



## *Stuart Corinthian Yacht Club*

4725 S.E. Capstan Avenue  
Stuart, Florida 34997  
(772) 221-1900

## **Member's Fact Book**

**January 31, 2022**  
Revision 00: 01/31/2022

## **FORWARD**

Welcome to the Stuart Corinthian Yacht Club. This booklet is intended to provide you with some essential information about your Club: enabling you to take full advantage of your Membership and enjoy all of the many boating and social activities your Club offers.

The information contained in this booklet is extracted from SCYC's Articles of Incorporation, Bylaws, and Policy Manual, and supplements their guidance. The SCYC Board of Directors provides oversight for Member activities and the Membership Chair.

Revisions and supplements to this booklet will be issued from time to time in order to keep the booklet up-to-date. The Rear Commodore is responsible for the contents and currency of this booklet. Suggestions for improvements will be welcomed and should be submitted through the Membership Chair for consideration.

## **SUMMARY OF CHANGES**

### **Revision 00: January 31, 2022**

This booklet supersedes the previous booklet October 01, 2021, Revision 01: 10/01/2022. All current SCYC policies and procedures have been incorporated in this booklet. This booklet is in compliance with the annual review process and conforms to the standard SCYC Reference System formatting. This is the base Member's Fact Book for 2022. This booklet is in compliance with the annual review process and conforms to the standard

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## 1.0 What's in a Name:

The Stuart Corinthian Yacht Club is a "Corinthian Yacht Club," which represents participation yachting for pleasure as distinct from gain, and involves acquiring nautical experience through the love of yachting. But yachting is not the whole story. You will see that the Club offers many more activities for our Members.

## 2.0 History of the Club:

During the first half of the 20th century, the City of Stuart enjoyed the sailing and social benefits of a Yacht Club situated on the waters of the St. Lucie River in historic downtown Stuart. This Club was incorporated under the name of St. Lucie River Yacht Club in 1916. Unfortunately, the Clubhouse and its docks were destroyed during a hurricane in the mid 1930's and were not rebuilt, thus leaving Martin County without a full service Yacht Club.

On January 13, 1988, five interested yachtsmen gathered at lunch in a local Stuart restaurant to discuss the formation of a successor club. These men were Fred Slack, Peter Weber, Lester Lott, Earl Vansciver, and Sam Luckey. The aims and objectives of the new club, to be named Stuart Corinthian Yacht Club (SCYC), were formulated as follows:

- To establish a Yacht Club in the true spirit of Corinthianism.
- The Yacht Club would become a full service club, on a par, and having reciprocity with, other clubs of its type.
- Typical club activities and functions would include:
  - Cruising and planned cruises for motor and auxiliaries.
  - One-design and auxiliary racing programs.
  - Social activities, dinners, dances and socializing, with a bar and lounge.
  - Junior program with racing and instruction, and social activities.
  - Interaction with other yacht clubs having similar programs.
- The Yacht Club would seek an appropriate location to conduct activities.
- The origination of the club would start with a nucleus of Charter Members having the above interests. After an agreed number of Charter Members were admitted, the club would formally organize by electing officers; enacting rules and Bylaws; and establishing dues.

On July 27, 1988 the first monthly meeting was held with 44 people in attendance. The first overnight cruise was to the Pelican Yacht Club in Ft. Pierce, Florida. The SCYC Bylaws were adopted by the Membership in November 1988. On November 29, 1988, the Stuart Corinthian Yacht Club, Inc. was formed incorporating the aims and objectives listed above.

In December 1989, SCYC contracted with Apalachicola Oyster Works, Inc. for an option to purchase the facilities previously known as "Black Fish Company" located in the Manatee Pocket at the intersection of Horseshoe Point Road and

Capstan Avenue in Port Salerno. The purchase of the new property was completed on May 16, 1990.

Construction contracts for the rebuilding of the Clubhouse into a modern 5,000 square foot facility, for dredging the marina to five feet depth, and for construction of a first class marina were executed during September and October 1992. The groundbreaking ceremony took place on October 31, 1992, and the Clubhouse and Marina were completed in August 1993.

In April 1992, SCYC recognized William Oughterson and Kenneth Stimmel as the two remaining Members of the St. Lucie River Yacht Club by making them Honorary SCYC members. A declaration of succession executed by Messrs. Oughterson and Stimmel is part of this history. So, we can trace our history back to 1916.

Charter Membership of the current Club was completed on November 13, 1993. A plaque in the entryway contains the names of all the Charter Members of the Stuart Corinthian Yacht Club. You can recognize Charter Members by the diamonds in the burgee on their name tags.

### **3.0 Corporate Structure:**

SCYC is a Member-owned club, managed by a Board of Directors, which consists of six Flag Officers and the Immediate Past Commodore. The General Membership elects the six Flag Officers. The Commodore appoints the Membership, House, Marine Facilities and Social Chairs. The Immediate Past Commodore assumes a Director position as outlined in the Club's Bylaws. Elections are held annually at the Clubhouse on the last Tuesday in January.

Pictures of the current Board Members are on the wall in the foyer of the Clubhouse and also in your copy of the Member Directory. Please make an effort to meet them.

The Board meets on the third Thursday of each month and is open to the Membership. Please notify the Secretary that you would like to attend. If you would like to address the Board, please submit your comments to the Secretary prior to the meeting so that it may be placed on the agenda.

### **4.0 Membership:**

The Club currently has two classes of Membership – Regular and Senior. Both of these classes of Membership hold Regular Member Certificates (RMC), which is a voting Membership of the Club and allows for one vote per Membership. The RMC does not have any redemption value. The specifics of the RMC are outlined in the Bylaws.

**Six-Week Trial Membership:** A temporary trial Membership is issued for promotional purposes to those who have expressed a serious interest in joining the Club.

**Equity Members:** When the Club was formed, members purchased Equity Member Certificates (EMCs), which have a redemption value when the Member resigns or dies. This was the original funding for the Club. EMCs are no longer offered for Membership. The Club offers only non-refundable Regular Member Certificates (RMCs).

Member referrals are our most important source of new Members. Members may bring guests to the Club. Please tell your friends about your Club experience and spread the word about SCYC.

## 5.0 Committees:

SCYC has a number of standing committees and many social activities. The chairpersons and contacts are listed in your Member Directory. Participation in committee activities is an excellent way to learn about the Club's operation, to meet your fellow Club members and to establish friendships.

Committee Chairpersons are always looking for Members to serve on their committees. Serving on a committee is an excellent way to gain a better understanding of the workings of the Club and to meet the Membership. Please review the list of committees to see if any are of interest to you.

## 6.0 Basic Operations:

Office hours: Monday - Friday 10:00 am to 4:00 pm.

Club Administrator: Tuesday - Friday Phone: 772 221-1900  
Email: [scycboat@comcast.net](mailto:scycboat@comcast.net)

Club Administrative Assistant: Monday - Thursday Phone: 772 221-1900  
Email: [scycasst@comcast.net](mailto:scycasst@comcast.net)

**Boardroom:** Is located above the office and is available for meetings. Check the Club Calendar for regularly scheduled meetings and Social Chair for other availability. The boardroom has Wi-Fi, and Presentation and Video conferencing capability. Instructions for using those capabilities are posted in the boardroom.

**Boat House:** Is located between the office and Clubhouse. It once stored the Club's fleet of small sailboats, but is now used for workspace, storage for equipment and event decorations. It has also been referred to as the "Cave" due to the cavernous appearance of the foam insulated walls.

Marina: Consists of 24 slips with power and water. Daily, monthly and yearly rentals are available. Members are eligible for annual leases as well as daily and monthly transient rental. Six-Week Trial Members are eligible for daily and monthly rentals at a discounted rate, on a space available basis. Non-Member transients are eligible for daily and monthly rentals on a space available basis if they are affiliated with another yacht club or Boat US.

Clubhouse: Provides dining for 125 people with bar and kitchen facilities. It is the central point for dining, events, private functions and meetings. The Clubhouse has Wi-Fi, and Presentation and Video conferencing capability. It is also available to Members for an impromptu get together at unscheduled times. Check the Club Calendar for regularly scheduled meetings and Social Chair for other availability.

- Normal Access – The Club is open a half-hour prior to Happy Hour and Club events. The staff will unlock the front door of the Club so that use of Key FOB/cards will not be necessary. All Members can access the Club without a Key FOB/card during normal office hours by contacting the office personnel.
- Variable Access Program – Members may access the Club outside of normal hours by using their Key FOB/card. Members are eligible to participate in this program. Contact the Club Administrator for your Key FOB/card. Please remember to pick up after your visit and secure the building. Remember, this is your Member owned and operated Club. See Appendix B, Club Access, for more detail.
- Honor Bar - Available to all Members when a staff bartender is not on duty. Please record your drinks in the Honor Bar book, located by the bar computer. The information is collected and transferred to your account. See Appendix D, Honor Bar, for more detail.
- Kitchen Access – Member access is limited in order to comply with health ordinances. Food preparation, cooking and use of the refrigerator by Members are only authorized during scheduled events. Members are authorized to use dishes, utensils, coffee maker, dishwasher and ice machine. There are limitations on the use of some of the equipment. The Member is responsible to ensure the Kitchen is clean and left in the same condition they found it.



## 7.0 Recommended Attire:

We have many different events at the Club and we all like to dress for the occasion. Here are some suggestions:

- Casual - for cruising, and cookouts etc. Boating attire to nice shorts, jeans and shirts. There are a variety of activities on the cruise, consult your itinerary.
- Nice Casual - for Docktails, Friday with Friends. Nice shorts, jeans and shirts. These are low key small gatherings.
- Dressy Casual - for Wednesday Happy Hour and most evening events.
  - Happy Hour. Collared shirts and slacks; dress shorts in the warmer weather. (Designer denim is acceptable).
  - Evening Events – vary from collared shirts and slacks to jacket without tie. There are times you may want to be on the dressier side of casual.
- Cocktail - for those special Events, where you want to look your best. Coat and tie is a nice combination for the men.
- Black Tie - Commodores' Ball. It is a gala affair that is worth dressing for.
- Very Creative - for some of our more interesting theme parties. From elves, pirates, to famous characters, let your imagination run wild.
- **Member Club Attire:** Certain Club events dictate the wear of Club attire to promote the Club and the event such as the Change of Watch, Blessing of the Fleet, Laying of the Wreath or promotional events. The Commodore will designate the attire for these special events. For those events and ceremonies, the following attire is appropriate for the Members:
  - **Casual Attire for Men and Women:** Club royal blue polo shirt and white shorts or slacks.
  - **Dress Attire for Men:** For events such as dedications, memorials or Sundown Ceremony.
    - Dark Navy Single-Breasted Blue Blazer with Club Pocket Patch.
    - White Plain Point Collar Dress Shirt.
    - Club Tie.
    - Medium Grey Trousers.
  - **Dress Attire for Women:** For events such as dedications, memorials or Sundown Ceremony.
    - Business dress, dresses, slacks or skirt depending on the event.
    - Cocktail dress depending on the event.

## 8.0 Communications:

There are a variety of ways we communicate with each other at the Club:

- **Member Directory:** The Member Directory is updated electronically once a month on the website in a PDF format that you can download and print out at home. A printed (black & white) Member Directory can be provided upon request at the beginning of the Bridge Year. Additionally, there is a New Member Directory that is updated on the website as new Members come into the Club. This provides information for both New Members and Six-Week Members. New Members will come off of the New Member Directory once the Member Directory is updated each month. Six-Week Members can only be found on the New Trial Member Directory.
- **Simplelists:** This is an electronic email method of contacting all Club members at the same time through their electronic mail address. New Members will automatically be added to Simplelists unless you request not to be on the list. It is recommended that you provide a personal email for this purpose; not a business email. Announcements, events and weekly menu will be broadcast via Simplelists. Simplelists is for Club business and should not be used by Members for personal topics.
- **Website:** You can visit us at [www.myscyc.com](http://www.myscyc.com) to receive information about the Club, review the official Club Calendar and sign-up for Events and Cruises. There is a Members Section that requires a password to access. You can register on the website with your personal username and password. In the Members Section you can view and download Club Policies and Procedures, this Fact Book, sign up for Events/Cruises and minutes of the annual meeting. Please explore the website; there is a lot of information.
- **Facebook:** Social media is utilized to provide you with information about the Club and to advertise all the activities that are available. Any Member's photo used on Facebook will require a release from that Member before it is posted. No Member names or personal contact information will be posted on this media. Our Marketing Chair is the administrator for the Clubs' Facebook account.
- **Scuttlebutt:** This is our monthly newsletter that is published electronically. It is distributed via Simplelists and on the website. A few copies are printed and are available in the office.

## 9.0 Boating:

SCYC offers a wide range of boating activities for its Members. Cruising, and all water-related activities are under the direction of the Fleet Captain. At the start of the Bridge year the Fleet Captain presents a proposed cruise schedule, which will be discussed at the monthly cruise meeting when plans are made for the individual cruises. The cruise meeting is held on the first Wednesday of the month, in the Boardroom. This schedule is available on the Club website or by contacting the Fleet Captain.

Cruising is an excellent way to get to know your fellow Members. We encourage you to participate, even if you are not aboard a boat. Drive-up Members are always welcome. Sign up on the website and be sure to provide information about your boat and any guest that will join you. If the cruise is full, there will be a waiting list for the cruise. Please take advantage of the waiting list because we do have cancellations. Remember the cruises are on a first come first serve basis. Cruises can fill up fast; if you are interested in a cruise get your name in early.

- **Extended Cruises:** Each year there are eight to ten planned cruises to various locations in Florida and the Bahamas. These include St. Augustine, Key West, Miami, Ft. Lauderdale and Florida's West Coast including Sanibel Island, Naples and Ft. Myers. We have cruised to the Abacos in the Bahamas and as far as Eleuthera.

These trips are planned and led by Club Members who arrange dockage, dinners, cocktail receptions on the dock (known as "Docktails") and special points of interest at each stop. These cruises are great adventures for family and friends. Inexperienced cruisers are welcome. This is one of the best ways to form lasting friendships while learning more about boating.

- **Weekend Cruises:** These are managed in a similar way and have included West Palm Beach, Ft. Pierce, and Vero Beach as weekend destinations. These cruises to nearby ports provide an excellent opportunity for Members who are not cruising on a boat to drive and participate in the activities. The Fleet Captain, or Cruise Captain, will give you information on participating and what to bring.
- **Day Cruises:** These are similar to the weekend cruises in that one Member arranges the day's agenda, dockage and restaurants when required. Often Members who do not have their own boat, crew for another Captain and join the fun. These cruises are typically within easy cruising distance from our Club. Smaller boats are ideal for day cruises allowing everyone to participate. And, drive-ups are encouraged.
- **Fishing:** Given Stuart's reputation for great fishing, SCYC takes full

advantage with planned tournaments and Members' outings in the Atlantic as well as the St. Lucie and Indian Rivers and Lake Okeechobee. There are plenty of fishermen in the Club that are looking for other anglers to join in.

#### 10.0 **Events:**

- Happy Hour
- Friday with Friends
- Monthly Themed Parties
- Cruises
- Laying of the Wreath
- Commodores' Ball
- Annual Members Meeting
- Blessing of the Fleet
- Change of Watch
- Sundown Ceremony

#### 11.0 **Activities & Affiliations:**

- Book Club
- Bowling
- Bridge
- Film Club
- Fishing
- Fitness
- Golf
- Investment
- Ladies Lunch
- Mah Jonng
- Photography
- Sailing
- Shooting
- Travel

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The following is provided for your information. The Policy Manual is the governing document which is available for download from the website.

## 1.0 GENERAL CLUB RULES

- 1.1 No Member or Committee shall plan, set dates or prices for, or publicize any event or activity using Club facilities without the prior approval of the Commodore or the Board or by the Commodores designated representative.
- 1.2 No Member or Committee shall contract for goods or services of entertainers or others on behalf of the Club, nor shall such services be provided within Club facilities without the prior approval of the Commodore or the Board or by the Commodores designated representative.
- 1.3 In accordance with applicable liquor regulations, all alcoholic beverages consumed on Club premises must be provided by the Club. Alcoholic beverages will not be sold, served, nor permitted to be consumed on the premises of the Club, during hours prohibited by any applicable law or ordinance. No alcoholic beverages will be sold or served to any individual not permitted purchase under the laws of the State of Florida, nor will alcoholic beverages be sold for off-premise consumption. The Club and its employees reserve the right to refuse service to anyone at any time. Consumption of alcoholic beverages upon the private vessels docked within the Club marina and not under Club control is authorized and is not affected by this paragraph.
- 1.4 Except as permitted by the Board and/or the Commodore, no commercial advertisements shall be posted or circulated in the Club or on Club premises, nor shall business of any kind, other than that required for the operation of the Club, be solicited or transacted on Club premises or using Club stationery. The Board has specifically excluded paid advertisements in the *Scuttlebutt* from this rule.
- 1.5 Except as permitted by the Board of Directors and/or the Commodore, no petition or similar circular shall be originated, solicited, circulated or posted within the Clubhouse or on Club premises. Petitions intended for presentation to the Board regarding Club business may be circulated on the premises without prior approval.
- 1.6 Except as permitted by the Board and/or the Commodore, the Club Member Directory and Club group email service functions shall not be used, or be permitted to be used, for advertising, promotion, political campaigning or campaign support, or similar purposes at any time.
- 1.7 Except as permitted by the Board and/or the Commodore, the promotion of personal events or functions, whether open to all Members or not, using the Club group e-mail services or other Club facilities and services in such a way as to suggest they are official Club functions for which the Club is

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- responsible is not permitted. Events and functions appearing on the Club Master Calendar may be freely promoted.
- 1.8 Members must not request personal services from the employees of the Club who are on-duty. Employees should not be expected to perform Club responsibilities while off-duty.
- 1.9 Members are not permitted to access Club data, use equipment, including computers, copy machines, dining room furniture, decor, decorations, dishes, glassware or kitchen equipment, etc. for personal purposes. They are not permitted to remove any food/beverage items purchased with Club funds, whether inventoried or surplus, without appropriate payment.
- 1.10 Pets are permitted on the property outside the Clubhouse and must be on a leash at all times. Licensed-service animals that are pre-approved by the Commodore or a Member of the Executive Committee may be allowed in the Clubhouse. The service animal must remain under the owner's control. Owners are responsible for cleaning up pet waste. Disruptive pets will not be tolerated on the property.
- 1.11 Guests, other than those attending private catered functions, and children under the age of sixteen (16) shall be accompanied by a Member in good standing at all times while on Club premises and while attending SCYC Functions off-premise.
- 1.12 Club Members on Leave of Absence (LOA) visiting as guest: Members on LOA do not pay dues and Administrative fees that entitle them to the full Club privileges enjoyed by Members. Consequently when a Member invites an LOA Member to the Club as their guest, they are in fact allowing the LOA Member to participate for free while all other Members have paid dues and fees to participate. While there may be a special reason for extending a guest invitation to a Member on LOA, if those invitations become excessive, the Board and/or the Commodore may determine that special action is required
- 1.13 Important complaints, criticisms or suggestions submitted for Board action or investigation relating to any of the operations of the Club must be in writing, signed by a Member, and addressed to the Commodore or Board. Where practical, such correspondence will be answered in writing. This is not intended to preclude verbal transmission of "information only" type inputs.
- 1.14 It is unacceptable for any Member or guest to abuse, harass, or interfere with the functions of any of the Club employees, verbally or otherwise. All employees of the Club are under ultimate supervision of the Commodore through the appropriate functional Chairpersons/Directors, such as House Chairperson or Treasurer. No member shall give direction to or reprimand or discipline any employee or send any employee off the premises of the Club for any reason. An employee not rendering courteous and prompt service should be reported immediately to the Commodore or appropriate Chairperson.

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- 1.15 It is unacceptable for any Member or guest to show disrespect to another Member on Club premises or at any off-premises Club function or to abuse, harass, or interfere with the function of any Director, Officer, or committee Chairperson, whether verbally or otherwise.
- 1.16 It is unacceptable for any Member or guest to engage in conduct on the Club premises that is offensive to other Members under reasonable standards of adult behavior in a private club setting, including, but not limited to, public intoxication, loud and disruptive or obscene behavior, smoking in prohibited areas, or interference with the peaceful use and enjoyment of the Club by others.
- 1.17 It is unacceptable for any Member to engage in activities or personal campaigns against the best interests of the Club, including, but not limited to, discouraging Membership by other qualified applicants, undermining or interfering with an event or activity, hiring away of employees without prior permission, misappropriation of Club funds, equipment, supplies, or property rights, etc.
- 1.18 Tension created by unfavorable remarks or animosity regarding ethnic origin, religious affiliations, sexual preferences, or unwelcome sexual advances or harassment, requests for sexual favors or other unwelcome conduct of a sexual nature between Members or between a Member and an employee will not be tolerated. If such conduct interferes with the work performance of an employee or in any way creates an intimidating, hostile, or offensive environment for an employee or a Member, the Board should be notified immediately, in writing, so that appropriate corrective action will be taken as soon as possible.
- 1.19 Members and Staff should not attempt to deal directly with a Member or guest whose behavior, as defined by this Member Code Of Conduct is considered unacceptable. The Commodore, Vice Commodore or Rear Commodore should be immediately summoned to deal with the situation. For example, if a Member or guest becomes intoxicated and is creating a disturbance or seems incapable of safely operating his/her motor vehicle, the bar and wait staff have been instructed to immediately summon the Commodore, Vice Commodore or Rear Commodore who, in turn, will assess the situation and take appropriate action. In this example he/she may immediately suspend the Member's bar privileges and call public transportation to assure that the Member or guest arrives home safely. If appropriate, he/she may also bring the matter to the SCYC Board of Directors for review.

## 2.0 CONDUCT WHILE BOATING

- 2.1 Members engaged in organized Club cruises, or who are cruising independently while flying a Club burgee, are expected to practice safe and courteous boating habits and to obey all applicable regulations so as to promote a positive image of the Club.

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- 2.2 Members signing up for organized Club cruises are expected to keep the designated Cruise Captain fully apprised of their intentions and any changes to their plans or itinerary. This assists the Cruise Captain's effort in coordinating slips at marinas and reservations for the various functions planned for the cruise. It also helps to accommodate other Members who may be on a waiting list.
  - 2.3 Members cruising with other Members of the Club are expected to consider the safety of those other Members and their vessels. Should a Member have difficulty of any kind, an accompanying Member is expected to lend reasonable assistance and to remain at the scene until help arrives or the safety of the other vessel and all persons on board are assured.
  - 2.4 Members using transient dockage in the Club marina are expected to familiarize themselves with the marina rules contained in the contracts signed by regular marina users and abide by applicable rules at all times.
- 3.0 **ENFORCEMENT – RESTRICTION, SUSPENSION, EXPULSION**
- 3.1 In order to ensure harmonious use of the Club for all Members and to effectively enforce this Member Code of Conduct, the Board of Directors may, at any time, and from time to time, restrict, suspend or expel any Member, family member or both, or guest of such Member from the right to use any or all of the Club's facilities, including the marina, for cause or causes described below.
  - 3.2 Restriction - A Member may be placed on restriction from use of all or part of the Club facilities or participation in all or part of the Club activities by majority vote of the Board of Directors sitting with a valid quorum present. Such restriction shall be for a period determined by the Board, but not to exceed six (6) months.
  - 3.3 Suspension - A Member may be placed on suspension, prohibiting all use of the Club and participation in all activities of the Club by two-thirds (2/3) vote of the Board of Directors sitting with a valid quorum present. Such suspension shall be for a period determined by the Board, but not to exceed twelve (12) months
  - 3.4 Expulsion - A Member may be expelled from the Club if the Board, at its sole discretion by majority vote, determines that the complained of offense is of a serious nature and there has been a prior restriction or suspension for a similar offense within the previous twenty-four (24) months and/or the complained of offense is of a serious nature and continued presence of the Member on Club premises poses a potential threat to the health or welfare of other Members or Member or Club property. When such determination has been made, a Member may be expelled by two-thirds (2/3) vote of the Board of Directors sitting with a valid quorum present.
  - 3.5 No such Member or other person shall, on account of any restriction, suspension or expulsion be entitled to any refund of any membership



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contribution, membership dues, or any other fees, whether paid or unpaid. During a temporary restriction or suspension, dues and other applicable charges and assessments shall continue to accrue and shall be paid in full prior to reinstatement as a Member in good standing.

- 3.6 Notwithstanding any suspension or expulsion, the Member shall remain liable for any and all amounts then owed to the Club and will not be relieved of any obligations to the Club, including without limitation, payment of all unpaid dues, fees, charges and assessments.
- 3.7 A Member who has been expelled from the Club shall forfeit his or her membership in the Club and the Club shall become the owner of any Equity or Regular Membership Certificate or Certificates owned by such Member. Such membership certificates shall be placed in the resale inventory of the Club. The expelled Member shall be considered as though resigned and any redeemable Equity Membership Certificates shall be placed at the end of the current list in the order of redemption for resigned Members. All accrued dues, fees, charges, and assessments shall be applied against the redemption value of such certificates. If, at any time, the accrued charges applied to the certificate exceed the redemption value of the certificate the certificate shall be considered as redeemed. An expelled Member shall not again be eligible for membership or allowed use of the Club facilities as a guest or otherwise under any circumstances.
- 4.0 **REASONS FOR DISCIPLINARY ACTIONS:** A restriction, suspension or expulsion include, but without limitation:
- 4.1 Submission of false information regarding an application for membership, which, if it had been truthfully disclosed, would have rendered the applicant ineligible for membership in the opinion of the Board of Directors.
- 4.2 Submission of false information for an application for use privileges for a guest of the Member.
- 4.3 Failure to abide by the Member Code of Conduct or other properly adopted Club rules, regulations and policies.
- 4.4 Unsatisfactory behavior or deportment on Club premises, or illegal or unacceptable behavior off premises if such behavior brings unfavorable publicity to, or tarnishes the image of, the Club.
- 4.5 Use of another Member's membership card or account number for charges without permission.
- 4.6 Failure to pay dues, fees, charges, assessments and other obligations to the Club in a proper and timely way.
- 4.7 Failure to accompany and regulate the behavior of guests where required.
- 4.8 Treatment of an Officer, Director, Committee Chairperson, Member, other employees and contractors of the Club in an unacceptable manner.

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- 4.9 Engaging in, or permitting family members or guests to engage in conduct that is improper and/or likely to endanger the welfare, safety, property, facilities, harmony or good reputation of the Club or its Members.

**DISCIPLINARY PROCESS:**

- 4.10 A written complaint against a Member must be directed to the Board of Directors and must be signed by a Member in good standing.
- 4.11 The Board of Directors must make a preliminary determination that the complaint deserves investigation. The Board of Directors shall be the sole judge of what constitutes improper conduct or conduct likely to endanger the welfare, safety, property, facilities, harmony or good reputation of the Club or its Members for this purpose.
- 4.12 The Member shall be notified in writing of the alleged grievance, charge, violation, monetary delinquency, etc. within five (5) days of the Board's determination.
- 4.13 An investigation shall be conducted on behalf of the Board by a Flag Officer appointed by the Commodore or by the Commodore, personally, within thirty (30) days of receipt of the complaint.
- 4.14 If the proposed disciplinary action may involve suspension or expulsion, the Member may make written request for a hearing before the Board of Directors. A valid quorum must be present for this hearing to proceed, but the accused Member does not have to be present unless he or she elects to present a defense. No hearing need be granted for possible restriction unless the Board elects to permit a hearing at its sole discretion. Any hearing must be held, or a decision must be made, within forty-five (45) days of receipt of the complaint or charges shall be dropped. The Board may extend the time for action in cases involving unusual circumstances if a majority of the Board determines that such circumstances justify an extension.
- 4.15 At any hearing, the Board representative conducting the investigation shall first present the allegations and any supporting witnesses or evidence. The Member may then speak in his defense and present witnesses or evidence in his defense.
- 4.16 The Board shall issue its findings in writing within ten (10) days following the hearing and shall notify the Member of any disciplinary action before notifying the balance of the membership. Decisions of the Board of Directors shall be final.
- 4.17 While the Board of Directors is considering a complaint, the Member shall continue to enjoy all rights and privileges to which a Member is otherwise entitled. However, if such Member is an Officer or Director, he or she shall not be allowed to vote on any matters before the Board or perform any functions of an office until the complaint is resolved.
- 4.18 Violations of the Member Code of Conduct by a Six-Week Trial Member:  
Violation of the Member Code of Conduct will subject the Trial Member

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to immediate termination at the discretion of the Commodore.  
Reimbursement of the trial membership fee less any outstanding financial obligations to the Club is at the discretion of the Commodore. If these expenses are in excess of the fee, the trial Member will immediately be billed for the balance and subject to the collection policies of the Club.

## Appendix B Club Access

The following is provided for your information. The governing documentation can be found in the House Procedures Manual, which is available for download from the website.

**1.0 Security System** – The Club utilizes a combination of electronic and mechanical door locks. The electronic locks are accessed with a key FOB/card that is programmed through the Club computer system. A key FOB/card for Members is available through the Club Administrator. The Club is equipped with an alarm system, computerized tracking system and video surveillance system.

**2.0 Normal Access** – The Club is open a half-hour prior to Happy Hour and Club events. The staff will unlock the front door of the Club so that use of Key FOB/cards will not be necessary.

**3.0 Variable Access Program** – Members may access the Club outside of normal hours by using their Key FOB/card.

- 3.1. Key FOB/card – are issued by the Club Administrator during normal business hours. Each Key FOB/card is assigned to a specific Member. The use of the Key FOB/card is tracked by the Club security system. The Member is charged for each Key FOB/card that is issued.
- 3.2. Members will be issued a copy of the Security, Honor Bar and Kitchen Procedures. They will be required to sign for the Key FOB/card, acknowledging that they received Key FOB/card, the package of procedures, orientation and that they understand their responsibility in participating in this Variable Access Program.
- 3.3. Variable Access Program Orientation. Each Member participating in the program will receive a short orientation on the use of the Key FOB/card and alarm system. They will also receive familiarization of the Bar, Kitchen and EXITS. The Club Administrator or House Chair representative will conduct this brief orientation.
- 3.4. Reporting Loss of Key FOB/card. If the Key FOB/card is lost please report the loss to the Club Administrator. The Club Administrator will deactivate the lost Key FOB/card in the security system. A replacement Key FOB/card can be issued at the Members expense.
- 3.5. Failure to Comply. The Variable Access Program is a privilege that comes with added responsibilities required of the Member. Failure to comply with the policies and procedures could result in the loss of this privilege and or disciplinary actions outlined in the Members Code of Conduct.

### **4.0 Club Access Procedures**

- 4.1. Door Entry/ Exit. The right-side entrance door has a numeric touchpad electronic lock. Use the access code provided by the Club Administrator to deactivate the lock. Enter the four digit security code that was provided either before or after you touch your key FOB/card to the sensor located to the right of the front door. The magnetic lock will release and you may enter. The door will relock in thirty seconds after you entered and moved away from the door. Note

## Appendix B Club Access

that there is a motion detector that beams down directly by the door. This is part of the auto unlock system that automatically unlocks the door when you approach to exit. The door will relock automatically in thirty seconds after you have exited. Enter the four digit security code on the numeric keypad electronic lock. Pull on the door handle to ensure the locking system is engaged.

- 4.2. Alarm Deactivation. Upon your entry, the Alarm pad located inside to the right of the door will indicate "ALARMING" followed by a steady beeping. This will give you sixty seconds to enter the deactivation code. Enter the deactivation code (the 4-digit number you were provided) and select the "OFF" button. The Alarm should stop beeping and indicate, "DISARMED". If you did not enter the deactivation code properly or the system did not disarm, re-enter the code (the 4-digit number you were provided) and select the "OFF" button. The system will disarm.
- 4.3. Inadvertent Alarm Activation Procedures. If the alarm should activate before you can disarm it; phone the alarm company's number, which is posted next to the alarm pad. Identify yourself, your location (SCYC) and the password that was given to you when you received your key FOB/card. Inadvertent alarm activations occur from time to time. We need to ensure the situation is handled properly, in order to prevent the sheriffs department from being called out unnecessarily.
- 4.4. Reporting an Inadvertent Alarm Activation. Contact the SCYC security person and inform them that the alarm was activated. That phone number is also posted next to the alarm pad.

### **5.0 Securing the Club**

- 5.1. Check that all doors are closed and secured, and the interruption switch is deactivated.
- 5.2. Check that the Alarm pad at the front door is ready to be armed. The pad will provide an indication if any doors are not closed.
- 5.3. Remain stationary so that the motion sensor is not activated.
- 5.4. Enter the alarm code (the 4-digit number you were provided) and select the "AWAY" button.
- 5.5. The Alarm pad will indicate "ARMING" followed by a steady beeping. This will give you sixty seconds to vacate the building and close the front door.
- 5.6. The front door will lock automatically.
- 5.7. Security cameras will also record your departure.
- 5.8. Enter the code on the numeric touchpad to activate the secondary locking system.

## Appendix C Honor Bar

The following is provided for your information. The governing documentation can be found in the House Procedures Manual, which is available for download from the website.

**1.0** The Bar is available to Members on an Honor system basis when bartenders are not on duty. The Club's liquor sales and inventory system is based on the actual "Brand" of the liquor sold. Members will record all drinks they purchased in the Honor Bar Charge Book located at the Bar. The Club Administrator will collect the drink information and bill the Member's account. The Member is responsible to ensure the Bar is clean and left in the same configuration they found it.

- 1.1. There is an Honor Bar Charge Book on the stand next to the Bar computer. An Honor Bar Drink Tally Sheet (F&B Form 7) will be available for Members to record drinks they have purchased. The sheet has columns to lists the "Brand" of alcohol you have purchased by category. The categories are:
  - **Drink** - mixed drinks containing 1.5 oz. of alcohol.
  - **ROX** - drinks containing 3.0 oz. of alcohol.
  - **Tap Beer** – beer from the keg, 12 oz. pour.
  - **Bottle** – bottles of beer, ale, ciders etc.
  - **Wine** – wine by the glass, 8 oz. pour.
  - **Soda** – syrup based sodas dispensed from the tap. 12 oz. pour.
- 1.2. Please print the Member name and date served. Guests will be listed using the Member's name (e.g., Smith Guest 1). Use a separate row for each person being served.
- 1.3. Enter the "Brand" of alcohol in the column for the appropriate category of your purchase. For example, if you had a gin and tonic, it would be listed under the Drink category as "Gordon Gin". A scotch on the rocks would be listed under the ROX category as "Dewar's Scotch". A glass of wine would be listed under the Wine category as "Nobilo Sauvignon Blanc".
- 1.4. Write in the number of drinks you purchased in the "Quantity" column for the appropriate category of your purchase. Use stick marks to list the number of drinks. Just list the number of drinks under the Soda category in the Soda column.
- 1.5. The charge for your drinks will be invoiced on your next monthly billing. If the "Brand" of the drink is not listed for your purchase, you will be charged for the premium brand of the type of alcohol used.
- 1.6. Please do not remove the Honor Bar Charge Book from its physical location by the Bar computer.

### **2.0 Bar Checklist**

- 2.1. Use bar, high tops and outside tables. The three round dining room tables nearest the patio may be used if needed. Please refrain from using the other dining room tables; they are normally set up for the next up-coming event.
- 2.2. Record any drinks that were made for Members or guests in the Honor Bar Charge Book.
- 2.3. Do not take any liquor out of the inventory closet.
- 2.4. Reserved:

**Appendix C****Honor Bar**

- 2.5. If you use the last of anything (mixers, napkins, straws, etc.) leave a note on the Food and Beverage clipboard so it can be replenished.
- 2.6. Drink garnishments are kept in the keg refrigerator. Items in the silver refrigerator are not for Member's use.

**3.0 Closing the Club**

- 3.1. When you leave the Club, it should be in the same condition (or better) as when you arrived.
- 3.2. Wash all glasses, dishes and utensils that were used. Place the cleaned items in the bus pan to the left of the dishwasher for the staff to sanitize.
- 3.3. Wipe down the bar and any tables that were used. Cleaning solutions are in spray bottles located at the bar.
- 3.4. Sweep the floor if food was served at the bar.
- 3.5. Make sure there are no dishes or glassware left on the deck.
- 3.6. Shut off coffee maker, clean the carafes and wipe down counters.
- 3.7. Take garbage out to the dumpster and replace container with a clean bag.
- 3.8. Shut off all lights in the galley and the back hall behind the galley.
- 3.9. Set thermostats to 78 degrees.

**4.0 Securing the Club**

- 4.1. Check that all doors are closed and secured.
- 4.2. Check that the Alarm pad at the front door is ready to be armed. The pad will provide an indication if any doors are not closed.
- 4.3. Remain stationary so that the motion sensor is not activated.
- 4.4. Enter the alarm code (the 4-digit number you were provided) and select the "AWAY" button.
- 4.5. The Alarm pad will indicate "Arming" followed by a steady beeping. This will give you sixty seconds to vacate the building and close the front door.
- 4.6. The front door will lock automatically.
- 4.7. Security cameras will also record your departure.
- 4.8. Enter the code on the numeric touchpad to activate the secondary locking system.

Appendix C  
Honor Bar  
Stuart Corinthian Yacht Club, Inc.  
Honor Bar Drink Tally Sheet

Member Name	Date	Drink Brand	Qty.	ROX Brand	Qty.	Tap Beer Brand	Qty.	Bottle Brand	Qty.	Wine Brand	Qty.	Soda
Smith, C	7/1					Yuengling	1	Coors Lite	11	Two Vines Cabernet	1	
Smith, B	7/1									Nobilo Sauv B	1	
Smith, Guest 1	7/1			Dewar Scotch	1							
Smith, Guest 2	7/1	Gordon Gin	1111									
										TV Cab	1	
										Nobilo Sauv	1	

Print Member name and date served. Use a separate row for each person being served. Enter the drink by "Brand" under the category of Drink, ROX, Tap Beer, Bottle, Wine or Soda. Use stick marks to list the number of drinks in the Qty. column to the right each category. List number of sodas in the Soda column.



## Appendix D Membership Kitchen Procedures

The following is provided for your information. The governing documentation can be found in the House Procedures Manual, which is available for download from the website.

**1.0 Limited access to Kitchen** is available to Members. Food preparation, cooking and use of the refrigerator by Members are only authorized during scheduled events. Members are authorized to use dishes, utensils, coffee maker, dishwasher and ice machine. There are limitations on the use of some of the equipment. The Member is responsible to ensure the Kitchen is clean and left in the same configuration they found it.

### **2.0 Authorized Activities**

- 2.1. Use of Club utensils and dishware. Clean utensils in the cupboard are covered with napkins or plastic wrap. Please recover the remaining utensils.
- 2.2. Wash all glasses, dishes and utensils that were used. When washing dishware/utensils use the sink near the ice maker that has the disposal unit. Do not hand dry. Place the cleaned items in the bus pan to the left of the dishwasher for the staff to sanitize. Ensure that no food particles are left in the sink.
- 2.3. Use of the microwave. Ensure it is cleaned after use.
- 2.4. Use of the stainless steel refrigerator next to the dishwasher. Member's items can only be kept there while the Member is on premise. Items must be removed before leaving the Club. This condition for the use of the refrigerator is important. The Club is subject to Health Department citations for food in the refrigerator that is not properly labeled and dated.
- 2.5. Use of the coffee maker. The use of this machine requires instruction prior to use. Contact House Chair. This machine can be a potential fire hazard if not operated properly. Ensure it is turned off and cleaned after use.
- 2.6. Use of Ice machine. Securing small amounts of ice is authorized. Use scoop provided and your own container. The ice machine will not be utilized 12 hours prior to any Club event that utilizes the bar.

### **3.0 Unauthorized Equipment**

- 3.1. Use of stoves and ovens
- 3.2. Dishwasher
- 3.3. Food storage
- 3.4. Use of Club food items

### **4.0 Closing the Club**

- 4.1. When you leave the Club, it should be in the same condition (or better) as when you arrived.
- 4.2. Wash all glasses, dishes and utensils that were used. Place the cleaned items in the bus pan to the left of the dishwasher for the staff to sanitize.
- 4.3. Wipe down the bar and any tables that were used. Cleaning solutions are in spray bottles located at the bar.

Appendix D  
Membership Kitchen Procedures

- 4.4. Sweep the floor if food was served at the bar.
- 4.5. Make sure there are no dishes or glassware left on the deck.
- 4.6. Shut off coffee maker, clean the carafes and wipe down counters.
- 4.7. Take garbage out to the dumpster and replace container with a clean bag.
- 4.9. Shut off all lights in the galley and the back hall behind the galley.
- 4.10. Set thermostats to 78 degrees.

**5.0 Securing the Club**

- 5.1. Check that all doors are closed.
- 5.2. Check that the Alarm pad at the front door is ready to be armed. The pad will provide an indication if any doors are not closed.
- 5.3. Remain stationary so that the motion sensor is not activated.
- 5.4. Enter the alarm code (the 4-digit number you were provided) and select the "AWAY" button.
- 5.5. The Alarm pad will indicate "Arming" followed by a steady beeping. This will give you sixty seconds to vacate the building and close the front door.
- 5.6. The front door will lock automatically.
- 5.7. Security cameras will also record your departure.
- 5.8. Enter the code on the numeric touchpad to activate the secondary locking system.

Appendix E  
Happy Hour and Social Events

Each Thursday our Administrative Assistant will email the menu for that week's Happy Hour to our Members. When planning to stay for dinner, we request that you make your selection and by Monday. This helps plan for the proper number of meals and assure your selection is available. This method also enhances service and reduces cost.

Happy Hour begins at 5:30 pm. Please be sure to wear your name tag so everyone gets to know you. Our Greeters will meet you in the Clubhouse foyer. They will sign in your guests and give them temporary name tags. They will also have name tags available for Members who have forgotten their name tags. The Greeter Chairperson is always seeking Members to serve as greeters for a Wednesday night of duty from 5:00 pm to 6:15 pm. This is a great opportunity to quickly meet Members and get involved. Greeters are always needed for Happy Hour. Be sure to sign up on the website when you are available to be a Greeter. The Greeter Chairperson will also ask for volunteers from time to time.

The greeters also sell our 50-50 raffle tickets at 6 for \$5 or 15 for \$10. The proceeds of the 50-50 raffles are split between the Club, and three prizewinners. The drawing is done around 6:30 pm during announcements. So when you hear the ships' bell ring, listen carefully and have your tickets ready. The money the Club receives goes into a special 50-50 fund that is used for special items that enhance the Member's enjoyment of the Club. This fund is outside the normal operational budget of the Club.

In the Club foyer/hallway is a table that will have your place card(s) lined up in alphabetical order. Please find your place card(s) and proceed to the Dining Room and select a table for dinner. We have open seating and any table is open to any Member. The Commodores' table is often used to host guests and new Members. A GUEST place card will indicate the seats of the Club's guest sitting with the Commodore. Please feel free to join them if seats are available. Member Note that a limited numbers of meals are available the evening of Happy Hour; so if you have not preordered, please check with a staff member for availability of menu items if you plan to stay for dinner.

### **Social Events**

Social Events are typically once a month. The event will be advertised via a Simplelist email and around the Club House. To attend the events, sign up on the website. If your plans change and you need to cancel your reservations, please use the website to cancel or email, call or stop in and let the Club Administrative Assistant know to cancel your reservation. There will be a final count email sent out by the Club Administrative Assistant prior to the reservation cutoff date. If you cannot attend be sure to cancel. Once the stated cutoff date has passed, your Club account will be charged for the event whether you attend the event or not. Cancellations are your responsibility.

### **Other Events**

Twice a year the Club honors our country's military veterans with a Sundown Ceremony. The ceremony proceeds the evenings Happy Hour.