Facilities <u>or</u> Facilities must be notified when a key is passed to a successor of a Board Member or Chairperson. Facilities will maintain a Key Log and a copy of said Log will be given to the Rear Commodore annually or whenever changes take place.</p> <p>Key Boxes-            Key boxes will each hold one (1) key to the Front room/Bar area. One box will be mounted on the front of the building and the second box on the outside of the Bar door. The combination to the key boxes should be guarded and should not be made available to Non-Members. The combination to these boxes will be identical and changes will only be made annually if Facilities, with Board approval, deems it necessary.</p>									

<b>Date Approved</b>	<b>Policy</b>
	<p><b>Key Pads-</b>            The numbered key pad which controls entry to the rear portion of the clubhouse via the overhead and rear door to the left of the building will be made available to any Club Member who requests it from Facilities or other Chairpersons. Changes to the combination will only be made annually if Facilities, with Board approval, deems it necessary.</p> <p><b>Note-</b>            Entry to the building via any method described above will not be tracked. Board Members, Chairpersons and the General Membership are trusted to act appropriately and secure the building upon leaving.</p>
9 Jan 12	<p><b>Members Only Participation in Racing Programs</b>            In order for a boat to participate in the SMSA racing program, the boat owner must be a current member of SMSA, except for CBYRA Sanctioned races and invitational races in accordance with the annual SMSA Race Circular. The Race Chairman, Vice Commodore, or Commodore may consider other exceptions on a case-by-case basis for an out of area visitor who asks to participate in a club race.</p>
12 Dec 11	<p><b>Payment Plans for Annual Dues, Race Fees, Slip Rental, and Dry Storage</b>            Payment for Annual Dues, Race Fees, Slip Rental, and Dry Storage is due and payable on dates as prescribed in the SMSA By-Laws or elsewhere in the SMSA Policy Manual. An extended payment plan may be offered to a member on a case-by-case basis at the discretion of the Treasurer and appropriate Chair, with notification to the BOD. This practice should not be advertised as a routine business practice. Any member who is on a payment plan will be considered "in arrears" until the debt has been satisfied.</p>
11 May 15	<p><b>Active Duty Military Orders</b>            Active Duty members who receive orders to transfer out of the local area (&gt;100 miles from Solomons, MD) will receive a refund of membership dues based on the following schedule:</p> <p>Before April 1<sup>st</sup> – 100% refund            Before Sept 1<sup>st</sup> -- 40% refund            Sept 1<sup>st</sup> or later – 0% refund</p> <p>Race fees, storage, etc are not prorated. All outstanding club debts will be paid prior to refund.</p>



# **ARTICLES OF INCORPORATION OF SOUTHERN MARYLAND SAILING ASSOCIATION, INC. A NON-PROFIT CORPORATION**

I, the incorporator, George R. Sparling, P.O. Box 267, Leonardtown, Maryland, being of full legal age, do hereby form a corporation under the General Corporation Laws and Non-Stock Corporation provisions of the State of Maryland.

## **Article One: Name**

The name of the Corporation (which is hereinafter referred to as the Corporation) is: Southern Maryland Sailing Association, Incorporated.

## **Article Two: Purpose and Powers**

The purpose or purposes for which the Corporation is formed and the business and the objects to be carried on and promoted by it are as follows:

- A. To engage in the conduct of any lawful business.
- B. To organize and operate a corporation exclusively for educational, charitable, promotional, and propagational purposes in connection with sailing and all matters of sailing activities, including but not limited to, the organizing and conducting of racing and cruising events, to work for the better appreciation of sailing and the basic skills of seamanship that the sport of sailing fosters and the preservation of an environment conducive thereto, and the education of the public thereof.
- C. To promote and foster the activity of sailing; to cooperate with and assist other organizations and other persons having similar objectives and purposes; and to do any and all things and take all actions which may be necessary, convenient, or desirable in order to cooperate with all interested educational bodies.
- D. To maintain one or more offices, employ one or more persons and acquire, hold, use and transfer property of any and all kinds as may be necessary or desirable in the furtherance of its objects and purposes aforesaid.
- E. The corporation is organized exclusively for pleasure, recreation and other non-profitable purposes, substantially all of the activities of which are for such purposes and no part of the net earnings of which inures to the benefit of any member or other individual. Notwithstanding any other provision of these articles, the Corporation shall not carry on any other activity not permitted to be carried on by a corporation exempt from Federal income tax under Section 501(c)(7) of the Internal Revenue Code of United States Internal Revenue law.
- F. The foregoing enumeration of purpose, objects and business of the Corporation is made in furtherance, and not in limitation, of the powers conferred upon the Corporation by law, and is not intended, by the mention of any particular purpose, object or business, in any manner to limit or restrict the generality of any other purpose, object or business mentioned, or to limit or restrict any of the powers of the Corporation. The Corporation is formed upon the articles, conditions and provisions herein expressed, and subject to all particulars to the limitations relative to corporations which are contained in the general laws of this State.

## **Article Three: Principal Office & Resident Agent**

The principal office of the Corporation in the State of Maryland will be maintained at the SMSA clubhouse, Calvert Marina, Dowell, Maryland. Its post office address is P.O. Box 262, Solomons, Maryland 20688.

The Resident Agent of the Corporation is George R. Sparling, whose address is 533 Washington Street, Leonardtown, Maryland 20650, and whose post office address is P.O. Box 267 Leonardtown, Maryland 20650. Said Resident Agent is a citizen of the State of Maryland and actually resides therein.

**Article Four: Status of Corporation**

The Corporation is not organized for profit; it shall have no capital stock and shall not be authorized to issue capital stock. The number of qualifications for and other matters relating to its members shall be set forth in the By-Laws of the Corporation.

**Article Five: Directors**

The number of Directors of the Corporation shall be three (3), which number may be increased or decreased pursuant to the By-Laws of the Corporation, but shall never be less than three (3).

**Article Six: Dissolution**

Upon the dissolution of the Corporation's affairs, or upon the abandonment of the Corporation's activities due to its impracticable or inexpedient nature, the assets of the Corporation then remaining in the hands of the Corporation shall be distributed, transferred, conveyed, delivered and paid over in a manner and to such persons as are designated in the By-Laws of the Corporation, provided no such By-Law provision violates Section 5-208 of the Maryland Corporation Code.

**Article Seven: Applicability of By-Laws**

The Corporation may by its By-Laws make any other provisions or requirements for the arrangement or conduct of the business of the Corporation provided said By-Laws are not inconsistent with these Articles of Incorporation or contrary to the laws of the State of Maryland or the United States.

**Article Eight: Duration**

The duration of the Corporation shall be perpetual.

IN WITNESS WHEREOF, I have signed these Articles of Incorporation this 17th day of April, 1985.

\_\_\_\_\_  
(S)  
George R. Sparling

## **By-Laws of Southern Maryland Sailing Association, Inc** (Revised 7 Nov 2015)

### **Article I: Board of Directors and Committees**

**Section 1. General Powers.** The Board of Directors (BOD) shall consist of five Officers, as identified in Section 3, and six (6) Directors. The BOD shall be the highest decision-making body of the Corporation. As such, it is empowered with all necessary and usual functions of a board of directors, to enable it to pursue functions that include but are not limited to:

- (a) Insuring adequate planning, organizing, funding, budgeting and controlling of Corporation activities;
- (b) Developing guidelines and instructions as may be necessary for use by the membership;
- (c) Setting the short and long-term goals and strategic plans for the corporation; and
- (d) Successfully pursuing the aims and objectives as set forth in the Articles of Incorporation with the exception of those actions for which authority is expressly reserved, in the By-Laws, to the Commodore, or the General Membership.

The Officers and Committee Chairs have full authority to implement those directions and policies and to run the day-to-day activities of the club without recourse to or undue interference from the Directors or membership. The BOD shall not take any action or approve policies that are inconsistent with the Articles of Incorporation and the By-Laws.

**Section 2. BOD Adopts Policy Manual.** The BOD, being a continuous governing body, accepts that all actions by the membership and the previous BOD remain in effect until they expire (if such expiration is explicitly included in the action) or are subsequently modified by the membership or the BOD. BOD policy and decision-making criteria will be recorded in the Policy Manual. BOD approved operating procedures such as: tasks, responsibilities, expanded job descriptions of the Officers, Directors and standing committees are to be included in the BOD Policy Manual.

**Section 3. Eligibility, Number and Terms of Office.** The Officers and Directors of the Corporation must be members in good standing. All adult members of Regular, Young Adult, and Emeritus membership classes are eligible to serve as Officers and Directors. Candidates for Commodore must previously have served two (2) terms as an Officer, Board Member, or Program Chair.

- (a) There will be five (5) annually elected "Officers": the Commodore, the Vice Commodore, the Rear Commodore, the Treasurer and the Secretary;
- (b) The Commodore, the Vice Commodore, and the Rear Commodore shall each serve not more than two (2) consecutive terms in any one office;
- (c) The Treasurer and the Secretary shall have no limits on number of terms served;
- (d) There will be six (6) "Directors" (in 3 equal classes), two (2) elected each year for three (3) year terms, with no term limits.

**Section 4. Vacancies and Succession.** The BOD shall fill vacancies that occur in its membership, either Officers or Directors, and the persons so appointed shall hold office during the unexpired term of the person whose place is to be filled. Members of the BOD (Officers and Directors) who vacate their office for any reason, unless approved by the BOD, shall not be eligible to again hold office on the BOD for a period of time equal to the unexpired term for which they were elected or appointed, plus two years. In the event of vacancies occurring among the classes of Directors, the BOD will appoint a successor until the next scheduled election, at which time any candidates will run for the unexpired terms.

**Section 5. Election and Installation and Interim Powers.** There will be a slate of individual candidates for the Officer positions. There will be a separate pool of candidates for the Directors positions. Expired or vacant Director positions will be filled in the order of longest terms first and by the most votes received. The Officers and Directors shall be elected by the membership at the Annual meeting in November and take office at the Inaugural BOD Meeting in January of the New Year. In the post-election interim, the BOD elect is empowered to work with the outgoing BOD and make plans, decisions and preparations, including a proposed budget to become effective during the new term of office. The previous BOD remains responsible for execution of elements of its annual programs remaining after election of the new BOD, including the banquet and presentation of annual awards.

**Section 6. Meetings of the BOD and Quorum.** The BOD will meet in a formal recorded session not less than once every calendar quarter. Additional meetings may be called at the discretion of the Commodore. The Inaugural Meeting of the BOD will be held in the second week of January. The order of business shall be:

- Call to order;
- Installation of Elected Officers and Directors;
- Installation of Committee Chairpersons;
- Formal adoption of the previous years Policy Manual;
- Finalize the planned programs and operational schedule;
- Commodore will present and the BOD will approve the proposed annual budget;
- Other business;
- New Business

**Section 7. Duties of Officers.** The duties and order of succession of the officers shall be as follows. In the case of a vacancy in any office, the next lower ordered Officer would assume those duties until such vacancy is filled in the next election.

- **Commodore.** The Commodore shall serve as Chairperson of the Corporation and will preside at all meetings of the General Membership and the BOD. The Commodore shall nominate all committee chairpersons for BOD approval, and will be, ex officio, a member of such committees with the exception of the Nominating Committee. The Commodore will establish and promulgate sound and commonly accepted operating procedures and will provide for the maintenance of the BOD Policy Manual.
- **Vice Commodore.** It will be the duty of the Vice Commodore to assist the Commodore in the discharge of his or her duties, and in the case of absence in the office of Commodore, to act as Commodore. Vice Commodore responsibilities will include nominating chairpersons for and overseeing of on-the-water program committee activities such as races, procurement of trophies, cruises, regattas, small boat programs, education and training, and corporate insurance.
- **Rear Commodore.** It will be the duty of the Rear Commodore to assist the Commodore in the discharge of his or her duties. Rear Commodore duties will include nominating chairpersons for and overseeing of on-the-shore committee activities such as facilities, public relations, membership, internal communications, social function arrangements and the Yearbook and Clew.
- **Treasurer.** The Treasurer will collect and disburse and have custody of all Corporation funds, account for and file all required taxes, and advise the BOD on corporation tax status. The treasurer will keep a complete and accurate record of all transactions and submit a current report on the financial condition of the Corporation at all meetings. On request, the Treasurer will make such records available for inspection by any member or official of the Corporation.
- **Secretary.** The Secretary shall prepare and maintain a true and complete copy of all Corporation proceedings, membership matters and archive all official records. The Secretary shall maintain a

current list of all members; their addresses, phone numbers and other contact information and maintain the list of all eligible voters. The Secretary will notify members of agendas, meetings and other Corporation events and prepare and distribute all ballots. The Secretary will have charge of historical and business records of the Corporation, trophies, and other articles, and will make such records available for inspection by any member or official of the Corporation.

**Section 8. Duties of Directors.** The Directors will continually provide a diverse representation of membership views, opinions, comments and proposals. They will evaluate short and long-term goal proposals, initiate programs to achieve such goals and provide the strategic planning for the association.

**Section 9. Removal from Board of Directors.** An Officer or Director may be removed from office for non-payment of dues, fees or assessments that are delinquent or for unexcused absence from three consecutive meetings of the BOD. An Officer or Director may be removed from office for cause, provided that:

- (a) The complaint shall be presented in writing to the BOD and is signed by 5% of the membership;
- (b) An agenda, scheduled for the next meeting, specifically cites the removal action;
- (c) The subject shall have a right of response at such scheduled meeting;
- (d) A majority of members at the meeting vote to submit the removal action to a mail ballot; and
- (e) The majority of those votes cast by mail ballot are in favor of the removal action.

**Section 10. Standing Committees.** The BOD will establish the standing committees each year. Subject to approval by the BOD, the Commodore will nominate the chairperson of each of the committees to be established. Chairpersons will select and appoint adequate committee members to assist them. It is an incumbent obligation of members of the Corporation to accept appointment to committees and pursue assigned duties willingly and diligently. All committees will be composed of members in good standing. There will be no term limit on the committee chairs or members.

Committee chairs are authorized to expend funds as identified and for those purposes specified in the annual budget. It will be the responsibility of the chairpersons of the standing committees to have proposed budgets and activities presented for consideration and action by the BOD in sufficient time to permit annual budgeting and advance preparation and publication of all programs. Chairpersons will closely monitor expenditures for adherence to approved budgets.

Standing Committees are identified in the Policy Manual.

**Section 11. Other Committees.** Additional committees such as emblem, historical, special events, and others as may be appropriate, may be established and a chairperson thereof appointed by the Commodore.

## **Article II: Membership, Voting Rights and Conduct**

**Section 1. Eligibility.** No person shall be refused any class of membership by reason of race, color, sex or religious affiliation. Boat ownership is not required for membership. Membership in the Corporation is open to persons who;

- Participate in the leadership or programs of the club;
- Support the goals of the Corporation;
- Adhere to rules of good sportsmanship on the water, and
- Are congenial in a family club atmosphere.

**Section 2. Classes and Voting Rights.** Membership in the Corporation shall consist of four (4) classes. Age eligibility for membership classes is determined by age on 1 January each year. The composition and rights of each class are as follows:

- Regular Membership shall consist of one or two adults age 30 or older and their minor dependent children that permanently share a common household. Minor children of Regular Members shall be considered Junior Members of the Corporation. The adult(s) and minor dependent children shall be considered one (1) membership for initiation, dues, and voting purposes.
- Young Adult Membership shall consist of one or two adults age 18 through 29 and their minor dependent children that permanently share a common household. Minor children of Young Adult Members shall be considered Junior Members of the Corporation. The adult(s) and minor dependent children shall be considered one (1) membership for initiation, dues, and voting purposes.
- Junior Membership shall consist of minor children under the age of 18 who are affiliated by one of the other membership classes, or has joined as a dues paying Junior Member not affiliated in any other way. The Junior Members shall not have voting privileges.
- Emeritus Membership shall consist of adults age 65 or older that have been members of the Corporation **for at least fifteen years, either consecutively or cumulatively**, and have given long service to the Corporation. Emeritus membership status must be applied for by the member and thereafter authorized by the BOD. As a response to each application, the Membership Chairperson shall prepare a summary of service to the **Corporation** by the applicant for consideration by the BOD and for use in any presentation. **The BOD has the final decision in determining if the applicant has met the requirements.** Emeritus Members that permanently share a common household shall be considered one membership for dues and voting purposes.

**Section 3. Election of Members.** All classes of memberships are subject to election by the BOD. Election of the head of household applicant suffices for election of all other members of the household as defined by the appropriate membership class. A candidate for membership must be sponsored by and submit an application with the initiation fee, endorsed by a Corporation member in good standing, stating pertinent qualifications and other evidence supporting the eligibility of the candidate. Action on membership applications shall be taken not later than the first subsequent meeting of the BOD after the receipt of the application. An affirmative vote from three quarters (3/4) of the BOD is required to approve membership. Past members who resigned in good standing may rejoin without paying the initiation fee.

**Section 4. Limitation of Membership.** The BOD will annually determine the need for limitation or increase in the number of members to be consistent with the capabilities of the Corporation. Limitations of number of members will be practiced only when necessary to ensure that the purpose of the Corporation is not jeopardized for any reason.

**Section 5. Conduct of Members.** It will be the responsibility of the Commodore to notify a member whose conduct, or whose guests' conduct, is considered to be contrary to the interests and aims of the Corporation. Non-members may participate in Corporation activities only when invited by members.

**Section 6. Member Removal.** By majority vote, the BOD is empowered to suspend a member who, thirty (30) days after the formal notification, fails to exhibit or obtain agreeable conduct in harmony with the spirit of the Corporation. The BOD is similarly empowered to suspend or terminate membership of a member who willfully violates an established Corporation rule, Bylaw or Articles of Incorporation provision.

## **Article III: Conduct of Business, Voting**

**Section 1. Rules of Meetings.** Roberts Rules of Order will be employed in the conduct of the business aspects of all meetings. Whenever possible, Membership Meetings will be conducted as the business portions of other Corporation activities or entertainment events.

**Section 2. Annual Meeting.** A Membership Meeting will be held during the first week of November during which ballots will be counted and Officers and Directors will be elected and other business will be covered. The order of business shall be:

- Call to order, without reference to quorum;
- Appoint Tally Committee;
- Reading of minutes of previous meeting;
- Reports of Committees;
- Reports of Officers;
- Report of Tally Committee;
- Determination of quorum present (15% of all eligible voters);
- Other business;
- New Business

**Section 3. Special Meetings.** Special meetings of the Membership may be authorized at other times by the BOD to address urgent matters affecting the Corporation, Amendments to the Articles of Incorporation or By-Laws. At least fifteen (15) days prior written notice is required.

**Section 4. Petitions for Amendment of Articles of Incorporation or By-Laws.** Proposals for changes to the Articles of Incorporation or By-Laws may be made by the BOD, or by petition to the BOD signed by not fewer than five percent (5%) of the eligible voters, or by proposal and approval by two-thirds (2/3) vote at a general or special meeting with a quorum present. Upon receipt of such petition or vote, the BOD is bound to schedule such proposals for vote at or before the next annual meeting.

**Section 5. Voting, Quorums and Procedures.** The Secretary shall maintain the official list of eligible voters. Elections, amendments of the Articles of Incorporation or By-Laws, all proposals for large expenditures exceeding these By-Laws limitations or the approved annual budget, and any other actions designated by the BOD as requiring membership approval shall be by a secret ballot. For duly called meetings of the membership, voting on any issues may require previous distribution of ballots, as declared by the BOD. Specific voting procedures are:

- (a) All secret ballots shall include the entire proposals or slates subject to the vote and must be provided to each eligible member at least fifteen (15) days in advance of the meeting or balloting deadline;
- (b) A simple majority of votes cast will elect a candidate. If the balloting results in a tie, the winner will be determined by a toss of a coin to be administered by the current Commodore;
- (c) For the Articles of Incorporation at least two-thirds (2/3) of the eligible voters must be in favor of amendment. Approved amendments to the Articles of Incorporation will be effective upon approval and acceptance by the State of Maryland;

- (d) For the By-Laws, at least two-thirds (2/3) of the ballots cast and fifteen percent (15%) of all eligible voters must be in favor. Approved amendments to the By-Laws will be effective immediately except that changes to the Officers and Directors of the Corporation will take effect in the subsequent General Election;
- (e) Other than as stated above, for all other issues, at least a majority of the ballots cast and fifteen percent (15%) of all eligible voters must be in favor

## Article IV - Financial Management

**Section 1. Dues, Fees and Assessments.** The BOD shall determine and annually set the initiation fees, Regular Membership dues, Junior Membership dues, program and service fees, and member assessments of the Corporation. Current year dues for the Regular and Junior Membership classes, fees, and assessments will each be recorded in the Policy Book. Dues for the Young Adult and Emeritus Membership classes shall be indexed to equal 50% of the dues for the Regular Membership class. Once so indexed, all dues shall be rounded up to the next nearest dollar. Any payments made by members at Corporation functions on a "pay as you go" basis shall not constitute any of the dues, fees or assessments set forth in this Section.

Dues, fees and assessments will be billed by **Jan 31st**. Dues are payable at the time of billing and a member will be considered to be in arrears thirty (30) days after billing. Without adequate reason, a member in arrears for any indebtedness will be declared not in good standing by a majority vote of the BOD.

**Section 2. Budgets.** A comprehensive annual budget showing all available cash or other funds, assets, liabilities, set-asides, indebtedness, escrows, reserves and capital expenditures representing the net worth of SMSA must be presented by the Commodore and approved by the BOD at the beginning of each fiscal year. The BOD will also prepare a similar three-year planning budget and review/update it annually.

The Treasurer shall report to the BOD and to the Committee Chairs monthly (or otherwise as the BOD may provide) as to the income and expense for each program for the year to date. Program Chairs will take steps to correct any deficit in their programs that significantly exceeds their approved budget (as broken down into expected cumulative monthly projections). The Vice Commodore and Rear Commodore will participate in ensuring that programs under their jurisdictions stay reasonably close to their budgets.

The BOD is empowered:

- (a) To increase dues by an amount not exceeding twenty (20) percent of the existing level each year;
- (b) To set initiation fees and program fees to adequately fund operational budgets;
- (c) To levy one-time assessments on the membership, provided that the sum of all such assessments in any one year does not exceed the amount of the annual dues currently in force;
- (d) To incur long-term indebtedness up to an amount not to exceed ten (10) times the amount of the past year's annual dues income;
- (e) To authorize expenditures up to the net corporate assets

Above these limitations a ballot referendum of the membership will be required. Specifically, if the proposed annual budget exceeds any of the authorized limitations to dues, fees and assessments, the Commodore elect will submit a justification for such increases with a ballot for General Membership approval at least fifteen (15) days before the Inaugural Meeting.



**Section 3. Financial Review.** A financial review conducted by an accountant selected by the BOD shall be made at least once every two years or within 30 days of the installation of a new Treasurer.

## **Article V – Insurance and Indemnification**

The Board, on behalf of the Corporation, shall procure and maintain adequate and appropriate Directors' and Officers' liability insurance; fire and extended coverage insurance on property and improvements thereon owned by the Corporation; and general liability coverage, public liability coverage, and worker's compensation insurance coverage.

The Corporation shall indemnify every Officer, Director, and duly appointed Chairperson or Committee member of the Corporation against any and all expenses, including counsel fees, reasonably incurred by or imposed upon an Officer, Director or duly appointed Chairperson or Committee member in connection with any action, suit or other proceeding to which he or she may be made a party by reason of being or having been an Officer, Director, or duly appointed Chairperson or Committee member of the Corporation. The Officers, Directors, and duly appointed Chairperson or Committee members shall not be liable to members of the Corporation for any mistake of judgment, negligence, or otherwise, except for their own individual willful misconduct or bad faith.

The Corporation shall defend Directors, Officers, and duly appointed Chairpersons or Committee members in connection with any action, suit, or other proceeding for such acts and omissions arising within the scope of the duties carried out by such Directors, Officers, and duly appointed Chairpersons or Committee members with regards to any mistake of judgment, negligence or otherwise, except for their own individual willful misconduct or bad faith, and shall indemnify them individually or collectively to the extent that such costs of defense, including reasonable attorneys fees, and/or damages are not covered by directors and officers liability insurance or other insurance maintained by the Corporation.

## **Article VI: Dissolution**

In the event of dissolution of the Corporation, the BOD shall, after paying or making provision for the payment of the liabilities of the Corporation, dispose of all the assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organizations as shall at the time qualify as exempt organizations under Section 501 (c) (7) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Revenue Law), as the BOD shall determine.

## SMSA By-Laws Revision History

Approval Date	Description	Updated By
7 Oct 04	By-Laws Revision: Article III, Section 6 <u>Voting, Quorums and Procedures</u> Membership Approved change, September 2003 Annual Meeting.	L. Stanley
6 Jun 06	By-Laws Revision: Major amendment for annual schedule, Directors, Committees, and shift operating rules to Policy Manual.	M. Munger
27 Jan 07	By-Laws Revision: Removed dues index for Junior Membership. BOD will establish dues rate each year in the Policy Manual.	R. Schroeder
10 Apr 07	Administrative Correction: Renumbered By-Laws Articles V, VI, and VII to correct typo in numbering sequence.	R. Schroeder
1 Nov 08	By-Laws Revision: Redefined SMSA membership categories. Established "Regular" and "Young Adult" categories.	R. Schroeder
6 Nov 10	By-Laws Revision: Modified Article I, Section 3 to change eligibility requirements for the Commodore position.	R. Schroeder
7 May 12	By-Laws Revision: Revised Article I, Section 1 to clarify the composition of the Board of Directors (BOD). Revised Article I, Section 4 to change procedures for filling BOD positions that become vacated prior to the normal end of term.	R. Schroeder
7 Nov 15	By-Laws Revision: Revised Article II, Section 2 to change the eligibility requirements to qualify for Emeritus status. Revised Article IV, Section 1 to establish the billing date for dues, fees and assessments as Jan 31 <sup>st</sup> .	R. Schroeder

# **SOUTHERN MARYLAND SAILING ASSOCIATION, INC**

## **WORKPLACE POLICY**

### **Equal Employment Opportunities**

Southern Maryland Sailing Association (SMSA) Incorporated strives for equal employment opportunities for all employees and is committed to providing a healthy and safe work environment free of discrimination.

Preventing discrimination begins with respect and adherence to the law. Therefore discrimination against individuals on the basis of race, religion, color, sex, age, pregnancy, national origin, disability, veteran or family status, or any other status or condition protected by applicable state or federal laws, except where a bona fide occupational qualification applies, is strictly prohibited.

Verbal, physical, sexual or any other form of harassment that belittles or demeans any individual on the basis of race, religion, color, sex, age, pregnancy, national origin, disability, veteran or family status, or any other status or condition protected by applicable state or federal laws is also strictly prohibited. Prohibited harassment includes conduct that has the purpose or effect of unreasonably interfering with an employee's work performance or experience or creating an environment that is hostile, intimidating or offensive.

Sexual advances; physical conduct of a sexual nature; sexual or racial jokes; racial, ethnic, nation origin, or disability slurs; and other harassing language or conduct that is meant to intimidate or that negatively impacts an employee's work environment is considered harassment and is strictly prohibited.

To promote equality, SMSA will administer and conduct all personnel practices and procedures including employment, compensation, benefits, evaluation, promotion, demotion, assignments, transfer, recruitment, layoff, training, education, recreational and social activities, and safety and health programs, without regard to race, religion, color, sex, age, pregnancy, national origin, disability, veteran or family status, or any other status or condition protected by applicable state or federal laws, except where a bona fide occupational qualification applies.

This policy applies to every person in the workplace and at work-sponsored activities no matter his or her authority or position. Violators of this policy are subject to investigation and discipline including, but not limited to, termination.

### **When Discrimination is Experienced or Suspected**

If you are discriminated against in the workplace, you are required to report it immediately to your supervisory Program Chair. If you know of or suspect discrimination to another person, including harassment, report it to the Rear Commodore. Employees and applicants are protected for filing a complaint of discrimination or assisting in an investigation of discrimination.

If these avenues of reporting are not satisfactory to you, then you can direct your questions, suggestions, problems, or complaints to the Commodore. If for any reason you do not want to discuss the matter with these individuals report to one of the elected SMSA Directors.

If warranted, SMSA will investigate credible allegations of discrimination, including harassment. SMSA may use third parties to assist in such investigations. All employees have a responsibility to cooperate fully in any investigation. Finally, any employee who makes a knowingly false claim of discrimination will be subject to discipline.

---

### **Acknowledgement of SMSA, Inc Workplace Policy**

I have carefully and thoroughly read and understand the SMSA Workplace Policy.

---

Employee Signature date

---

Employee Signature (print) date

---

Supervisor/Program Chair date

## **SECTION II OPERATING PROCEDURES & INFORMATION**

### **GENERAL BOD AND COMMITTEE GUIDELINES**

The following paragraphs contain important information that serve as general guidelines for all the Board of Directors (BOD) and Committee Chairmen. Although these guidelines are sanctioned by the BOD, they are not considered as formal "Active SMSA Policy" as delineated in Section I of this document. The SMSA By-Laws and Active SMSA Policies take precedence over any conflict in meaning that may arise from interpretation of these guidelines. Additional useful guidelines for individual leadership positions are contained in the Appendices.

#### **Policy Manual Updates**

- The Secretary and Rear Commodore shall coordinate to ensure that the Articles of Incorporation, By-Laws, and this Policy Manual are all kept up to date with any changes to the corporation documents.
- The updated Articles of Incorporation and By-Laws must be provided to the Public Relations Committee Chair for inclusion in the yearbook.
- A copy of the current Policy Manual will be provided to the new Board of Directors (BOD) prior to their assumption of office in early January.

#### **Installation and Interim Powers**

- The new BOD is elected in November and takes office in January. It is recommended that the overlapping BODs cooperate fully and jointly to perform all tasks during this period including review of the procedures in this manual, evaluation of all programs and the preliminary development of the new budget.
- This should be accomplished as early in November as possible to accommodate holiday travel.

#### **Meetings of the BOD**

- Prior to each BOD meeting the Commodore will send a draft version of the meeting agenda. Please use email and 'Reply-to-all' to request that agenda changes be made by the Commodore.
- Meetings are generally held each month at 7:00pm at the SMSA clubhouse on a mutually agreed day to ensure maximum participation. Elected BOD members are expected to attend all formal BOD meetings.
- The Chair may rule that a motion be deferred to the next regularly scheduled BOD meeting for further consideration. Board Members will be expected to use this time to better understand the motion presented. It is the intention that this ruling be reserved to questions of club policy and the delay is to insure informed voting. This

ruling may be overturned by appeal and a two-thirds vote. The chair may not make this ruling for a second time.

### **Eligibility**

- Applicants for membership shall be determined by the BOD based upon knowledge of the applicant's character, evident interest in sailing, and ability to contribute harmoniously to the aims and objectives of the Corporation.
- The desire of a candidate for membership to actively participate in the programs of the Corporation will be the primary criterion in evaluating a candidate for membership.
- Processing of the applicants can be achieved by mail or telephone by the Membership Committee.
- Applicants so approved for membership will be notified in writing and will be billed for any initiation fees and dues required. Upon receipt of required dues, fees and assessments, candidates' names will be added to the roster of members and placed on the mailing list, and each new member will receive one Yearbook and one burgee without further charge.

### **Balloting Procedures**

- The Nominating Committee is empowered in the By-laws to assemble the slate of candidates and validate the slate of nominees to be presented to the BOD prior to Oct 15<sup>th</sup>. Most, if not all other ballot issues originate in the Board of Directors.
- The Secretary will be responsible for preparing, assembling and mailing the ballot packages to the membership. Use a double envelope format to assure member registration and member secrecy. Include any motions requiring approval by the membership. The text of amendments and slate of nominees could be presented to the membership through the *Clew*.
- All ballots must be mailed at least 15 days before the deadline for any voting, elections, or meetings at which a vote will be tallied.

### **The Clew**

- It is recommended that each Officer and Program Committee Chair produce an article for the Clew each month. This is your primary opportunity to communicate with the entire membership. The Clew is electronically distributed to as many members as possible and posted on the SMSA website.
- Hard copies of the Clew will be mailed to those requesting it.

### **Web Site**

- Verify the portions of the SMSA web site ([www.smsa.com](http://www.smsa.com)) that are related to your program and provide all requested changes or updates to the Rear Commodore and the web master.
- The web based forum has been discontinued pending alternative methods of communication.

## **Significant Planning Activities and Deadlines**

Although the SMSA fiscal and operational year is January to December, the planning year begins in September as the daylight and year's activities fade into memory. During November and December the newly elected BOD merges with the incumbent BOD to pass-down programs and develop activities, schedules and budgets for the coming New Year. Only the planned meetings, social events, and the annual banquet remain for the old BOD to complete.

### **Monthly**

- All Officers and Committee Chairs attend to duties and schedule necessary meetings.
- Clew articles due to editor on 20<sup>th</sup>.
- Officers and Committees collaborate to maintain activities, schedules and budgets.

### **Quarterly**

- BOD scheduled meetings (as a minimum).

### **September**

- Informal racing ends.
- Appointment of Nominating Committee.

### **October**

- Nominating Committee slate of candidates is due October 1<sup>st</sup>.
- Secretary prepares the ballots for election, mail by October 15<sup>th</sup>, due by the start of the Annual Membership Meeting in the first week of November.
- Formal racing ends.

### **November**

- Frostbite racing.
- Annual Membership and Planning Meeting.
- Election of new BOD.
- Preliminary planning and budgeting.
- December Clew usually contains a summary of the new BOD plan for the New Year.

### **December**

- Budget completion meetings with incumbent and newly elected Officers and Chairs.

### **January**

- Elected Officers, Directors and Committees take office.
- Inaugural BOD meeting.
- Final Budget approved by BOD.
- Annual Awards Banquet.

- Annual Membership Dues billing goes out by 15 Jan.
- Training seminars begin.

### **February**

- Cruise Planning Meeting is typically scheduled this month.
- Annual Membership Dues deadline.
- Officers and Chairs provide Operational Schedule inputs to the Public Relations Committee Chair for inclusion in the Yearbook.
- All Yearbook inputs due.

### **March**

- SMSA Birthday Anniversary.
- Small Boat and Junior Planning Meeting typically scheduled this month.
- Junior Program Kickoff and Summer Camp Signup scheduled this month.
- Frostbite races begin.

### **April**

- Opening day.
- Small Boat Program Kickoff Meeting typically scheduled this month.
- All on the water programs begin.

### **May**

### **June**

- Junior Program Summer Camps typically scheduled to start this month.
- Luau.

### **July**

- Screwpile.

### **August**

- Governor's Cup.
- Geezer Squeezer / Crab Feast.



## APPENDIX A

### COMMODORE



### ROLES AND RESPONSIBILITIES

#### **By-Laws Article I, Section 1 General Powers and Section 7 Duties.**

#### **In Addition:**

- Publish names of committee chairs and members in the Yearbook/Clew. The committees would meet prior to board meetings to bring forth recommendations to the board rather than problems. Committee Chairs would make reports at the BOD but not bring day-to-day issues to the BOD for resolution. Actively involving more members in committees serves as an ongoing training and recruitment program for development of future Directors.
- Require Officers and Committee Chairs to establish annual administrative milestones for critical events and activities.
- As issues arise at meetings the Commodore should decide whether or not the discussion should be referred until the appropriate committee has researched the issue, and reported back to the BOD.
- Oversee Vice Commodore and Rear Commodore program issues including coordination with appropriate Committee Chair's and coordinators in the scheduling, planning and carrying out of all program activities.
- Advise of changes to operational schedule where appropriate.

## TIMELINE

### SEPTEMBER

- Assemble any issues that need a pass/fail decision by the membership at the Annual Meeting.
- Develop a pass down list of issues and ideas.
- Organize notes and provide inputs to incoming Commodore
- Assure transfer of safety deposit key and mail box key is accomplished.

### OCTOBER

- Appoint a tally committee chairman for Annual meeting.
- Prepare a preliminary review of the next year operational schedule using previous year dates and adjusting for holiday changes.
- Usually late this month a pre-planning conference is held to prepare for the November elections and planning meeting.

### NOVEMBER

- Coordinate with Committee Chairs to see that SMSA operational schedule is provided to them.
- Support the conduct of the Planning Meeting using inputs from all officers, Committee Chairs and coordinators as a starting calendar.
- Work with Commodore-elect for a proper pass-down of duties. Provide new Commodore with Operational schedule, data, pass down log and unfinished business issues.
- Work with Treasurer, appropriate Committee Chair's and others in preparation for the budget meetings.
- Chair all budget meetings
- **Commodore-elect Responsibilities:** For review, collect any relevant data and disks from Secretary containing past emails, letters and other communications.

### DECEMBER

- Assist the past Vice-Commodore in preparation of copy for awards ceremony booklet and get to printer.
- Assure past Vice-Commodore coordinates with appropriate Committee Chair's for awards ceremony presentations in January.
- **Commodore-elect Responsibilities:**
- Co-Chair the budget meetings
- Provide for the transfer of Safety deposit box and mailbox key from Past Commodore.

### JANUARY

- Conduct Inaugural BOD Meeting. The first BOD meeting that can officially conduct business in the New Year.
- Assure changes to operational schedule where appropriate.

**- Past Commodore Responsibilities:**

- In conjunction with the Past Vice Commodore conduct the Awards ceremony
- Hand out SMSA special trophies [e.g. spirit trophy; member of year]. Allow each time to talk about their respective programs if they wish.

**FEBRUARY**

- Review the Operational Schedule input to the Public Relations Committee Chair for inclusion in the Yearbook.
- Check with Vice Commodore and Cruise Committee Chair for any additional support they may require for the Cruise Planning Meeting.

**MARCH**

- Assure planning is complete for Opening Day Ceremonies

**APRIL**

- Attend Opening Day Ceremonies, part of which is raising the Commodore officer flag.

**MAY**

- Support Vice Commodore with property, liability and boat insurance renewal information.
- Coordinate with Junior Committee Chair, Race Committee Chair and any others to identify assets to be covered under insurance.

**JUNE**

- Assure renewal for property and boat insurance is accomplished.

**JULY**

- In conjunction with the Social Committee Chair select a site for the Annual meeting.

**AUGUST**

## APPENDIX B

### VICE COMMODORE



### ROLES AND RESPONSIBILITIES

**By-Laws Article I, Section 1 General Powers and Section 7 Duties.**

**In Addition:**

- Coordination of clubhouse and calendar events with other groups.
- Oversee on-the-water program issues including coordination with appropriate Committee Chairs and coordinators in the scheduling, planning and carrying out of program activities.

### TIMELINE

#### OCTOBER

Create preliminary next year operational schedule using previous year dates and adjusting for holiday changes. Specifically SMSA events may be affected by changes

to the following holidays that may change events scheduled on a particular weekend or day from year to year:

February – Valentines Day  
May - Memorial Day  
July – July 4<sup>th</sup>  
September – Labor Day  
October – Columbus Day  
November – Thanksgiving  
December – Christmas

Other calendar related issues to verify and/or check up on are:

Trawler Fest – Contact Calvert Marina for Scheduled dates.  
Calvert Marine Museum activities scheduled through Calvert Marina.  
Annapolis Boat Shows – Check the web – usually set up a year in advance.  
Hollywood Boat Show – not a concern unless there will be conflict with Opening Day activities.  
Screwpile Regatta, Eastport Yacht Club Solomon's Island Race,  
Committee Chair's Cup Race

Send preliminary calendar out to appropriate officer's, Committee Chairs, coordinators for input and changes prior to planning meeting. Largest impacts will be cruise, race, social, and Junior program event changes.

## **NOVEMBER**

Provide additional data and disks to incoming Vice-Commodore including insurance policy information for property, boats, US Sailing regattas, and data pertaining to US Sailing and BOAT US memberships.

Work with incoming Vice-Commodore for a proper pass-down of duties.

Obtain list of trophies needed to procure from the Cruise, Race and Junior Committee Chair's for the award's banquet. Start procurement of keeper trophies and engraving for perpetual trophies.

Conduct Annual Membership and Planning Meeting: Present month-to-month schedule to member's present, taking notes and making changes where appropriate.

Conduct the planning meeting using inputs from all officers, Committee Chair's and coordinators as starting calendar. Present month-to-month schedule to member's present, taking notes and making changes where appropriate. Make changes to operational schedule where appropriate.

Work with Treasurer, appropriate Committee Chair's and others in preparation for the annual budget meeting.

## **DECEMBER**

Receive US Sailing membership renewal forms.

Receive US Sailing Regatta Insurance renewal forms.

Receive BOAT US cooperating organization membership renewal forms.  
Coordinate with appropriate Committee Chair's for awards ceremony presentations.  
Prepare copy for awards ceremony booklet and get to printer.

## **JANUARY**

Renewals due for US Sailing Membership.  
Renewal due for US Sailing Regatta Insurance.  
BOAT US cooperating organization membership renewal due.

### **Past Vice Commodore Responsibilities:**

Coordinate getting trophies and booklet to awards banquet ceremony.  
Emcee the awards banquet having the appropriate Committee Chair's, and small boat coordinator, hand out trophies. Allow each time to talk about their respective programs if they wish.

## **FEBRUARY**

Have BOAT US cooperating organization article published in *the Clew* with point of contact information.  
Provide Operational Schedule input to the Public Relations Committee Chair for inclusion in the Yearbook.

## **MARCH**

## **APRIL**

## **MAY**

Receive property, liability and boat insurance renewal information. Coordinate with Junior Committee Chair, Race Committee Chair and any others to identify assets to be covered under insurance.  
Make adjustments to policy coverage's if needed. Current Insurance Agent is Avon-Dixon agency in Easton Maryland.

## **JUNE**

Renewal due for property and boat insurance.

## **JULY**

## **AUGUST**

## APPENDIX C

### REAR COMMODORE



### ROLES AND RESPONSIBILITIES

**By-Laws Article I, Section 1 General Powers and Section 7 Duties.**

**In Addition:**

- Web Site and online forum maintenance.
- Policy and Procedures Manual updates.

Make changes to operational schedule where appropriate.

Oversee on-shore program issues including coordination with appropriate Committee Chairs and coordinators in the scheduling, planning and carrying out of program activities.

## **TIMELINE**

### **OCTOBER**

Create preliminary next year operational schedule using previous year dates and adjusting for holiday changes.

Send preliminary calendar out to appropriate officer's, Committee Chairs, coordinators for input and changes prior to planning meeting. Largest impacts will be membership, facilities, and social

### **NOVEMBER**

Work with incoming Rear-Commodore for a proper pass-down of duties.

Work with Treasurer, appropriate Committee Chair's and others in preparation for the annual budget meeting.

### **DECEMBER**

### **JANUARY**

### **FEBRUARY**



## APPENDIX D

## TREASURER



### ROLES AND RESPONSIBILITIES

**By-Laws Article I, Section 1 General Powers and Section 7 Duties.**

### Recommendations and Additional Information

The Policies of the Treasurer consists of three parts:

- Further details and explanations of By-Law Provisions. This section clarifies parts of the By-Laws adopted during 2006 and currently in force.
- Procedure for accounting for capital expenses (investments in fixed assets) and depreciation thereof.
- The timing of the responsibilities of the Treasurer over the course of a year.

### Further Details and Explanations of By-Law Provisions

Art IV, Sec 2, Budgets:

Annual budget: The “comprehensive annual budget” mentioned in this paragraph of the By-Laws consists of two different kinds of documents or accounting statements: income

and expenditure flows during a year, and balance sheets showing the stocks of our assets and liabilities at the beginning and end of a year.

- A budget of planned income and expenditure flows for the coming year disaggregated by SMSA programs and (within each program) the detailed line items. All planned cash flows, and other items such as depreciation, increases or decreases in reserves, etc., for whatever purpose, should be included. Line items may be divided between “current” and capital” items if desired. In general the budget will contain both cash transactions and non-cash accounting transactions such as depreciation of fixed assets. (See section on accounting for capital expenditures, below.)
- The actual, estimated and projected balance sheets for the end of the past, current and coming years. For the current year this will be an estimate, since the document must be prepared a few months before the books for the year are closed. For the coming year it will be a projection, based on the assumption that income and expenditure for the year will be as planned in the budget.

In the rest of this document, the word “budget” refers only to the former (flow) document. Balance sheets are referred to as such.

To facilitate the formulation of the budget and its review by the BOD, the Treasurer should present up-to-date estimates of the actual income and expenditures for the current year, with the same disaggregating as the budget for the coming year. These estimates should be furnished to the Program Chairs for the coming year, to assist them in planning the year ahead making up their new budgets, and to the BOD (along with the proposed budget) to assist it in analyzing the proposals.

Three-year planning budget: The club faces large uncertainties about its cash flows and financing. Therefore this provision shall be interpreted as requiring the Treasurer to provide summary projections of two numbers: (a) cash balance and (b) net worth, for some future date or dates (e.g. the end of the next year or two years). These two values shall be projected for as far into the future as may be relevant. They should be revised during the course of a year if new facts or possibilities make the previous projections less relevant. The projections may be a set of a few conditional projections, depending on varying assumptions about, e.g., the financial implications of different scenarios regarding a clubhouse, membership income, etc.

Criteria in Budgeting: The Treasurer should prepare and present analysis so that the BOD can take into account the program income and expense streams and the relative importance of each of the programs to each other and the whole. Among the nine programs that our accounting now recognizes and on which our budgets are built, five are “participatory” – social, race, junior, cruise, and women’s. SMSA charges fees for participating in social, race, and junior activities; however, the expenses of cruise and women’s activities have been so small that no fees have been charged.

The other four “programs” in the budgeting and accounting framework -- administrative, membership, publicity and facilities -- are broad categories affecting the performance of all other programs.

Art IV, Sec 2, para 2, Reporting:

In addition to keeping up with paying the bills and balancing the accounts, the Treasurer is required to track income and expenditures against the approved budget, as the year progresses (“...monthly (or otherwise as the BOD may provide’’)). Such a budget tracking report should be provided to all BOD members and Program Chairs, so that they know how each program is doing, financially, and can make adjustments if necessary.

Art IV, Sec 2, para 3, sub-head (e), Authorization of expenditures:

“Net corporate assets” in this context means the actual financial assets at the time, or the projected financial assets at the end of the coming (budget) year – depending on whether the expenditures in question are to be made immediately or over the budget year.

**Accounting for Capital Expenses (Investment in Fixed Assets) and Depreciation Thereof**

Purchases of any long-lived item or items that can be expected to last and to be used over several years can be considered to be “capital” rather than “current” expenses. Conventionally, any single item that costs less than \$1,000 may be expensed completely when purchased, so as to keep the capital accounts reasonably simple and easy to manage. Depreciation schedules for SMSA assets should be consistent with current IRS guidelines.

For items that are used only for one or a few programs (e.g. social, race, junior, cruise, women’s), one-seventh of the cost of the items are charged to the program(s) that use them. If there is more than one program that uses the asset, the Treasurer and the Program Chairs agree on a reasonable allocation of the costs among the programs. These depreciation charges form part of the annual program expenses of such program(s) and must be included in the annual budgets for those program(s).

Thus the annual budget should include any planned “capital” expenditures, with the cash flow that reflects the entire cost of the asset, and the accounting charge of annual depreciation of the asset, appropriately reflected in the various parts of the budget (for the relevant programs and for the SMSA as a whole) and the projected balance sheets. Any such expense not included in the annual budget but approved during the course of the year – a modification of the approved budget – should be similarly reflected in the accounts. The accounting mechanics are: when the asset is purchased, the full cost is entered as a decrease in our bank account and an increase in fixed assets.

Depreciation is entered as an expense of the relevant program(s) and a decrease in fixed assets.

To account for the cost of using fixed assets already owned when the procedure changed, fixed assets acquired before January 2005 were estimated to have a replacement value of \$47,100 as of January 2006. This amount was placed on our books, in the fixed asset accounts, and has been reduced by depreciation charges of one-seventh, beginning in the year 2006. These charges for depreciation of “old” assets are charged to the Administration account, on the rationale that the programs that use them have already paid for them. They are on the books to give a more accurate picture of SMSA’s assets and corresponding net worth.

## **RECORD KEEPING**

Our accounts are maintained in electronic format, for the last few years in Quickbooks Online (QBO). This facilitates budget tracking and reporting, as well as providing a record of transactions for tax preparation each year.

Printed forms for documenting deposits and expenditures should be retained. These forms show account codes that have been established to help track the funds by various categories for budget tracking and reporting. There is nothing sacred about these codes. They can/should be tailored as desired to provide whatever information is needed for management purposes.

Keep records for at least seven years.

The Screwpile Challenge Corporation is a separate, for-profit corporation incorporated in Maryland. SMSA currently owns 100% of its stock. It maintains its own accounts. At the end of each year, the Board of Directors of Screwpile may declare a dividend and/or capital distribution, which will be delivered to the SMSA Treasurer.

## **BUDGET**

The Treasurer needs to start the budget process in November prior to start of the new fiscal year. This is one of the first major official duties for the new Officers. As Treasurer, your main role in the budget process is to consolidate and organize the inputs, and work with the incoming Vice and Rear Commodores and “their” respective Program Chairs, to get their inputs as necessary so that the total budget can be discussed and approved in the first BOD meeting in early January. This usually requires considerable active work including lots of follow-up by the Treasurer to get these inputs.

## **TAXES**

SMSA is a registered as a Non-Profit corporation in the state of Maryland, and is “tax exempt” under the federal Internal Revenue Code, Title 501(c)(7). An official Letter of Determination from the IRS that blessed our tax status should be in the safe deposit box

(secretary has custody). As a 501(c) (7) organization, we still need to file an annual business tax return with the IRS, and state income taxes and an annual property tax return with the State of Maryland. The Treasurer is responsible for completing and filing these forms. The Treasurer also handles the payroll for the summer camp program, including the FICA filings.

Although we are a Non-Profit, tax exempt, organization, we are not a charity; therefore, donations to the club are not eligible for a tax deduction by the donor. Nor are we exempt from paying sales taxes on our purchases.

In the past there has been considerable confusion about just what our tax status means, and what the requirements for it are. A detailed account of all this, including opinions from two tax lawyers and from our accountants, are in a separate file that the Treasurer keeps.

The Treasurer will need to maintain and use the following information in order to complete our taxes:

- a. Bank statements for checking, money market, and Screwpile accounts that show beginning year and end year balances.
- b. Detailed list of transactions, available from QuickBooks online (QBO). For the Screwpile account the two-page summary that the Screwpile chairman provides each year should be used.
- c. A list of capital assets that the club owns. This includes the Race Committee boat, Junior Program boats, motors, etc. Keep a record of capital equipment gains and losses throughout the year, and then just update the previous year's list. The property list needs to show date of purchase, cost, description, etc.

You should provide this information as early in the year as possible.

## **ACCOUNTS**

The SMSA checking account #1960909112 is maintained at MD Bank & Trust Co.

The SMSA money market account #19609091-05 is maintained at MD Bank & Trust Co.

The PayPal Merchant Account id is P5HUULR3N87ZA. The logon id is treasurer@smsa.com

## **SIGNATURE AUTHORITY**

The Treasurer is the primary person that will have signature authority to sign checks. The backup person to have signature authority should normally be the Commodore.

## TIMELINE

### Weekly

- Check the Treasurer's mail box at the club and the cash box behind the bar. Check email and PayPal accounts for activity and respond accordingly.

### Monthly

- Prepare a report comparing the actual income and expenses of each program with the budgeted amount, for the year to date. Call attention to any important deviation from the amounts approved in the budget. Distribute this report to all BOD members and Program Chairs, and present the most recent one orally to the BOD at each of its meetings.
- Pay bills and make deposits

### Quarterly

- Pay MD Sales and Use Tax
- File MD and US withholding and FICA forms as necessary

### November

- Work with outgoing Officers, and Program Chairs, to formulate the operating budget for the coming year and projections of cash and net worth balance for the future
- 

### December

- Work with outgoing Officers and Program Chairs to get all of the previous year's income and expense submissions in
- Compile and submit the operating budget for the coming year to the Commodore, the BOD, and the Program Chairs, for discussion at the January BOD meeting

### January

- With the collaboration of the former Treasurer, close the books for the previous year

### February

- Submit previous year's tax returns, and review the books and records as provided in Article V, Sec 3 of the By-Laws
- Work with the Program Chairs to adjust the monthly budgets for income and expenditures of their programs (within the previously approved annual budget)

## APPENDIX E

### SECRETARY



### ROLES AND RESPONSIBILITIES

**By-Laws Article I, Section 1 General Powers and Section 7 Duties.**

### RECOMMENDATIONS AND ADDITIONAL INFORMATION

**BOD meetings** - In preparation for a BOD meeting, send all members of the BOD an e-mail request for reports in advance for the meeting; if they are not able to send it in advance, request that they provide you a written copy at the meeting or an electronic copy following the meeting. Once you have generated your DRAFT Minutes of Record, send a copy to all BOD members for them to review and approve. There are usually some minor changes requested from the BOD. Upon completing the revisions, send and e-mail to the BOD which contains the final copy of the minutes of record, indicate that all requested changes have been made and ask that they approve them at this time. Once approved, these minutes should be posted to the Forum for membership viewing. This is accomplished by forwarding the Approved copy to the Forum Administrator who will post them for you.

**Annual Meeting** - One of the responsibilities of the Secretary at the Annual Meeting is the reading of the previous years' DRAFT meeting minutes. If there is a quorum at the meeting, the minutes can be voted on for approval. The approved minutes of the prior

year and the DRAFT minutes of the current year should both be forwarded to the Forum Administrator for posting to the membership.

**CLEW** - In the current policy manual there is a lot of referencing to the CLEW. All of that needs to be eliminated since this is no longer SOP.



## **APPENDIX F**

### **DIRECTOR**

#### **ROLES AND RESPONSIBILITIES**

**By-Laws Article I, Section 1 General Powers and Section 8 Duties.**

#### **TIMELINE**

## **APPENDIX G**

### **COMMITTEE CHAIR FOR RACE PROGRAM**

#### **ROLES AND RESPONSIBILITIES**

While the Articles of Incorporation and By-Laws don't specifically identify the roles and responsibilities of this committee, as implied roles and responsibilities are identified they should be documented in this section.

Organize, maintain and remind all RC volunteers of schedule.

Receive and submit all RC race results to SMSA official scorer.

Make regular program reports to Vice Commodore.

#### **TIMELINE**

##### **NOVEMBER**

Collect information and disks from outgoing Race Committee Chair.

Assist outgoing Race Committee Chair with Race Committee in the Fall Frostbite Series. .

Assist RC Boat Captain and outgoing Race Committee Chair with removal of Bay Marks "D" & "E"

Prepare next year's race schedule, after getting the race schedules from CBYRA, Screwpile and Committee Chair's Cup.

Prepare next year's budget. Include estimated income from race fees for the big boat and small boat programs, regattas and sponsorships. Expenses should include estimates for repairing and maintaining the RC boat and race marks, fuel, shotgun shells, air horns and canisters, food and beverage, postage, Race Circular printing, CBYRA Greenbook fees, advertising and awards.

Submit list of trophies to Vice Commodore for procurement and presentation at Annual Awards Dinner in January.

## **DECEMBER**

Remove river race marks “K” and “V”.

## **JANUARY**

Assist Vice Commodore in presentation of trophies at Annual Awards Dinner.

Start sign-up list for Wednesday night and weekend race committee duty.

Begin work on Race Circular—updates, add or delete races, review rules for each race, etc.

Make any necessary repairs to RC boat.

Organize Wednesday night and small boat coordinators and RC boat captains.

Submit schedule of CBYRA sanctioned races to CBYRA for inclusion in CBYRA Greenbook.

## **FEBRUARY**

Submit update to Yearbook’s Racing Guidelines and Race Schedule to Publicity Committee Chair.

Plan and conduct Race Committee Seminar.

Meet with printer (Printing Press in Leonardtown) Re: Race Circular. Submit photo or artwork for front of circular.

Position and place race marks “K” and “V” in Patuxent River.

Review proofs from CBYRA for Greenbook.

If necessary, procure glasses from Eclipse for Wednesday night trophies. Store in clubhouse.

Put yellow flag across Back Creek from “H” dock at Zahniser’s Marina. This is the creek finish line “Z” for Frostbite and Wednesday night races.

## **MARCH**

Serve as Race Committee for Spring Frostbite Series. Announce race results at the post-race gathering.

Complete preparation of Race Circular. Pick up front and back pages from the printer. Put together Race Circular—approximately 100 copies.

Prepare race registration/waiver forms for seasonal and single entry.

Work with RC boat captain to repair and paint race marks.

## **APRIL**

Update RC manual before first race of the season.

Stock RC boat with supplies, including shotgun, shells, inflatable race marks, anchors and chains, race flags, air horns and canisters, RC manual, Race Circular, Yearbook, paper products and head chemicals.

Attend SMSA Opening Day. Hand out Race Circulars to paid racers and BOD. Sell additional race circulars for \$5 each. Have racers fill out registration/waiver form if they have not already done so.

Conduct RC boat familiarization seminar, with assistance of RC boat captain.

### **MAY**

Refuel RC boat.

Prepare invoices for racing sponsors. Mail or hand-deliver.

### **JUNE**

Check RC boat for supplies and repairs. Check RC manual for missing items and re-supply.

### **JULY**

### **AUGUST**

Refuel RC boat.

### **SEPTEMBER**

### **OCTOBER**

After last weekend race, remove flags, inflatable marks, RC manual, air horns and canisters, etc. from RC boat and store at SMSA clubhouse.

Inspect RC boat and schedule any repair work.

Refuel RC boat.

Schedule winterizing and haul-out of RC boat with Zahniser's Marina.

### **WEDNESDAY NIGHT COORDINATOR RESPONSIBILITIES**

Compile Race Committee duty list.

Deliver glasses to pool bar for fleet winners to be announced during race results

Collect Wednesday night race results and submit to SMSA official scorer.

Set up protest hearings, if necessary.

Submit occasional article to CLEW.

### **SMALL BOAT COORDINATOR RESPONSIBILITIES**

Submit Thursday night race schedule to Race Committee Chair.

Submit budget to Race Committee Chair.

Compile Race Committee for Thursday night races.

Organize and run small boat regattas.

Submit occasional article to CLEW.

### **RACE COMMITTEE BOAT CAPTAIN RESPONSIBILITIES**

Drop and retrieve race marks, with assistance of Race Committee Chair and others.

Repair and paint race marks, with assistance of others.

Maintain RC boat in good-working order.

Assist Race Committee Chair in conducting RC boat familiarization briefing after Opening Day ceremonies.

## APPENDIX H

### COMMITTEE CHAIR FOR CRUISE PROGRAM

#### ROLES AND RESPONSIBILITIES

While the Articles of Incorporation and By-Laws don't specifically identify the roles and responsibilities of this Committee, as implied roles and responsibilities are identified they should be documented in this section.

#### RECOMMENDATIONS AND ADDITIONAL INFORMATION

1. **INTRODUCTION:** Planning the upcoming season and recruiting Cruise Leaders are probably the most demanding requirements. The Cruise Committee Chair will total the cruise points as furnished by the Cruise Leaders and publish them from time to time in the CLEW. The points can also be emailed to the cruisers.
2. **ANNUAL BUSINESS MEETING:** Present a brief summarization of the year's events. Statistics on things like the number of cruisers and points so far and the remaining schedule may be of interest.
3. **PLANNING MEETING:** Usually held along with the Annual Meeting. Prior to this meeting the Cruise Committee Chair should contact the active cruisers, those who participate in most of the cruise events to ascertain the general time frames and duration of cruises. It is not necessary to have cruise specifics such as cruise leaders or itineraries; just the time frames and in the case of extended cruises a rough idea of where the cruise will go. The cruise Committee Chair should draw up a tentative cruise schedule based on the comments received from the active cruisers. At the planning meeting the schedule is altered so that cruises will coincide as much as possible with other club events. Hopefully the cruises can end with a club rendezvous. Budget?????
4. **CRUISE PLANNING MEETING AND RENDEZVOUS:** This event is held in mid winter usually January or early February. It must be held early enough so that the Cruise Leaders can be identified and plan the cruises and that the cruise

- schedule can be included in the Yearbook. Cruise Leaders are selected at the planning meeting. If a Cruise Leader cannot be selected for a particular cruise, the Cruise Committee Chair may leave the Leader TBD (for the Year Book) and try to get a Cruise Leader in time to lead that cruise. Usually coffee and pastries are provided by the Cruise Committee Chair and his committee. The cost comes out of the cruise budget and must be incorporated when providing the cruise program budget.
5. **CRUISE LEADERS:** The cruise leaders plan the destinations and itineraries of the cruises which they will lead and are also responsible for ensuring that an announcement of the upcoming cruise appears at least one month prior to the cruise in the CLEW. Other material for the article might include rendezvous times, specific latitude/longitude, position times and channel for check in. Depending upon when in the month the cruise is scheduled, more lead time for the announcement may be prudent. They are also responsible for writing an article describing the cruise and publishing it in the CLEW after the cruise. The cruise leaders will send a list of cruise participants and cruise points to the Cruise Committee Chair. The Cruise Committee Chair insures that the cruise leaders fulfill their duties. He also must communicate often with the Cruise Leaders. Cruise Leaders may need feedback early for obtaining slip reservations. If the Cruise Leader cannot make the cruise he is expected to contact other interested cruisers to see if one of them can take over for him.
  6. **YEARBOOK:** The schedule for Cruising needs to be carefully proofread in the Yearbook draft form because it will be referred to frequently by members planning their season. Likewise the cruise portion of the combined Operational Schedule needs a careful review prior to publishing each month.
  7. **AWARDS BANQUET:** The incumbent Committee Chair handles the acquisition of awards and the engraving of plaques on perpetual trophies for the cruise program. Close coordination with the Vice Commodore should be done in order to consolidate purchase of awards and engraving. Some advanced planning is required in order to have everything on hand for the Banquet. In November the points and awards must be finalized. The awards are the major expense of the cruise program and their budget is usually based on the previous year's experience. If money is available in the cruising program budget special awards for whatever reason may be presented. The outgoing Cruise Committee Chair must work closely with the incoming Cruise Committee Chair to ensure that there is enough money budgeted for the new Committee Chair's program. The awards are listed in the Banquet program. This requires advance liaison with the Vice Commodore to allow time for preparation and printing.
  8. **One Thousand Mile Cruising:** A plaque is awarded to SMSA owners of boats who have cruised 1000 or more nautical miles on their own boat, either with club cruises or independently, during the past season. There is no formal definition of "season" and this can be interpreted by the Cruise Committee Chair, but normally coincides with the calendar year. The plaque is a 2" X 4" brass plate engraved with the club burgee and SMSA 1,000 Mile Cruising Award and the year with

boat name and awardees. Also awarded is a new SMSA burgee. The Cruise Committee Chair needs to put an article in the CLEW in sufficient time to get a response from those cruisers who feel that they are entitled to the award. The Cruise Committee Chair decides how best to verify the claims of cruisers such as the presentation of logs or verification by other members. Race events are eligible to accrue mileage provided they sailed their boat to distant races and stayed on the boat (no hotel) at the end of the day in a cruising manner. A point to point race also counts provided the member sleeps on the boat.

9. **Joseph T. McGrath Trophy:** While cruising during the past season, a six sided wood and slate ice bucket with engraved plaque is awarded to the owner of the boat displaying the SMSA burgee in the widest area while cruising on their own boat during the season. This is a perpetual trophy that can be temporarily held by the recipient, but must be returned to the clubhouse trophy case prior to the SMSA Annual Meeting in November. A suitable keeper trophy may also be awarded.
10. **Cruising High Point Awards:** Owners of boats accumulating at least 35 points for participation in scheduled SMSA cruises qualify for this award. The award is a large 14" X 21" SMSA burgee.
11. **Cruiser of the Year:** The large silver Happy Hour Cruising Trophy is appropriately engraved and presented to the high point winner. A suitable keeper trophy may also be awarded. This is a perpetual trophy that can be temporarily held by the recipient, but must be returned to the clubhouse trophy case prior to the SMSA Annual Meeting in November.

## TIMELINE

### Weekly

- Coordinate timely submission of upcoming cruise notices to be included in the weekly "This Week at SMSA" email notice that is sent out.

### Monthly

- Coordinate cruising articles from cruise leaders and prepare cruising articles for the CLEW. Written articles are due by the 15<sup>th</sup> of the month prior to publication.
- Maintain Cruise section of the SMSA web page, including cruise point tally, cruise schedule, update cruise pictures, etc.

### September

- Set up the cruising point matrix and publish in the CLEW. Call for all cruisers to check for corrections.
- Attend the Annual meeting and provide a cruising report with data available as Cruise Committee Chair.



### **October**

- Begin dialogue with next Cruise Committee Chair, review Policy Manual and appendices. include preliminary cruise point matrix in CLEW. Prepare pass down list for incoming Committee Chair. Include history file of pertinent correspondence, CLEW articles, cruise point matrix, recommended theme for next season, general outline for Cruise Planning meeting to be held in January/February (include food and drink list}

### **November after election**

- Coordinate pass down from previous Cruise Committee Chair. This includes last year's cruise schedule, budget from last year, list of cruising awards from the past season and the cruise articles for the year. Complete cruise point matrix for all cruisers and cruises.

### **December**

- Refine budget for next year.
- Begin preparation for the winter Cruise Planning meeting, announce date for Cruising Planning Meeting, and provide cruise planning inputs to the general schedule for the Vice Commodore.
- Develop general cruise plan strategy.
- Finalize awards, order appropriate keepers or coordinate with previous Vice Commodore, provide list of awards to the Vice Commodore and Publicity Committee Chair as necessary for inclusion in the Awards Banquet Program.

### **January**

- Participate in Awards Banquet, hand out awards, and coordinate with Vice Commodore.
- Provide monthly time phased budget to Treasurer.
- Complete preparations for the cruise Planning Meeting identify a supporting committee of volunteers as required.

### **February**

- Early in the month hold the Cruise Planning meeting, identify dates, cruise leaders and destinations, complete the years cruising schedule and coordinate with the racing schedule as much as possible.
- Prepare final copy of Cruising Program for inclusion in the yearbook. Maintain and update Cruising section of the yearbook.
- Prepare invoice for Cruise Planning meeting expenses.

### **March**

### **April**

- Participate in the opening day celebrations, support the brunch provided by the BOD with service and food.

## **APPENDIX I**

### **FACILITIES MANAGEMENT**

#### **ROLES AND RESPONSIBILITIES**

While the Articles of Incorporation and By-Laws don't specifically identify the roles and responsibilities of this committee, as implied roles and responsibilities are identified they should be documented in this section.

#### **RECOMMENDATIONS AND ADDITIONAL INFORMATION**

#### **TIMELINE**

## **APPENDIX J**

### **SOCIAL PROGRAM**

#### **ROLES AND RESPONSIBILITIES**

#### **RECOMMENDATIONS AND ADDITIONAL INFORMATION**

##### **Turnover**

Obtain a pass-down log from the previous Social Committee Chair as soon as possible. This will provide you with a better understanding of the responsibilities of this position as well as specific information about events, supplies, vendors, entertainment and general practices of SMSAs Social Program.

##### **Volunteers**

Once the schedule is finalized, begin contacting potential hosts and co-hosts for the upcoming season's rendezvous. Opening Day will provide you an opportunity to utilize a "sign up sheet" for those members interested in lending a hand. You will find that you need to give this a personal touch as you solicit their help with hosting a rendezvous. This is also a great opportunity to encourage new members to become involved by asking them to co-host an event. Once those members are identified, establish a meeting to review the calendar of events and activities.

##### **BUDGET**

One of the first major official duties of the new Committee Chairs is the preparation of the upcoming year's budget in November. It is in your best interest to review any and all prior years' budget material provided by the Treasurer. This information can assist you in tracking the history of income and expenses as well as determining what areas will require more or less funding to ensure a balanced budget for YOUR program. Please remember that it is your responsibility to adhere to the budget you have set for your program. Specific information regarding some of the larger club events (Birthday Party, Awards Banquet, Opening Day, Luau at Zahnisers & Crab Feast) are detailed below to assist in the budget process.

## **Publicity**

The best source of publicity for the social events is every month in the Clew Newsletter. The article is an opportunity to talk about upcoming events as well as detailing highlights of events that have already occurred. This is also an opportunity to relay to members just what food items you would like them to bring to an upcoming rendezvous (i.e. Members with last names A-K bring a side dish and L-Z bring a dessert). Publishing the details of upcoming events twice, one month in advance and in the current month's issue, is smart practice.

Create a checklist for rendezvous events to include instructions for hosts. This information should provide the hosts with a standard procedure for supplies, set-up, clean up, clubhouse and pantry access, purchasing information, reimbursement process for out-of-pocket expenses and how to secure the clubhouse after the event.

Special Events, such as the Birthday Party, the Luau at Zahnisers, the Crab Feast and Awards Banquet, often require special mailings to the membership, either via a special full page insert to the Clew or a postcard mailing. Address labels should be obtained through the database manager and postcards mailed out with sufficient time for the membership to RSVP for these events.

## **TIMELINE**

### **OCTOBER**

#### **Fall Invitational Rendezvous Chili Party & Oyster Scald:**

- This event is held in conjunction with the Fall Invitational Race in mid-late October and is conducted at the Clubhouse beginning at 4:00 p.m. Typically the chili and oysters are not served until 5:00 p.m. to allow for the volunteers to arrange and heat up all of the pots of chili brought by the members. It is wise to have at least one dozen pots of chili on hand, but having more is encouraged. 1 ½ to 2 bushels of oysters should be ordered in advance to ensure a good supply for this event. Identify someone from the club who can assist in steaming the oysters as well as shucking them once they have been steamed. Oyster supplier information to be provided from the outgoing Social Committee Chair.
- Generate publicity through articles in the September and October editions of the Clew. If 2 weeks before the event you don't have much response, it would be advantageous to contact your committee members, Directors and other club members and ask if they could contribute a pot for this event. Any members who do not plan to bring chili are asked to bring a side dish or dessert to share. The club should provide beer, wine and soda for this event. The club should also provide crackers, hot sauce, cocktail sauce, vinegar, shredded cheese and sour cream to accompany the chili and oysters.

## **NOVEMBER**

### **The Annual Business and Planning Meeting**

- You will need to prepare a DRAFT Social Calendar. In order to identify dates for the upcoming year's events, it is recommended that you review the previous year's calendar as well as historic precedence.
- In addition to scheduling matters, you will be required to coordinate the Planning meeting brunch (drinks, food coordination and presentation, etc.) to be conducted at the conclusion of the meeting. Also, you will need to have coffee, juice and some breakfast items (donuts/bagels/fruit) on hand before the meeting begins.

## **DECEMBER**

### **The Christmas Gathering:**

- This event is conducted at the Clubhouse on the first or second Saturday in December (depending upon the schedule arrangements established with LCYC for use of the Clubhouse). In previous years, this event has begun at 5:00 p.m. to allow for the clubhouse decorations and lighting (set up by the Social Committee Chair and committee) can be enjoyed AND so that attending members can preview the SIYC lighted boat parade as the boats depart from and return to the creek.
- Members are asked to bring a light-fare hors d'oeuvres and desserts for this event. The club should provide beer, wine, soda, coffee, hot chocolate, and hot cider for this event.
- An ornament exchange often occurs at this event and should be mentioned in the November and December editions of the Clew. Members bring a wrapped ornament to be placed in a central location within the clubhouse and then take another brought by one of the other members -- this can be done at a specified time or can occur whenever the member desires to exchange their ornament offering for another. It is recommended that holiday music be played in the dining room or enclosed porch area for this event.

## **JANUARY**

### **The Awards Banquet:**

- In the past few years, this event has been conducted the first Saturday in January and begins at 6:00 p.m. This event has become the best-attended function of the year.
- It is a semi-formal to formal gathering. The evening consists of dinner, presentation of club awards (racing, cruising and member of the year) awards and musical entertainment. The previous years Vice Commodore is the emcee for this event.
- You will need to establish a location for this event. This location must have ample dinner seating for all attendees, room to set up a bar, band performance area, podium as well as an area for awards presentation. Once a location is identified you will need to coordinate a menu and associated costs with the establishment. Information on bands and prior venues for this event are obtained from the outgoing Social Committee Chair.
- Next, identify the entertainment and costs. The fee (per-person) to members and their guests should cover the food and entertainment costs for the evening. A cash bar can be established or an open bar can be set up. If an open bar, then an

additional charge should be imposed for those wishing to enjoy the spirits from the open bar. Wristbands can and have been used to identify those who participate.

- This is an RSVP event and you should ask that members pay strict attention to the RSVP deadline. The restaurant or hall will expect a head count usually 5 – 7 days before the event.
- Decorating for this event should be simple, yet elegant. A festive array of greens on each table, carefully arranged around a candle has been very a very classy look for the past few years. It's a simple decorating idea that adds a very special touch. Try to establish a good committee to pitch in with set up and decorating...you'll be a happier person if you have extra help at this event!
- A check-in table will be important this night. Once all the RSVP's have been received, it is suggested that place cards for each attendee be made and passed out as they arrive and check- in. Computer generated cards work great

## **February**

### **Valentine's Day Brunch**

## **MARCH**

### **The Birthday Party:**

- This event is to be conducted in mid-March to commemorate the anniversary of the founding of our Club. As quickly as you can establish a location to host this event, do so. The Commodore will be the host for this special night. There are a couple of ways you can choose to handle this event. The first being a heavy hors d'oeuvres type event with either a buffet style table or servers **or** a sit down dinner with a pre-determined menu selection for all participating members. This event has historically been a semi-formal event and has been conducted at the following restaurants/halls: Tavern at the Village, Bailey's Old Breton Inn, Riverside Restaurant at Calvert Marina and even the Clubhouse.
- Boutonnieres and corsages should be purchased for all founding members and their spouses who are in attendance. A large birthday cake should be purchased for this event and founding members will help cut the cake. A toast will be made, so have champagne on hand.
- Make sure that this is a fairly "solvent" event. Income should offset expenses and the member cost (per person) should cover food, entertainment and hall cost (if any). Typically a cash bar is in place and run by the hall or restaurant selected.
- This is an RSVP only event and should be indicated as such in a Clew article and any subsequent mailings. In most cases, you will be required to provide the hall/restaurant with a final head count a few days before the event. Members should make their checks payable to SMSA and present them when they arrive that evening or mail them in advance to the Social Committee Chair's home address. It is wise to have an attendance listing at the check-in table so that you can account for each member and their method of payment.

## **APRIL**

### **Opening Day:**

- This event is typically conducted the first Saturday in April at the Clubhouse and begins at 9:30 a.m. The formal ceremonies officially begin at 11:00 a.m. with Frank King acting as Master of Ceremonies for the formal flag ceremony. It is recommended that this portion be coordinated with Frank and the current Commodore. Nametags should be on hand for all members attending this event.
- Directors are asked to bring a brunch item to share and members are asked to bring a side dish or dessert to share. 2 bushels of oysters should be ordered in advance to ensure a good supply for this event. Identify someone from the club who can assist in steaming the oysters as well as shucking them once they have been steamed. Oyster supplier information to be obtained from the outgoing Social Committee Chair.
- Mimosas and Bloody Marys are offered for a donation of \$1 per drink. Traditionally Merrie Ruth Raley has made the Bloody Marys to be served. Check with her in advance to see if she is willing to assist with this year's event. Also a club tradition is Ollie and Katie Kangas' breakfast burritos. Please check with them in advance to see of their interest and availability to make them for the event. Identify that the Social Program will be willing to assume as much of the cost as is possible to have those tasty burritos on hand again. Please coordinate with Katie on materials needed and make sure if the program doesn't purchase the goods directly, that reimbursement is made swiftly (either by the Social Committee Chair – who will then be reimbursed by the Treasurer OR by the Treasurer directly).
- The club should provide coffee, juice, beer, soda and wine for this event. The club should also provide crackers, hot sauce, cocktail sauce, and vinegar to accompany the oysters.

## **MAY**

### **Double Handed Race Rendezvous**

## **JUNE**

### **The Luau at Zahnisers Marina:**

- This event is held in conjunction with the Marcy Series and is historically held the first weekend in June. Marcy boats and their crews (including non-SMSA members) are welcome at this event, provided that the skipper or crew bring food items to share. The Luau begins at 4:00 and often runs until sunset or later.
- Skip and Ellen Zahniser graciously offer the grounds adjacent to the pool bar for this event. They also provide quite an array of provisions for this gathering. Contact Terry Walters, Zahnisers Dockmaster, to establish a firm date for this event immediately after the SMSA planning meeting. Terry will put the event on Z's calendar and, at a later date, she will coordinate all the details with you. Included in the details will be what Zahnisers will provide, i.e. music, tent set up, placement of tables, chairs and grill, etc. This is a "joint effort" with Zahnisers and is usually great fun for all involved.
- Because this is also a Rendezvous, Club members are requested to bring a side dish or dessert to share with everyone and then it is recommended that they bring

their main dish either already cooked or they can bring their uncooked meats and utilize the large grill provided by Z's. Zahnisers typically provides hot dogs, buns and all the condiments. SMSA will usually purchase pre-made, frozen hamburgers and buns for everyone to enjoy.

- There is quite a bit of decorating involved for this event, so having plenty of helpers is a good idea. Decorations are kept in the clubhouse and should be in good condition. Leis should be purchased each year and given to the members in attendance (supplier information to be obtained from the out-going Social Committee Chair).
- Margarita's are made for this event and are sold for a \$1.00 donation to the club. It is important you have a volunteer bartender or two to help out with this aspect of the day. Many volunteers will be needed to successfully run this event. Pull upon your committee and those members who are both friends and simply interested helpers!

### **St. Mary's College Rendezvous (Vice Commodore's Race/Cruise & Small Boat & Junior races)**

#### **AUGUST**

##### **Geezer Squeezer Regatta / Crab Feast:**

- This event is held in conjunction with the Geezer Squeezer and is conducted at the Clubhouse in early to mid-August. The Social program runs the Geezer Squeezer Regatta, though the actual running of the race is normally delegated to someone other than the social committee. The Crab Feast begins at 4:00 and those members interested in enjoying the crabs must RSVP to you in advance.
- The price of crabs per bushel fluctuates and therefore it is recommended that the per-member cost should not be established too early. Because this is a rendezvous, any members attending are asked to bring a side dish or dessert to share. Members who are not eating crabs will often bring a main dish already prepared or they will bring an item to cook on the grill.
- In recent years wristbands have been used to identify those members who have paid for crabs...this helps us keep tabs on things. The club should provide beer, wine and soda for this event. To accompany the crabs Old Bay seasoning, vinegar and melted butter, etc. should also be provided by the Club. Crab supplier information to be obtained from the outgoing Social Committee Chair.



## APPENDIX K

### PUBLIC RELATIONS COMMITTEE

#### ROLES AND RESPONSIBILITIES

##### **Turnover:**

Obtain Account information (user name, password, etc) for the following:

- [communications@smsa.com](mailto:communications@smsa.com) (<http://mail.smsa.com/webmail/>)
- Google-Voice / Gmail / etc account
- Quick Books Online Intuit account (<https://qbo.intuit.com/>)
- [www.somd.com](http://www.somd.com) account
- thebaynet.com account
- smsa's website login information for webmaster and/or admin account

Obtain the purchased copy(ies) of Adobe InDesign software for editing previous, and producing upcoming, Yearbook issue. Ensure previous chairperson unregisters then uninstalls the software from their machine. Also obtain [electronic] copies of previous yearbooks.

##### **Responsibilities:**

- Coordinate with the Rear Commodore to ensure that SMSAs web page and web based forum are maintained and updated as necessary.
- Compile, edit and organize the printing of the Annual SMSA Yearbook
- Google-Voice voicemail maintenance/distribution
- Monthly Newsletter production, editing, distribution (electronic and hard-copy)
- Weekly 'What's going on with the club' e-mail
- Facebook group/page maintenance
- Spinsheet (and other publications) calendar submissions
- SOMD.com, The Baynet (and other online advertising sources) calendar submissions

#### RECOMMENDATIONS AND ADDITIONAL INFORMATION

## **TIMELINE**

### **Weekly**

Email membership about what's going on with the club

### **Monthly**

Newsletter article solicitations from chairpersons (and members). Compile, have proof-read, and edit the newsletter. Distribute newsletter by the 1<sup>st</sup> of each month.

### **December/January**

Begin to solicit advertisers for yearbook

### **January/February**

Solicit members for images from previous year for the yearbook.

### **March**

Send yearbook cover to printer and request a proof. May send multiple options and view proofs to decide which to go with.

Request proof of final yearbook (including all contents) and edit before OK'ing to be printed.

### **April**

Have printer print final hard-copies of yearbook. Obtain membership listing from membership chair for distributing copies during opening day.

## **YEARBOOK**

### **Advertisements**

Solicitation for advertisements should begin in December for publication in April. This includes the solicitation of previous and new advertisers. A letter with an attached 'order' that can be used as an invoice is a good method for completing this task.

Invoicing for advertisements should be sent as soon as ad copy is received (unless the returned 'order' was used as an invoice), or with the advertiser's copy of the yearbook, sent to him upon publication. Each advertiser should receive a copy of the SMSA yearbook.

Yearbook ad copy should be sent in 'camera ready' form. Copy will not be returned unless a special request is made. The following dimensions and costs apply for ad copy:

Cover advertisements are offered to some of SMSA's biggest sponsors first. Typically the back cover goes to Zahniser's, inside front to Quantum, inside back to Calvert Marina. In the event that any of these advertisers opts not to advertise on one of these pages, the options should go out to other large SMSA supporters to fill the space. Please note that the cover advertisements cost more to print and the cost should be adjusted to accommodate for this.

### **Pictures**

Solicit members, SMSA sponsors, and other supporters for photographs to be included in the yearbook. Solicit Officers, Board of Directors and Chairpersons for photographs of each person to be included on the Officers, BOD and Chair page.

Photos should be clear and preferably 600 dpi. Ideally a close up photo with a lighter background, works best. The size of the photo is not important as the printer can make adjustments as necessary.

### **Cover**

Obtain or generate the layout of the front cover, including the selection of photographs or artwork. The inner front cover, inner back cover and outer back cover typically are designated for ads for big sponsors. The yearbook cover receives special handling from the printer, and content for all 4 sides should be submitted several weeks before the body contents, recommended no later than six to eight weeks prior to opening day for a given year.

### **Body Contents**

The Publicity Committee Chair is responsible for updates to the electronic master for a given year. This includes, but is not limited to, current copies of changes to By-Laws, Board of Directors, Committee Chair's page, past commodores, awards, history, program descriptions, calendars, roster(s), advertising index, placement of ads, placement of photographs, and any other item that is subject to change within a given year. The electronic master copy shall be created and maintained in Adobe InDesign format to ease the updating process.

Yearbook shall be laid out in a camera ready format before being taken to the printer, and such that the total number of pages equals a multiple of four. Text, advertisements and photos shall be included as part of the copy. Electronic (pdf) copy shall be provided to the printer no less than four to six weeks prior to opening day of a given year.

### **Distribution**

Yearbooks shall be distributed to non-Junior SMSA members and patrons on opening day. A current roster (it may have changed since incorporation of the roster in the yearbook) shall be obtained from the Membership Chair. Members receiving copies shall be checked off the current roster list. Extra copies of the yearbook may be sold only to SMSA members at an additional fee.

All members of the Board of Directors shall receive a copy of the yearbook in addition to any copy that they receive for their membership. Advertisers that are SMSA members shall receive an additional copy of the yearbook for the advertisement that they place. This copy can also be picked up at opening day.

SMSA members not attending opening day ceremonies (and Advertisers not picking up their copy) shall receive a copy of the SMSA yearbook by mail, mailed out as

soon as possible following opening day. For mailing to advertisers, it is appropriate to mail a letter, thanking them for their sponsorship, and invoice if payment has not been received.

Members who join/renew after Opening Day shall also receive a yearbook.

## **APPENDIX L**

### **JUNIOR PROGRAM**

#### **ROLES AND RESPONSIBILITIES**

#### **RECOMMENDATIONS AND ADDITIONAL INFORMATION**

##### **TIMELINE**

###### **Monthly**

- Hold Junior Committee Meeting

###### **September**

- Support high school program.
- Put Optis away for the winter.

###### **October**

- .Support high school program

###### **November**

- Select Junior Committee Members. Meetings should take place once a month.
- Begin work on budget.
- Make certain that boats are put away (Optis).

- Conclude lease with Jimmy Yurko for boats.
- Winterize safety boats.

### **December**

- Begin the search for a Level One sailing instructor for the summer camps.
- Finalize schedule for the approaching season.
- Begin update of web page
- Work on budget

### **January**

- Complete web page update

### **February**

- Send an initial e-mail to all former campers providing schedule and camp information.
- Open Summer Camp registration.
- Complete new lease with Jimmy Yurko for (Sunfish and Holder 20s).
- Begin reaching out to high school sailors for camp assistant recruitment.

### **March**

- Begin advertizing for Summer Camp.
- Continue to recruit high school sailors.
- Commission safety boats.
- Perform boat maintenance on Optis and safety boat.

### **April**

- Make decisions regarding camp instructors and staff.
- Provide high school sailing support and assistance.
- Continue camp registration.

- Prepare the Optis for the summer program.

### **May**

- Continue registration on-line and via contacts.
- Provide W-4 form: <http://www.irs.gov/pub/irs-pdf/fw4.pdf>
- Provide I-9 form: <http://www.uscis.gov/files/form/i-9.pdf>
- Provide Maryland 507 form:  
[http://forms.marylandtaxes.com/current\\_forms/mw507.pdf](http://forms.marylandtaxes.com/current_forms/mw507.pdf)
- Purchase equipment for camps.

### **June**

- Summer camp begins.

### **July**

- Summer camps continue.
- Change oil in the safety boats.

### **August**

- High school starts.
- Summer camps end.
- Exit interviews with staff and after action report.

## **APPENDIX M**

### **TRAINING PROGRAM**

#### **ROLES AND RESPONSIBILITIES**

#### **RECOMMENDATIONS AND ADDITIONAL INFORMATION**

- Prepare monthly CLEW article.
- Choose your committee for the coming year. Have a meeting to plan, organize and select dates, times and places for the upcoming year's events and training programs. SMSA's schedule is very busy – early scheduling is essential if you expect to get your dates.
- Prepare annual Training Program budget for presentation to BOD. Due before January. Amount depends on what you are planning i.e. guest lecturers. Keep all receipts and submit to Treasurer for reimbursement.
- Oversee Training Program expenditures throughout the year to assure the program will complete the year within the BOD approved budget.
- Produce the annual Training Program schedule in coordination with the Vice-Commodore and appropriate Committee Chairs including, racing, cruising, and social events. Always verify calendar of events for any errors.
- Assist in the identification and facilitation of SMSA training that will further sailing skill and abilities for SMSA sailors. This includes the scheduling of the events and the instructors for training events.



- Identify factors which will increase participation by SMSA members in training and work to increase it.
- Maintain and update the Training Program section of the annual Yearbook. Input along with pictures is due on or before Yearbook publication deadline.
- Review the Training page on SMSA web site and provide corrections, changes or additions to web master for the SMSA web once schedule complete. See SMSA.com!
- Attend committee meetings and present a brief report of Training Program activity. If report lengthy, type advance copy and e-mail to Secretary.

## **APPENDIX N**

### **MEMBERSHIP PROGRAM**

#### **ROLES AND RESPONSIBILITIES**

#### **RECOMMENDATIONS AND ADDITIONAL INFORMATION**

- Prepare annual Membership Program budget for presentation to BOD at the December budget meeting. Based on past history and any other information available, need to prepare a time-phased estimate of income from renewals and new memberships throughout the year. Also need to prepare time-phased estimate of expenditures. Things to consider in preparation of budget include:
  - o Estimate number of non-renewals (recent years statistics show a loss of about 15 – 20 membership renewals each year).
  - o Estimate number of new memberships throughout the year (recent years show about 15 – 20 new membership gain during the year).
  - o Budget estimate for purchase of burgees if necessary. We generally order the burgees in quantities of 25 at a time. Plan on needing one burgee for each new approved membership as well as a handful of re-sales to current members who need replacements.
  - o Postage for mailing annual renewal notices. Postage for mailing welcome packets to new members.
  - o Purchase of letterhead and preprinted SMSA mailing envelopes.
- Maintain the stock of Burgees and other SMSA paraphernalia. Budget for and purchase supply of SMSA Burgees, SMSA tie tacks & pins, and SMSA decals. Our current vendor for Burgees and jewelry is Prestige Flag (800) 876-5155 x 217. Point of contact is Stu Fried. Allow about 4 weeks for delivery after purchase.
- Oversee Membership Program expenditures throughout the year to assure the program will remain within the BOD approved budget. Request BOD approval for budget amendment if necessary.

- Act as the primary contact for prospective members and sponsors. Provide forms, guidance, and support as necessary.
- Receive membership applications and present new members to the BOD. Assure that all required fees and signatures are in order before presenting. Notify prospective members of anything that may be lacking.
- When an applicant has been approved for membership, notify applicant with Welcome Packet. The Welcome Packet includes: welcome letter, burgee, yearbook, decal, recent issue of The Clew, and membership card(s).
- Prepare a summary of service for each Emeritus membership application for presentation to the BOD for approval.
- Offer Burgees and other SMSA paraphernalia for sale at SMSA functions during the year.
- Monitor the membership roster for accuracy. Send corrections to the data base manager.
- Distribute membership renewal forms, log in renewals and resignations, and collect annual dues and race fees. All income is documented (on Record Deposit Form) and sent to Treasurer. All membership renewal forms and new applications are sent to Data Manager. (It is advisable to make copies for own use/records).
- Send data to Race Committee Chair on members paying race fee.
- Follow up, (through email, voice mail, or regular mail) for member renewals not accounted for by the renewal due date (15 Feb).
- Provide appropriate pass down documentation to his or her successor as Membership Committee Chair prior to turnover of duties in January.
- Attend BOD meetings and special meetings.
- Ensure that annual membership renewal forms are accurate and are mailed in January. The Data Base Manager will prepare the renewal forms and provide mailing labels in time to meet the mailing deadline.
- Review and revise the SMSA Application for Membership form that is hosted on the SMSA web page. Ensure that dates, fees, contact information, etc. are accurate. Send changes to the web master.
- Prepare a monthly article for publication in the CLEW as appropriate. Articles should include an introduction of new members, welcome back former members, and provide any other noteworthy membership information.

## APPENDIX O

### BAR MANAGER

#### ROLES AND RESPONSIBILITIES

##### Roles and Responsibilities

Overview: Manages all SMSA bar activities associated with the on-site sale of alcoholic beverages and mixed drinks. Products include lite, regular and premium beers (cans or bottles), various wines, several rums and other alcohol, pre-mixed drinks and many types of sodas, mixers, fruit juices and water. Bar snacks, chips and dip and finger foods are routinely provided.

- Selects and forecasts products, brand, quantity, and orders to meet seasonal club social schedules
- Orders, receives, records and maintains all stock inventories (including bar ice, water)
- Monitors cash log, donations, and expenses and register receipts for deposit with Treasurer
- Maintains bar area and equipment to health code requirements
- Maintains recycling for cardboard, plastic, glass and cans
- Displays and keeps on hand all legal certificates, required signage and sponsoring logos
- Recruits, displays and maintains lists of volunteer bar tenders and qualified TAM members
- Oversees training and functioning of bartenders and servers
- Manages regular Friday night social gatherings all year
- Coordinates bar usage guidelines and facility access procedures with club Facility Manager
- Adheres to strict club policy of daily bar tab payments, and state drinking age and identification requirements

##### Requirements

- Available to order and stock products. Must arrange for receipt of products on the distributors' delivery schedule.
- Available (backup) to open, close, operate bar on Friday socials (and other occasions)
- Physically able to move/carry large cases, breakdown, dispose of and recycle cartons, cans, bottles and trash
- Recruitment of bartenders is a substantial and continuous task.

## **Procedures**

Facility access and bar operation are detailed in the current Bar Guidelines per the SMSA Policy Manual and located at the bar. A bar usage agreement accompanies the facility rental agreement. All other programs must schedule use of the bar with the manager at least two weeks in advance. All other program chairs or members using the bar are responsible for access, TAM presence, operation, cleanup, cash log and deposits and restocking.

## **Budget**

Individual cash bar servings, bar pricing and markup is nominally set by the SMSA BOD @50% markup and upon Bar Manager recommendations. Prices and instructions are posted for regular member socials. Both member and non-member usage of the bar/facility for rentals and special events require a 100% markup on all case products provided for the event. One dollar ticket sales are recommended for all special occasions. Due to the small and seasonal operation of the bar and the minimum distributor delivery rules, purchases are extremely variable and on a COD basis. Non Alcohol products are replenished on an as needed basis. The Bar Manager has signature authority (2012) for SMSA checks to pay distributors and reimburse out of pocket purchases. All alcohol sales are through the bar register. State and local sales taxes must be paid on alcohol product usage. Mixer sales only (sodas, water) will be recorded separately and money placed in the soda/water bucket provided.