



# Green Bay Yachting Club, Inc.

## 2017 Membership Handbook

Revised December 2016

## CLUB RULES & INFORMATION

### MEMBERSHIP:

1. As noted in the Bylaws there are five levels of membership in the Green Bay Yachting Club:

- Full (Individual) Membership
- Joint Full Membership
- Social (Individual) Membership
- Joint Social Membership
- Honorary Membership

All membership levels require initial acceptance of members from the Board of Directors, and remaining current on dues and fees (except Honorary).

a. **Full and Joint Full Membership** allows for harbor and boat use privileges if in compliance with “Required Hours” (see item 10 below). Primary benefits include:

- Full access and use of Clubhouse facility, grounds and harbor
- Use of boat travel lift, gas pump, pump-out and docks (per attached fee schedule)
- Potential permanent dock assignment.
- Winter boat storage on grounds (per fee schedule)
- Boat and PWC trailer storage on grounds (per fee schedule)
- Voting rights at monthly general and annual meetings
- Reciprocal access at participating marinas

b. **Social and Joint Social Membership** benefits include:

- Full access and use of Clubhouse and grounds.
- Transient dockage (per attached fee schedule)
- Reciprocal access at participating marinas.

c. **Honorary Membership** benefits include:

- Full access and use of Clubhouse and grounds.
- Transient dockage (per attached fee schedule)
- Reciprocal access at participating marinas

2. All new members accepted into the GBYC will be on a **6-MONTH PROBATION** period during which time they are expected to become familiar with the GBYC Rules & information and Bylaws and demonstrate their understanding of them.

### DUES & FEES:

3. **Membership dues must be paid in full by January 31<sup>st</sup>**. A late fee of \$50 for full members and \$25 for social members will be charged if dues are not received by this date.



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4. **Dock fees must be paid in full by May 1st.** Dock applications will be provided to members in January and must be received back by the Fleet Captain by the date printed on the application with along with a non-refundable deposit of \$250. A late fee of \$50 will be charged if fee is not received by this date. All current annual dock holders must turn in a Dock Application annually as well to retain their permanent dock assignment.
5. **Winter Storage fees are due Sept.1<sup>st</sup> with storage application.** All past due invoices and winter storage fees must be paid prior to boat being placed in storage.
6. **Miscellaneous fees** including emergency lift, non-emergency lift, boat trailer storage, floating fees, and PWC storage should be paid at the time of use or will be invoiced with a 30 day due date.

Deviation from this payment schedule (Items 3-6 above) requires Board approval. Please make any requests in writing to the secretary. The Board will review with the Commodore for approval. Failure to comply with the payment provisions requested may result in termination of membership as per the Club Bylaws.

### **MEETINGS:**

7. Board meetings will be held at 6:00 P.M. on the Monday prior to the second Thursday of each month. (Any Board meeting that coincides with a Monday night Packer game will be automatically held the Tuesday following the Packer game).
8. General meetings will be held at 7:00 P.M. the second Thursday of each month, twelve months per year. The annual meeting is held in December.
9. At the January Board Meeting the Entertainment Chairman sets dates for annual Green Bay Yacht Club sponsored events and parties. These events take precedent over members' requests to reserve the club or pavilion.

### **REQUIRED HOURS AND COMMITTEES:**

10. *All GBYC full members, except for qualified retirees, shall have a minimum of 25 working hours performed the previous calendar year (January 1 through December 31) to be eligible for consideration for permanent or overnight dockage and storage, or for use of the fuel dock, travel lift, pump-out facilities, etc. Hours, as recorded and authorized by a committee chair or Board member, may be accumulated by working on party committees, fish fries, dock work days, grounds work days, travel lift committee, clubhouse maintenance, plus other services to the yacht club.*
  - A. An exception is that a member with less than 25 hours can purchase gas at the transient rate.
  - B. The hours, over and above the minimum of 25 working hours performed by the member, may include the hours of a "significant other" when they are working at the club and/or for the benefit of a club or club function.



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- C. If a member is short on the number of hours for the year (less than 25), they will be able to buy the hours from the club at a cost of \$20.00 per hour. If a member does not have a minimum of 25 hours in that year and he does not wish to purchase the hours, he will lose his harbor privileges, resulting in having to pay transient price for fuel and dock rental, and loss of eligibility to be a dock holder and for winter storage.
  - D. Hour's requirement for new members will be pro-rated based on the date of membership.
11. The hours requirement can be fulfilled through various means including working on and/or Chairing one of several committees at the club, including:
- a. Building – Oversees the maintenance of the Clubhouse building and other structures on Club premises.
  - b. Entertainment – Oversees or coordinates official Club social events throughout the year including, but not limited to, monthly 'Smokers', Poker Run (June), Luau (July), and Fall Fest (Sept) and coordinates the calendar of events for Club and member requested functions.
  - c. Grounds – Oversees maintenance and appearance of the grounds surrounding the Clubhouse with the exception of the harbor and docks.
  - d. House – Oversees the Clubhouse (bar, dining and kitchen) including supervision of bar employees, ordering and stocking merchandise, etc.
  - e. Membership – Oversees promotion of the Club and all activities related to the enlistment of new members and coordinates orientation of new members to the rules and requirements of Club membership.
  - f. Newsletter – Oversee the monthly newsletter of the Club.
  - g. Dues & Fees (temporary) – Develops recommendations at the December annual meeting for adjustments to annual dues and fees
  - h. Nominations (temporary) – Coordinates the nomination process and the election of Commodore and members to the Board of Directors.
12. Event Chair people must turn in a completed profit and loss statement (form provided by the club) to the Treasurer to assist in budgeting and planning future events.

### **CLUBHOUSE:**

- 13. The clubhouse is open to all members from 6am to 1:45 am 7 days a week. The House Chairperson determines general hours of club operation (bartender on duty). Any changes to the posted hours must be approved by the Board of Directors.
- 14. Gate/Door cards are available to members and their spouses, not children. Present fees are \$10.00 for replacement and/or a new card. No gate/door cards will be issued without presenting a paid membership card.
- 15. **No one under the age of 21 is allowed to drink alcohol on the yacht club premises even with parental consent.**
- 16. **The club follows state laws regarding smoking - SMOKING IS NOT PERMITTED inside the CLUBHOUSE.**



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17. All members are to conduct themselves in a responsible manner at all times. Under-age children are not to:
  - A. Use any club house equipment if under age 21 without parent or guardian supervision.
  - B. Loiter in the bar without parents (all under legal drinking age).
18. Members are responsible for the conduct and safety of their children.
19. If a member or guest becomes disruptive or abusive to other members or guests while in the clubhouse or on the grounds, a board member or bartender has the authority to ask them to regain their composure and if not they will be asked to leave the premises. If this is not successful they will be brought in front of the board for further action as listed in the Club Rules & Information and Bylaws.
20. A member will accompany all guests while in the clubhouse. Members will be held responsible for their guests' conduct and any "NSF" checks they may cash at the club. Members must sign their guests' checks.
21. Permission to use the clubhouse and/or its facilities for any purpose must be obtained from the House Chairperson
  - A. A CLUBHOUSE & PAVILION RENTAL AGREEMENT must be completed and submitted to the House Chairperson or their designated assistant to reserve the facilities for any private parties, including using the picnic area or patio, to avoid conflicts. Be sure to clean these areas immediately after use. (Trash goes in covered dumpsters).
  - B. No yacht club equipment or property shall be taken off the club premises without the permission of the Board.
  - C. The club premises must be left in a cleaner condition than when you started. Clean the bar, sweep floors, etc.
  - D. A club member must sponsor all parties. The sponsoring member or "significant other" must be present at all times including set-up.
  - E. Liquor shall be purchased over the bar at regular prices. Special keg and pitcher prices are available from the House Chairperson. NO CARRY-IN ALCHOLIC BEVERAGES WILL BE PERMITTED.
  - F. Any amount due to the Club shall be paid immediately at the end of the party.
  - G. NO PARKING IN THE FIRE LANE EAST OF THE CLUB. (Exception Bartender Only)

### **KITCHEN:**

22. If a club member chooses to cater in food for a private party, they will be charged \$25.00 per event for kitchen expendables and will provide a deposit of \$100.00. This will be used to pay the club staff for cleanup if the member does not leave the clubhouse and kitchen in an acceptable condition. If a private party is scheduled that requires no kitchen expendables, the House Chairperson will waive the \$25.00 charge.
  - A. All catering firms must provide a Certificate of Insurance prior to event.
  - B. Caterers may not use kitchen equipment to cook food.

### **BAR AREA:**

23. Use of the GBYC P.A. system is restricted to:
  - A. Emergency information



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- B. Phone messages
- C. GBYC business

24. The marine VHF radio in the clubhouse is for club business only. Users must follow acceptable marine radio protocol.
25. Proper apparel in the clubhouse shall include shirts and shoes. Swimsuits must be worn with proper cover-ups. Shirts must be buttoned.
26. Only members and/or spouses are permitted behind the bar and only when a bartender is not on duty, or by consent of the bartender on duty. When a bartender is on duty, please do not enter behind the bar unless requested by the bartender.
27. When no bartender is on duty, members are expected to clean the bar area. The last member to leave the premises for the night shall lock all windows and doors.
28. Members will be held personally responsible for any damage caused on club premises by themselves, their family members, guests or pets. **NO PETS ALLOWED IN THE CLUBHOUSE**
29. Bartender will control volume of the music & TV.

### **INSURANCE CERTIFICATES & USE OF HARBOR/STORAGE**

30. Any member using the harbor (dock holder, floater, storage, travel lift, gas, etc.) must have a certificate of insurance on file with the Fleet Captain.

### **DOCK APPLICATION & TRAILER STORAGE:**

31. As noted above ANNUAL DOCK APPLICATIONS must be completed by the date printed on the application, and submitted to the Fleet Captain along with a non-refundable deposit of \$250. All Full members must fill out an application each year to retain their dock or receive a seasonal dock. All Full members who use the harbor or are stored on the grounds for the winter must be on the floaters list.
32. Applications for summer boat TRAILER STORAGE must be received by May 1st. A fee of \$75.00 will be charged to store a boat trailer for the summer. Please pay the Fleet Captain and you will receive a sticker that must be put on your trailer. Stickers must be replaced each year.

### **DOCK ASSIGNMENT & RULES:**

33. ANNUAL DOCK ASSIGNMENTS are determined in February of each year. Assignments are made based on several factors including having an assigned dock the previous year, membership number, length and width of boat and volunteer hours worked the previous year.
  - A. Members who do not receive an annual dock assignment may receive temporary assignment off the FLOATERS list as space becomes available. Floater fees will be



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- invoiced at the end of the boating season. Total seasonal fees will not exceed the annual member dock fees. (All floaters MUST sign-in/out the harbor Log Book for time using a dock. There is a Dock Log Penalty fee of \$20 per day plus tax for neglecting to sign in/out of Dock Log, for using travel lift or floating in slip.)
- B. TRANSIENT DOCKS will be assigned to affiliate yacht club members with proper ID and GBYC Social Members at the transient rate of \$35.00 per day.
  - C. No boats shall be moored anywhere in the marina except in the assigned slip. Rafting is not allowed without the specific permission of the Fleet Captain.
  - D. JET SKIS/DINGHIES: Are to be fueled at the fuel dock or outside the marina. Jet skis and/or dinghies must be wholly contained in the owner's slip or the southwest corner of the harbor in docks 80A & 81A
  - E. SMALL BOATS AND DINGHIES may not be kept on the grass or docks.
34. All ANNUAL DOCK HOLDERS shall sign in and out of the DOCK LOG. If a return date is not noted in the Dock Log, a minimum of 24 hours notice is required before returning to your slip to assure it is vacant. There is a Dock Log Penalty fee of \$20 per day plus tax for neglecting to sign in/out of Dock Log, for using travel lift or floating in slip.
35. Regular DOCK MAINTENANCE (pounding down nails, replacing of planks, barrels etc.) of the dock is the responsibility of the dock holder. Any major repairs should be discussed and approved by the Fleet Captain.
36. DOCKSIDE PARKING (one vehicle only) is reserved for dock-holders only. Guests and other members should use the parking on the perimeter of the lots. Members leaving by boat for more than one day should park on the outer perimeters of the lots. Vehicle speeds on all club grounds should not exceed 10 mph.
37. GENERAL DOCK RULES include:
- A. Nothing shall be affixed to or cross the walkways (i.e., flower boxes, tool and equipment boxes, power cords, hoses, etc.).
  - B. Cleats provided and installed by GBYC Dock Holders shall be the only cleats utilized, and they shall remain where installed.
  - C. No permanently installed carpeting shall be placed on walkway and/or fingers.
  - D. Use of cooking grills is strictly prohibited on docked boats or docks.
  - E. Only materials (rub rails, fenders, steps, etc.) approved by the Fleet Captain may be affixed to the docks.
  - F. Any dock extensions or alterations shall be approved by the Board of Directors.
  - G. No boats shall be docked in the GBYC slip if any portion of the vessel extends beyond the end of the finger more than 1/3 the length of the finger. This will keep maximum boat length to 45 feet.
  - H. No vessels may be winter-stored in the GBYC slip.
  - I. Members who own more than one vessel and use GBYC harbor or related facilities may keep only the vessel described in their dock application in their assigned slip.
  - J. Members may store only the vessel described in their dock application unless specifically approved by the Fleet Captain.
  - K. No vessels with multiple ownership (owned by more than one individual) are permitted use of GBYC facilities.
  - L. Members shall not use GBYC facilities for commercial use of their vessels.





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- M. Members are responsible for the conduct and safety of their children.
  - 1. No stone throwing.
  - 2. No running on docks.
  - 3. No Bicycle riding on the docks. Bicycles must be kept aboard or locked on shore in the racks provided.
  - 4. No skateboards or roller blades allowed on the docks.
  - 5. Children who cannot swim must wear a life preserver when on the docks, unless closely supervised by their parents.
- N. Pets on club premises shall be kept on a leash. Any soiling shall be cleaned up immediately by the pet owner. Pet owners are responsible for keeping their pets quiet.

38. The harbor and slip is a no-wake area at all times. Alert and careful boat operation is required in this congested area.

39. OIL MAY NOT BE DRAINED ON THE GROUND. All Oil, Antifreeze, Paint, and Paint Thinner Containers, MUST be taken from GBYC Property and taken to the proper disposal facility and disposed of. This also includes any BATTERIES that are going to be discarded.

### **GAS DOCK:**

- 40. **NO SMOKING IS ALLOWED IN THE GAS DOCK AREA!** The gas dock is not a temporary dock.
- 41. The yacht club sells gas as a service to its members and members of affiliated yacht clubs only. **ONLY A DESIGNATED EMPLOYEE MAY RUN THE GAS PUMP.** Gasoline will be available on a posted schedule or by contacting the Club Manager to set-up a time. Fueling may be done at the fuel dock only.
  - A. Call the Club by phone or VHF before entering the fuel dock.
  - B. Hatches closed, engines off, and no one on board while refueling.
  - C. The pump is to be attended to while refueling.

### **WINTER STORAGE:**

- 42. Winter season storage of boats is offered to FULL MEMBERS in GOOD STANDING (including required hours). Winter Storage Applications must be turned in and payment made to cover fall lift out, storage, wash, spring lift in and 5.5% state taxes before lift-out. **NO BOATS WILL BE LIFTED WITHOUT PAYMENT IN FULL.** This application will be in your August newsletter and is also available in the Clubhouse and the web site.
  - A. All stored boats MUST UTILIZE WOOD CRIB/CROSS STACKED BLOCKING under hull centerline; at least two (2) cribs per boat. SAILBOATS MUST UTILIZE at least one wood block under keel. **NO CONCRETE BLOCKING** - they break during the winter.
  - B. All boats stored ON THE BLACKTOP MUST HAVE PLYWOOD under your jack stands and blocking.
  - C. All Boats on trailers must be put in the northeast lot until the harbor is closed. You will be called and assigned a storage area at this time.
  - D. Do not leave boats plugged in while in storage unless you are at the club, a \$25.00 fine will be assessed for this violation.
  - E. No item may be stored on the premises without the permission of the Fleet Captain.



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F. All ladders should be locked to your boat.

43. Long-term storage of boats is not allowed. Should a boat be left stored after June 1<sup>st</sup> of the following spring, an additional Summer Storage Fee will be charged equal to one-fourth (1/4) of the total winter storage fee (excluding lift-out/lift-in) per month until October 1<sup>st</sup>, at which time the next Winter Storage season contract will be charged according to the prevailing rate schedule.

The GBYC is a working marina, not a long term storage facility - only one summer season of storage is allowed. If extended storage is requested due to hardship or extenuating circumstances, the Fleet Captain must receive a written letter from the member requesting that he/she be allowed to keep their boat on shore. This letter must include an explanation of why the boat must be kept in storage and what arrangements will be made to do something with the boat in the future. The Fleet Captain will then review your letter (with the board if necessary) and decide if extended storage is to be allowed.

44. Storage of motor homes, vehicles, etc., is not allowed without the permission of the Fleet Captain.

### **TRAVEL-LIFT**

#### 45. TRAVEL LIFT RULES:

- A. EMERGENCY LIFT in or out is for FULL MEMBERS ONLY.
1. Cost is \$1.00 per foot plus tax if boat remains in the slings.
  2. Transport to and from jack stands will constitute an additional \$1.00 per foot each way plus tax charge.
  3. The vessel may only hang in the slings for a reasonable time (approximately two hours). THIS WILL NOT BE ALLOWED DURING PEAK SPRING & FALL LIFTING.
  4. There is a Dock Log Penalty fee of \$20 per day plus tax for neglecting to sign in/out of Dock Log for use of travel lift.
- B. LIFT-IN/LIFT-OUT DATES will be determined by the Fleet Captain and posted in the clubhouse.
1. One travel lift committee member and operator must be present while the lift is operating.
  2. All boats will have sling markers in place.
  3. Sign-up for in and out dates must be 24 hours in advance with the exception of emergency lifts.
  4. Boat owners must be assisted by at least two people capable of handling slings, etc. There will be no exceptions.
- C. SPRING LAUNCHING/LIFT-IN:
1. Engines ready.
  2. No delaying of travel lift operation by stepping masts, etc.
  3. Boats to be "soaked" should be scheduled last in the day.
  4. 30 minutes will be allowed to start engines and depart from the travel lift well.
  5. Normal operating hours: 4:00 PM until dark weekdays, 8:00 AM to 5:00 PM weekends
  6. Boat owner must arrange other times.
  7. The lift operator determines any unsafe conditions.





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8. Be on time and ready or your launch or haul-out may be postponed.
  9. The Fleet Captain may levy a fine of up to \$25 on any member whose storage site is not cleaned up within 24 hours after launching.
- D. FALL LIFT-OUT
1. SIGN UP 24 HOURS IN ADVANCE. Be on time for your appointment.
  2. Boats must be fueled and heads pumped in a timely manner prior to lift.
  3. One-half hour only is allotted for the owner to wash down the bottom.
  4. When you are finished washing off the boat bottom please clean up the wash down area.
  5. LOCATION AND POSITION OF STORED BOATS will be determined by the travel lift committee to maximize yard storage capacity.
- E. NON-EMERGENCY LIFT in or out is for FULL MEMBERS ONLY.
1. Cost is \$2.75 per foot plus tax with a maximum of two (2) hours in the slings. After 2 hours boat must be placed on stands. Fleet Captain will determine if lift is emergency or non-emergency.
  2. There is a Dock Log Penalty fee of \$20 per day plus tax for neglecting to sign in/out of Dock Log for use of travel lift.

### **MISCELLANEOUS RULES:**

46. Complaints relating to the operation of the club house and/or its facilities are to be made by letter to the Board of Directors.
47. Any member abusing the above rules and policies may be called before the Board of Directors for an accounting of their actions.
48. All members should be advised that we are a family club and will not allow:
  - A. Offensive boat names.
  - B. Any unethical actions.
49. The Board will, at its discretion, call and hold private closed meetings for the sole purpose of discussing personnel issues.
50. Any club expense paid by a member will be reimbursed as follows:
  - A. Expense under \$25.00 will be paid from the cash register after submitting the receipt to the employee on duty. Receipt should be detailed, signed by the member incurring the expense and approved by the Board member in charge of the area.
  - B. Expenses over \$25.00 will be repaid by check from the Treasurer and mailed to the address you request. The receipt should be detailed and must be approved by the Board member in charge of the area. Payment will be made in 5 – 10 business days.
51. No permanent or semi-permanent structures may be installed, placed, stored or erected on club grounds without the express permission of the Board of Directors.



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### Important Dates to Remember

**January 31<sup>st</sup>** ..... Annual Dues are due.

**May 1<sup>st</sup>** ..... Seasonal (Permanent) Dock Fees are due. (No boat will be lifted-in without dock fees paid in full.)

**September 1<sup>st</sup>** ..... Winter Boat Storage Applications are due. Applications will be sent in the August Dockline newsletter, via e-mail and are available at the club. (No boat will be lifted-out without storage fees paid in full.)

**December 31<sup>st</sup>** .... Dock Floater Fees and any other outstanding fees/invoices are due.

### Receipt Acknowledgement

This set of **GBYC Rules and Information** and **Bylaws** has been created to give you, the member, an understanding of the policies and procedures and expectations of the Green Bay Yacht Club. Please read them carefully. Upon completion of your review of these documents please sign the statement below and return it to the Secretary.

I, \_\_\_\_\_, have received and read a copy of the GBYC Rules and Information and Bylaws which outlines the policies and procedures of the Green Bay Yachting Club, Inc., as well as my responsibilities as a member.

I have familiarized myself with the contents of these documents. By my signature below, I acknowledge and agree to comply with the information contained herein. I understand these documents are not intended to cover every situation which may arise during my membership, but is simply a general guide to the goals, policies, practices, benefits and expectations of Green Bay Yachting Club, Inc.

\_\_\_\_\_  
(Member Signature)

\_\_\_\_\_  
(Date)