

**COOPER RIVER YACHT CLUB, INCORPORATED**  
**P. O. BOX 188**  
**COLLINGSWOOD, NJ 08108**

**STANDING RULES OF ORDER**

These standing rules of order are intended as a guide to specify the duties of the officers, committees, and members of the Cooper River Yacht Club. These rules are based on past and current practices as established through the years. While they specify the duties, they do not in any way limit them. Any changes or additions to the Standing Rules of Order may be made at any regular business meeting, by a majority vote, provided the change is not contrary to the Articles of Incorporation or the By-laws of Cooper River Yacht Club.

**NOTICE TO ALL MEMBERS AND APPLICANTS**

The Cooper River Yacht Club is essentially a mutually beneficial organization and in order to enjoy the privileges members must share the obligations. All equipment and fixtures, including the docks, were built and paid for by the members, and considerate use thereof is a priority.

**IN GENERAL**

All boats should be registered with the state of New Jersey as required.

All boats must carry a Personal Floatation Device for each person aboard. It is also recommended to have a functional bowline attached to the boat in case of tow. In case of any upset, individuals are encouraged to stay with the upset boat and not swim for shore! The nearest boat shall stand by to give assistance, if necessary.

No recreational swimming is permitted in the river by law.

No ball playing in the vicinity of the Club House or boat yard is allowed.

Outboard motorboats are for rescue and service work only and are to be used by qualified members only.

Members are responsible for their guests at all times.

All races are run according to USYRA/MAYRA rules. Participants should keep clear of the starting line until the sounding of the five-minute signal for the participant's class.

Rules of the road apply AT ALL TIMES.

Dogs and other pets are not permitted on Club grounds, with the exception of guide dogs accompanied by the person requiring assistance.

**HOUSE RULES**

Maintaining the cleanliness and neatness of the Club House is the responsible of every member.

All members are responsible for the Club House, and should not leave it unlocked or unattended. Members should ascertain that the premises are locked and secured when leaving the Club House.

The public address system and electronic starter unit are to be used by the Race Committee only.

Kitchen supplies and equipment should be cleaned and stowed by the member who finishes using them.

No horseplay in the building.

An officer or other member of the Board of Governors should be informed of any improper conditions that arise concerning the building. In the absence of any office, information may be related to the Club Steward.

**DOCK AND MOORING RULES**

The Yard Master is in charge of all moorings and assigns them.

Boats kept in the water must use an adequate anchor, chain, buoy and pennant. Building blocks are not acceptable as anchors.

Club boats are to be used only for the service intended, and may be used for pleasure rides by members of the Club's Community Sailing program. Boats should be returned to the dock as soon as possible following a member's use, to make

them available for others who may be waiting to use them. All club boats must be properly secured at all times, and it is the responsibility of a member who uses a boat to assure that the boat is secured.

The docks should be kept open as much as possible to maximize their use by all members. Pulling boats up on the docks is prohibited.

Members damaging equipment beyond normal wear and tear are obliged to repair the damage.

Use of the docks, bulkhead or club boats for the purpose of scrubbing boats is prohibited one hour preceding and during any scheduled race.

Unsafe equipment or conditions should be reported to the Yard Master, the Steward, the Safety Committee or Club officers.

The Yard Master and the Steward can provide additional information about the Club's boats and facilities.

### **YARD RULES**

The Yard Master is in charge of ensuring that all boats are stored in their assigned positions.

Because the ownership of a yard key provides access to property of others, members are directed to keep the yard locked when unattended, and further directed to **LOCK THE YARD WHEN THE LAST TO LEAVE**.

Members are personally responsible for damage they cause to other members' property in the yard. Care and caution are encouraged when moving boats in and out of the yard.

Boats shall be kept in their assigned places and **MUST BE SECURED**, but not locked. Trailers must be returned to their proper places.

Load limit of the hoist is 1000 pounds. Boats may not be tied up at the hoist, and trailers should be moved away from the hoist once a boat is put in the water.

Boats should not be drained in the area around the hoist.

Use of the hoist for the purpose of scrubbing boats or for the rigging of boats is prohibited one hour preceding and during any scheduled race.

The hoist should be left in a clear position after using, and the arm should be secured in a position where it does not hang out over the water.

Slings or bridles should not be left on the ground.

Boat building or major alterations are **NOT** permitted in the yard. Minor repairs and painting will be permitted.

Report any unsafe equipment or conditions to the Yard Master, Club Steward, Safety Committee or Club officers.

For further information, contact the Yard Master or Club Steward.

### **OFFICERS**

#### **COMMODORE:**

Any duty not specified is the Commodore's responsibility. If the Commodore so desires, he/she may delegate this duty as he/she sees fit.

The Commodore shall preside at all meetings of the Club and the Board of Governors.

The Commodore shall appoint such committees as are necessary to the affairs of the Club. Such appointees shall hold office at his/her pleasure.

The Commodore is a member ex-officio of all committees.

The Commodore or his designee shall officiate at the awarding of all trophies and personally award all regatta trophies.

The Commodore may extend guest privileges.

#### **VICE COMMODORE:**

The Vice Commodore shall assist the Commodore in the discharge of his/her duties and shall officiate in the Commodore's absence. The Vice Commodore shall be responsible for public relations, entertainment and social events involving the Club, and other such duties as are assigned to him/her by the Commodore.

### REAR COMMODORE:

The Rear Commodore shall be responsible for races and regattas and such other duties as are assigned to him/her by the Commodore.

The Rear Commodore shall prepare a schedule of races for the season.

The Rear Commodore shall be the Regatta Chairperson for all regattas:

1. The Rear Commodore shall be responsible for and in charge of all regattas and associated committees and personnel. Such personnel shall be obtained to register contestants, operate cranes, launch and pull boats, park and store trailers and boats, rearrange storage yard if necessary, operate rescue and service boats, and perform any other duties the Rear Commodore deems necessary.
2. The Rear Commodore shall see that any boats rearranged in the storage yard will be properly and safely secured and that guest boats are properly secured.
3. The Rear Commodore shall see that guests are greeted and given directions.
4. The Rear Commodore shall be responsible for entertaining visiting Flag Officers.
5. The Rear Commodore or his designee will act as Master of Ceremonies at the presentation of trophies.
6. The Rear Commodore shall be responsible for all trophies awarded and moneys spent for such regattas.
7. The Rear Commodore shall provide a written report covering each regatta.

### SECRETARY:

The Secretary shall be responsible for the notification to the members as to meetings, their election to office or nomination thereto, and their having been elected a member. The Secretary is responsible for recording minutes of all meetings; for preserving all records and documents (including maintaining a correct membership list); maintaining custody of the Club's corporate seal; and executing legal documents, with the Commodore, in accordance with law.

### TREASURER:

The Treasurer shall be responsible for receiving and depositing forthwith in a club bank account all money paid to the club, keeping a strict account thereof. The Treasurer is responsible for paying all authorized bills and for providing a statement of receipts and disbursements and a current list of assets and liabilities before the end of his/her term of office. The Treasurer shall also submit his/her books and records for audit when requested.

### MEMBERS AT LARGE (4):

Members at Large shall be responsible for any such duties assigned by the Commodore. These may encompass but are not limited to committee chairperson, head of special project, etc.

## COMMITTEES

### RACE COMMITTEE:

The Race Committee shall function at regattas under the direction of the Regatta Chairperson.

The Race Committee shall consist of a chairperson, various fleet captains and/or their appointees, and/or other designated individuals.

The Committee may cancel races because of adverse weather conditions, safety concerns or insufficient boats in any one class.

The Committee shall select and lay race courses and place all markers.

The Committee shall be responsible for conducting all races, recording all scores, and appointing a protest committee if needed.

The Committee shall recommend a schedule of prizes for the current season.

The Committee shall provide a written report on the year's activities and results.

#### HOUSE COMMITTEE:

The House Committee shall consist of a chairperson and such members as are necessary.

The Committee shall be responsible for the extraordinary maintenance and decorating of the Clubhouse.

The B.O.G. shall provide a Club Steward as necessary. (Note: see House Rules)

##### A. CLUB STEWARD DUTIES:

1. General: Maintain security of Club property and order and adherence of members to Club rules.
2. Specific: Open Clubhouse; Display flags as necessary; Perform light housekeeping duties; Take care of the soda machine; Assist with boats in emergency; Take charge of Club-owned boats and equipment; Lock Club property upon leaving or inform any senior member present that responsibility for lock-up is given to him/her; Keep generally informed about Club to answer questions; Wear uniform which may be provided by the Club; Assist race and safety committees as necessary; Responsible to the Commodore or highest ranking officer present; Respond to inquiries about the club; Retrieve the mail and direct it to proper recipients; Maintain membership rolls together with the Secretary; Record registration for instructional programs and collect related fees; Provide reports of activities to the B.O.G.

#### GROUNDS COMMITTEE:

The Grounds Committee shall consist of a chairperson and such other members as are necessary.

The Committee shall be responsible for the maintenance and cleanliness of the grounds, except the boat storage area and docks (See Yard Master duties).

The Committee shall provide a written report at the end of the year.

#### AUDITING COMMITTEE:

The Auditing Committee shall consist of two senior members to be appointed by the Commodore at least one month prior to the annual meeting.

The Committee shall audit the Treasurer's books and report their recommendations at the annual meeting. Other audits may be made at any time at the discretion of the Commodore or upon a motion from the floor.

#### PUBLICITY COMMITTEE:

The Publicity Committee shall consist of a chairperson and such other members as are necessary.

The Committee shall be responsible for the general publicity of the Club, such as advance regatta advertising, race results publication, social activities, advertising, and keeping records of Club publicity.

The Committee shall be directly responsible to the Vice-Commodore and shall provide a written report at the end of the year.

#### ENTERTAINMENT COMMITTEE:

The Entertainment Committee shall consist of a chairperson and such other members as are necessary.

The Committee shall be in charge of entertainment at all Club activities.

The Committee shall be directly responsible to the Vice-Commodore and shall provide a written report at the end of the year.

#### COMMUNITY SAILING:

The Community Sailing Committee shall consist of a chairperson and such other members as are necessary.

The Committee shall determine the time, manner and requirements for club members to use Club boats for personal use.

The Committee shall be directly responsible to the Rear-Commodore.

Any fees that the Committee recommends to charge members to participate in the program are subject to approval by the Board of Governors.

#### YARD MASTER:

The Yard Master is responsible for the supervision and maintenance of the docks, bulkhead, and moorings, and for the supervision and maintenance of the boat storage yard.

The Yard Master shall be assisted by such members as are required.

The Yard Master shall provide a written report at the end of the year. (Note: see Yard Rules)

#### TRAINING COMMITTEE:

The Training Committee shall consist of a Chairperson and such other members as are necessary.

The Committee shall be responsible for the operation of the training program.

The Committee shall set curriculum and be responsible for training boats and equipment.

The Committee shall recommend a schedule of fees for instructional programs for approval by the B.O.G.

The Chairperson shall provide a written report at the end of the year.

The B.O.G. and/or Chairperson shall be responsible for obtaining the services of Sailing Instructors.

The Chairperson or his/her delegate shall be responsible for setting the schedule of club-hired instructors, and for defining duties of sailing instructors.

#### A. RESPONSIBILITIES OF SAILING INSTRUCTORS:

1. They shall be directly responsible to the Training Committee chairperson.
2. They shall be an ex-officio member of the Training Committee and shall be expected to work with the chairperson of that committee.
3. They shall be responsible for all Club property and equipment used in the sailing training program.
4. They shall cooperate with the Training Committee in establishing the training program and shall work under the supervision of the committee.
5. They shall be responsible for maintenance of order, and for the adherence by students to Club regulations and the regulations of the Camden County Park Department.
6. They shall be responsible for all aspects of safety during the sailing training program.
7. They shall maintain records of their hours work, and provide to the Chairperson/Committee all necessary personnel information incident to employment.

#### B. AUTHORITY OF SAILING INSTRUCTORS:

1. They shall have complete authority during training periods.
2. They shall handle any necessary disciplinary action resulting from the breach of rules in accordance with the policy of the Training Committee.

#### C. QUALIFICATIONS OF SAILING INSTRUCTORS:

1. They shall be US Sailing Certified to be Sailing Instructors, and hold additional qualifications as shall be determined by the Training Committee.

#### D. AUTHORIZED SAILING LESSONS

1. All sailing lessons conducted at the Club using Club equipment and boats must be conducted during and in conjunction with the Club's officially authorized, advertised and sanctioned sail lessons. The use of Club boats and equipment is not permitted in conjunction with any lesson that a Club member purports to conduct on his or her own as a private undertaking with any individual.

#### SAFETY COMMITTEE:

The Safety Committee shall consist of a chairperson and such other members as are necessary.

The Committee shall be responsible for maintaining Club safety equipment and safety boats and the outboard motors.

The Committee shall train assistants in the use of the equipment.

The Committee shall provide the Rear Commodore with a written report at the end of the year.

#### MEMBERSHIP COMMITTEE:

The Membership Committee shall consist of a chairperson and such other members as are necessary.

The Committee shall be responsible for issuing and processing all applications for membership, together with the Steward.

The Committee shall ensure that all applicants are informed of their responsibilities of membership.

The Committee shall ensure that all applicants receive a copy of the By-laws and the Standing Rules of Order.

#### SHIP'S STORE

The storekeeper shall have the responsibility for the purchase, maintenance, and sale of items of sailing interest for the ship's store.

The amount of purchases shall be made with the advice and consent of the B.O.G.

All receipts shall be given to the Treasurer for deposit into the general treasury of the Club.

#### FLEET CAPTAINS

Fleet Captains shall be elected by each fleet and shall represent their fleets at Quarterly and B.O.G. meetings.

Fleet Captains shall keep the fleet members informed of fleet news and activities as well as upcoming events. This can be done through the Club's Newsletter. Further, the Fleet Captain shall be the point of contact for all outside organizations, such as the Class Headquarters. Also, Fleet Captains are responsible for the collection and maintenance of fleet dues, as applicable.

The registration fee for regattas shall include a dollar amount per boat determined by the B.O.G. to be forwarded to the Club. In addition, the fleet may at its discretion charge a reasonable amount to cover lunches, refreshments, and any social activities planned.

Fleet Captains shall be responsible to organize Race Committee and Rescue Boat operators for race days on which their fleet is responsible for coverage, as per the published scheduled rotation.

The Club will provide food for the Spring MAYRA Regatta. For all other regattas, the fleet(s) hosting the regatta shall be responsible for any food and social events unless other arrangements are made and approved by the B.O.G. The Fleet Captains are responsible for the following:

1. Mailing flyers announcing the regatta to any outsiders. (The Club will pay for postage.) The flyer shall indicate the date of regatta, classes participating, registration fee, time of skippers' meeting, time of start for each day of regatta, number of trophies, meals provided, any social activities planned, and a phone number for more information and directions to club.

2. Consulting with the Commodore as to the number of trophies required and any other pertinent information.
3. Confirming with the Rear Commodore that rescue boats and race committee will be covered.
4. Providing doughnuts (or a reasonable substitute) and coffee on the morning(s) of the races.
5. Providing lunch for all skippers and their crew.
6. Planning any desired social event after the regatta.

### **FLEET STATUS DESCRIPTION**

There will be three types of fleets: Active, Probationary, and Inactive defined as follows:

**Active Fleet:**

Has had 3 or more boats qualifying in two of the three club series (Spring, Summer, Fall) during the previous year. Active fleets will be included in the complete racing schedule and given their own start.

**Probationary Fleet:**

Has not met the requirements of an active fleet. Probationary Fleets remain in this category for ONE YEAR ONLY. The Probationary Fleet will then become Active or Inactive, depending upon its performance.

In order for a Probationary Fleet to become an Active Fleet, they must have 5 or more boats qualify in 2 of the 3 series.

**Inactive Fleet:**

Will not be given its own start. The Inactive Fleet must sail in open class.

In order to become an Active Fleet, they must first become a Probationary Fleet. To do so, an Inactive Fleet must have 5 or more boats qualify in the Open Class in 2 of the 3 series.

**Open Class:**

For boats that are not eligible to sail in an Active or Probationary Fleet.

Protests will be heard if there is serious damage resulting from an incident. Other protests will be heard at the discretion of the Race Committee.

No prizes will be awarded.

The Race Committee will compile records to determine whether a fleet becomes eligible for probationary status in the following year.

### **PRO-RATING OF DUES FOR THE FIRST YEAR**

The following pro-rated dues structure has been adopted, and discounts are applied to the membership fee appropriate for the applicant only.

- New members joining in August will receive a 35% discount for that calendar year.
- New members joining in September will receive a 45% discount for that calendar year.
- New members joining in October will receive a 60% discount for that calendar year.

These discounts will apply only in the calendar year during which new members first join. These discounts do not apply to the initiation fee that is payable by new members in the first year joined, with the following exception:

The joining fee for new members who join the Club in the year in which they take a Learn To Sail course at the Club shall be reduced by \$50.00.

### **REINSTATEMENT OF MEMBERS**

Members who voluntarily leave the club may be reinstated without paying the initial joining fee if they re-join the club within three years of leaving.

Any member may request a waiver of the re-joining fee for good cause, such as extended sickness, temporary relocation, new student status, or loss of employment.