**FAIRPORT HARBOR ROD & REEL ASSOCIATION**

ADOPTED: 6/85

**OPERATING PROCEDURE *#*1TOPIC: PURCHASING SUPPLIES AND/OR SERVICES FOR ASSOCIATION**

**PURPOSE:** To provide a mechanism for a standardized and systematic approach to Association purchasing activities; ensure fiscal responsibility; encourage cost savings endeavors; and foster honesty and fair dealings among and between commercial vendors/service providers and Association members engaged in club purchasing activities.

**AUTHORITY:** By-Laws, Article II, Section 1. MANAGEMENT. "The control and operation of the Association shall be vested in the Board of Trustees ..."

**CONFLICTS:** This procedure shall be consistent with the Association's Articles of Incorporation and By-Laws. In the event of inconsistencies or conflicts, the Articles of Incorporation shall govern primarily and the By-Laws secondarily.

**1. MEMBERS BOUND.**

Any officer, trustee, committee chairperson, committee member, or other board authorized Association member responsible for the procurement of goods and/or services shall be bound by the provisions of this operating procedure.

**2. COMMITTEE CHAIRPERSON RESPONSIBILITY.**

Committee chairpersons are responsible to ensure that their individual committee purchases and expenditures remain within the limits imposed by the board approved budget allocations for their respective committee functions. Committee chairpersons must therefore personally approve all committee purchases and expenditures.

A. Committee chairpersons may delegate purchasing functions to individual members within their committee, but primary responsibility and accountability rests with the responsible committee chairperson.

1) No committee member or members may assume purchasing functions on behalf of a committee without prior approval of the responsible committee chairperson.

1. Committee members who have been delegated committee purchasing functions must obtain bid acceptance approval from the responsible committee chairperson prior to entering into any purchase agreement with a vendor or service provider.

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**3. COMMITTEE BUDGET ALLOCATION OVERRUNS.**

In the event a committee's purchases and/or expenditures will exceed the board approved budget allocation, the responsible committee chairperson must present a report to the board and request authority to exceed the budget allocation limits. The report shall list the reasons for the projected cost overruns and explain any corrective action contemplated by the chairperson and his committee.

A. The chairperson may furnish a copy of the report to the board prior to the board's deliberations on the subject.

**4. SOLICITATION OF BIDS.**

A. Solicitation of bids (in accordance with the provisions of Section 4, paragraphs B, C, and D below) is required in the below listed situations:

1) When a committee sponsors an event for the first time.

1. When a committee finds it necessary to select a new vendor or service

 provider.

3) When the committee's expenditures will exceed the committee's allocated budget amount by $100.00 or more.

B. Bids are to be solicited from a minimum of three (3) vendors or service providers who are capable of furnishing the required goods or services.

1) A suppliers refusal to bid or his failure to respond to a valid bid solicitation will not constitute a valid bid in the consideration of the three (3) bid minimum. In the event only three (3) bid solicitations are issued, and one or more suppliers chooses not to bid or fails to respond to the bid solicitation, then additional bid solicitations must be initiated to comply with the three bid minimum requirement.

C. Except where board approved alternate methods of price comparison are indicated, all supplier bid solicitation shall be conducted using board approved "Request for Quotation" forms. The forms may be obtained from the Association Secretary or other board delegate charged with forms control or purchasing administration functions.

D. ALTERNATE SUPPLIER PRICE COMPARISON METHODS:

1. If a supplier does not have a formal bid mechanism and is unable or unwilling to submit a formal quotation, then one or more of the below listed methods may be used to comply with the three bid minimum:

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1. Supplier's current catalogue listings,
2. Supplier's current price sheets,

c. Supplier's advertisements:

- provided the Association purchase will be made in accordance with the

pricing and terms of the advertisement.

2) In the event alternate pricing comparison methods are used to comply with the three bid

 minimum, documentation substantiating the basis for price comparison must be

 attached to a board approved "Request for Quotation" form. Pertinent information shall

 be included on the form so as to identify the appropriate bid solicitation package.

1. Example: Attach a copy of the supplier's current price sheet, advertisement, or

 catalogue page listing which indicates current purchase price.

**5. LOW BID ACCEPTANCE.**

A. Acceptance of the lowest bid shall be the norm. Exceptions to the policy of accepting

 the lowest bid may include, but are not limited to, the below listed conditions:

1) Adverse terms or conditions of sale which make the bid non-competitive in

 comparison with other bids which may indicate higher prices and more

 favorable terms and conditions.

2) Excessive supplier delivery lead time requirements which will jeopardize or

 otherwise adversely impact on the Association's goals and activities.

3) Poor supplier performance in relation to the quality of goods supplied or

 services rendered.

4) Poor supplier delivery performance in relation to the time critical delivery of

 goods or rendering of services.

5) Supplier has established a history of erroneous billing or invoicing.

**6. SUPPLIER PRICE INCREASES.**

1. In the event the Association or appropriate committee is notifies of a supplier’s price increase; a significant change in supplier’s terms or conditions of sale; or supplier’s inability or unwillingness to continue providing the previously agreed goods or services, one or more of the below listed shall be initiated:

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1. Solicitation of bids for the same or similar goods or services shall be initiated in

 accordance with the provisions of this policy's Item 4.

1. In the event the goods or services are unique or the supplier is the sole source; then

 alternative goods or services which can fulfill the Association's needs must be

 explored.

**7. RECORD RETENTION REQUIREMENTS.**

Bid solicitation packages (composed of a minimum of three (3) bid requests and accompanying supplier quotations or alternate pricing comparison documentation) shall be retained by the responsible committee chairman or other responsible official for a minimum of twelve (12) months.

1. Any bid solicitation package may be subject to review by the board or by any duly

 appointed board delegate.

**FAIRPORT HARBOR ROD AND REEL ASSOCIATION**

**P. O. BOX 1038**

**FAIRPORT HARBOR, OHIO 44077**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUEST FOR QUOTATION**

The Fairport Harbor Rod and Reel Association is currently soliciting quotations for the below listed goods or services. The Association would appreciate submission of your best pricing for consideration.

**REQUIRED GOODS OR SERVICES**

**SPECIFICATIONS**

**TERMS:**

**FOB:**

**METHOD OF DELIVERY:**

**LEAD TIME REQUIREMENTS:**

**ADDITIONAL CHARGES: (Please enumerate).**

DO YOU SUGGEST ALTERNATIVE GOODS OR SERVICES WHICH WILL BE MORE COST EFFECTIVE? (If yes, please explain).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

**FAIRPORT HARBOR ROD & REEL ASSOCIATION**

**OPERATING PROCEDURE #2(A)**

**TOPIC; TERMINATION OF MEMBERSHIP FOR NONPAYMENT OF DUES; AND**

 **EXCEPTIONAL READMISSION REVIEW POLICY.**

**AUTHORITY: By-Laws**

Article VI, Section 11.- "The Board of Trustees shall terminate membership for nonpayment of dues".

Article X, Section 6. "Annual dues and assessments shall be paid between January 1st and January 31st each year. All dues and assessments not paid by January 31st will be considered delinquent and membership will be reviewed for possible termination. A POSTMARK of the last business day of January will be used to determine delinquency".

**INTERPRETATION:**

If a member does not pay his dues and assessments by January 31st, he is automatically dropped from the Association's membership rolls.

There are times, however, when extenuating circumstances may arise which prevent dues from being paid on time.

Those circumstances must be "unique and unusual" and not merely a matter of a forgotten act.

Unique and unusual means a one-of-a-kind event or series of events that happens to a person that is not normal for that person.

Each case of non-payment of dues will be handled on an individual basis.

The person **MUST** submit to the Board a written explanation of the unique and unusual circumstances. If need be, supporting document(s) should be provided for substantiating the event.

The written explanation and supporting document(s) should be submitted to the Board no later than the January Membership Meeting. The Board will review the case no later than the February Trustee's Meeting.

The person involved should attend the Trustee's meeting when the case is to be reviewed to provide information and/or answer any questions.

In the event the person is unable to attend the review, the Board will act on the information provided.

The person in question will be notified of the decision in writing by the Secretary within ten (10) days of the review meeting.

**FAIRPORT HARBOR ROD & REEL ASSOCIATION**

**OPERATING PROCEDURE #2(B)**

**TOPIC: WAIVING OF DUES, FEES AND/OR CLUB SERVICE HOURS**

 **REQUIREMENTS.**

**AUTHORITY:** By-Laws

Article VI, Section 7. "The Board may admit to regular membership, regardless of residence, and waive the initiation and dues, individuals who have provided meritorious service to the Association. Such memberships are to be reviewed annually by the Board prior to January 1."

Article X, Section 7. "All hardship cases must be presented in writing or person to the Board of Trustees by December 1 of each year."

**INTERPRETATION:**

The Board interprets both of these sections the same, namely: The Board can waive dues and/or hour requirements for cause.

No waiver of ramp fees or other special assessments will be made.

Board waivers for cause may apply to the current year or the succeeding year.

1. For Meritorious Service:

A member in good standing (other than the subject person) must submit to the Board in writing and/or in person, the reasons for consideration of the waiver. The request for consideration will be reviewed by the Board at its earliest regular Trustee Meeting after the request is received.

2. For Hardship:

The member (or appointed representative) must submit the reasons for his request for hardship consideration with supporting documentation in writing and/or in person to the Board by December 1st of each year.

Board waivers are for a period of one year only.

Recommendations for waivers of more than one year may be made, but these recommendations **MUST** be reviewed each year for continuance.

No waiver of dues or fees may exceed more than three (3) years consecutively for any one person for meritorious service.

Decisions of the Board may be announced to the general membership at the first general membership meeting following the date of the Board's decision.

**FAIRPORT HARBOR ROD & REEL ASSOCIATION**

**OPERATING PROCEDURE #3**

**TOPIC: MANAGEMENT OF ASSOCIATION.**

**AUTHORITY: By-Laws**

Article II, Section 1. MANAGEMENT. "The control and operation of the Association shall be vested in the Board of Trustees but subject to the vote of the membership where indicated."

By-Laws indications of membership vote requirements:

1. AMENDMENTS - Article X, Sections 1 & 2. Amendment of By-Laws ... by a two-third (2/3) vote of members in attendance at a regular meeting.
2. Article V, Sections 2 and 4. Nomination and election of officers

 and trustees.

1. Article VIII, Section 5 ... Attendance requirements for regular

meetings set by trustees and approved by membership vote.

**INTERPRETATION:**

Authority for control and operation of the association is granted to the Board of Trustees (as a body) with the exception of the three (3) specifically enumerated By-Law provisions cited above.

1. By implication, the By-Laws grant the authority of control and management to the

simple majority of a quorum of the Board. A quorum is defined in Article III, Section 3 as consisting of five (5) or more members of the Board of the Trustees. Article III, Section 3 also requires that the Board shall meet once a month at a time and place designated by the Chairman of the Board. Special meetings may also be called by the Chairman or by any three (3) Trustees upon written request to the Secretary.

* 1. Article III, Section 3, by implication, requires that official management/control decisions and activities shall be approved by the Board of Trustees, acting in unison, as a deliberative body. Determination of official policy shall be arrived at by a majority vote of a legal quorum of the Board at either a regular or a special meeting, as designated by the Chairman of the Board.

Fairport Harbor Rod and Reel Association

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* 1. Subparagraph (a) above, precludes the unilateral action by an individual Board

member, or any action by a group of two or more Board members, if such group does not constitute a legal quorum of the Board.

* 1. In the event time critical policy decisions must be made prior to the regularly

 scheduled meeting of the Board, the By-Laws provide for the convening of a

 special Board meeting.

* 1. In the event a tune critical situation develops which effectively precludes the

 convening of a special Board meeting, the officer or trustee faced with the time

 critical situation shall contact the other Board members and explain the nature

 of the situation. The board member conducting the survey shall record the vote

 of each Board member polled and forward the results of the poll and a

 description of the time critical issue to the Secretary. The Secretary shall

 document the nature of the issue and the Board vote and include the

 documentation with the minute of Trustee's meetings as part of the Association's

 permanent records.

1. If the number of Board members polled constitutes a quorum as defined in Article III, Section 3, and if there are sufficient affirmative votes of the polled quorum members, then the approved action is to be taken. The Board member faced with the time critical situation may undertake the appropriate action or contact the appropriate members who will take necessary action. A full disclosure of the survey results and the action taken is to be presented at the next regularly scheduled Board meeting.

**FAIRPORT HARBOR ROD *&* REEL ASSOCIATION**

**OPERATING PROCEDURE *#4***

**TOPIC: DISPOSAL OF LEFT-OVER MATERIALS AND SUPPLIES.**

**PROCEDURE:**

At the conclusion of an event, the Chairperson (or appointed committee person) will inventory all left-over material, supplies, refreshments, food, etc. A list of this inventory will be prepared showing items by category and estimated value.

1. PERISHABLE ITEMS: The committee chairperson will dispose of perishable

materials in one of, or a combination of these methods:

1. Sell in bulk at conclusion of event at cost,

2. Return to vendor for REFUND, or

3. DONATE to a charitable organization of the committee's choice.

1. NON-PERISHABLE ITEMS: These items are to be packaged and forwarded to

 the next event's committee chairperson. An inventory list is to accompany the

 items. The next committee will receive the items and the inventory list.

This process shall be repeated until items are consumed.

Items not utilized within one year from their initial date of inventory may be

disposed of by the chairperson by donation to a charitable organization.

Non-perishable items that are unique to an event will be kept by that event's

chairperson for the subsequent year(s).

Any disposal or transfer is to be a matter of record and entered into the minutes of a Trustee meeting.

**FAIRPORT HARBOR ROD & REEL ASSOCIATION**

 ADOPTED: 8/85

**OPERATING PROCEDURE *#5***

**TOPIC: BOAT REGISTRATION REQUIREMENTS FOR CLUB RAMP**

 **UTILIZATION.**

**AUTHORITY:** RULES AND REGULATIONS

Rule *#*1 *-* Membership cards, gate keys, boats or vehicles shall not

be lent to non-members.

Rule #2 - All vehicles and boats shall display a current year sticker.

**INTERPRETATION:**

A. Boat registration must be in name of husband, wife, or partnership. Only the club member of a partnership may use ramp facility.

B. A club member may purchase stickers for each boat per Item 1, however, a member may utilize the ramp facility for only one boat at a time.

**PROCEDURE:**

1. Any club member requesting issuance of a boat sticker must furnish a copy of the Ohio Boat Registration. The sticker will only be issued if the boat is registered in the name of the member, in the name of the member's spouse, or in the name of a partnership to which the member belongs.

**FAIRPORT HARBOR ROD & REEL ASSOCIATION**

 ADOPTED: 8/85

 CHANGED: 1/89

**OPERATING PROCEDURE *#6***

**TOPIC: MEMBERSHIP RENEWAL REQUIREMENTS.**

**AUTHORITY: BY-LAWS**

Article II, Section 1. MANAGEMENT. "The control and operation of the Association shall be vested in the Board of Trustees but subject to the vote of the membership where indicated."

**PROCEDURE:**

A. Each member is to complete and turn in a Membership File Update Record during the

annual membership renewal period or as requested by the Board. (1/89) The form is to be turned in to the Secretary. A member will not be issued a new membership card unless his update form is on file.

1. Applicants who are admitted to membership must also complete and turn in a

 Membership File Update Record prior to receiving their membership cards.

1. Board designated Honorary Members are likewise required to complete and turn

in a Membership File Update Record prior to receiving their membership cards.

1. Members who are the parents or guardians of one or more of our club's junior members

are to complete and turn in a **WAIVER BY PARENTS OR GUARDIANS** form for each junior member in their care. The waiver form need be completed only once and is to be given to the Secretary for inclusion in the club's permanent files.

1. Any member who wishes to sponsor a junior applicant for membership must ensure that a Waiver by Parents or Guardians form is completed and signed by the junior applicant's parents or guardians. The Waiver form is to accompany the junior applicants membership application form and will be kept on record by the club Secretary.

**FAIRPORT HARBOR ROD *&* REEL ASSOCIATION**

ADOPTED: 9/19/89

CHANGED: /2000

**OPERATING PROCEDURE #7**

**TOPIC: BEHAVIOR AND CONDUCT CHARGES:**

**PROBLEMS AND COMPLAINTS PROCEDURE**

**BEHAVIOR AND CONDUCT CHARGES**

Any member of the club in good standing, may present to the Board of Trustees, written charges against any other member for violations of the Constitution, By-Laws, Rules, Regulations, Resolutions or conduct unbecoming a lady or gentlemen, or any cause deemed sufficient to cause harm or potential harm to a person or property.

If substantiated, the accused shall be given a hearing before said Board. The Board shall set the time and place for the hearing and notify the accused, by registered mail, at least five (5) days prior to the hearing. The accused shall have the opportunity to question and respond to witnesses appearing against him or her and of producing witnesses on his/her own behalf, but he/she shall not be represented by professional counsel.

If the accused is found guilty, the Board of Trustees may reprimand, place on disciplinary probation, suspend or expel that person from membership. The Secretary will notify the accused of the Board's decision within one (1) week of the hearing.

A suspended member shall have no privileges of the club during the period of suspension. A member placed on probation shall continue to have privileges of the club except that he/she cannot hold office or chair during the period of probation.

Due to the **"ZERO TOLERANCE"** laws pertaining to illegal drugs, any member **POSSESSING, USING AND/OR SELLING** illegal substances on the Grounds will face immediate disciplinary action resulting from expulsion from the club and denial of access to the grounds.

**PROBLEM AND COMPLAINT PROCEDURE**

**IF A MEMBER HAS A PROBLEM AND/OR COMPLAINT (NOT A CHARGE), THE PROCEDURE FOR RESOLUTION IS AS FOLLOWS:**

1. Talk to the chairperson in charge of the problem area.

2. Ask the chairperson to call a meeting of the committee to resolve the roblem/complaint.

3. Ask the chairperson to schedule an Executive Session with the Board of Trustees to

 discuss and resolve the issue.

4. The Board of Trustees will appoint an Arbitration Panel to deal with the problem or

 complaint. The decision of the Arbitration Panel will be final and binding on all parties

 concerned.

**FAIRPORT HARBOR ROD *&* REEL ASSOCIATION**

 ADOPTED: 9/19/89

 CHANGED: 6/94

**OPERATING PROCEDURE #8**

**TOPIC: INITIATION PROCEDURES FOR NEW MEMBERS.**

**PURPOSE:** This operating procedure is set forth to clarify the months in which new

members art initiated into membership; deadline for accepting new members and issue of vacancies after the deadline for new members.

**PROCEDURE:**

1. All new members shall be initiated at a General Membership Meeting(s) as designated by the Board of Trustees.

2. All new members shall serve a one (1) year probationary period.

3. Spouses of new members shall be eligible for membership after

 member's completion of probationary period.

**FAIRPORT HARBOR ROD & REEL ASSOCIATION**

 ADOPTED: 5/90

 CHANGED: 7/2000

**OPERATING PROCEDURE #9**

**GUIDELINES FOR GRANTING WORK HOURS:** This procedure is set forth as a guideline for granting work hours for various club activities. Any questions and/or deviations from these guidelines must be directed to the Board of Trustees.

Attending Meetings

1 hour per meeting up to a maximum of six (6) hours.

Work Parties

1 hour for each hour worked

1 hour maximum for travel (if applicable)

extra hours for extreme strenuous work at discretion of chairperson

Committee Chairperson

All required hours if active full year and fulfills obligations to the satisfaction of President. . .President can adjust only

Committee Members

up to the required hours based on number of meetings attended and involvement. . . chairperson determines final allocation of hours

Donation of Boat for Club Function

Required hours for entire event AND receives no $ for gas

Volunteer for any Event

1 hour for each hour worked/attended

Use of Personal Equipment

heavy equipment of any kind = up to the required hours, personal vehicles .. .up to 15 hours based on how used and no $ for gas ... final hours allocation is at the discretion of the committee chairperson

Symposium

inside: I hour for every hour worked, outside: 1 1/2 hours for every hour worked

Baked Goods Donations

homemade pies & cakes = 4.0 hours each; cookies = 1 hour per dozen; brownies - large pan = 4.0 hours; small pan = 2.0 hours; muffins & cupcakes = 2.0 hours per dozen. **NOTE:** No hours are to be given for store bought items.

Fairport Harbor Rod and Reel Association

Operating Procedure #9

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**NOTE:** No more than 6.0 hours maximum per event may be granted for any combination of baked goods,

All Other Situations not Covered in the Above

hours given are at the discretion of the committee chairperson.. subject to review and/or approval of the Board.

THERE IS NO CARRYOVER OF HOURS FROM ONE YEAR TO THE NEXT.

ANY SPECIAL HOUR CONSIDERATIONS MUST BE APPROVED BY THE BOARD AT THEIR DISCRETION.

NO EARNED HOURS MAY BE TRANSFERRED TO ANOTHER MEMBER.

**FAIRPORT HARBOR ROD & REEL ASSOCIATION**

 ADOPTED: 9/90

**OPERATING PROCEDURE #10**

**DEFINITION OF PROPERTY FUND ALLOCATION**

An allocation of fifteen percent (15%) of the net income of the Club will be made to the Property Fund.

Net income shall be determined by the total intake for dues, assessments, and net income after expenses from all sales, events and activities for the calendar year.

The fifteen percent (15%) Property Fund allocation shall be entered on the budget sheet for the year in which it is allocated.

**FAIRPORT HARBOR ROD *&* REEL ASSOCIATION**

 ADOPTED: 9/90

 CHANGED: 4/2010

**OPERATING PROCEDURE #11**

**DUES, FEES AND SPECIAL ASSESSMENT** **SCHEDULE**

1. MEMBERSHIP DUES:

A. Regular Member (1 8 thru 65 years of age) .... $70.00

B. Junior Member (1 thru 17 years of age) ...…..$ 20.00

1. Senior Member (66 years and older) .....……..$ 70.00

D. Spousal Member ……………………………..$30.00

E. Honorary Member. ................ no charge

F. Military Member on active duty ................ no charge

2. 1st BOAT RAMP PASS DECAL. .......………. $90.00

 2nd BOAT RAMP PASS DECAL ………………..12.00

3. ADDITIONAL CAR DECALS ..................$ 1.00 each

NOTE: two car decals are furnished as a part of the membership package.

4. DEFICIENT HOURS. ....................$ TBD by Board of Trustees

5*.* SPECIAL PROPERTY ASSESSMENT. ...... .TBD by Board of Trustees

per hour

NOTE: for each hour needed to complete the required hours of club service. . . Board approved Disability Hardships, Senior, Honorary and Special cases are exempt from special assessment fees.

6. REPLACEMENT KEY CARDS ........................$ 20.00 each

 NOTE: One key card is furnished as a part of the membership package.

NOTE: Some items are taxable.

The Board of Trustees shall review this schedule on a yearly basis for adjustments for the upcoming year.

**FARPORT HARBOR ROD & REEL ASSOCIATION**

**OPERATING PROCEDURE #12**

**APPROVED AND SUBSTITUTE BUDGET EXPENDITURES**

Following the approval of budgets, each Committee Chairperson will receive notice of the amount approved for their committee. That approval is for expenditures as submitted on the budget request sheets.

Any substitutions for any type of expenditure not listed on the approved budget sheets must be submitted to the Board of Trustees for approval **PRIOR** to any commitment or application of money.

Failure to notify the Board may result in personal liability for such expenditures.

**FAIRPORT HARBOR ROD *&* REEL ASSOCIATION**

ADOPTED: 3/94

**OPERATING PROCEDURE #13**

CANCELLATION OF BOARD OF TRUSTEE MEETING

The initiation to cancel a Board of Trustee Meeting may come from any member of the Board. That member shall contact either the President or Vice President to make the request.

The President and Vice President shall confer with each other and make the final decision taking all facts and circumstances into account.

If a decision cannot be reached between the President and Vice President, then a poll of all remaining Board members shall be made and the majority shall rule.

**IF NOT CANCELLED,** no further action is required.

**IF CANCELLED,** all Board members shall be notified by the President and Vice President within two (2) hours of scheduled time.

If either the President or Vice President are not available, the Treasurer shall become the second party, then the Secretary.

**NO INDIVIDUAL MEMBER OF THE BOARD MAY CANCEL A MEETING.**

**ARTICLE VIII**

LIABILITIES OF MEMBERS

Section 1. No member shall have the right to obligate the Association for any bills or

 services unless properly authorized in writing by the Board of Trustees.

Section 2. No member shall be personally liable for any bills or obligations of the

 Association.

Section 3. No member shall disburse any Associations funds without authorization of the

 Board of Trustees.

Section 4. No person shall use the name, mailing list, or official insignia of the Association

 for other than strictly Association purposes.

Section 5. Attendance requirements for regular meetings may be set by the Board of

 Trustees and approved by membership vote.

 **ARTICLE IX**

TREASURY BALANCE

Section 1. A minimum total balance shall be maintained in the Association's operating

 accounts (excludes any special allocation accounts of funds).

That amount shall be set by the Board of Trustees at the February meeting. The

minimum amount set shall be no less than the projected operating budget for the

current year. This balance is set to insure that the Association can function for

the current year and one (1) additional year.

In the case of an extreme emergency, a contingency balance of not more than

one-half (1/2) this set balance may be used. This contingency level can only be

used by approval of both the Board of Trustees and the full membership.

Procedures for the manner of conducting a full membership vote shall be as set

forth in Article X, Section 9 hereof.

**ARTICLE VII**

COMMITTEES

Section 1. The standing committees and their duties shall be:

 A. Budget Committee - shall work with the Treasurer and the Committee

 Chairmen in preparing a proposed budget for the coming year; and shall

 submit the proposed budget to the Board of Trustees for approval prior

 to the February meeting.

B. Membership Committee - shall coordinate the solicitation of new

 members; shall process each application for membership; shall interview

 the applicant, check qualifications, and make recommendations to the

 Board of Trustees; shall assist the Secretary and Treasurer in maintaining

 records of membership attendance at meetings; and at year end review

 memberships according to hours and services for the good and welfare of

 the Association; and shall make recommendations to the Board of

 Trustees pertaining to attendance and membership.

C. Nominating Committee - shall oversee all elections of the Association as

 outlined in Article V of these by-laws.

D. Properties Committee - shall oversee the use, improvements, and

 management of real and personal property owned, leased, or used by the

 Association; shall organize work parties for construction, repair and

 maintenance of all facilities and equipment required to be maintained by

 the Association.

Section 2. All standing committees shall have a minimum of five (5) members. A majority

 of the members of a committee shall constitute a quorum for the transaction of

 committee business. The vote of the majority in any committee meeting shall be

 the vote of the committee.

Section 3. Any committee member absenting himself from two consecutive committee

 meetings without good cause shall no longer be considered a member of that

 committee and shall be so notified by the Chairman of that committee.

Section 4. A Trustee may also serve on a committee or as the Chairman of a committee.

Section 5. The Board of Trustees may establish such other committees as are necessary to

 conduct the affairs of the Association.

**FAIRPORT HARBOR ROD *&* REEL ASSOCIATION**

 ADOPTED: 3/94

**OPERATING PROCEDURE #14**

**ESTABLISHING MEMBERSHIP LEVELS**

 The Board of Trustees shall have the sole responsibility for establishing membership classifications and levels.

At the close of the membership dues payment period, the Membership Committee\* shall determine the state of membership levels and report, in writing, those levels to the Board of Trustees. Recommendations for the upcoming year shall be made at the same time.

The Board will then set the membership levels and classifications for the current year at the February board meeting. The classifications and levels will be recorded in the Board of Trustees minutes and announced at the February general membership meeting. A notation is to be made on the Secretary's copy of this Operating Procedure.

1994*.* 550 FULL PAYING MEMBERS exclusive of spouses and lifetime

1995

1996

1997

1998

1999

2000

2001

2002

2003

\* In the absence of this committee, or failure to act, by President or Vice President.

**FAIRPORT HARBOR ROD & REEL ASSOCIATION**

ADOPTED: 6/94

CHANGED: 4/2010

**OPERATING PROCEDURE #15**

**TOPIC: DOCKAGE.**

**PURPOSE:** To provide guidelines for the initiation of dockage and the continuation of dockage at the new High Street Riverbend facility.

**1. Dock Assignments**

Docks shall be numbered progressively from North to South as follows:

"T" docks "T1" thru "T20"

Parallel docks "P1" thru "P10" - Docks P1 thru P5 shall be assigned for club's use.

Choice of dock location shall be determined by lottery draw.

**2. Unleased docks**

Unleased docks shall be monitored by the Dockmaster.

**3. Dock location switching**

Dock switching may be done by mutual agreement submitted in writing and approved by the Dockmaster on an annual basis only.

**4. Absentee dockers**

Temporary absences, unleased docks and vacancies shall be overseen by the Dockmaster.

**5. Weekly Rentals**

Docks may be leased to club members for a maximum of two weeks at a pro rated fee as established by the Board of Trustees.

**FAIRPORT HARBOR ROD & REEL ASSOCIATION**

ADOPTED: 2/95

**OPERATING PROCEDURE #16 GUIDELINES FOR ACCEPTING PREVIOUS MEMBERS BACK INTO THE CLUB:**

**APPLICANT:** An applicant who has previously been a member of the club within a five

(5) year period and who voluntarily dropped out as a member in good standing, will be accepted back into the club with a waiver of the initiation fee provided he/she meets the following conditions:

1. Was a member in good standing at the time of departure.

2. Had no work hour or financial debts at the time of departure.

3. Re-applies within a five (5) year period from December 31 of the last year of membership, i.e., drop out August, 1993 - can waive if applies by December, 1996.

4. Must mark application "Previous Member" prior to submitting for

consideration.

All such applications will be reviewed by the Board of Trustees prior to final approval. Discretion of the Board will govern in all cases.

**THIS IS A "ONCE IN A LIFETIME" WAIVER.**

Normal membership procedures will be followed and the applicant will be placed on the waiting list accordingly.