

# Rochester Canoe Club Handbook

August 2000

Established in 1881  
Rochester's Oldest Sailing Club

Sunfish  
Thistle  
Optimist  
JY-15

## Important Information

The Rochester Canoe Club (RCC) has a long and colorful history dating back to 1881. During that time a lot of club traditions, events, and ways of doing things have evolved. Until now that knowledge has been passed on mostly by word of mouth. This handbook is an attempt to put the information in one place, as both an aid to new members and a refresher for the “old timers”. Going forward we hope this handbook will serve as “the source” for written RCC information and we will try to keep it up to date.

Special thanks go out to everyone who wrote things down over the years; a lot of that information was used to create this handbook.

**Please save your copy of the handbook.** It contains information which generally does not change from year to year, therefore it will only be updated and re-distributed when needed. Seasonal information such as the club calendar and the listing of the club officers will continue to be published annually in the RCC Directory.

*The Rochester Canoe Club Board of Governors      May 20, 2000*

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## **Introduction**

RCC is an informal family sailing club interested in promoting one design (Sunfish, Thistle, JY15, and Optimist) racing and sailing. The club is the oldest sailing organization in Rochester. It is comprised of a diverse group of people who share not only a common interest in sailing, but also enjoy the outdoors, picnicking, volleyball and having a good time together.

The success of the club and its programs depends on the joint efforts of the members. Preparation for the sailing season begins in April with a spring "Boats Out Day" during which members open the club house, remove boats from storage, float the docks and clean up the grounds. In late October, a similar work day is scheduled to store boats and ready the club for winter. Between the Spring Banquet and the Fall Awards Banquet, there are additional social functions such as picnics, barbecues, regattas and special parties organized by members. So, everyone helps support the "do it yourself" philosophy and has an opportunity to get involved according to his or her skills and interests.

## **Brief History of RCC**

George Henry Harris, manager of the Reynolds Arcade, had the idea for a canoe club in 1881, which led to a constitution and seven members in 1882. Major interest soon turned to paddling and sailing canoe races as defined by the American Canoe Association. The first clubhouse was built in 1884 on the bay just south of where the Route 104 bridge is now. In that year, Frank Andrews became first club champion with a decked sailing canoe built by tugboat Captain George Ruggles. Ruggles built a fleet of seven ACA class sailing canoes for the club in 1886, and went on to become a world renowned builder of the fastest racing canoes. A larger clubhouse was built in 1887 just north of the first to accommodate 32 members and store up to 40 canoes. After that building burned, the club bought its present site in 1914, with a building built by Mayor Hiram Edgerton which provided boat storage, kitchen and dining facilities, and rooms rented to members. The third clubhouse was torn down in 1957 due to rising concerns about vandalism, fire hazard, and deterioration, and replaced by the present steel building on an adjacent site.

The decline of the sailing canoe led to a succession of other one design type sailboat fleets starting with the Lark in 1904, Sailing Dinghies, Comets, and K Boats. Thistle Fleet 46 was chartered in 1952, and all 7 Thistles beat 24 other boats in the first annual Brown Jug Regatta open to all small sailboats on the bay. Junior sailing programs were also started in Prams in 1953, and again in 1993 in Optimist Dinghies. The Thistle Fleet expanded to a peak of 45 boats plus Sunfish and Penguin fleets and 11 other boats, and club membership approached 100 by 1971. A restrictive boat policy in 1974 reduced this to just Thistles and Sunfish until 1996 when the JY15 entered to provide a two person boat.

## **RCC is a Member Run Club**

In order to keep the Canoe Club an affordable family place it is run entirely by the members. There are no clubhouse managers, waterfront and grounds keepers, or other paid positions (except lawn mowing and sailing instructors). Routine maintenance is done on several work days throughout the season, with extra "work days" scheduled when needed. All members are encouraged to help out on the work days. The more people that help the easier it is for everyone.

## **Doing Your Share**

Obviously one way to contribute to the club is to help out on the work days, but you don't have to wait until then. Treat the clubhouse and grounds as if they are your own vacation property. If you see litter on the ground pick it up and dispose of it. If you notice that someone forgot to put some furniture away then take care of it yourself. If you think something needs to be repaired or replaced contact one of the Board members, or consider offering to take care of it yourself. The Board will provide guidance and reimburse you for your expenses on approved projects. Remember, it's your club so treat it like it's your own property!

## **Rules of the Rochester Canoe Club**

1. Restore Club facilities including the kitchen to proper order after use.
2. Do not take any glassware to the waterfront area.
3. Deposit refuse in containers. Take recyclables home.
4. Pick up all clothing and articles around the Club.
5. Do not leave children unattended.
6. Children must wear lifejackets around the piers and water.
7. Dogs must stay on their leash and are not allowed in the Clubhouse.
8. Boats are not to be moored to piers for extended periods.
9. No resident of Rochester eligible for membership, is allowed the privileges of the Club more than three (3) times in any one season.
10. Inform your guests of the Club rules pertaining to potential membership.
11. Work days are scheduled at the beginning of the season and the end of the season. All members are asked to make a very special effort to come to the Club on those days to help.
12. During the course of the season, members will be asked to take part in the planning and preparation of special events. If you have any particular interest or area of specialty please contact the Commodore or Vice Commodore.
13. The RCC facilities are available to members for parties, dinners, etc. A small donation to RCC is welcomed for business and/or larger gatherings. You must reserve the dates with the Vice Commodore.
14. The Club is for your benefit and enjoyment. Please come down frequently to sail, socialize, relax, dine, etc.
15. If you have any questions please contact the Membership Chairperson or Commodore.

## **Racing**

One design sailboat racing is an important part of the Canoe Club. You don't have to race, but you'll become a much better sailor if you do, and the camaraderie among fellow sailors adds a lot to the club experience. Races are held on most Sunday afternoons from the first weekend in May until the middle of October. The first race of the day starts around 1:00 PM, and sailors are usually back on shore by 4:00 PM. Sailing instructions are distributed at the start of each season, although you can always get a copy from your fleet captain.

Sunday racing is always followed by a "happy hour" and pot luck dinner. Each sailor brings hors d'oeuvres to share during the happy hour, and those who stay for the dinner also bring a dish to pass. Sailors generally bring their own drinks. Once on shore it doesn't matter what kind of boat you sail, everyone shares in the festivities and inter-fleet mingling is the norm!

In addition to the Sunday racing each fleet typically hosts at least one regatta during the year. During regatta weekends the regular Sunday racing is usually canceled for the other fleets. In order to share the work load all fleets help out with the regattas. There is also a special "Brown Jug Regatta" held every Labor Day in conjunction with the Newport Yacht Club. That event is described in more detail later in this handbook.

## **Fleets at RCC**

In order to maintain strong one design racing fleets only four sailboat classes are allowed to be kept at the Canoe Club. No other types of boat are allowed, although temporary allowances are sometimes made for special circumstances. The four classes include boats for juniors, single sailors, double handed teams, and three person teams. There is a sailboat class for everyone at RCC!

## **Thistle**

The Thistle is a 17 foot long centerboard boat with a main, jib, and spinnaker. It normally sails with a skipper and two crew, but it can also be sailed with just two people. It is a strong nation-wide one design class which was started in 1945. RCC is home to Fleet 46, one of the strongest in the region. The Thistle offers an extensive regional regatta circuit. The club owns one Thistle which experienced members and guests are welcome to use.

## **JY-15**

The JY15 is the newest addition to the racing scene at RCC. It is 15 feet long and carries a main and jib. It is sailed with a skipper and one crew and is easy to handle. The JY15 is a relatively new national class which was started in 1989. Fleet 77 was formed at RCC in the spring of 1996. The club owns one JY15 for the enjoyment of club members and their guests.

## **Sunfish**

This popular beach boat is also a very popular racing boat world-wide. It is 14 feet long, has one sail, and is sailed by one person. It is easy to rig and handle. The Sunfish is one of the boats used for the RCC Sailing Instruction program. RCC is home to Sunfish Fleet 120. The club currently owns five Sunfish which members and guests are encouraged to use.

## **Optimist Dinghy**

Optimists are 8 feet long, have one sail, and are sailed by one person. The boats are normally used for children of ages 7 through 15 and are also used for the RCC Sailing Instruction program for beginning youngsters. The club owns a fleet of five boats for the children to use.

## **Typical Season**

The RCC racing season usually begins with a practice day on the last Sunday in April. That affords both the sailors and the Race Committee an opportunity to check out their equipment before the “real racing” starts. The first weekend in May marks the start of the regular racing. The season extends through the middle of October. Typically each fleet scores a spring series, summer series, fall series, and overall season results. Awards are presented at the annual Awards Banquet which is typically held in early November.

## **Frostbite Season**

The Sunfish frostbite season begins the first Sunday following “Boats In Day” (mid-October) and continues until the race committee says “no mas”. For all practical purposes that occurs the last Sunday in November. Frostbiting is open to all RCC members and local Sunfish sailors interested in extending their sailing season. Sailors from as far away as Oswego have come to sail on Irondequoit Bay on beautiful fall Sundays. All races are conducted with Sunfish class sailboats. The primary purpose of frostbiting is to allow sailors to hone their skills in a competitive and yet fun environment. The race committee always keeps things interesting! For many RCC members frostbiting is the highlight of the sailing season, with consistent winds and plenty of competition. It’s a great opportunity for new sailors to learn from some of RCC’s more experienced sailors. Naturally due to weather extremes proper foul weather gear is mandatory. Contact the Sunfish fleet captain for more information.

## **Junior Program**

RCC is fortunate to have a number of qualified sailing instructors as members. Sailing lessons are held annually in early summer. The lessons are open to all area sailors although first preference is given to Club members. There is a nominal fee to cover the program expenses. If you are interested in participating contact your fleet captain or any of the Board members and they will put you in touch with the program organizers.

## **Thursday Night Fun Racing**

In order to promote sailing, train new crew, and introduce prospective members, the Club often holds fun races on Thursday nights. The season typically runs from the middle of June through July depending on interest. There is no scoring; this is just for fun! People set up their boats around 5 PM, race on short courses until dusk, then put away the equipment and hang around for an informal dinner. This is a great way to learn about racing without the pressure that some may associate with Sunday racing.

## **The Brown Jug Regatta**

The Brown Jug tradition goes back to 1952. It is a joint regatta of the Rochester Canoe Club and the Newport Yacht Club (NYC) open to all sailboats on Irondequoit Bay. It consists of one long race usually lasting about 2 hours. The course is typically a very large triangle from north of the Route 104 bridge to well south of RCC, sailed twice around. Boats of similar size are started together. For example the RCC JY15 fleet starts with the Newport Snipe fleet. This is not a timed handicap race; all boats are scored in the order they finish. The only handicap is that the spinnaker boats (Thistle, Lightning) are not allowed to use their spinnakers. Slowest boats are started first, fastest boats are started last. Whichever one crosses the finish line first wins the overall title. A Sunfish sailed well is just as likely to win as one of the bigger boats.

There are “brown jugs” awarded to the first three boats to finish. The jugs are like the classic “moonshine jugs” in the movies. A jug is also awarded for first place in each fleet. The jugs are perpetual trophies. Each year the winner's name is painted on it, and the winner takes it home for the following year. It is returned for the next Brown Jug regatta so that the tradition can continue.

After the race there is a party and awards ceremony at the host club. The host club alternates each year between RCC and NYC. There is no entry fee. The goal is to get as many boats out on the water as possible, and have a fun time sailing and partying. It's really more of a fun race than a competitive event.

### **Mark Set Boat Duty**

All sailors who participate in Sunday racing are required to donate one Sunday per season running one of the mark set boats. Some people refer to them as “crash boats”, although that is misleading! Under most conditions two boats are used per week, with two or three people on each boat. Club members who do not race are also encouraged to participate, since it reduces the work load for everyone. It also provides the best seat on the bay for watching the races!

Mark set boat duty consists of putting the racing equipment on the mark set and committee boats before the races, launching the boats, setting the marks on the course under direction of the Race Committee chairperson, assisting sailors who have capsized when needed, taking out the marks at the end of the racing, and storing the boats and equipment back on shore. Detailed instructions are mailed out before your “work day” arrives. Many sailors feel nervous about running a power boat since they may only do it once a year. Don't worry, instructions are provided on each of the boats and are posted in the clubhouse. If you're still concerned tell someone and help will be provided. Training days are held at the beginning of the season when there is a need. The procedure for assigning dates for mark set duty vary; your fleet captain will let you know well in advance how it is being handled.

### **Race Committee**

The RCC race committee consists of a small group of dedicated volunteers who set up and run the weekly races. The Club is fortunate in having an experienced Race Committee Chairperson who directs the mark set boats in setting up the course, makes decisions on when to start the races, etc. A number of other experienced club members help out with running the race timer, keeping a backup timer, handling visual signals, and scoring the finish positions. Race Committee positions are not open to all members since some training and/or experience is required. However if you are interested in working on the Race Committee contact the Chairperson or one of the Board members. As positions become available interested and qualified volunteers can be added to the Committee. Racing sailors please remember that all members of the Race Committee are volunteers who try to do their best. Please be courteous and reasonable when dealing with them!

### **Use of the RCC Club Sunfish, JY-15, and Thistle**

The club boats are for the use of members and their guests. The boats can be used for both club racing and pleasure sailing. Everyone who uses the boats must be competent and know how to sail, and each sailor assumes responsibility for themselves and the equipment. All sailors must wear lifejackets. Please be sure to treat all equipment as if it were your own, and return everything to its proper storage area when you have finished sailing.

### **Sunfish**

Each of the club Sunfish is marked with a letter on the transom. The corresponding mast/sail, rudder, tiller, and dagger board are marked with the same letter. Masts and sails are stored along the north wall inside the clubhouse. The rudders and dagger boards are stored in the locked shed on the west side of the clubhouse next to the stairs. These locations may change so check with a club member for current information. Please make sure that you are using the correct equipment for the boat you have chosen, and do not use anything that belongs to club members without their permission. Contact the Sunfish fleet captain for information regarding sign out procedures, boat setup, and launching technique if needed.

## **JY15**

The club JY15 is marked with “RCC JY15” on the cover along with the boat number. The sails, rudder, and tiller are stored in the sail storage room on the second floor of the clubhouse, and they are also marked with the boat number. Please make sure that you are using the correct equipment for the club boat, and do not use anything that belongs to club members without their permission. To reserve the boat there is a sign up sheet on one of the clubhouse bulletin boards; fill in your name and the date you want to sail. If you want to use the boat on a Sunday it is especially important to sign up in advance, because club boat sailors often join the Sunday racing. That’s also true of Labor Day when the boat is often used for the Brown Jug regatta. Contact the JY15 fleet captain or any JY15 fleet member for information regarding boat setup and launching.

## **Thistle**

The club Thistle is available for use by all club members and their guests. There is a bit more involved in launching and sailing a Thistle, therefore prior sailing experience is required. At a minimum the helmsman must be an experienced dinghy sailor. If you are inexperienced but interested in trying a Thistle just talk to any of the Thistle sailors. They would be glad to either take you out for a sail or put you in touch with someone who needs a crew. If you are an experienced dinghy sailor and want to sail the club boat contact the Thistle fleet captain for more information. Note that you can usually make arrangements to use the club boat for an entire racing series (spring, summer, or fall), in exchange for performing routine maintenance on it and upgrading it as needed.

## **Social Events**

RCC membership is not just about racing, it's also about having fun. Parties and dinners are an important RCC tradition. In keeping with the informal family atmosphere there are no formal events as would be found at a traditional yacht club. A common question from new members is "what should I wear?". The answer is wear whatever you're comfortable in, there are no black tie events at RCC! Events are held at the club during the regular season. When the clubhouse is closed the events are held at area party houses and members houses. RCC social events are open to all club members regardless of your racing participation. Volunteers from the club organize and run each of the events. You may be asked to help out occasionally, since RCC is a member run club and that's how we do things!

### **Winter Social**

The winter social is held at a club member's house during February or March. This is a time to catch up with your fellow club members, exchange skiing stories, find out what "go fast" boat projects are under way, and so on. Everyone brings a favorite snack to share, while beverages are provided by RCC. There is no fee for this event. Club members volunteer to host the party at their houses, no one is required to do it. RCC reimburses the hosts for their expenses. If you are interested in having a winter social at your house contact the Vice Commodore.

### **Spring Banquet**

The spring banquet is an informal dinner held in April just before Boats Out Day. It is usually held at a local restaurant or party house, but it has also been catered at a park lodge. There is a nominal fee for the dinner. This event is another chance to see familiar faces before the club opens for the season. The RCC Commodore and other club officers often take this opportunity to update the members on plans and special events for the coming season, improvements to the club and grounds, and other news of general interest.

### **Start of the Season (Ice Breaker Social)**

The Ice Breaker Social is held at the RCC clubhouse after the races on the "tune up day", which is usually the last Sunday in April. The party starts at about 4:00 PM. Everyone brings a snack or dish to share, and RCC provides the beverages. A special treat at this party are the legendary RCC rum punch and gin punch!

### **Sunday Happy Hour and Pot Luck Dinner**

Every regular racing Sunday features a post racing happy hour and pot luck dinner. It usually starts around 4:00 PM. Everyone brings "finger food" to share during the happy hour, and everyone provides their own beverages. When the weather is nice a table is brought outside for the food. Everyone helps themselves to whatever they find appealing, and shares in the post racing camaraderie. After the happy hour many people stay for a pot luck dinner. Each family brings a dish to pass and everyone sits down to share the meal together.

### **Regatta Dinners**

When RCC fleets hold two day regattas there is usually a regatta dinner held on Saturday night. These dinners are open to regatta participants and all RCC members. You don't have to race in the regatta or sail that type of boat to enjoy the festivities. The dinners are a great way to meet sailors from other clubs, and hear what it's like to sail in other areas. There is a nominal fee for the dinner. It is usually a catered event held at the RCC clubhouse.

### **Club Open House and Wine Tasting Party**

The RCC Open House is an annual event usually held on a Sunday in June. The purpose is to promote RCC and encourage people to join if they're interested in sailing one-design dinghies in an informal family

oriented atmosphere. As a special treat all members are asked to bring a bottle of wine for an informal wine tasting party. The open house is held after the day's racing and follows the typical Sunday happy hour format. All Rochester area sailors or potential sailors are invited to come down to the club, enjoy the camaraderie, and see what we have to offer. RCC members are encouraged to bring relatives, friends and co-workers!

### **Clam Bake**

The annual RCC Clam Bake is held at the RCC clubhouse on a Saturday in early October. This popular event typically features clams, chicken, salt potatoes, corn, and of course refreshments. There is a nominal fee to cover the costs. The evening culminates with a camp fire at the beach. The clambake is one of the highlights of the season!

### **End of the Season Fall Bash**

The Fall bash is held at the RCC clubhouse after the races on the last day of racing. It follows a format very much like the spring Ice Breaker Social. The party starts at about 4:00 PM. Everyone brings a snack or dish to share, and RCC provides the beverages. This party also features the legendary RCC rum and gin punches!

### **Awards Dinner**

The annual Awards Dinner is held at an area party house in early November. This is the time to recognize all sailors who raced during the season. The dinner is preceded by a cocktail hour, and then after dinner each fleet captain presents the awards for his or her fleet. There are often humorous gag awards given to deserving individuals to keep the event lively and fun. This is not a "jacket and tie" affair although you're welcome to dress up if you want to. There is a nominal fee charged to cover the cost of the dinner.

## **Canoe Club Communications**

Like most things at the Canoe Club, communicating information to the members tends to be informal. A lot of it occurs during conversations at the Sunday happy hours, and through postings on the bulletin boards. The best way to find out what's going on is to talk to your fellow club members, read the calendar, and ask questions!

### **The Canoe Club Calendar**

The calendar of events is published at the start of the season and is also included in the RCC Directory. The calendar lists all racing and social events at RCC, plus the regional regattas. If you're interested in particular events it pays to check the calendar, note the dates, and plan ahead. Separate notices are usually mailed out for the regattas and major social events. Some events do not get separate mailings. It is important to check the calendar for Boats Out Day, Boats In Day, the Ice Breaker Social, the RCC Open House, and the Fall Bash.

### **The RCC Directory**

The RCC Directory is published early in the season. It contains a listing of all RCC members and their addresses, phone numbers, e-mail addresses, and boats. It also contains a list of the current RCC Officers, Board of Governors, and several other important offices. Please note that distribution of the directory is sometimes done informally. Copies are marked with each member's last name. They are often handed out after Sunday racing. Copies that are not delivered are usually set out in a box in the RCC clubhouse. If you do not receive a directory during late May or early June look for the box in the clubhouse.

### **The Jib Sheet Newsletter**

The Jib Sheet is the RCC Newsletter published three times per year. It is mailed to all members before the start of the season, at mid-season, and at the end of the season. The Jib Sheet contains articles from the RCC Officers and fleet captains which highlight information of interest to the membership. Note that anyone can submit articles for the Jib Sheet as long as they are relevant to the club.

### **The Annual Meeting**

The annual meeting is held on the last Wednesday in September at the RCC clubhouse. Highlights of the meeting include a vote on the candidates for the RCC Board of Governors, reports from the officers, and special votes and announcements when needed. This is also an opportunity for members to express their concerns or suggestions to the Board and membership.

### **RCC Board of Governors Meetings**

The RCC Board of Governors meet periodically throughout the year, typically one evening every six weeks. These meetings are open to all RCC members. When the clubhouse is closed the meetings are held at one of the Board member's houses. When the clubhouse is open the meetings are held at the club. This is an opportunity for members to express their concerns or suggestions to the Board. If you plan on attending and have something to discuss, please contact the Commodore in advance so time can be allotted on the agenda.

### **Minutes of the RCC Board and Annual Meetings**

Minutes of the meetings are posted on a clubhouse bulletin board after they are approved by the Board. That means that minutes are posted 4-6 weeks after the meeting. The minutes are also published in the next Jib Sheet. Contact your fleet captain or a Board member to discuss the meeting if you want the results sooner.

## **Work Days**

Work days are held to open the clubhouse at the start of the season, close it up at the end of the season, and are occasionally held during the season for routine maintenance. It is very important that members make a special effort to attend “boats out day” and “boats in day”. There is a lot of work to do, but with a good turnout it goes by quickly and is not too difficult. Everyone can contribute regardless of age or fitness level. Less strenuous jobs include sweeping the clubhouse, cleaning the kitchen, raking leaves, etc. The more difficult jobs like putting in the docks are done with a large group of energetic volunteers. Everything is done with manual labor, there are no cranes or construction equipment to assist. Please check the calendar and try to make it to the work days!

## **Boats Out Day**

“Boats out day” is held on a Saturday in late April to open up the clubhouse for the season. The major tasks include turning on the water and checking the plumbing, getting all boats out of the clubhouse, installing the docks, installing the hoist motor, uncovering the clubhouse windows, bringing the furniture down from upstairs, raking the grounds and driveway, sweeping the clubhouse floor, and general cleanup.

Like most things at RCC "boats out day" is somewhat informal. Most people arrive around 8:30 AM, although some arrive earlier. By 9:00 there are usually quite a few people already working. Typically all of the work is completed by mid-afternoon. Not everyone can make it for the full duration, so people come and go at different times. When you show up just wander around and ask where you can help. There will be obvious groups putting in the docks, uncovering the windows, bringing out the furniture, etc. Someone in the group will be experienced enough to direct you if you're new to the club. Coffee, donuts, and a lunch of soup and chili are provided. There is usually beer for those interested.

## **Boats In Day**

“Boats in day” is similar to “boats out day” and is held on a Saturday in late October. The major tasks include turning off the water, moving boats into the clubhouse, removing the docks, removing the hoist motor, covering the clubhouse windows, and putting the furniture upstairs.

Note that the motor is taken off the hoist during "boats in day". Then the docks are taken out and stacked around the hoist. So if you were planning on using the hoist to get your boat on the trailer, either you have to get there early or you have to do it before the work day. If you want to sail beyond "boats in day" then you'll have to make your own arrangements to get your boat into storage, or moved onto your trailer for the trip home.

Boat storage inside the clubhouse is optional and there is a fee associated with it. If you plan on storing your boat in the clubhouse notify your fleet captain well in advance. The storage fee is supposed to be paid at the start of the season; if you are a new member ask your fleet captain who to send the check to. It is very important that you attend “boats in day” and “boats out day” if your boat is stored inside.

## **Other Work Days During the Season**

Occasionally a work day is held near mid-season for special projects and routine maintenance. Tasks might include dock maintenance, grounds cleanup, and so on. Members will be notified when special work days are needed.

## **Use of the Clubhouse and Grounds**

### **General**

The RCC clubhouse and grounds are for members to use anytime. Treat everything as if it were your own property. Remember, there are no janitors or grounds keepers, it's up to the members to keep the facilities clean, orderly, and free of litter. When garbage cans inside the clubhouse are full please take the trash out to the dumpster in the parking lot. Anytime you have leftover food to throw away please take it to the dumpster before you leave, do not leave it inside the clubhouse.

The clubhouse is available for members' parties and other events during the week. There is a sign-up procedure explained later in this handbook. Family gatherings of twenty five people or less are also allowed on Saturdays. If you want to hold a larger gathering on a Saturday contact the Vice Commodore to discuss it. Please check the RCC calendar and avoid holding family gatherings or other events on regatta weekends.

### **Keys**

Each family is given a key when their membership is approved and dues are paid. The key opens the padlock on the gate, the clubhouse door, padlocks on the side and rear doors, and all storage sheds. It does not open the closet under the stairs (where race management equipment is stored), or the storage room on the second floor balcony (where clubhouse supplies are stored).

### **Unlocking and Locking the Facilities**

When you unlock the driveway gate make sure you lock the padlock on the gate before going down to the waterfront. That keeps the lock from getting lost or stolen. The clubhouse has a security system. You will be given the access code when you receive your key. When you open the west door go immediately to the alarm control panel in the main hallway and turn off the alarm. The side and rear doors are secured with padlocks on the inside. If you unlock either door make sure you lock the padlock in place to keep it from getting lost. If you and your guests are the only people at the club lock the facilities before you go sailing. Never leave the clubhouse or storage sheds open if they are going to be unattended.

If you are the last person to leave the club it is your responsibility to secure the facilities. Check the storage sheds and make sure they are locked. Close the rear door, slide the upper and lower dead bolts in place, then lock it. Close the side overhead door and lock it. Turn off all lights in the restrooms, sail storage room, kitchen, and hallways. The main inside and outside lights are on a timer so they do not have to be turned off. Turn off the boat hoist power. Shut off the outside water faucet with the main control valve near the clubhouse. Make sure you turn the alarm on before you leave and then lock the west door. Instructions for the alarm are posted next to the control panel. Don't forget to close and lock the driveway gate before heading for home!

### **Lockers**

There are a limited number of lockers available for members. They are located inside the men's locker room and on the second floor balcony. These lockers are assigned on a first come first served basis, and there is a small annual fee to rent one. It is your responsibility to put a padlock on your locker if you want to secure it. Locks and equipment must be removed at the end of the season. Contact the Rear Commodore if you are interested in renting a locker.

### **Outside Power**

The power switch for the boat hoist is located inside the clubhouse on the north wall, between the overhead door and the kitchen. It is often hidden by Sunfish spars and sails. Look for the light bulb about half way up the wall close to the kitchen. When the hoist power is on the light will be on. There are electrical outlets located near the docks, the power switch for these is above the rear door inside the clubhouse.

## **Waterfront Water Faucet**

There is a water faucet and hose located on the lawn near the boat hoist. The main shutoff valve is located outside the clubhouse next to the west door, underneath the shower platform. To turn on or off the water to the faucet lift the shower platform, set it aside, then turn the control valve. Please be sure to put the shower platform back in place.

## **Outside Shower**

There is a hot shower located outside the clubhouse next to the west door. It is useful for a quick cleanup after a day of racing. The shutoff valve is located below the shower platform. To turn on or off the water to the shower lift the platform, set it aside, then turn the control valve. The water temperature and flow can be controlled using the knob under the shower head.

## **Lights**

Lights inside the clubhouse are located in the restrooms, men's locker room, kitchen, hallway, stairs, sail storage room, and storage rooms. The light switch for the main room is located behind the refrigerator under the stairs, you have to reach behind the refrigerator to get to it. The main lights and outside lights are on a timer.

## **Garbage Collection**

The garbage cans inside the clubhouse must be emptied by the members when they are full, or when they contain leftover food. Put the trash bags in the dumpster located in the parking lot. Be sure to close the dumpster. A contractor is called in to empty the dumpster when it becomes full. If you notice that the dumpster needs to be emptied please contact the Rear Commodore; he or she will make appropriate arrangements.

## **Private and Business Parties and Events**

One of the benefits of being a member of RCC is having the use of an excellent location for hosting a private party. Keep in mind that RCC is for use by all its members, therefore, when someone has a private party, other members should feel comfortable accessing the club for their needs. Please refer to the following guidelines when planning and hosting a private party:

1. Please request use of the club for a private party or event from the Vice Commodore. Give the date, number of people expected, time of day, and whether it's business related or private.
2. For your reference, a list of parties will be posted at the club and updated frequently.
3. Weekday parties are generally OK. Saturday parties of more than 25 people require RCC Board approval. Parties on Sunday's or other days conflicting with RCC functions are generally not allowed.
4. As with anytime you use the club facilities, the general rule of "leave it better than you found it" applies. Please clean up after the party. Put picnic tables and benches back in their normal places, pick up trash, clean up the kitchen, properly dispose of all leftover food items, and please take out all garbage to the dumpster.

It is especially important to take all leftover food and trash to the dumpster! It may be up to a week before someone else opens up the clubhouse, and any leftover food or trash will be pretty ripe by then. You would not want to make that discovery, so please be considerate of your fellow club members and take out your trash!

5. Have a good time!

## **Special Requirements for Business Parties and Events**

RCC asks that for business related parties and events (department picnics, going away parties, etc.) a small donation of \$2 per person be made to RCC. An insurance certificate must also be submitted in advance, which shows that all participants are covered by the company's liability insurance for the day of the event. This is a standard business practice which most companies should be familiar with. Please discuss the insurance coverage requirements with the Vice Commodore when you make your party reservations.

## **Boat Storage at RCC**

All club members who keep a boat on RCC property are required to pay a usage fee for the season. The fee varies with the type of boat, with smaller boats requiring smaller fees. The only types of boats allowed to be stored on RCC property are the Optimist, Sunfish, JY15, and Thistle.

There is a limited amount of storage inside the clubhouse available during the off season. There is a separate winter storage fee charged for it. Indoor storage is entirely optional. Thistles are stored either upside down on wooden racks or upright on tires laid on the floor. JY15s are stored standing on their transoms on tires, stacked against each other, leaning against the balcony. The club mark set boats are also stored in the clubhouse, while the race committee boat is stored outside. Sunfish are inserted where ever there is room. As a general rule once boats are stored they cannot be removed until Boats Out Day in the spring. The stacking methods and tight quarters mean that the first boat in is usually the last boat out, so plan accordingly. The Rochester Canoe Club is not liable for any boats or other property stored in the clubhouse during the off season.

## **Membership**

RCC is almost always looking for new members, since the more people there are to race and party with, the more fun it is! Bring your friends, relatives, and co-workers to the club and show them what a great place it is. They don't know how to sail? No problem, there are lessons available and plenty of people who would be glad to "show them the ropes". The club even has boats they can use to help them decide whether to join and what type to sail.

### **Types Of Membership**

The following is a summary of membership categories at RCC. Definitions and privileges are described in the RCC Constitution presented later in this handbook.

**Senior Member:** Households where the oldest member is 30 years old or older must apply for Senior membership.

**Under 30 Member:** Households where the oldest member is younger than 30 may apply for Under 30 membership.

**Introductory:** The first year of either Senior or Under 30 membership is considered introductory. The applicable initiation fee is waived during the first year. The fee is due the second year and will be included in the annual dues billing.

**Life Member:** Life members must be at least age 60, retired, and an RCC member for at least 15 years.

**Associate Member:** Associate membership is generally reserved for special circumstances, where the member is an occasional club user who attends some of the social events but does not keep or use a boat at RCC.

**Crew Member:** There is a crew membership fee charged to a person who crews on a boat at RCC but is not a club member. It is charged for the second year and subsequent years of crewing by the skipper of the boat.

### **The Application Process**

An application may be obtained from the Membership Chairperson or a club officer. Applicants will need two current RCC members as referrals in applying for membership. If they don't know two current members then they are encouraged to visit the club, attend some of the happy hours, and get to know people. It won't take long at all to find members willing to act as referrals. Completed applications must be mailed or handed to the Membership Chairperson. After being logged in the applications are posted on the club hallway bulletin board and remain posted for 20 days prior to voting. Voting takes place at monthly board meetings during the sailing season. During the off season the 20 day posting process is waived since the clubhouse is not open. It is expedient for an applicant to provide an individual or family photograph, including names, to accompany the application. That helps everyone get acquainted and will be returned to the applicant. The current dues structure is listed on the back of each application.

### **Dues and Fees**

The following sections provide a brief description of the dues and fees charged by RCC. The actual amounts are listed in the RCC membership application form and the annual dues billing.

#### **Dues**

The annual dues cover the use of the RCC facilities and participation in club activities. It does not include seasonal or winter boat storage. Those have separate fees since not all members own boats.

**Initiation Fee**

The initiation fee is a one time fee charged after the Introductory membership period expires. This fee helps maintain the financial base of the club, whose funds go towards property improvements, equipment upgrades, and so on.

**Boat Fee**

Payment of the boat fee allows the member to store an Optimist, Sunfish, JY15, or Thistle on the club grounds from “Boats Out Day” in late April through “Boats In Day” in late October. No other types of boats may be stored on club property. This fee does not include indoor winter storage.

**Winter Storage Fee**

There is a limited amount of optional boat storage inside the RCC clubhouse during the off season. Club members who choose not to store their boats inside are expected to take them home or make other storage arrangements. Payment of the winter storage fee allows the member to store an Optimist, Sunfish, JY15, or Thistle inside the clubhouse from “Boats In Day” in late October through “Boats Out Day” in late April. No other types of boats may be stored. This fee does not include outdoor storage during the regular season.

**When To Pay**

All dues and fees are billed to the members in early spring and are due no later than May 1st of that year. The winter storage fee must be paid in advance, i.e. it is due at the beginning of the season before the boat is stored indoors. Please do not store your boat in the clubhouse and then pay the following year.

# **Rochester Canoe Club Officers and Board of Governors**

## **Who They Are and What They Do**

Who are the Rochester Canoe Club Officers and Board of Governors? First and foremost they are all volunteers who share a common desire and commitment for the successful operation of the club. They are not doing it for perceived status or power, they are not an elite social clique. They are regular club members who recognize that someone has to do these jobs. When they were asked to take the positions they did so out of a sense of duty and responsibility. The Officers and Board of Governors are the people behind the scenes who plan and organize club events, handle the routine business of the club, and generally make things happen.

Please review the summary of responsibilities presented later in this section. You will see that the positions do require personal time and effort. We hope you appreciate what these volunteers do for the club membership. If you are asked to take one of these positions consider it an honor, and please give it serious consideration. Try to make the time to give something back to the club. You'll make many new friends during your time on the Board, and you'll probably find the time goes by quickly.

## **Other Positions at RCC**

In addition to the Officer and Board of Governor positions there are a number of other official roles. These positions are not part of the Board of Governors and therefore do not include voting rights at Board meetings. These positions become open when the present volunteer is ready to turn over the helm to another volunteer.

- a. Membership Chairperson - Responsible for all duties related to recruiting new members and guiding them through the application process, as well as introducing newly approved members to the club operation. See the list of responsibilities later in this section for specific duties.
- b. Jib Sheet Editor/Publisher - Responsible for soliciting articles for the club newsletter, as well as editing it and publishing it in a timely manner. The Jib Sheet is typically published three times per season (spring, summer, fall). See the list of responsibilities later in this section for specific duties.
- c. RCC Directory Editor/Publisher - Responsible for keeping the RCC Directory up to date with member information (names, address, phone number, e-mail address, etc.), editing it, and distributing copies to all members once per year at the beginning of the season.
- d. Website Editor - Responsible for keeping the RCC web site up to date with club information, schedule of events, etc. and making it attractive and interesting. This is an important role because the web site is often the first exposure a potential member has to RCC.
- e. RCC Historian - Responsible for researching RCC history, writing historical articles for the Jib Sheet, and often giving brief history presentations at club banquets. Where appropriate the historian should work to preserve the information that he or she has gathered, and add new information as time goes on.

## **How to Get Involved**

If you are interested in becoming a club Officer, member of the Board of Governors, or assuming one of the other positions please contact the Commodore. The Officer and Board of Governor positions have a fixed length of time associated with them, so it is known in advance when positions are becoming open. There should be at least two positions available at the end of each season. The Commodore will discuss the available positions with you and convey your interest to the Nominating Committee.

The other positions are available when the present volunteers are ready to turn over the helm. In some cases the people really enjoy the work and may want to continue in their role. In other cases the people may be ready to retire if another volunteer comes forward. If you are interested in one of these please contact the Commodore. The Commodore will tactfully discuss your interest with the present volunteer and see whether the position is available.

## **Summary of Responsibilities for the RCC Officers and Board of Governors**

### **General for All Officers and Directors**

1. Our basic function is to serve the club and its members. We should be sensitive to the needs, desires, and attitudes of the membership.
2. We should be willing to inform the membership about most subjects considered at RCC Board meetings.
3. We must make an effort to welcome and assimilate new members and encourage prospective members.
4. We must get other members involved by delegating responsibilities to them and encouraging new ideas.

### **Commodore**

1. Acts as executive officer of the club:
  - a. Generally assumes ultimate responsibility for the smooth operation of the club. Often includes regular follow-up of individuals, acting as a sounding board for members, easing any disruptive situation which arises, etc.
  - b. Calls and presides at RCC Board meetings. Sets agenda prior to the meeting to help make sure the other officers are prepared.
  - c. Presides at all club business meetings.
  - d. Either acts as club spokesman or appoints someone to represent the club to others on special matters.
2. Makes volunteer appointments (usually annually):
  - a. Race Committee chairman (chairman then selects the race committee).
  - b. Membership committee.
  - c. Nominating committee (no later than September 1st, preferably well before).
  - d. Jib Sheet editor(s).
  - e. Recommend which directors assist which officers.
  - f. Other appointments as needed to fill any vacancies until the next annual business meeting.
3. Other:
  - a. Insure that the RCC Handbook is kept up to date and available to the membership.
  - b. As presiding officer cast deciding vote when needed.

### **Vice-Commodore**

1. Second in charge during the Commodore's absence, act in his or her stead.
2. Arrange club banquets (Spring, Fall):
  - a. Reserve a place 6 to 12 months in advance.

- b. Mail announcement, menu, and reservation form 3-4 weeks in advance.
  - c. Handle all finances. Plan for break even or slight profit.
  - d. Act as MC, arrange agenda, host the proceedings.
3. Obtain regatta permits for regular races and scheduled regattas:
- a. Submit applications to NYS and Monroe County.
  - b. Have current permits on file in the RCC premises.
4. Initiate Brown Jug regatta planning:
- a. Select regatta chairman and help obtain assistants.
  - b. Provide chairman with guidelines and helpful hints.
  - c. Have chairman give a financial summary to the Purser and Vice Commodore.
5. Initiate social event planning:
- a. Select event chairman and help obtains assistants.
  - b. Provide chairman with guidelines and helpful hints.
  - c. Have chairman give a financial summary to the Purser and Vice Commodore. Note that RCC funds usually pay for the spring Ice Breaker, July 4th picnic, and Fall Bash.
  - d. On most events plan for break even or slight profit.
6. Select kitchen chairman:
- a. Chairman coordinates Sunday suppers and clean up.
  - b. Keeps dish washing and cleaning supplies available.
  - c. Post up to date kitchen guidelines.
7. Schedules private use of the club:
- a. Approve member's requests for private parties at RCC and keep a calendar to avoid conflicts. Week day parties are generally OK, Saturday parties prefer no more than 25 people, Sunday and sailing holidays no private parties.
  - b. Suggest the recommended donation for business related functions.
8. Schedule of events for the season:
- a. Work with the fleet captains to finalize the racing and social events calendar. Have a rough draft ready for a winter Board meeting.
  - b. The schedule should be ready to mail with the Spring Banquet announcement.
  - c. Events should also be published in the RCC Directory.
9. Other:
- a. Coordinate any winter skiing or other social activities desired.
  - b. Obtain refreshments for the Annual Meeting.
  - c. Report on past season's activities at the Annual Meeting.
  - d. Coordinate social events with other clubs as needed.

## **Rear Commodore**

1. Third in charge - in the absence of the Commodore and Vice Commodore act in their stead.
2. Advance planning
  - a. Prior to winter board meeting, list possible capital improvement projects and cost estimates. It helps to begin thinking about this before fall closing of the club.
  - b. Be prepared to discuss priority and pros & cons of each project at board meeting. This information and fund availability will help decide which projects to do during next season.
  - c. For major or complex projects, select project leader(s) to coordinate work and completion of project.
3. Club work days
  - a. Prior to major work days, visit club & list all jobs which need doing. Some jobs can be done on regular work days while others are best done on special days by selected groups. See that project leaders for major jobs are able to get necessary people & materials. Boats-out day is usually sufficient for all basic tasks.
  - b. Empty club of boats, masts & boat storage racks. Remove metal siding. Turn on water, check for leaks. Set up furniture & children's play apparatus. General clean up of grounds & building (kitchen, toilets, cubicles, etc.).
  - c. Boats-in day is usually reverse of boats-out. Empty refrigerator & defrost freezer (unplug ahead of time). Prepare storage racks before boats moved. Coordinate with Harbor Master about work needed on docks, hoists, etc. Arrange lunch/beverages for hungry volunteers.
4. Grounds and maintenance
  - a. Hire and supervise work of property manager.
  - b. Check lawn mower for routine maintenance (especially in the fall).
  - c. Seek assistance from volunteer members (gardening, weeding, pruning, etc.)
  - d. Arrange for painting, driveway sealing, fertilizer as needed.
5. Other
  - a. Supplies - see that club is well stocked with paper towels, toilet paper, light bulbs, etc. Keep supplies locked up.
  - b. In spring - arrange for trash pick up, septic tank pumped if necessary.
  - c. Arrange for sail storage areas to be kept organized.
  - d. Report at annual meeting.
  - e. At end of the term, work with the Rear Commodore elect on boats out day to help ease transition.

## **Harbor Master**

1. Racing equipment
  - a. Maintain & properly equip mark set boats, race committee boats, outboard motors, batteries, pump, etc. Insure that the equipment is fully operational at all times. Motors should be taken for routine or special maintenance and records kept. Appoint assistant in charge of radios, etc.
  - b. See that course marks and ground tackle are in good condition.

- c. Take care of operation, maintenance and storage of both club and RC boat PA systems.
  - d. See that racing equipment storage shed kept in good order.
  - e. Register power boats prior to each season.
  - f. Post up-to-date equipment operation guidelines and see that crash boat duty people properly instructed.
  - g. Implement system of reporting equipment problems so they can be dealt with and not delay or prevent racing.
2. Waterfront
- a. Maintain docks & hoists. Recommend replacement, repair or additions as needed.
  - b. Coordinate with Rear Commodore about chores on work days.
  - c. Supervise setting up/removal of docks & hoists.
3. Other
- a. Report at annual meeting.
  - b. At the end of the term, work with the Harbor Master elect on boats out day to help ease the transition.

## **Fleet Captains**

1. Conduct fleet racing
- a. During the winter, draft updates to the racing instructions to include rules, scoring system, tentative crash boat schedule, etc. After Board review, finalize the above for distribution at the Spring Banquet (identify with skipper's name & absentees get theirs by mail). During the season post all revisions on the clubhouse bulletin board.
  - b. During the winter and with the Vice Commodore, draft a tentative events schedule for the coming season --- include regular fleet races, special events and any regattas of interest. The Vice Commodore will mail the finalized calendar with the Spring Banquet announcement.
  - c. Conduct skipper's meeting to convey policies and answer questions.
  - d. Appoint protest committees as needed during season. Try to get two experienced skippers and one less experienced skipper to provide the latter a learning experience.
  - e. Coordinate weekly crash boat duty. Where possible, pair experienced people with those less experienced. Mail out instructions to those assigned and keep the posted duty calendar current.
  - f. Handle scoring and posting of race results and fleet standings or solicit a volunteer from the fleet.
2. Thistle fleet captain (or Thistle fleet member) act as Thistle Fleet secretary
- a. Maintain up-to-date fleet list.
  - b. Collect TCA dues from appropriate members. Send mailing in early January and have members pay registration and Bagpipe fees to you. Send one payment to TCA secretary before Jan. 31.
  - c. Distribute TCA membership cards at Spring Banquet.
3. Other

- a. Fleet racing awards - collect perpetual trophies prior to the last race day and obtain keeper trophies. Present racing and special awards at the Fall Banquet; honor permanent race committee. Distribute final fleet scores and standings.
- b. Arrange special fleet sailing events during season.
- c. Lay out boat parking and handle space assignments.
- d. Boat storage in club - post sign up sheet and give some preference to those who have previously stored boats. Direct "Boats In Day" operations and submit list of stored boats to the Purser for billing.
- e. Appoint someone to run education and training programs on land and/or water as needed for inexperienced skippers.
- f. If applicable appoint a fleet measurer to ensure all boats conform to class rules. (No Thistle should be allowed to race that is not TCA registered and dues paid without the permission of the Thistle fleet captain.)
- g. Coordinate any joint racing program with other yacht clubs.
- h. Work with the in coming fleet captain at the end of the term.

### **Purser**

1. Control and account for all club funds, subject to the direction of the Board of Governors.
2. Financial planning
  - a. Prior to the winter Board meeting, coordinate with other officers regarding forthcoming major expenses.
  - b. At the winter board meeting, submit projected income and expense statement to help the Board plan expenditures and priorities.
  - c. Recommend any action to the Board which you feel is beneficial to the financial position of club. This may include dues or fee changes.
3. Collect all receivables
  - a. Collect dues. Mail statements (with form for directory information update) by March 1st with payment required by May 1st subject to 10% late penalty thereafter. Any member not paid on time will not be listed in directory and will be dropped from membership unless granted an extension due to financial difficulty. If associate members are using club regularly, they should be billed accordingly.
  - b. Collect appropriate fees (locker, boat fee, storage). A member who does not keep his boat at the club, but uses the waterfront facility and/or races must pay the boat fee.
  - c. Report members in arrears to governing board for action required by by-laws.
  - d. Finances for most special events are handled by the person in charge. At the conclusion of each event, he or she must submit a financial statement to the Purser together with moneys received or a request for reimbursement. Cash advances may be made as needed to cover early expenses.
4. Collect and account for all payables
  - a. No major expenditures (amount to be decided by Board) can be made without Board approval.
  - b. Incidental expenditures should not be allowed unless approved by the Commodore, Rear Commodore or Purser. Payment requests should be accompanied by a bill or receipt.

- c. Remember to pay appropriate sales tax and property taxes.
5. Report financial position
    - a. Keep accurate records of moneys received and disbursed.
    - b. Submit a written financial statement at the Annual Meeting. It may include a tentative budget for the coming season if desired by the Board.
  6. Purser will arrange to receive club mail and frequently check the club mailbox. Note that this duty can be handled by the Secretary if both parties agree to that.
  7. Coordinate with Membership chair and Secretary for correct billing of newly elected members. Notify both when dues are paid.
  8. Other
    - a. Consider appropriate investment of excess RCC funds (subject to Board approval).
    - b. At end of the term, assist the new Purser in assuming the duties.

## **Secretary**

1. Conduct general club correspondence.
  - a. Mail notices of general meetings to club members. Other mailings (Jib Sheet, special events) shall be done by the person in charge.
  - b. Post Nominating Committee report on the clubhouse bulletin board and mail it along with the notice of the Annual Meeting (at least 15 days prior to the meeting).
  - c. Advise applicants of election or rejection to membership and members of their expulsion or suspension from club.
  - d. Work with Membership chair and Purser to ensure new members receive welcoming packet and proper billing.
  - e. Mail sympathy or get well cards to members as appropriate.
2. Record all proceedings.
  - a. Take minutes at the Annual Meeting. Report prior meeting's minutes to the membership.
  - b. Take minutes at Board meetings and distribute copies to Board members as soon as possible.
  - c. Record proceedings of other meetings where record may be deemed advisable.
3. Maintain membership file
  - a. Coordinate with the Purser to ensure accurate information needed for proper billing.
  - b. Prepare club directory for mailing by the 1st week in June or work with a volunteer editor/publisher as needed. Only members with dues paid on time are listed. Include up-to-date season events calendar. Check for any directory changes from information on the members' billing statements.
  - c. Coordinate with Membership chair to send welcoming letter to newly elected members.
4. Preserve all records.
  - a. File and maintain all records, reports, communications and documents associated with club business.
  - b. Keep historical scrapbook current (or delegate task).

5. Coordinate club mailings and keep supply of address labels and stamped envelopes as appropriate. Typical mailing schedule as follows:

<u>WHAT</u>	<u>WHEN</u>	<u>WHO</u>
TCA dues	January	Secretary, Jib Sheet editor
RCC dues	February	Purser
Spring Banquet notice, calendar	March	Vice Commodore
Directory, Jib Sheet	May	Secretary, Jib Sheet editor
Annual Mtg. notice, Jib Sheet	August	Secretary, Jib Sheet editor
Fall Banquet notice, Jib Sheet	October	Vice Commodore, Jib Sheet editor

6. Incoming club mail is handled by the Purser.

7. At the end of the term, assist incoming Secretary in assuming the duties.

## **Summary of Responsibilities for Other Volunteer Positions**

### **Membership Committee Chair**

1. Record a greeting on the RCC answering machine. Check the machine for messages on a weekly basis. After "Boats In Day" update the answering machine greeting with an alternate means to contact the Membership Committee Chairperson.

2. Respond to applicants

- a. Send up-to-date application form and copy of "Information for Prospective Members".
- b. Keep current list of applicants' address, phone number, etc.

3. Act on behalf of applicants

- a. Receive and post application forms (with photo)
- b. Advise RCC board of new applicants and recommend action when and if appropriate.
- c. Be sure applicants are introduced and welcomed as guests.
- d. Also see that they are invited to sail, crew or attend social functions as appropriate.

4. Assimilation of newly elected members

- a. Coordinate with Secretary (sends welcoming letter and handbook) and Purser (sends applicable billing) to contact new members.
- b. Send packet of information (or coordinate this with the Secretary) which includes: membership card (signed by Secretary), club key, season events calendar, club directory, RCC emblem, club handbook.
- c. Take new member on a club tour as soon as possible. Show them how to open/lock up the club, where supplies located, use of beverage and kitchen area, boat storage facilities.
- d. Assign sponsor to new members during first year to help with introductions and getting them involved with club activities.

5. Arrange special sailing/social functions to attract new members. Seek Board approval.

6. Report on membership status at annual meeting.

### **Nominating Committee Chair**

1. Select nominees to fill appropriate offices.

- a. While not bound by rules, the committee should consider these guidelines. Officers are elected primarily to operate the club successfully. They should be capable of fulfilling their duties by working closely with each other and the Commodore who assumes ultimate responsibility for their performance. Directors exist primarily to represent club membership. Given this and if possible, Directors should be selected from a cross section of the membership considering age, sex, length of membership, fleet affiliation, etc.
  - b. Discuss responsibilities and secure permission from each prospective nominee before placing his name in nomination.
2. Report nominations to membership.
    - a. File list of nominees with club Secretary at least three weeks prior to the Annual Meeting.
    - b. Present nominations to membership at the Annual Meeting.

### **Jib Sheet Editor**

1. Write and/or obtain Jib Sheet contents:
  - a. Request short articles of general interest from Officers.
  - b. Request information from chairmen of special events.
  - c. Assign reasonable deadlines in advance.
2. Product and distribute the Jib Sheet:
  - a. Type the Jib Sheet and have copies made.
  - b. If possible coordinate with other normal club mailings.

# Constitution of the Rochester Canoe Club

## ARTICLE I - NAME

The name of the organization shall be THE ROCHESTER CANOE CLUB, hereinafter referred to as the "Club".

## ARTICLE II - PURPOSE

The purposes for which the Club is formed are to organize, equip and operate a yacht club for the pleasure and recreation of its members and to advance the interest of sailing on Lake Ontario and Irondequoit Bay.

## ARTICLE III - MEMBERSHIP

SECTION 1. The classes of members shall be as follows:

(a) Senior Membership. A senior membership shall entitle the family members to participate in all club activities. The family shall include any children who are under 21 years of age or are students attending any institution of higher learning on a full time basis. All family members 18 years of age or older shall each be considered voting Members.

(b) Introductory Membership. An Introductory Membership would have full Senior Membership privileges for one year only. A family or a member of a family will be allowed one Introductory Membership only. Applications accepted prior to August 15th will be for that current sailing season only. Applications accepted after August 15th will be eligible for Introductory Membership the following year only. Current and former Senior, Life, Associate and Under 30 members shall not be eligible for an Introductory Membership.

(c) Associate Membership. Associate members shall be persons who do not regularly use the club facilities. They are entitled to attend all social functions of the Club, but may not keep or bring boats to the Club, but may not keep or bring boats to the Club except for regattas, nor have private parties at the Club, nor possess a key to the clubhouse.

(d) Honorary Membership. Honorary memberships may be awarded for one (1) year by the Board of Governors. Honorary members shall not be subject to the payment of any dues or initiation fees.

(e) Life Membership. The qualifications of a Life member are:

A. The head of household is age sixty or over

B. The head of household is retired

C. The head of household has been a member of the Club for at least 15 years

The benefit of being a "Life Member" is reduced annual dues with full club privileges and recognition.

(f) Under 30 Membership. All household members or the primary sailor(s) must be under 30 years of age on April 1st., and shall be entitled to full Club privileges. An Under 30 Membership must be upgraded to Senior Membership in the season that any member in the household unit or the primary sailor attains 30 years of age by April 1st. Under 30 Members shall benefit from reduced annual dues and a portion of the initiation fee is deferred until the membership is upgraded to a Senior Membership. Those 18 years of age or older shall be considered Voting Members.

SECTION 2. The right of voting to elect officers and directors and to amend this Constitution shall be vested in Senior members and in no others. Said members are hereinafter referred to as Voting Members.

SECTION 3. Members shall be elected by the Board of Governors as provided by the By-Laws.

#### ARTICLE IV - OFFICERS AND COMMITTEES

##### SECTION 1.

(a) The elective officers of this Club shall be: Commodore, Vice Commodore, Rear Commodore, Harbor master, Purser, Secretary, and a Fleet Captain from each active fleet, whose term of office shall be one (1) year. All officers except Fleet Captains must be elected from the senior membership. Fleet Captains must be elected by their respective fleets.

(b) There shall be elected four (4) Directors whose term of office shall be two (2) years; two (2) Directors being elected each year.

SECTION 2. There shall be a Board of Governors consisting of the Elective Officers, the past Commodore most recently holding office, the Directors and the Fleet Captains of the respective Fleets.

SECTION 3. The following committees, together with the chairpersons, shall be appointed annually by the Commodore:

- (a) Nominating Committee
- (b) Membership Committee
- (c) Race Committee
- (d) The Commodore shall have the authority to appoint any other committee deemed advisable.

#### ARTICLE V - DUTIES OF OFFICERS, BOARD OF GOVERNORS AND COMMITTEES

##### SECTION 1. Officers

(a) The Commodore shall be the executive officer of the Club, shall preside at all meetings of the Club and of the Board of Governors, and shall be ex-officio member of all committees.

(b) The Vice-Commodore shall assist the Commodore in the discharge of his duties and in his absence act in his stead. In addition, the Vice Commodore shall be in charge of all entertainment and regattas.

(c) The Rear Commodore shall assist the Commodore and Vice-Commodore in the discharge of their duties and in their absence act in their stead. In addition, the Rear Commodore will be responsible for the maintenance of the Club and waterfront facilities and organize and be in charge of all work activities and special construction projects.

- (d) The Harbor Master will be responsible for the following:
- (1) Operation and maintenance of all racing equipment, including Race Committee boat, mark set boats, course markers and radios.

(2) Installation and Maintenance of facilities associated with boats, including docks and hoist.

(e) The Secretary shall be responsible for the following:

- (1) File, maintain, and preserve all records, reports, communications and documents connected with this Club.
- (2) Record all proceedings of Club meetings, Board of Governors meetings of which a record may be deemed advisable.
- (3) Maintain membership and fleet lists.
- (4) Mail the required notices of all meetings of this Club or of the Board of Governors.
- (5) Notify the members of the Nominating Committee's report.
- (6) Advise applicants of their election or rejection to membership, and members of their expulsion or suspension from the Club.
- (7) Report at the annual meeting for the Board of Governors
- (8) Perform such other duties as may be recommended by the Commodore or the Board of Governors
- (9) Conduct general Club correspondence.

(f) The Purser shall:

- (1) Control and account for all funds of the Club, subject to the direction of the Board of Governors.
- (2) Collect all receivables.
- (3) Control and account for all payables subject to the direction of the Board of Governors.
- (4) Report in writing to the Board of Governors and at the Annual Meeting, the financial position of the Club.
- (5) Report members in arrears to the Board of Governors and report action required thereon by the By-Laws.
- (6) Keep accurate records of all money received and disbursed
- (7) Recommend any action to the Board of Governors in which he feels beneficial to the financial position of the Club.

(g) The Fleet Captains shall

- (1) Conduct skippers' meetings and provide written racing instructions that have been reviewed and approved by the Board of Governors.
- (2) Appoint protest committees as needed and designate Chairman of the same.
- (3) Appoint weekly assistants to the Race Committee.
- (4) Maintain and post Club racing fleet standings, maintain season race records for award purposes and be responsible for the awarding of all trophies.
- (5) Assign boat parking and/or summer rack storage.

## SECTION 2. Board of Governors.

(a) The Board of Governors shall

- (1) Have general charge of the policy, management, finances and property of the Club, and shall exercise its power generally to promote the welfare of the Club.
- (2) Enforce the Constitution and By-Laws of the Club
- (3) Hold meetings at which a quorum shall consist of a majority of its members. Club members shall have the right to be present at meetings and all Committee Chairmen shall attend when their recommendations are considered.

## SECTION 3. Committees.

All appointive committees shall perform such duties as requested by the Commodore and Board of Governors. They shall also recommend policies and actions to be taken by the Board of Governors.

#### ARTICLE VI - BY LAWS

SECTION 1. The Board of Governors shall prescribe and adopt the By-Laws of this Club.

SECTION 2. The By-Laws shall be adopted or amended only upon a two-thirds (2/3) vote at any meeting Of the Board of Governors at which a quorum is present, but in any event only by a majority vote of the entire Board of Governors and upon fifteen (15) days written notice by the Secretary to each member of the Board of Governors. Notice of the proposed By-Law or amendment thereto must be posted at least fifteen (15) days on the Club bulletin board prior to the date of the meeting at which the Board of Governors will take action if the proposal is made during the sailing season. If not during the season, such notice shall be given by mail to the voting members at least thirty (30) days prior to such meeting.

SECTION 3. The By-Laws originally adopted by the Board of Governors must be posted on the bulletin board for thirty (30) days and amendments thereto shall be posted in a like manner.

#### ARTICLE VII - DUES AND CHARGES

SECTION 1. Annual dues, initiation fees and charges, if any, shall be determined by the Board of Governors.

#### ARTICLE VIII - RESIGNATIONS AND SUSPENSIONS

SECTION 1. A member in good standing may resign by notifying the Secretary in writing, who shall in turn notify the Board of Governors. Resignations of members not in good standing shall take effect only on acceptance by the Board of Governors.

SECTION 2. Any member delinquent in the payment of dues or other charges may be suspended or expelled at the discretion of the Board of Governors.

SECTION 3. The Board of Governors shall have the power to suspend or expel members for other causes after such hearing and upon such notice as shall be provided in the By-Laws.

#### ARTICLE IX - MEETINGS

SECTION 1. The annual meeting for the election of officers and such other business as properly may come before the meeting, shall be held on the last Wednesday in September.

SECTION 2. Special meetings may be called upon request of the Board of Governors, or petition of fifteen (15) voting members, and such meeting shall be held not less than fifteen (15) days nor more than thirty (30) days after receipt of such petition by the Secretary.

SECTION 3. The Secretary shall mail notice of the Annual Meeting and the text of any proposed amendment to the Constitution, to the voting members at least fifteen (15) days before such meeting. The Secretary shall mail notice of a Special Meeting to the voting members at least fifteen (15) days before such meeting and such notice shall include the text of any proposed amendment to the Constitution.

SECTION 4. All questions shall be determined by a majority vote, except as otherwise provided in the Constitution. The presiding officer shall vote only in case of a tie.

SECTION 5. All Questions of procedure shall be determined by Robert's Rules of Order.

SECTION 6. Fifteen percent (15%) of the voting membership shall constitute a quorum at any meeting.

## ARTICLE X - ELECTIONS

SECTION 1. The nominating Committee of at least three (3) members, shall be appointed by the Commodore on or before September first of each year, and the nominating Committee shall elect one (1) candidate for each elective office (except for the Fleet Captains who are elected by their fleets) and file a list of such candidates with the Secretary fifteen (15) days prior to the annual meeting, and the Secretary shall immediately post said list on the Club bulletin board. Nominations for an office may be made from the floor at the annual meeting. The elective officers shall assume their duties the first of the year following the year of election.

SECTION 2. A vacancy occurring in any office shall be filled by appointment by the Commodore until the next annual meeting of the Club.

## ARTICLE XI - AMENDMENTS

SECTION 1. The Constitution may be amended or repealed by the voting members at an Annual or Special Meeting, provided fifteen (15) days notice of such proposed amendment shall have been mailed to each voting member. Twenty-five percent (25%) of the total voting members shall be present in person at the meeting to constitute a quorum and an amendment shall be approved by two-thirds (2/3) of the voting members present or by a majority of the total voting members, whichever may be the smaller.

# **By-Laws of the Rochester Canoe Club**

## ARTICLE I - MEMBERSHIP

SECTION 1- Election of members

(a) Each applicant for membership shall complete an application as prescribed by the Board of Governors. Each applicant shall be sponsored by two (2) voting members in good standing.

(b) Each application for membership shall be referred to the Membership Committee. It shall be the duty of that Committee to investigate the candidate, post the application on the Club bulletin board at least twenty (20) days prior to the time the Board of Governors is asked to pass on it if the application is submitted during the sailing season; if not, such notice shall be given by mail to the voting members, and make its report to the Board of Governors with its recommendation.

(c) A candidate shall be elected to membership by a two-thirds (2/3) vote at any Board of Governors' meeting at which a quorum is present, and such membership shall become effective upon payment of the applicable fees, dues and assessments.

SECTION 2. The initiation fees, annual dues and boat fees are to be set by the Board of Governors by February 15th. If no change to the dues and fees are adopted by February 15th, the existing dues and fees apply for the coming season

(a) The initiation fee shall be waived if the applicant applies for membership upon attaining twenty-one (21) years of age and is a child and member of the household of a Senior member in good standing. An additional initiation fee will be charged to a non-boat-owning member when he or she becomes a boat-owning member.

(b) Dues shall be billed to each member not later than the first day of March each year, and are payable not later than the first day of May. Failure of a member to pay his obligation by the first of May will result in a 10% late fee. Flagrant tardiness of fee payments by a member may result in termination of his or her membership at the discretion of the Board of Governors, and upon written notice from the Secretary of the Board of Governors.

SECTION 3. Privileges.

(a) Any person resident within fifty miles of the Club may be admitted to the Club, accompanied by a member in good standing, on not more than three (3) occasions during the year. Guests residing at a greater distance than fifty miles may be admitted whenever invited and accompanied by a member in good standing, except that member of other accredited yacht clubs, upon presenting their credentials, need not be so accompanied.

(b) Any individual may crew regularly for a Senior Member boat owner for one season only, without a crew fee being applied. The Senior Member boat owner must pay the crew fee for subsequent seasons. Crew members are encouraged to participate in Club social and work day activities.

(c) Prospective members may use the Club facilities to house a boat upon invitation of the Commodore only.

(d) Every member in good standing may use any and all facilities and services provided by the Club, on an equal basis with all other members; provided, however, that if the Board of Governors shall determine that the demand for certain facilities or services does or will exceed the available supply, it may adopt any plan or rule of general application to all members respecting a priority list based on date of membership or on such other basis as the Board of Governors may deem equitable to all members.

## ARTICLE II - RESIGNATIONS AND SUSPENSIONS

SECTION 1. A member who is in good standing may resign by tendering a written resignation to the Board of Governors. A member who is in arrears may only resign upon the consent of the Board of Governors. If a member who has paid an Initiation Fee and thereafter resigns again shall apply for membership, he shall pay any Initiation Fee then in effect unless payment thereof shall be waived by the Board of Governors because of unusual circumstances.

SECTION 2. The Board of Governors shall have the power to expel or to suspend for such time and on such condition as it may determine, any member who has willfully disregarded any rules or

regulations of the Club or whose conduct shall be determined to be injurious to the welfare of the Club. Any member having a complaint against another member on account of any such actions or conduct of the latter may report the same in writing to the Board of Governors; such complaint shall set forth the facts of the case, together with the names of witnesses if any. If the Board of Governors on its own initiative shall consider that a member should be subjected to discipline, the Secretary shall prepare a similar written complaint. Any such complaint shall be heard promptly by the Board of Governors on at least five (5) days' notice to the member complained of and to the complaining member; and such members appearing at the meeting and their witnesses shall be heard and their statements reduced to writing and filed with the Secretary. The decision of the Board of Governors upon any such complaint shall be reduced to writing and a copy thereof sent to the member complained of and the complaining member, if any.

### ARTICLE III - FINANCES

SECTION 1. The Board of Governors shall adopt a budget of expenditures to be made from the treasury. The specific appropriations therein contained for the use of any committee or officer may be disbursed and paid by the Purser upon the order of the respective committee chairman or officer without further authorization of the Board of Governors. No disbursement in excess of any specific appropriation shall be made except with the approval of the Board of Governors.

### ARTICLE IV - AMENDMENTS

SECTION 1. These By-Laws may be amended by the Board of Governors in accordance with the procedure provided for in the Constitution.