



Pontoon Yacht Club of Lake County, Inc.

Policies and Procedures Manual

November 25, 2019

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1. INTRODUCTION

This Policies and Procedures Manual (P&PM) has been developed to serve as a guide to Pontoon Yacht Club (PYC) members and officers in the planning and conduct of outings and the performance of other club duties. The P&PM serves as a supplement to the PYC Bylaws and in any circumstance where a perceived conflict exists between the P&PM and the Bylaws, the Bylaws shall govern.

The P&PM is an official record document of the PYC Corporation and is maintained by the Rear Commodore. The P&PM can be amended by a majority vote of the Board of Directors. The P&PM is provided to all new members upon joining the club and is posted on the PYC website for reference by all.

2. PURPOSE OF THE CLUB

1. To promote the pleasure, recreation, and enjoyment of pontoon boating
2. To promote an interest in boating
3. To develop a fraternal spirit among boaters
4. To preserve our waterways for future generations
5. To foster boating safety

3. ABOUT THE CLUB

The Pontoon Yacht Club is an organization created to promote and provide a variety of boating activities for the enjoyment of its members. The Club outings and activities are typically scheduled on the second and fourth Saturdays of each month.

The Club members are responsible for the planning and organization of the various boating activities throughout the year. Each member is expected to participate in planning and organizing at least one event during the year. One of the best ways to do this is to co-host an activity with another member or members. The ongoing success of the Club depends on the commitment, enthusiasm, participation, and attendance of each member.

On scheduled outing days, we often meet at a specific point and time on one of the lakes for a raft-up. After rafting together, and a little shared camaraderie, the flotilla is guided to our activity place. Past activities have included:

1. A lunch rendezvous at a restaurant on the Harris Chain of Lakes
2. A picnic or party at a park such as Sunset Island Park on Lake Eustis, Trimble Park on Lake Beauclaire, Hickory Point on Lake Harris, Gilbert Park on Lake Dora, or Griffin State Park on Lake Griffin
3. A party at a private clubhouse or a member's waterfront home, such as the Poker Run, Thanksgiving and Christmas parties, chili cook-offs, progressive dinners, or pot luck feasts.
4. Overnight trips to locations such as Silver Springs, Homosassa or St. John's River.

The Club is always looking for new and different types of activities for "fun boating." Your creative ideas are always welcome!

4. STRUCTURE OF THE CLUB

PYC is chartered as a not-for-profit corporation in the State of Florida and has tax-exempt status as a social and recreational club under section 501 c7 of the Internal Revenue Code. To maintain the incorporation status, the club is required to file an annual report including a small fee with the state. An annual information report to the IRS, without fee, protects the tax-exempt status.

The club has three Flag Officer positions: Commodore, Vice Commodore, and Rear Commodore. Additional officer positions include Treasurer and Secretary. All five officers are elected annually by the membership at the November business meeting of the club.

PYC is managed by a nine-person Board of Directors, consisting of the five elected officers, the prior year's Commodore, and three at-large directors elected by the membership at the November meeting. The Commodore is the chair of the Board and calls and presides over meetings.

5. RESPONSIBILITIES OF OFFICERS AND DIRECTORS

The following responsibilities are not intended to replace or supersede those outlined in the By-laws. In most cases, they are in addition to, or a clarification of, those responsibilities.

Commodore Responsibilities

1. Ensure that the annual PYC Outing Calendar is full.
 - Maintain the master Outing Calendar, shared with the Calling Tree Coordinator and Newsletter Editor, for the year's scheduled outings.
 - Review and approve all Outing Information Forms when submitted by members, and communicate promptly with the Treasurer and the Newsletter Editor.
 - Recruit members to host open dates, as-needed.
2. Plan and lead the Business Meeting Agenda for each Outing/Event.
 - Be the primary speaker, calling on others to participate as appropriate.
 - Ensure minutes are taken and recorded for each event.
3. Use the regular outings and the Newsletter to maintain communications with the membership.
4. Lead the Board of Directors.
 - Call periodic Board meetings to plan and review improvement initiatives, decide any issues or questions that arise, and respond to member requests.
 - Ensure minutes are taken and recorded for each meeting.
5. Appoint Nominating Committee and Cruise Master, and ensure that all other important nonelected support positions (e.g. Webmaster, Calling Tree, Newsletter Editor) are staffed.
6. File annual reports:
 - State of Florida by May 1
 - IRS by May 15
7. Conduct an annual review of the PYC bylaws. Obtain Board agreement to any proposed changes and present the changes to the membership for a vote at the November business meeting.
8. Ensure that the nominating committee is proceeding on a schedule that will permit officer elections at the November business meeting. With the chair of the nominating committee, conduct the annual officer elections in November.
9. Conduct the Change of Command ceremony to install the new officers at the Christmas Party in December.

Vice Commodore Responsibilities

1. The recruitment and onboarding of new members to PYC
 - Recruitment includes advertising of PYC to attract potential new members, follow-up on all contacts regarding potential new members from whatever source, and application approval.
 - Onboarding includes welcoming new members and introducing them to the membership at club meetings. It also includes, but is not limited to: aligning sponsors or outing Hosts with the new members, assignment of their PYC number, and delivery of a new member packet.
2. Serve as acting-Commodore in the temporary absence of the Commodore.
3. Maintain the Membership List
4. Procure Name Badges for new members
5. Purchase PYC Boat Numbers
6. Purchase membership flags and have them printed
7. Have PYC brochures printed
8. Advertising
9. Prepare Annual Membership Report per the By-Laws and forward to the Secretary for filing
10. Carry out responsibilities as assigned by the Commodore

Rear Commodore Responsibilities

1. Record boats at raft-up and/or outing.
2. Help coordinate raft-ups and the movement of all boats to the outing site with the Cruise Master. Always take the rear position in the flotilla.
3. Monitor boats while traveling; communicate as-needed with Commodore and Cruise Master.
4. Assist any boat as needed.
5. Be the last to dock — verify that all boats are safely docked and secured.
6. Maintain the PYC Policies and Procedures Manual. Conduct a periodic review to ensure accuracy and completeness, and work with the Commodore to get Board approval for any proposed changes. Forward the finished document to the Secretary for filing, and to the Webmaster for posting to the website.
7. Carry out responsibilities as assigned by the Commodore.

Secretary Responsibilities

1. Keep the minutes and records of the Club in appropriate books as outlined in the By-Laws
2. Maintain the Club email distribution list
3. Distribute the Club Newsletter
4. File any certificate required by any statute, federal or state, give and serve all notices to members of the organization
5. Be the official custodian of the records and seal of the organization
6. Present to the membership, at meetings, any communication addressed to the Secretary of the organization
7. Submit to the Board of Directors any communications addressed to the Secretary of the organization
8. Attend to all correspondence of the organization
9. Carry out responsibilities as assigned by the Commodore

Treasurer Responsibilities

1. Pay all expenses and invoices incurred by the club.
2. Send out dues reminder notices via email and collect dues.
3. Review contents of Outing Information Forms; ensure any “special” outing expense listed has been approved by the Commodore or the Board.
4. Accept payments for outings.
5. Track attendance for outings as well as meal choices and communicate same to outing Hosts.
6. At outings/events, reconcile (with Hosts) the monies collected with the monies paid to the venue. Provide payment for the event.
7. Track all expenditures and revenues throughout the year and report potential issues to the Commodore and the Board.
8. Reconcile checkbook with monthly bank statements.
9. Generate annual Financial Status Report per the By-Laws and forward to the Secretary
10. Generate monthly Treasurer Reports.
11. Reconcile Year Balance Sheet (ending balance reconciles with starting balance minus revenues/expenses for the year).
12. Ensure that bank (currently BBT) has Treasurer’s address for bank statements and correspondence.
13. Ensure that there are two authorized check-signers (Treasurer and Commodore.) A copy of the official minutes outlining the change of officers must be taken to the bank. When changing one or two of the signatories, BBT bank requires a new signature form to be signed by both.
14. Carry out responsibilities as assigned by the Commodore

Board Member Responsibilities

1. Attend and take an active role in Board meetings
2. Carry out responsibilities as assigned by the Commodore

6. OTHER POSITIONS AND RESPONSIBILITIES

In addition to Officer and Board Member Responsibilities outlined elsewhere in this document, other positions/duties are required for the Club to function properly. The appointment of these positions, and creation of other positions, may change from time to time at the discretion of the Board. They may be filled by currently seated Board members.

Cruise Master Responsibilities

1. Coordinate with the outing Hosts regarding whether a raft-up will be included in the outing. Encourage Hosts that boating and rafting-up is what this club is about.
2. Arrive early at the designated raft-up site to be the center boat. Determine if weather conditions are conducive to a safe raft-up, and anchor if safe. Make sure that the wind direction and boat traffic is considered for the best spot.
3. The Cruise Master will lead the flotilla to the outing site following the raft-up, and will be the first boat to tie up to the dock to enable the Cruise Master to assist other boaters.
4. If the Cruise Master cannot make the outing, find a substitute.
5. Cancel a raft-up if necessary, based on weather forecasts.
6. The Cruise Master should know safety rules and make sure other pontoon boats operate in a safe manner. The Cruise Master should have a marine radio on channel 72 to communicate with the Rear Commodore to make sure all boats arrive safely together.
7. The Cruise Master will attend Board Meetings, at the request of the Commodore, to advise Board members on nautical and safety issues.
8. Coordinate all raft-ups and flotilla movements with the Rear Commodore.

Newsletter Editor Responsibilities

1. Remind the Commodore and Historian that their articles for the month's Newsletter are due by the 25th of the month.
2. Maintain all correspondence/articles regarding the Newsletter on jump drive.
3. Save all monthly Newsletters in Word and in PDF format.
4. Using the previous month's Newsletter as a template, copy and paste in any new articles, e.g., Commodore's comments, Historian articles, event information, etc.
5. Delete any articles which are no longer applicable to the new Newsletter.

6. Delete pictures from previous month's Newsletter and add in new pictures. These may be from the PYC website or may have been sent directly to Editor for inclusion.
7. Update the birthdays for the month.
8. Update any changes to the calendar of events.
9. By the 1st of each month, send the Newsletter to the Secretary for distribution to the membership.

Web Master Responsibilities

After all pertinent information has been received from officers, post informational items to the website. Items may include, but are not limited to: outing information, new members, member news, and photographs.

Maintain and update website.

Forward all web-initiated inquiries from prospective new members to the Vice Commodore for followup.

Member Responsibilities

All regular members of PYC must own a pontoon boat and are expected to bring it to club outings on a regular basis.

PYC is only as strong as its members. Please contribute to your Club's success.

Take an active role in the Club, including attending outings, hosting outings and using your boat for outings. Invite Associate Members to ride on your boat. Provide input and feedback during meetings.

Refer potential new members to the Vice Commodore or any Board Member.

Associate Member Responsibilities

Associate Membership in PYC is limited.

PYC is only as strong as its members. Please contribute to your Club's success.

Take an active role in the Club, including attending outings (arriving by boat whenever possible) and hosting outings. Provide input and feedback during meetings.

Refer potential new members to the Vice Commodore or any Board Member.

7. MEMBER PROCESSING

New Member Application Processing

Person	Responsibility
All Members	<p>Promote and encourage club membership</p> <p>Answer inquiries from interested parties</p> <p>Supply membership application forms to interested parties</p>
Web Master	<p>Forward website-initiated inquiries to Vice Commodore for follow up</p>
Vice Commodore	<p>Provide Membership Application forms as necessary</p> <p>Respond to web site inquiries</p> <p>Review and approve all membership applications</p> <p>Assign boat numbers to new members</p> <p>Forward approved membership forms to: Commodore, Treasurer and Historian. Once payment is received, immediately notify: Remaining Board members, Calling Tree Coordinator, Secretary, Newsletter Editor and Web Master of new members, along with contact information</p> <p>Prepare & deliver New Member Packet (see below)</p> <p>Add new member to Membership List and notify club members</p> <p>Introduce new members to the membership at the first few meetings they attend</p>
Treasurer	<p>Verify that all appropriate membership fees and dues are received.</p> <p>\$35 Initiation Fee plus \$24 dues per calendar year, pro-rated by month.</p>

New Member Packet Contents

- Welcome Letter
- Boat Numbers (2 sets)
- PYC Flag
- Name Badge(s)
- Temporary (red) "New Member" badges
- List of current officers, directors, and appointed positions
- Current Membership Phone List
- Latest Newsletter (containing schedule of upcoming outings)
- Outing Information Form
- Policies and Procedures Manual, by email
- Copy of the PYC By-Laws, by email

Associate Member Processing

An Associate Member is one who has been a long-standing member of the PYC, no longer owns a pontoon boat, but wishes to remain in the Club.

A prospective Associate Member must submit a letter to the Commodore requesting consideration for continuing membership in this capacity.

Associate Membership approval is determined by the current governing Board. Considerations that will be taken into account will include:

- Length of regular membership
- Service to the Club (Officer, Board Member, Other)
- Frequency of bringing boat to outings
- Frequency of attendance at outings
- Willingness to Host outings
- Number of current active Associate Members, and/or percent of club membership comprised of Associates

8. OUTING PROCEDURES

Pre-Payment Outings

Hosting the Outing

These Guidelines are here to help you. If you feel you need assistance with any of the following, please do not hesitate to let the Commodore know.

1. Sign up to Host an outing. Members are strongly encouraged to “team up” when hosting an outing. This makes it more fun and distributes the workload. The Commodore maintains the master Outing Calendar. Sign up on the Outing Calendar when it is distributed at meetings or contact the Commodore.
2. At least 6 weeks prior to your outing, complete the **PYC Outing Information Form** (located on the web site) and submit to the **Treasurer** and the **Commodore**. This is an absolute necessity.
3. To limit PYC’s liability, the Board of Directors has established a policy that neither the hosts nor the club may provide alcohol at any sanctioned PYC outing or other event.
4. Coordinate with the Cruise Master regarding a raft-up preceding your outing, and include that information, once determined, on the **PYC Outing Information Form**.
5. Outings are intended to be “self-sufficient,” that is, income to PYC should equal cost to PYC. If you would like the Club to cover any of the costs for your outing, please itemize these costs on the **PYC Outing Information Form**. These will need to be approved by the Commodore or the Board before any commitments or announcements can be made.
6. If it is not possible to include guests at your outing, i.e., due to space limits or because it is a club-funded event, please note this on the **PYC Outing Information Form**.
7. Communicate with the restaurant/caterer regarding meal choices, cost(s), and attendee limitations, if any. Also inquire how flexible the establishment is regarding meal counts – i.e., do we pay for the number of meals we report, regardless of how many attend? Or will we be charged for the actual number of meals provided? Can late-comers be accommodated into the meal counts or will they need to order from the menu on their own?
Please note: Anomalies will occur. Please be sensitive to attendees’ issues and make every effort to accommodate their needs.
8. Obtain 50/50 tickets from prior Hosts, conduct the 50/50, and pass along to the next Hosts
9. If attendees have selected specific meal choices, provide meal cards (preferably color-coded by meal type) with each attendee’s name on it. This also helps when accounting for attendance.
10. If the meal does not include dessert, it is customary for the Host to provide a minimal dessert, such as cookies, brownies, cake etc.
11. At the outing, confirm all attendees so that the correct amount is paid to the venue. The club will not pay out more than the amount collected. Inform the Treasurer of any member refunds that may be due.

12. At the conclusion of the outing, obtain and present the invoice to the Treasurer.
13. Following the outing, contact the appropriate person at the establishment and thank them for accommodating us. **THANK YOU FOR HOSTING!!**

Attending the Outing

1. Details for each outing can be found in our monthly Newsletter.
2. The Treasurer should be used as the single point of contact for attendance at an outing. Communication with the Hosts is discouraged, as this tends to confuse things.
3. Guests are welcome at most outings. Be aware that there are occasional exceptions. These should be stated in the Newsletter.
4. Send a check, made out to PYC, to the current Treasurer's address for the total meals you are ordering. Payment must be received no later than the Monday prior to the outing. Indicate in the memo section of the check your meal choices. The current Treasurer's address is stated in the Newsletter.
5. If your check will be late, please call the Treasurer informing him/her that you will be attending, and state your meal choice(s).
6. If your circumstances change at the last minute, and you are unable to attend, please notify the Treasurer and the Hosts as soon as possible.
7. Note that if you have signed up and do not show, it is possible you will be responsible for paying for your meal. (Sometimes the establishment will hold us to the number of attendees reported.)
8. Also note that if you arrive at an outing without having signed up (and paid), you are most welcome (!) but you must immediately see the Hosts to determine what meal accommodations can be made.
9. All members are strongly encouraged to arrive at an outing by boat whenever possible, although driving is an option. Be sure to monitor Channel 72. See the Newsletter for information regarding raft-ups.

Pay-on-Your-Own Outings

Hosting the Outing

These Guidelines are here to help you. If you feel you need assistance with any of the following, please do not hesitate to let the Commodore know.

The procedures are the same as listed under "Pre-Payment Outings: Hosting," with the following changes:

- # 6 -- Communicate with the restaurant/caterer regarding attendee limitations, if any. Can latecomers be accommodated?
- # 8, # 10, #11 -- Omit.

Please note: Anomalies will occur. Please be sensitive to attendees' issues and make every effort to accommodate their needs.

9. RAFT-UP PROCEDURES

The following rules are set forth to ensure an organized and safe outing for all members and guests of the Pontoon Yacht Club and in no way should be interpreted to supersede any laws and/or legal requirements of any federal, state, district or county authority.

******AT ALL TIMES, BOATS SHOULD MONITOR CHANNEL 72******

Rafting Up

Proper procedures are to be used when rafting up at designated locations. The first pontoon to arrive (typically this is the Cruise Master) should anchor in a position out of the normal traffic flow and to allow plenty of room for boats to raft up on either side. Allow a boat to become secured in the raft-up before succeeding boats tie on. Where able, boats should be tied to another boat's cleat in preference to using rails or other non-cleat devices. All boats should have proper lines, (ropes), of a sufficient length and composition to ensure safe rafting up.

Prior to casting off from the raft-up, the Rear Commodore will count and record the number of PYC boats and communicate this number to the Commodore.

When leaving for departure to the outing location, the far outside boats should cast off first and proceed to a safe location until all boats are free. The next outside boats should not cast off until the first boats are free and safely away from the raft-up.

When all boats are free the Cruise Master will lead the flotilla in single file to the outing location. The boats immediately following the Cruise Master should be the Commodore, followed by the Vice Commodore, followed by the remaining boats, with the Rear Commodore taking up the last position.

Arrival at Outing Location:

When arriving at the location, all boats will tie up with the Cruise Master first, followed by the Commodore. Then all other boats will follow; the last being the Rear Commodore.

The Rear Commodore will ensure that all boats counted are safely docked and secured.

10. CALLING TREE OPERATIONS

The calling tree serves as a direct means of communication to the Club Members. It is used to remind members of upcoming events and due dates for payments. Calling Tree staff is also used to coordinate the variety of menu items members will bring to outings such as the Thanksgiving dinner and chili cookoff. The head of the calling tree is the liaison between the callers and the outing hosts and should be continually aware of the events calendar and what information might need to be passed along or collected.

11. FLAG PRACTICES

PYC honors its past Commodores by maintaining framed flags with their individual names embroidered on them. The outgoing Commodore is responsible for maintaining the three flags, having his/her name added to the last flag, and displaying them at the annual Christmas Party.

The Vice Commodore is responsible for the purchase and distribution of the PYC Membership Flags which are included in the New Member packets.

At the Christmas Party Change of Command ceremony, the outgoing Commodore presents yacht club officer flags to the new Commodore, Vice Commodore, Rear Commodore, Secretary and Treasurer to recognize their new positions in the Club. The officers are expected to fly their flag in addition to the standard membership flag during all outings. The outgoing Commodore is responsible for procurement of the new flags.