

**House Rules of the Bay Yacht Club
October 6, 2019**

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BYLAWS POLICY SECTION - HOUSE RULES- BAY YACHT CLUB

The House Rules of the Bay Yacht Club may be construed, from time to time, by a majority vote of the Executive Board and published as an addition to the Bylaws under a policy section (Bylaws, Article XI).

Section I Dues and Fees:

The Executive Board may from time to time recommend to the General Membership a schedule of initiation fees, dues and assessments and the manor of payment of same, to be voted upon by a majority of voting members of the Club present at a semiannual or special meeting called for that purpose.

The following were approved a majority of voting members at the Fall 2015 General Membership Meeting.

1. Initiation Fees

- a. The initiation fees are as follows, excluding applicable taxes:
 - i. Active \$250.00
 - ii. Out-of-state \$250.00
 - iii. Student none
 - iv. Military none
- b. The initiation fee may be paid over a six-month period at the rate of \$50.00 each month for a total of \$300.00.
- c. There shall be no initiation fee for a child of a member, who upon reaching the age of 21, wishes to join the Club. This provision shall be in effect for six months after the said child's 21st birthday.

2. Dues and Assessments

- a. Dues and assessments are as follows, excluding applicable taxes:
 - i. Active \$52.00 dues, billed monthly.
 - ii. Cruising \$240.00 dues per calendar year, billed annually.
 - iii. Out-of-State One half (1/2) of Active dues, billed monthly.
 - iv. Student \$35.00 per calendar year, billed annually.
 - v. Honorary and Life none.
 - vi. Military \$42.00 dues, billed monthly.
- b. These amounts, plus applicable taxes and incurred charges are due and payable on the first of the month and delinquent the 15th of the month.

Section II House Rules

1. Applicability to Members and Guests
 - a. Members, their immediate families, and guests shall comply with these rules.
 - b. Violations may result in action deemed appropriate by the Executive Board.
 - c. "Club premises" refers to the M/V *Bay Star* and her berthing and shore infrastructure at the Lawrence Street T-Head, City of Corpus Christi, Texas and the contents thereof. "Inside club premises" means onboard the *Bay Star*.
 - d. Guests on Club premises must be accompanied by their host BYC member.
 - e. Regatta crews are considered BYC guests.
 - f. The host BYC member is responsible for the conduct of his/her guest(s) and for charges or liabilities incurred by the guest(s).

2. Club Property / Security of Club Premises
 - a. Club property shall not be removed from Club premises, rented, or loaned without specific permission of the Vice Commodore.
 - b. Club members are responsible for Club property.
 - c. Members shall assist in maintaining the appearance and cleanliness of Club premises.
 - d. The last member departing the Club premises shall ensure galley appliances are off, all doors are secured, air conditioning thermostats are set as labeled, lights are off (except for night lights as determined by the Vice Commodore, and main door locked).
 - e. No person shall remain overnight on Club premises.

3. Club Premises, special scheduled use of Club Premises
 - a. Club premises may be made available from time to time, at no charge, by a Club member in good standing through the Vice Commodore and/or the Board of Directors for non-profit events such as, but not limited to, boat and water safety, sailing instruction, City Marina staff training or dissemination of information related to the Marina.
 - b. As it pertains to paragraph a., A written BYC Facilities Use Contract shall be required to delineate liability issues, scheduling, and the use of Club premises.
 - c. The Club Premises may be reserved, at no charge, by a Member in Good Standing for the purposes of a Member's or family's birthday, anniversary, memorial, etc., providing the entire Membership is invited to the event.
 - d. The Club Premises may not be rented. Club Premises may not be made available to non-member activities except as per paragraph a.

4. Sunfish boats
 - a. The Club's Sunfish sailboats are kept in dry storage on City Marina Pier A. They are available to Club members at no charge.
 - b. Any member who desires to use a Club Sunfish must
 - i. Be evaluated by a member of Sunfish Committee for knowledge of basic operation, pre-use safety inspection, access to the BYC boat box containing equipment and post-use cleanup and storage.
 - ii. Complete a waiver/release from liability form provided by a member of the Sunfish Committee.
 - c. Unless participating in an organized race with chase boat present, BYC Sunfish shall remain within the confines of the marina breakwater.

- d. Key fobs which open both the gate on the City Marina Pier A and the Clubhouse are available to a member who wishes to use the Sunfish and who does not have a Marina tenant gate key. (See Section III) Note: Key Fob entry to Bay Star is pending installation of related equipment.
- 5. Language / Conduct
 - Profane language, abusive or provocative conduct is prohibited on Club premises.
- 6. Smoking
 - Smoking is not permitted inside Club premises, except the forward deck if wind is favorable to not have smoke entering the Clubhouse, and other Members are not affected by the smoke.
- 7. Alcohol & Beverages
 - Beer, Wine, soda, and water are available to Members and their guests. It is hoped that Members and guests will make appropriate donations for beverages consumed. Members and guests may bring their own beverages to the Clubhouse. The Club may provide beverages at Club expense for scheduled activities.
- 8. Pets
 - Pets shall not be allowed inside Club premises.**
- 9. Unauthorized Expenses
 - BYC members shall not incur expense on behalf of the Club without approval of the Executive Board or Commodore.
- 10. Burgee Exchanges
 - a. The Executive Board may authorize a burgee exchange Club to Club.
 - b. BYC members in good standing may purchase burgees for personal or exchange purposes:
 - i. exchanging Club to Club or member to member,
 - ii. donating an exchanged burgee to BYC,
 - iii. acting on behalf of BYC with Executive Board approval.
- 11. Bulletin Board Materials
 - The Commodore, Vice Commodore, or Rear Commodore shall approve printed material posted on the Club's bulletin boards and shall periodically remove matters that have become dated.
- 12. Decorations
 - No item, picture, trophy or any matter shall be affixed to the walls of the Club premises without Vice Commodore and/or Executive Board approval.
- 13. Members blasts (All-BYC email group) / Announcements
 - a. Members blasts and general club announcements should be limited to information that is pertinent to BYC members such as immediate communication of BYC sanctioned events, boating, sailing or member news. Members should consider whether a "reply all" or simply a "reply" is pertinent when responding.
 - b. Should not include politics, religion, jokes, and non-marine advertising.

14. Death of Club Member – Commemoration
 - a. In the event of death of a Club member in good standing, less Honorary memberships, the Club shall provide an appropriate commemoration such as flowers for the member's funeral or memorial service.

Section III KEY FOB ACCESS TO CLUB PREMISES

This section, although not pertinent now as the Key Fob entry system is pending installation, is hoped to be pertinent in the future.

1. Applicability and Policy
 - a. The procedures are applicable for keys to the club premises that are:
 - i. Owned by the Club and issued to members.
 - ii. Issued by the Corpus Christi Marina to BYC members who are marina tenants.
 - iii. Issued by the Corpus Christi Marina to the Club for access to BYC Sunfish stored in the marina.
 - b. BYC members with keys to the club premises have a responsibility to safeguard the keys, permit them to be used only by member's family or guests, notify the key custodian if a key is lost, and return keys to the key custodian when no longer needed or when no longer a club member.
2. BYC Key Custodian
 - a. The club Treasurer is the custodian of club-owned keys and marina-owned keys for access to the Sunfish storage and dock.
 - b. The Treasurer maintains an accurate record of key serial numbers and status of each key; to whom issued, held in club inventory, inactive, lost, etc.
 - c. The Treasurer provides liaison with the alarm company for matters pertaining to status of club-owned and marina owned keys.
 - d. The Treasurer provides physical custody and safekeeping for keys not issued to members.
3. Issuing Keys
 - a. Club members may contact the Treasurer and request they be issued a club-owned key for access to the club premises.
 - b. Members who do not have a marina tenant pier key may request a marina- owned key for access to the club's Sunfish. These will be issued on a case-by-case basis because of the limited quantity of keys provided by the marina.
 - c. Keys will be issued in the name of the club membership.
 - d. The Treasurer will collect a \$15.00 refundable security deposit for each key issued. The member may pay cash or be billed by the Treasurer. The Treasurer will account for the deposit with a sales receipt (cash) or billing invoice. The receipt or invoice will cite the serial number of each key issued. The Treasurer will record each deposit to a key deposit liability account in the club financial records.
4. Returning Keys
 - a. Keys may be returned to the Treasurer at any time. The Treasurer will refund the appropriate key deposit. The refund record will note the serial number of the returned key.
 - b. The Treasurer will update club records to show the returned key as unassigned and available for re-issue.
 - c. Members who resign or leave club membership are expected to return all keys issued by the club. Keys not returned will be considered lost.
5. Deactivating Keys for Memberships in Arrears or Suspension

- a. The Treasurer will deactivate keys of memberships in arrears or suspension.
- b. The Treasurer will re-activate the keys when the membership account is in good standing or the suspension has ended.

6. Lost Keys

- a. If a key is lost, the member shall notify the Treasurer at the first opportunity.
- b. The Treasurer will deactivate the lost key. If the member has more than one key, the member must help the Treasurer identify the serial number of the lost key. Otherwise, the Treasurer will deactivate all keys issued to the member until such time as the member can identify the lost key.
- c. Treasurer will re-activate a key if member later reports it has been found.
- d. The deposit paid on a lost key is forfeited. If the lost key was for access to the club Sunfish, the amount charged by the marina to the club for a replacement may exceed the amount of the forfeited key deposit. In the event, the Treasurer shall bill the member account for any difference.

7. Marina Tennant Pier Keys

- a. The Treasurer will, upon request, activate pier keys issued to Corpus Christi Marina tenants in the club's security system and these keys may then be used for access to the club facilities.
- b. Pier keys that are lost or returned to the marina must be reported to the Treasurer for deactivation in the club's security system.

Section IV HAM RADIO OPERATIONS

1. Applicability
 - a. These policies are applicable to operation of the Bay Yacht Club amateur (ham) radio system, call sign KSBYC.
 - b. All operations shall be in strict accord with FCC regulations and best practices for amateur radio activity.
2. Authorized Operators
 - a. A licensed amateur operator must be present and supervise all radio operations
 - b. An unlicensed person may speak over the radio under supervision of a licensed operator.
 - c. Every licensed amateur operator wishing to broadcast under the BYC call sign KSBYC must be checked out by one of the club's key operators.
 - d. Licensed radio amateurs may connect to their personal transceivers to the club antenna and power supply on the condition that all transmissions are made under their personal call sign and not the BYC call sign.
3. Authorized Frequencies
 - a. The antenna may only be used on 10 meter (28.3-28.5 MHz), 15 meter (21 MHz), 20 meter (14 MHz) and 40 meter (7MHz) amateur radio bands.
 - b. Technician licensees may only use the 10 meter band between 28.300 and 28.500 MHz
 - c. General licensees may use all the 10 meter band, 15 meters above 21.275 MHz, 20 meters above 14.225 MHz, and 40 meters above 7.175 MHz
 - d. This radio may not be used on the marine service frequencies.
 - e. Operators must be careful to remain within authorized frequency.
4. Maintenance
 - a. Maintenance of the transceiver, antenna, power supply and other amateur radio system components is not a responsibility of the Vice Commodore or Facilities Committee.
 - b. BYC ham operators shall self-perform system maintenance as required.
 - c. Maintenance / modifications that impact the building structure or infrastructure must be coordinated with the Vice Commodore.
 - d. The case of the club's ham radio shall not be opened except by a qualified technician and only after approval by a majority of the key operators as to the necessity of the proposed modifications or repair

Section V CODE OF CONDUCT

The Code of Conduct has been developed to assist Members of the Bay Yacht Club and their guests, and the public to understand the standards of conduct that are expected of them.

1. General principles

- a. Members and visitors will show courtesy and respect to all others at all times both on and off the water.
- b. Members racing will conduct themselves in a sportsmanlike manner on and off the water at all times.
- c. Members and guests will observe all rules and regulations as set out by the Club and not act in a way that create risk to themselves or others
- d. Bay Yacht Club does not tolerate harassment, bullying, threatening behavior or swearing towards another Member or guest.
- e. All decisions made by Club Members must be in the interest of the Club and not in the interest of individual Members.
- f. Any breach of Bay Yacht Club's Code of Conduct will be reviewed by the Executive Board and appropriate disciplinary action may be taken.
- g. Bay Yacht Club is run by volunteers who work collaboratively to promote the ideals of the Club. Personal time, expertise and dedication by many Members is required to ensure the enduring nature, development and smooth running of the Club.
- h. Alleged breaches of the Code of Conduct must be made in writing to the Commodore or Secretary.

2. Key Elements

The Code of Conduct for Bay Yacht Club is based on the following elements.

- a. **Conduct:** Every Member has a responsibility to promote and support the key elements of the Code of Conduct by involvement in Club affairs. Members' actions will maintain and strengthen trust and confidence in the integrity of the Club. This means acting ethically and in a good sportsman like manner when at the Club or when representing the Club both on and off the water. It also means acting in a considerate manner towards all Club Members and visitors to the Club. Club Members acknowledge the rights of all people and treat all people with courtesy and respect.
- b. **Behavior:** As a Member of Bay Yacht Club, it is your duty not to engage in behavior that could constitute an act of disorder, misbehavior, law breaking, discrimination or could be construed as harassment or bullying on or off the water. This means for example, not engaging in emotional, physical, sexual or verbal abuse including swearing. It also means not participating in any illegal activity, including possession or consumption of illegal substances, the supply of alcohol or tobacco to minors, stealing or destruction of Club or private property of any kind. Conduct which is gross, obscene or loud in nature or any activity that brings the Club into disrepute is inappropriate and will not be permitted.
- c. **Member's Guest(s):** Members will be responsible for all visitors they introduce to the Club premises. They must ensure that while on the Bay Yacht Club premises, guests abide by the Club's Code of Conduct. This means the Member will advise guests of the

Code of Conduct and bear the responsibility for their guests or visitors. Members of the public may also visit Bay Yacht Club.

- d. Personal dealings: You must not seek or expect preferential treatment for yourself or family members or friends because of your position either as a Member of the Club or volunteer of the Club.
- e. Disciplinary actions: Any refusal or neglect by a Member to comply with the Code of Conduct, or if a Member engages in any conduct deemed by the Executive Board to not be in keeping with the Code of Conduct, shall render a Member liable for disciplinary action. It does not matter whether such behavior occurs on the Club premises or as a Member of the Club outside Club premises.
- f. Complaints: Complaints and or reports associated with the Code of Conduct against any Member or Members must be made in writing and given to the Commodore. The complaint will then be considered by a minimum of five Executive Board members and a decision made if the complaint should be investigated. If the Executive Board decides to follow through with an investigation, the Executive Board will contact the Member in writing. The member will be given full and fair opportunity to present his/her case either orally and/or in writing at a time and place to be determined. The Executive Board will consider all information available in reaching a resolution of the complaint.
 - a. If a complaint is made against a member of the Executive Board, then the Member will be allowed to present his/her case; but, have no further participation in the Executive Board's consideration of the complaint.
 - b. If the Executive Board determines the conduct of the Member is not in keeping with the Code of Conduct, the Executive Board will determine the appropriate action or measures to be taken. Such action may include termination of Membership, suspension of specific rights and privileges or other such disciplinary measures as the Executive Board at its absolute discretion determines.
 - c. A Member who is disciplined as a result of misconduct will be notified by Executive Board in writing. Members have the right of appeal which must be made in writing to the Committee within 14 days of receipt of their disciplinary notice.

3. PROCEDURES TO BE FOLLOWED IN CASES OF ALLEGED MISCONDUCT

- a. The Commodore, or the Secretary will present the complaint and any other facts at the next scheduled Executive Board meeting, or Special Executive Board meeting if the complaint or incident requires immediate action. The Executive Board will determine the next steps in the processing of the complaint.
- b. Failing a satisfactory explanation of the alleged complaint, the Executive Board may remove from office, suspend, or expel the offending member or apply such penalty as they may determine. Any vote on disciplinary action shall be carried by a two-third majority of the Executive Board present and voting on the proposed action.

4. APPEALS PROCEDURE

- a. Member who is dissatisfied with any disciplinary action taken against him/her may appeal to the Executive Board. Unless an appeal is lodged in writing within 14 days it

will be assumed that the member accepts the Executive Board's decision. Grounds for appeal are as follows:

- a. The severity of the disciplinary action.
- b. A failure by Committee to follow procedures as detailed in this Code of Conduct. Letters of appeal must be addressed to the Commodore, Bay Yacht Club and give full details under which the appeal is being brought.

5. CONDUCT OF APPEALS

- a. Appeals will be heard by the Executive Board of Bay Yacht Club.
- b. Whenever possible the Executive Board will meet within 14 days of the appeal. The Member will have an opportunity to present his/her case at the appeal. He/she will also have the right to be accompanied by a friend or representative at the appeal if desired.
- c. The Executive Board may confirm, amend, or reject the disciplinary action which is the subject of appeal. Where possible a decision will be given to the appellant immediately after the meeting and confirmed in writing at a later date.
- d. There is no further right of appeal against the Executive Board decision.

NOTE: "In writing" may be accomplished by successful email communications.

Section VI History of Changes:

House Rules were revised and approved on June 7, 2009

House Rules were revised and approved on April 2, 2014.

House Rules were revised and approved on February 5, 2015

House Rules as revised at the General Membership Meeting October 10, 2015

House Rules were revised and approved on July 11, 2016

Section II-16 added by vote of Executive Board June 6, 2017

Updated to reflect club relocation from Shoreline Blvd to MV *Bay Star*, December 2017.

Updated to reflect club relocation from Shoreline Blvd to MV *Bay Star*, and add Code of Conduct, October 2018

Updated to clarify use of Club Premises, revise Death of Member-Commemoration, and other minor corrections to verbiage, October 6, 2019