

Lexington Boat Club

Policies and Procedures - January 1, 2024

The formal name, Lexington Country Club Boat Club, will, in this document, be referred to as the Lexington Boat Club (LBC).

I. Meetings

- A. Monthly meetings are held at the Island Club at 3:00pm on the first Tuesday of every month from October through May. Ticket sales will be conducted one hour prior to the start of each monthly meeting. Time and place are subject to change by the Executive Board.
- B. For LBC information, check the LBC web page at <https://www.lexboatclub.org/>. Members are encouraged to attend meetings.
- C. There are no LBC activities scheduled for the months of June, July, August and September. Membership meetings and cruise/events resume in October.

II. Members

- A. Lexington Country Club registered owners and spouses are eligible to become a Member of the LBC. Additionally, a registered owner without a spouse, can have one permanent member companion. A Member Companion is considered a member, but has limited membership capabilities. A Member Companion is only considered a member as long as the owner is in agreement. The LBC membership quota is established by the Executive Board and may be changed by the Executive Board. The Membership/Data Director will maintain a chronologically dated "Wait List" listing prospective new members to be contacted as soon as possible following the January membership meeting to fill vacancies available each year.
- B. **To maintain a Membership in the LBC each Member must attend a minimum of 2 LBC events listed below during each LBC Membership Year.**

1. LBC Events Defined

- a) Local or Ocean cruises
- b) Party events and tours (i.e. ... Welcome Back, Mix & Mingle, Commodore's Ball, Bon Voyage Pool Party, or any added events)

2. LBC Membership Year Defined

- a. The LBC membership year is January 1 through December 31.
- b. The LBC seasonal year is October 1 through May 31.

C. At the end of an LBC Membership Year, the Membership/Data Director will assemble a list of members who did not attend a minimum of 2 LBC events during the past LBC Seasonal Year. This list will be created using data from the LBC "Event and Sales Invoice", any "Party Events Sign-up Registration" forms completed by Members, or manifest for any cruises/events.

- 1. The Membership/Data Director will present this list to the LBC Executive Board as soon as possible following the end of the LBS Seasonal Year (Oct 1 – May 31).
- 2. If a member did not attend 2 LBC events during the past LBC Seasonal Year, the Member will receive a termination letter from the LBC Executive Board as soon as possible following the end of the LBC Seasonal Year. There will be no refund of Membership dues.

Note: If a member has a serious personal issue (i.e., major surgery, family death, etc) and cannot attend 2 LBC events during an LBC season, the Executive Board has the option to excuse the absences for that member(s).

D. Boat Club members may not reassign their membership to anyone. This includes renters and family members.

E. A membership Wait List will be maintained by the Membership/Data Director and will be available for viewing/copying by members and Wait List applicants on our website.

F. There will not be any past or future "honorary lifetime member" designation.

G. Members that sell their units at Lexington will no longer be members of the Boat Club. However, if they buy another unit in Lexington within 6 months, their membership will be reinstated.

III. Dues

A. The LBC Membership Year is from January 1 through December 31. Annual membership dues will be collected at LBC meetings or can be mailed to the Purser at any time, but must be received prior to the start of the December member meeting which is before the coming year. **NO CASH-CHECKS ONLY. PLEASE!** (Your cancelled check will serve as your receipt.) Dues are subject to change and are as follows ...

1. Individual - \$40.00
2. Individual with Guest Companion - \$80.00
3. Married Couple - \$80.00
4. Single Owner with Member Companion - \$80.00

Guests can be anyone the owner member would like to bring to an event.

B. An **Event & Sales Invoice Form** must accompany each check for dues. **It is the member's responsibility to remember to pay his/her dues. A notice will be sent out to all members by October 31st as a reminder. If current members do not pay dues to renew their membership by the start of the December member meeting, their membership will be terminated** and opened to the next individual on the Wait List until the membership quota is filled. The delinquent member may elect to be placed at the bottom of the Membership Wait List.

C. Dues collected will offset expenses such as mailings, printing tickets/flyers for cruises/events, document copying, office equipment and supplies, member appreciation items, and donations. Dues are also used to help offset expenses for events such as the Welcome Back Party, Mix & Mingle Party and the Commodore's Ball. All expenditures are to be approved by the Commodore and paid for by the Purser, or his/her designee. Donations must be approved by a unanimous vote of the Executive Board before the Purser, or his/her designee can make payment.

IV. Cruise/Events Organization and Planning

A. The Cruise Director will appoint Cruise Planners as needed.

B. The Cruise Director will obtain information for the coming season's cruises. The Cruise Director will approve the contract with the cruise company and retain a file copy.

C. A flyer with all of the cruise/event information will then be created and approved by the Cruise Director. The flyers are then given to the Sales Director who will make them available for the membership meeting. Any remaining flyers will be collected after the meeting and held by the Sales Director. A copy of the flyer in PDF format will be given to the individual responsible for maintaining the website so it can be posted for the cruise/event. The Sales Director will retain all unsold tickets and tickets returned for resale.

D. The Sales Director with help from the Cruise Planner will also develop and maintain Cruise/Event Wait Lists when needed, as follows:

1. Cruise/Event wait list for members.
2. Cruise/Event wait list for LBC Wait List individuals.
3. Cruise/Event wait list for non-member/guests.

E. For all events, such as Cruises, Welcome Back Party, Mix & Mingle Party and the Commodore's Ball, all current members desiring to attend an event must be accommodated before those on the Membership Wait List until the second meeting that the event was offered.

F. Only LBC members can attend the Commodores' Ball.

G. The Cruise Director will research and plan **ANY** ocean cruise with a committee of his/her choice.

V. **Cruise/Event Tickets/Reservations**

A. A member, their spouse or a member companion must be present at a monthly member meeting to purchase a cruise/event reservation at the meeting. Cruise/Event reservations will be for sale at the LBC member meetings beginning at the first (1st) of two (2) meetings before the scheduled date of the cruise/event. There will be a signup sheet for those wanting to take the cruise/event at the meetings. An email acknowledgement will be sent to all members that signed up at the meeting in the form of an invitation. It is the member's responsibility to make sure their email address is updated in the LBC records by informing the Data Director. At the bottom of the email, it will allow you to look at the Invitation, change your RSVP, see Details of the cruise or even Send a Message. **Keep this email until after the cruise in case you need to change your RSVP or look for more information.**

B. Any LBC married couple is allowed to buy two tickets for LBC events. If one member is unable to attend, the attending member may bring a guest of his/her choosing.

- C. Any LBC Member Companion is allowed to buy a single ticket for an LBC event without the owner attending. They are not allowed a guest.
- D. Any single member of the LBC with a guest companion is allowed to buy two tickets for LBC events. The member may bring any guest of his/her choosing. The guest's name should be placed on the `Event & Sales Invoice Form at the time of purchase, if known. However, the guest's name must be provided to the Cruise Director and Sales Director prior to the cruise departure.
- E. To purchase cruise/event tickets at a meeting, an **Event & Sales Invoice Form**, and sales line number, will be obtained from the Sales Director at a monthly membership meeting.
1. On the **Event & Sales Invoice Form**, the LBC member will ONLY fill in his/her namee, spouse's name, member companion name or guest of his/her choosing, email address and cell phone number(s). When the member's number is called, the form is to be submitted to and completed by sales personnel documenting each transaction. The form will be given to the member who will proceed to other sales stations or to the Purser (Treasurer) to make payment if no other purchases are made. **NO CASH-CHECKS ONLY**
- F. Cruise reservations will be placed on sale only at the LBC member meetings beginning at the first (1st) of two (2) meetings before the scheduled date of the cruise/event unless extenuating circumstances exist. Normally, the only extenuating circumstance for sale of a cruise ticket beginning three (3) meetings before the scheduled date of the cruise would be if the cruise was scheduled within one week following the member meeting, or the boat company requires a specific number of tickets sold one month in advance.
- G. No advance tickets or reservations for cruises will be accepted by e-mail, regular mail, telephone or by the Cruise Planner before reservations going on sale at the 1st meeting at which they will be offered. The Executive Board and the Cruise Planner will be allowed to buy reservations prior to the initial offering for the sole purpose of reviewing the electronic invitation before it is emailed to the members right after the 1st meeting.
- H. After the initial sale of tickets at the LBC meeting, an electronic invitation will be sent to all eligible boat members, including member companions, inviting them to sign up for the cruise/event. The invitation will be sent again after the second sales offering at the LBC meeting if there is still capacity.

I. The electronic invitation will show any remaining capacity for the cruise. If the cruise reaches that capacity, the invitee will need to contact the Sales Director to have their name put on an appropriate Wait List for the cruise/event.

J. Members need to RSVP to the invitation as “Will Attend” and specify spouses/partners/guests or “Will Not Attend”. Clicking on the “RSVP NOW” or the “Submit your RSVP” will display a screen where the appropriate response can be made.

K. After clicking on Will Attend to confirm your reservation, it may prompt you for your Lexington Membership number, food choices, etc. for things specific to the cruise/event we need to know. Additionally, special seating requests can be put in the comment area. Enter the information requested and click on “Submit RSVP”. You should get an email acknowledgement confirming your reservation.

L. After the second LBC meeting where a cruise/event is offered, an electronic invitation will be emailed to any member not signed up for the cruise/event and also anyone that is currently on the LBC Wait List, if there is still available room. Additionally, 7 days after the second meeting, anyone can make a reservation for the cruise/event. There is a small charge for anyone that is not a member attending a club sponsored event.

M. A RSVP date will be set at 7 days before the cruise/event. At this point, an email reminder will be sent to all individuals that have a reservation for the cruise/event confirming their attendance. Reservations cannot be sold or passed on to any other person(s). If a member cannot attend a cruise they paid for, the reservation holder must contact the Sales Director. The Sales Director will then contact the LBC member(s) on the prioritized Cruise Waiting List, and then any others that have submitted for consideration, time permitting. Every effort will be made to resell a returned reservation(s). If the reservation(s) is not sold, the member will not receive a refund. The deadline for refund consideration is 2 days prior to the cruise date but could be earlier depending on any dates that the Cruise Director must commit to for the Cruise/Event.

N. All reservations made by non-members must be paid by personal check only and a note is to be attached indicating the check is from a non-member.

O. Remember, if you need to cancel your reservation, you must call the Sales Director at least two days before the cruise/event in order to try and resell your reservation/ticket.

P. After the Event & Sales Invoice Forms have been completed by the Purser, the Purser will send all the invoices to the Membership/Data Director to produce

the income and disbursement statements. Once this has been completed the Membership/Data Director will deliver the income report to the Sales Director for the purpose of verifying payment from members on the Cruise Manifest. The Manifest will be developed from the invitation software and sent to the Sales Director, Cruise Director, Cruise Planners, Membership/Data Director, and return all the invoices back to the Purser.

Q. A manifest of those participating in the cruise will be printed from the electronic invitation software, Greenvelope and distributed to the Cruise Planners, Sale Director, and the Cruise Director.

R. On the day of the cruise, the Cruise Director and Cruise Planner are responsible for checking in members listed on the Cruise Manifest before boarding the boat. Boarding will be denied to anyone not on the Cruise Manifest, unless there is an error in recording the member's name. Since we are required to pay for cruises based on a final count days before the cruise, anyone that has signed up for the cruise and does not attend will still be charged for the cruise based on the RSVP or Cutoff Date.

VI. Cruise Cancellation

Weather is always a factor in determining whether or not a cruise will occur. Therefore, the Cruise Planners will contact the boat company before the scheduled cruise. Following this contact, the Cruise Plamer will contact the Cruise Director. The Cruise Director, in consultation with the Commodore and/or Vice Commodore, will make the final decision of whether or not to cancel or reschedule the cruise. If the cruise is cancelled, the Cruise Planners will attempt to notify the members on the Cruise Manifest, time permitting. If we have members cell phone numbers, we will attempt to send a Cruise Cancelation text message.

VII. Ship Store

LBC Merchandise may be viewed on the Lexington Boat Club website at <https://lexboatclub.org>. Samples of the merchandise will be brought to each meeting as often as possible. Ordering information can be seen and then purchased by contacting the manager at Renegades Sportswear off Alico Road in Ft Myers, Florida.

VIII. Collection and Disbursement of LBC Funds

A. Payment methods may change from time to time depending on the event. Methods of payment will be designated for the event or on the invitation. We may provide one of these payment methods.

- Payment by Check
- Charge to Lexington Club Number
- Credit Card
- No CASH will be accepted

B. Payments which are charged to the Lexington Club number will be any event at the club like the Welcome Back Party, Mix and Mingle, Commodore's Ball and the Bon Voyage Pool Pary. However, other cruise/events may designate your Lexington Club Number as the method of payment. The charge will take place within a week after the event. The event host(s) will be responsible for making sure the manifest is correct.

C. Outside of the events at the club, most other cruise/events can be paid for by check at the meetings or delivered to the Sales Director. Members responding

to our electronic invitation and confirm (Will Attend on the Invitation) their reservation, must be paid in full within 7 days of their RSVP response for the event/cruise. A reservation is not a ticket until it has been paid.

D. If the LBC decides to allow credit cards to be used, it will incur a small processing fee.

E. Payment of funds by LBC must be initiated by submitting a **Payment Request Form. All Payment Requests must include a receipt for the item(s) purchased. For cruises, a receipt or the contract is required before payment is made to a cruise company.** Upon payment by the Purser, or his/her designee, they will complete the Disposition of payment section of the **Payment Request Form.**

F. The Purser will forward all appropriate documents to the Membership/Data Director for inclusion in the database.

IX. **Executive Board**

A. The Executive Board will be comprised of the following positions:

1. Commodore
2. Vice-Commodore
3. Rear Commodore
4. Purser or Assistant Purser
5. Sales Director
6. Secretary
7. Cruise Director
8. Membership/Data Director

B. Voting - In case of a tie vote (4-4) the Commodore will cast a second and deciding vote.

C. Any issues or disputes will be brought to the attention of the Commodore, he or she will decide or bring it to the Executive Board.

D. Executive Board members terms in office are from June 1st through May 31st.