

VALLEJO YACHT CLUB

HARBOR REGULATIONS

HOUSE RULES

&

CLUB POLICIES



REVISED January 2013

Vallejo Yacht Club

Past Commodores

William J. Wood	1900	Jack L. Hough	1962-63
A.E. Chapman	1901-06	Dr. E.F. Lazarus	1964
John P. Scully	1907-08	Dr. Robert L. Frank	1965
W.S. Pierce	1909	Hal Roemmick	1966-67
David Barry, Sr	1910	William Batchelor	1968
J.W. Oliver	1911	William L. Jefferies	1969
Grant L. Allen	1912	Wm. M. Hanley	1970
Theodore Swanson	1913	Ed. Wartburg, Jr.	1971
Robert H. Demmon	1914-15	LeRoy G. Taylor	1972
A.L. Stoddard	1916	Robert L. Baron	1973
Herman Streichen	1917	Robert D. Carden	1974
Robert Ryan	1918	Horace G. MacKerrow	1975
T.J. Bassford	1919	James "Tiny" Robbins	1976
Herman Streichen	1920	Dr. C. T. Hosley	1977
J. Emms	1921	Charles L. Piano	1978
C.W. Fox	1922	David R. Tiefenbach	1979
W.W. Neale	1923	Seth E. Hargrave	1980
John A. Browne	1924	Robert F. Luce, Sr.	1981
Robert Ryan	1925	William A. Bird	1982
J. Emms	1926-27	Robert D. Paedon	1983
C.W. Fox	1928-29	Larry Gibbs	1984
J. Emms	1930	Norman Borges	1985
James Blackwood	1931-32	Bruce Oelschlaeger	1986
C.W. Fox	1933	Howard Gilbert	1987
R.E. Ludford	1934	Norman C. Owens	1988
Dr. E. J. Casper	1935-36	Patrick Lane	1989
Leland S. Martin	1937	LaVerne Coburn	1990
Francis A. Algeo	1938	Dennis Scherzinger	1991
George G. Mercer	1939	Arvel R. Voss	1992
John R. Greig	1940	Clarence Tyer	1993
E.J. Mullen	1941	Karen Ramsey	1994
Antone Smith, Jr.	1942	Harry Templeton	1995
Frank Yuravich	1943	Allan Miller	1996
John Clark	1944	Richard Riker	1997
Ernest Califro	1945	William Sweitzer	1998
Chester T. Garrett	1946	David Snoddy	1999
Jean Schaefer	1947-48	Paul Ramsey	2000
O.B. Earle	1949	James McCarthy	2001
C.A. Peabody	1950	Robert Hull	2002
R.N. Clazie	1951	Patricia Sebock	2003
A.F. Krause	1952	Russ Eichner	2004
Ed O'Brien	1953	Earl Trumbull, Sr.	2005
H.F. Brinkman	1954	Todd Mehserle	2006
Frank E. Johnston	1955	Malcolm McClenaghan	2007
Paul H. Streichan	1956	John Karuzas	2008
J.A. Montgomery	1957	Eric Jacobsen	2009
Dr. E. F. Lazarus	1958	Christopher P. Mendonca	2010
R.M. Penn	1959	Brian Liddle	2011
D.D. Putnam	1960	Jim Glenn	2012
Ivor Welsh	1961		

Vallejo Yacht Club

Harbor Regulations, House Rules, & Club Policies

Revised January, 2013

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I. INTRODUCTION

The Harbor Regulations and House Rules in this handbook have been carefully stated by the VYC's Board of Directors to insure the orderly operation of the club. Please read them carefully and review them from time to time. Occasions will arise when you will wish to refer to them.

Only through the cooperation of its members and the observance of standardized procedures can VYC be a successful, viable organization. We ask that you observe these rules as they are primarily assembled for your benefit.

II. STATEMENT OF NON-LIABILITY

The Liability of VYC is limited to the exercise of ordinary care and precaution. Members or guests occupying, using, or permitting the use of the Club's harbor and/or clubhouse facilities do so at their own risk. They will be held responsible for all incidental damages in excess of ordinary wear and depreciation including losses arising from environmental violations; acts of God will be exempted.

III. BERTHING POLICIES

Ownership of berths, lockers and other harbor facilities resides in the Club. The Club is responsible for proper maintenance of club owned facilities. Permanent improvements may be made by individuals only after documented approval of the Port Captain and the Board of Directors. Ownership in such improvements - with the exception of private dock boxes - immediately reverts to the Club. Berth-holders shall immediately advise the Port Captain of any adverse conditions existing in an individual berth or head-walk attached thereto.

A. BERTH ASSIGNMENTS

Assignment of berths shall be administered by the Port Captain as follows:

1. A single list of applicants for berth assignments shall be maintained. The list shall be in chronological order based upon the date of application for berthing and will indicate the size of vessel for which berthing is requested. All requests for berthing shall be in writing. An annual fee, as established by the board of directors, will be charged to all members wishing to be maintained on the list.
2. Limited members are allowed to place their names on the waiting list.
3. A separate **REASSIGNMENT LIST** shall be maintained for berth transfer requests within the harbor.
4. When a berth becomes available, first priority for its assignment will be given to members with a current berth location who are on the Reassignment List. Second priority will be given to the top person on the application list - provided the applicant's boat is neither too large nor too small for the available berth. In the event that the top applicant's boat is not suitable for the available berth, the next applicant on the list with a boat of suitable size will be given the next option. Table 1 lists the allowable size boats for berths.

Table 1

Berth Length	Suitable Boat LOA
30'	Up to 31'
36'	31' to 37'
40'	37' to 41'
44'	41' to 45'
50'	45' to 50'

5. The beam of the boat shall also be considered for berth assignment; i.e. a boat with a large beam may require a berth longer than that stipulated by Table 1.
6. The Port Captain may make transfers independent of the Reassignment List so as to most efficiently utilize berthing within the harbor.
7. In the event Club members occupying berths within the Club harbor wish to exchange berths, they must so advise and request such action through the Port Captain. Any such exchange requires a written application signed by all parties to the exchange, including the Port Captain.
8. When a member is offered, and after inspection, accepts a vacant berth, the member is immediately liable for berthing charges. The member must occupy the berth with a **PROPER VESSEL** within 90 days following acceptance. If a member is offered a vacant berth but declines, that member maintains the same position on the application listing.
9. Each member is responsible for making written application for berthing at the Club and for maintaining the information on the application current as to the **LOA** of the vessel to be berthed.
10. Double berthing assignments will be administered only by VYC in the same priority as requested for berthing on the application list.
11. Owners of boats berthed in the harbor shall be required to have liability insurance at all times. Minimum coverage shall be \$300,000 protection and indemnity. Certification of insurance shall be furnished to the Club and notification shall be made annually to the Club at renewal date and in the event of cancellation, termination, or transfer of the insurance.
12. Any vessel which in the opinion of the Board of directors is deemed to be unseaworthy, excessively deteriorated, or a hazard to navigation will not be permitted to berth in the Club harbor.
13. The master berthing request list(s) will be maintained in the Club's safe. A duplicate will be posted on the Club's official bulletin board.
14. The control and administration of berthing assignments, transfers within the harbor, double berthing, and the maintenance of the list(s) of applications for berthing, and intra-harbor transfers is solely the responsibility of the Port Captain.
15. All boats berthed in VYC harbor must maintain and display current registration or provide proof of current US Coast Guard documentation.
16. All boats are expected to be maintained in reasonable appearance and condition and to be used on a regular basis. Exceptions may be allowed by the Port captain for good cause.
17. Owners of boats will be subject to reasonable extra charges for any emergency services provided.
18. In the case of a major oil spill, the Coast Guard will be notified.

B. DRY STORAGE

1. The North storage area is available for member use for boat storage.
2. Trailers for boats in the harbor may be stored as space determines.
3. The charge for this will be set by the board of directors.
4. Numbered keys will be issued for access. A deposit for such is presently set at \$20. These key may not be loaned out.
5. Use only the space assigned.
6. The boat and trailer must be maintained (no flat tires etc) and in usable condition.
7. The boat and trailer shall be registered and licensed.
8. Insurance requirements will be set by the board of directors.
9. Only one boat and trailer are to be stored in an assigned space

10. All dinghies in the harbor or north lot, must be on either an assigned rack or in a designated space. All shall have a VYC decal affixed to the transom.
11. Unused or derelict boats may be denied storage.
12. The port captain will determine the proper use and layout of the north lot.
13. All requests for uses other than storage shall be directed to the port captain for determination.
14. Deposit of any debris is forbidden.
15. Space renters are required to maintain their assigned areas. (cut the weeds and remove debris as required)

C. BERTH REPOSSESSION

Repossession of a berth by the Club will follow any violation of Harbor Regulations and House Rules. The Club reserves the right to repossess the use of the facilities and to remove personal property and effects or to attach a personal property lien according to civil and state codes in the following particular instances:

1. When the occupant ceases to be a member in good standing.
2. When a condition of unauthorized sub-lease is found to exist.
3. When the behavior of the occupant jeopardizes the reputation of the Club.
4. When required dues and fees are not paid by member.
5. When a member flagrantly violates any of the specific provisions of these Harbor Regulations and House Rules and repossession for such actions is recommended by the Port Captain.
6. The Club will not be liable for the care, storage, loss, or theft of any property removed pursuant to berth repossession.

D. BERTH OCCUPANCY

Occupancy and use of the Club's harbor facilities are available only to members in good standing, in consideration of rentals and rates as established by the vote of the Board of Directors.

1. All rentals and fees shall be paid in advance.
2. Sub-leasing by individual members is not permitted. The Club may sub-rent the berth of any member who is absent from the berth whenever deemed appropriate by the Port Captain.
3. No berthing, dry storage, or facilities will be provided for vessels used in commercial activities, e.g. commercial fishing, commercial charters, etc., whether or not the vessel or equipment is owned by a Club member.
4. Each member may have only one boat permanently berthed in the Club harbor, not including dinghies.
5. When a boat in the Club harbor is held in joint ownership with a partner(s), all partners must be **FULL MEMBERS** of Vallejo Yacht Club and must provide proof of joint ownership.
6. Members not assigned berths or occupying berths on a month-to-month double berth basis may, with the permission of the Port Captain, occupy available berths on a day-to-day basis not to exceed 15 days. A daily charge, as set by the Board of Directors, will be assessed following the first 48 hours.
7. All berth holders are expected to file Float Plans for any overnight absences from their berth.
8. A berth holder shall give 30 days notice of intent to vacate the berth. If the berth holder vacates before 30 days notice and the club is able to rent the berth before 30 days, the berth holder's fees will be prorated accordingly.

IV. HOIST ACCESS AND OPERATION

The Club assumes no liability or risk for the use of the hoist, which shall be operated solely by those certified to do so.

1. The lifting limit of the hoist shall be the posted load limit. Nothing shall be lifted by the hoist in excess of that posted limit. If the load weight is unknown, a scale must be used to certify that the load limit will not be exceeded. A sign-up calendar shall be kept in the Club office for the use of a the hoist and dock area.
2. Use of the hoist for hauling motors or masts shall be cleared with the Port Captain with fee set by the Board of Directors.
3. Fees for hoist use are set by the Board of Directors.
4. Operation of the crane will be done by certified operators. The port captain will verify such certification.

V. EXTENDED STAY POLICIES

Policies governing extended stays will be established by the Board of Directors.

1. The number of extended stay vessels shall be set by the Board of Directors and shall not be greater than 10% of the total number of berths in the harbor.
2. The definition of “extended stay vessel” shall be a “vessel berthed in the harbor aboard which a person or persons reside overnight more than 15 nights in a calendar month for two or more consecutive months, or for more than 15 nights in a calendar month during any three months of a calendar year. These persons will be considered “extended stay” persons.
3. Extended stay status shall be granted to persons 21 years of age or older.
4. The owner of the vessel must be the person who requests the extended stay status and must be one of those persons staying aboard. The request must be in the form of a written letter to the board of directors and must list all persons who will be staying aboard for extended periods. The Board of Directors must be immediately notified in writing of any change in the number or identity of the persons staying aboard.
5. All persons staying for extended periods on a vessel whose owner has been granted extended stay status must themselves be full members in good standing of the Vallejo Yacht Club or a spouse of the member holding the extended stay status for that vessel.
6. The Board of Directors reserves the right to limit the number of persons staying on a vessel which has been granted extended stay status. Unless otherwise approved by the board, this will not be more than two persons per vessel.
7. A person applying for extended stay status must have berthed their vessel in the harbor for a period of at least one year immediately prior to requesting extended stay status. The Board may waive this requirement for persons who are currently holding extended stay status and who are acquiring a new or different vessel. However, they will have to re-apply for extended stay status and meet all current requirements for the new vessel.
8. Extended stay status is non transferable.
9. Prospective extended stay vessels must be proper operable sail or power vessels and be acceptable in condition and appearance. Un-powered barges, floating homes and the like as well as deteriorated, unseaworthy or incomplete or restoration-project vessels will not be approved for extended stay. The Board of Directors will make the final decision as to the suitability of a vessel for extended stay status.
10. Prior to approval of extended stay status the vessel must be inspected by the Port Captain who will determine if the vessel has adequate living space, and a proper sanitation, cooking, and sleeping facilities. The Board or Port Captain may at their option require the subject vessel to demonstrate operability by motoring to the Club guest dock or other designated location under its own primary power for this inspection. The findings and recommendations of the Port Captain will be made in writing to the Board of Directors for final disposition.

11. Vessels applying for extended stay status must also obtain an annual Coast Guard Auxiliary Safety inspection prior to initial approval and by March 31 of every subsequent year. The Board or Port Captain may at their option require the subject vessel to demonstrate operability by motoring to the Club guest dock or other designated location under its own primary power for this inspection as well.
12. Vessels granted extended stay status must connect to 110 volt dock power through an electrical meter only. If the berth where the vessel is located does not have a functioning electrical meter one will be installed, repaired or replaced by the Port Captain or his designee at the vessel owners expense prior to approval of extended stay status.
13. Should any of the above conditions not be met for a period of 30 consecutive days without first notifying and receiving the permission of the Board of Directors, extended stay status shall be immediately rescinded.
14. A person who ceases to be a member in good standing due to disciplinary or other cause shall immediately have extended stay status rescinded.
15. A person who has relinquished extended stay status or who has had extended stay status rescinded must reapply for extended stay status under the then current rules and requirements.
16. The Board of Directors will set billing rates for extended stay status.

VI. VISITING YACHTS

1. Visiting yachts from other yacht clubs, which offer reciprocal privileges to Vallejo Yacht Club members, will be allowed 24 hour free berthing. Visitors must register in the Club guest book and have in their possession a current membership card from the club that they represent. Their membership card is to be presented upon request.
2. Only members of those yacht clubs on the list of PICYA yacht clubs which have facilities and provide free reciprocal privileges to VYC members will be allowed free berthing. Otherwise they will be charged a fee equal to that charged by the visiting members club. Following the 24-hour time period, a daily fee set by the Board of Directors will be charged.
3. All other clubs, or members of a recognized club, will be charged a daily fee -- including the first day -- as set by the Board of Directors.
4. Use of the Club facilities for a cruise-in will be limited to those organized clubs extending reciprocal privileges to VYC or to associations specifically approved by the Board of Directors and such requests shall be made in writing. No incoming cruise will be scheduled without the specific approval of the Vice Commodore.
5. The maximum stay for visiting boats shall not exceed 15 days.
6. Visiting boats may not be left unattended overnight without the special approval of the Port Captain.
7. Berthing is limited to boats of 50' LOA or less except in emergencies or with prior approval of the Port Captain or a designee, as per section VIII.
8. Keys and/or electrical adapters may be provided with a deposit as set by the Board of Directors.

VII. MISCELLANEOUS HARBOR REGULATIONS

All harbor regulations shall be strictly observed.

1. The speed limit in the harbor shall be three knots, but in no case shall a vessel create more than a minimum wake.
2. Berthing at the guest dock shall not exceed 24 hours without approval of the Port Captain or a designee.

3. All head walks and fingers are to be kept clear of skiffs and other paraphernalia. Water hoses and electrical lines are permitted as long as they do not create a hazard. Carpeting is not allowed on the docks.
4. No storage boxes shall be placed on the headers. Only approved storage boxes will be allowed. All boxes must be secured to the dock.
5. Berthing will not be permitted in any location where it will interfere with clear access to the harbor and its facilities. No vessel shall be moored or berthed so as to create a hazard.
6. All refuse and garbage must be put in cans provided for the purpose.
7. Dumping of refuse and waste matter into the harbor or onto the shoreline of the harbor is prohibited. Overboard discharge of marine heads is prohibited. Batteries and other hazardous material shall be disposed of appropriately, off of the VYC premises.
8. Members are responsible for the actions and conduct of their guests.
9. All dogs and other pets must be on leashes. Owners must clean up droppings. Unattended pets must be kept on the owner's boat and must not create a disturbance.
10. Children 13 years of age and under are required to wear **PFD's** while occupying small boats in the harbor or while on head walks, piers or fingers in the harbor except when traveling to or from a boat and in the immediate presence of a parent or other responsible adult. Children 13 years of age or under shall not be left unattended at the Club or within the harbor except during authorized Club meetings, including Junior's meetings, or other activities. **PFD's** are available for loan from the Club.
11. Swimming in the harbor is allowed only during Club sponsored activities, for bottom cleaning within a berth, or adjacent to the guest dock. Adult supervision of swimming activities is required for any youth under the age of 16.
12. Lighted barbecues are not permitted on boats, head-walks, fingers, or piers, except for gas fired barbecues which are securely fastened to a boat.
13. The major overhaul of engines or any work that creates a nuisance, hazard, or pollution of the harbor waters is prohibited.
14. Electric cords must be at least 12 gauge with three conductors, including a proper ground, as necessary to meet building code requirements. Conductors and connections must be in good and safe condition. Only one lead per boat will be permitted and this must be connected through the existing breaker. Fees for these connections shall be fixed by the Board of Directors.
15. Bicycle riding, roller-skating, skateboarding, or the use of any motor powered vehicle is prohibited on the decks, docks, fingers, piers and ramps. Motorized wheelchairs are excepted.
16. Occupants of a wheelchair must wear an approved **PFD**.
17. Boat bottom refinishing or spray painting is prohibited on the south dock and in the harbor.
18. Tools purchased by the club for maintenance and repair of club facilities are to be used by designated persons only.

VIII. AUTHORITY FOR ENFORCEMENT

1. Authority for the enforcement of Harbor Regulations and for the negotiations of all transaction hereunder is vested in the Port Captain, Officer of the Day or their designate. Differences of opinion will be adjudicated by the Board of Directors.
2. In the absence of the port captain or officer of the day, decisions may be made by the commodore, vice commodore, rear commodore, or chairman of the board.
3. Committees or assistants to the Port Captain may be appointed by the Commodore as deemed necessary to determine priority in berth assignments or other matters to insure fairness.

IX. CLUB HOUSE RULES

1. Only yacht club members in good standing and their guests will be allowed the privileges of the club house and bar. Membership cards must be shown upon request.
2. Persons whose membership status is suspended, or persons who have been expelled from membership, shall not be allowed guest status privileges.
3. Guest status refers to being a guest of a current member, or being a member of a recognized reciprocal yacht club.
4. Club keys or key cards will be furnished to each member and spouse. Deposits will be required on keys or cards. Keys or cards are not to be loaned to non-members without permission of the Board of Directors. With approval of the Board of Directors, a key may be assigned to persons or organizations providing a service to the club on a regular basis. Should keys or key cards be lost, a deposit will be charged for replacement.
5. Each member shall be responsible for his or her conduct and the conduct of his or her family or guests. Loud, boisterous conduct and the use of profanity or otherwise offensive language will not be tolerated.
6. Standard of dress: Attire in the Clubhouse shall be appropriate for the occasion. Shirts and shoes must be worn at all times. Swim-wear is not acceptable.
7. The hours of the Clubhouse and the bar will be established by the Board of Directors.
8. A corkage fee will be charged to those who prefer to bring their own wines into the Clubhouse. The corkage fee is established by the Board of Directors. Alcoholic beverages, other than wine, not purchased at the bar, may not be consumed in the Clubhouse or on the house deck.
9. No Alcoholic beverages purchased from the Club, may be removed from the clubhouse or house deck as determined by our liquor license & perimeter diagram.
10. Name badges must be worn by all persons receiving service at the bar. No alcoholic beverages shall be served to patrons not wearing a badge or guest tag.
11. Unopened alcoholic containers may not be removed from the bar.
12. Regulations for cashing checks will be established by the Board of Directors.
13. Club property shall not be removed from the Clubhouse without permission of the Board of Directors.
14. The bulletin board is the responsibility of the House Committee Chairperson and articles must be cleared before posting.
15. Clubhouse furniture arrangement shall be the responsibility of the House Committee.
16. Club activities shall take precedence over any tenant activities. Requests for the use of the Clubhouse by members or outside groups shall be submitted to the Commodore for approval.
17. The use of the galley facilities shall be at the discretion of the House Committee chairperson.
18. Personal gear shall not be left adrift in the Clubhouse.
19. No animals except Seeing Eye dogs will be allowed in the Clubhouse. All pets must be on a leash.
20. Gates and doors must not be propped open and left unattended.
21. Any complaints in regard to employees or contractors of the Club shall be taken up with the Commodore, Vice Commodore, or Board of Directors and not with the employee or contractor in question. Disciplinary action for infraction of House Rules may be taken in accord with procedures established in the Vallejo Yacht Club By-Lays, Article X, Discipline.
22. No smoking is allowed in the Clubhouse. The clubhouse deck shall have designated smoking and non-smoking areas as posted.

23. Guests of members are not allowed to order drinks from the bartender or use the honor bar, before the arrival of their hosts.
24. Minors are allowed into the bar with adult supervision, but are not allowed to sit at the bar.
25. Parking lot regulations are subject to change from time to time and are listed below under POLICIES.

X. DEFINITIONS

1. **FULL MEMBER**: Refer to the Vallejo Yacht Club By-Laws.
2. **LOA**: The overall length of a boat, including all equipment mounted or stowed in its normal position while berthed.
3. **PFD**: A Coast Guard approved Personal Flotation Device.
4. **JET SKI**: A jet powered vessel designed to be operated by no more than one person while riding in a standing position
5. **ASSIGNMENT LIST**: A list of members requesting a berthing assignment within the harbor. The list is maintained in chronological order with the oldest requests having the highest priority for berthing assignment. An annual fee is required to maintain a position on the list. An official copy is kept in the club vault with an identical copy posted on the club bulletin board.
6. **REASSIGNMENT LIST**: A list of Full Members requesting a berth transfer within the harbor. The list is maintained in chronological order with the oldest requests having the highest priority for berthing assignment. No annual fee is required to maintain a position on the list. An official copy is kept in the club vault with an identical copy posted on the club bulletin board
7. **PROPER VESSEL**: A vessel deemed seaworthy and otherwise suitable for berthing in the harbor. It shall also meet the size requirements for the requested berth size.
8. **INVOICE DUE DATE**: The last day of the invoice month is designated by The Board as the "Due Date" as described in Section 1, Article XII of the By Laws.

XI. POLICIES

A. Board Policy regarding rights of Divorced Members

A membership application allows for choosing either a family or individual membership and either a full or family limited membership. The following policy applies to all these types of memberships.

1. When members are divorcing, it is the responsibility of the members to make a distribution of the Vallejo Yacht Club membership through the divorce court. The distribution of the membership shall prevail providing it is in compliance with VYC rules and regulations.
2. If a member chooses individual membership and later divorces, then that person shall retain possession of the membership. The other spouse may apply for membership if desired, paying full initiation fees for the type of membership desired and dues.
3. If a membership is a full family membership, that is, both have signed the applications, or a full individual member has previously submitted to the club a written request to change the membership from individual to family, then both members have a 50% share of the membership.
4. Upon written application the membership can be transferred from one spouse to the other spouse if the spouse losing the membership concurs in writing. If both spouses wish to continue members then each spouse shall have one half of membership and one half of a vote. Each spouse shall have three years from the final divorce decree to bring their membership to a full membership by annually paying additional initiation fee the total of which equals one half of the then current initiation fee.
5. If the spouses have a boat in the harbor, the spouse in whose name the berth is assigned shall have the berth, That spouse must immediately bring that membership up to a full

membership in order to keep the berth. The other spouse shall not be eligible for a berth until becoming a full member. If either spouse remarries and wants a full family membership then that spouse shall immediately pay the initiation fee equal to one half the then current initiation fee.

6. In the case of a limited family membership, the above rules shall apply with the following exception; If both spouses wish to continue as members then each spouse shall have one half the then existing interest in the limited membership. Each spouse shall be responsible for complete payment of a full membership over the then remaining time of the original five year limited membership payment period.

B. Employee Policy of the Vallejo Yacht Club

1. Copies are available.

C. VYC Board policy on board meetings

1. The agenda of the Board of Directors Meeting will generally be posted on the club bulletin board by the close of business on the Friday before the meeting. Items to be included on the agenda must be provided to the Club Manager or Board Chairman no later than 1600 hours on Thursday before the Board meeting. Items can be placed on the agenda by one of the following methods.
 - a. Upon a vote of the majority of members present at a regular meeting in accordance with the Bylaws Article XV, sec 8.
 - b. By written request of a member.
 - c. By verbal request of an elected member
 - d. Items may be placed on the agenda after Friday at the discretion of the Chairman.
2. The chairman reserves the right to recognize members on subject matter.
3. Board meetings are open only to observation by members, unless the agenda recognizes them.
4. Questions pertaining to personal or other sensitive matters will be held in a closed session.

D. Vallejo Yacht Club Parking Lot Regulations

1. The egress lanes at the front of the clubhouse shall be kept clear at all times. These are fire lanes and shall be treated as such. No vehicles, including motorcycles, are allowed to be parked in these areas. These areas are designated by the white thatched diagonal lines at the club entrances, (main door, north and south gates, and the south dock entrance).
2. Parking in the lot must be in non-reserved designated spaces. Gates and entrance to the clubhouse must be kept clear of vehicles at all times.
3. The parking spaces immediately in front of the club house are reserved for the appropriate officers and club manager at all times.
4. Temporary loading and unloading of supplies for building and galley supplies is allowed on a temporary basis at the north gate of the club house. Maintenance vehicles may be parked in the restricted areas to facilitate work being done.
5. All vehicles in the parking lot shall be in immediate running order, licensed and insured. Current tags must be affixed. Disabled vehicles must be removed with 24 hours.
6. Maintenance of vehicles is not allowed.
7. Vehicles leaking excessive fluids are not allowed in the parking lot.
8. Vehicle storage in the north fenced lot is not allowed.
9. Generally, only two vehicles per member are allowed in the parking lot. Guests may park at the discretion of the office or officer of the day.
10. Vehicles are generally limited to a 72 hour stay. Those seeking to stay in excess of 72 hours shall have on file in the office a request stating the approximate length of stay. Guests may

stay at the discretion of the officer of the day and shall notify the office. These vehicles shall be parked away from the entry of the clubhouse, in the far north end of the parking lot, or at the direction of the officer of the day or the office.

11. All special circumstances will be considered by the board of directors. Requests shall be submitted in writing.
12. Electrical hookups and cords are not allowed in the parking lot.
13. The club shall not provide long term (more than 14 days) parking for unused vehicles.
14. Washing of vehicles in the parking lot is prohibited.
15. Extended Stay Policy
Extended stays are allowed one vehicle parked adjacent to the club house. Additional vehicles, not to exceed two actively used, shall be parked as not to interfere with club activities.
16. Recreational vehicles are limited to a 72 hour stay. All R.V.'s are to be parked in the far north end of the parking lot. Permission to occupy the area may be obtained from the office or officer of the day. A written request shall be on file for this privilege. There are no hook ups allowed or available. A charge for this stay may be levied.
17. Violation of these rules may result in a fine.
18. Prudence prevails in non specified situations. Permission from the office is strongly recommended to prevent misunderstandings.
19. The Board of Directors has the authority to both interpret and modify any and all of these in the best interest of the club as situations arise.

E. House Operations

1. The operation of the house shall be under the authority of the commodore
2. The activity host will determine the disposition of complementary meals, etc. for the volunteers involved.
3. House rental fees and regulations shall be set by the board annually.
4. Establish a maximum for expenditures without board approval
5. All food service shall be conducted on a commercial or volunteer basis. If any interested party wishes to operate on a commercial basis, they should contact the BOD
6. Honorary members may use/rent the club house, but must be sponsored by a full member.
7. Deposits and subsequent charges will be determined by the BOD.
8. Spouses or guests of past commodores attending the change of watch will no longer receive free dinners

F. Long Range Planning & Budget

1. The Long Range Planning & Budget Committee shall be a sub-committee of the Board of Directors. The make-up of such committee shall be as follows:
 - a. Members of the sub-committee to include one (1) Director from each annual term and one (1) executive officer and one (1) annually appointed member by the commodore. Each Director to serve for the length of their term or until replaced by their duly appointed successor by the Board of Directors. The sub-committee shall therefore be comprised of four (4) Board Members and one (1) member-at-large in total. The sub-committee shall elect its own committee chairman.
2. Duties & Responsibilities

- a. To annually review, update, and amend the Long Range Plan for the next 15 years and beyond.
- b. To annually review, update, and amend the Long Range Budget for the next 15 years and beyond.
- c. To annually report to the general membership the status of the Long Range Plan & Long Range Budget.
- d. To obtain bids or estimates as needed to accurately project costs for planned projects.
- e. To perform other actions necessary to accurately project costs and outline project timelines.
- f. To work with the annual budget committee, to request reserve funds be added to the Restricted Reserve Fund accounts.
- g. To report monthly to the board of directors, the status of currently active and upcoming projects.

G. Financial Responsibility & Indebtedness to club

1. Invoices are due and payable by the last day of the month in which services are invoiced. See Section X. - Definitions, INVOICE DUE DATE.
2. All suspensions, as authorized in Article XII Section III, for delinquency shall be automatic as per standing Board policy.
3. If applicable, a lien shall be filed against the member's vessel with the State of California Department of Motor Vehicles.
4. A late charge of 2% shall be applied on accounts unpaid after 30 days

H. Miscellaneous

1. Club members and their spouses are to be reimbursed for meal expenses for representation at various designated functions
2. All parties who do work for the VYC are required to provide either a tax ID number or social security number to comply with federal regulations.
3. Guidelines for nominating committee: There will be no more than 5 nominees for the office of director and no more than 2 for rear commodore
4. The club will hire security on an as needed basis as required for events.
5. Any Learn To Sail (LTS) student who joins VYC within 60 days of course completion may have their LTS fees applied to their initiation fee

I. VYC Harbor Regulation, House Rules, and Club Policy Revisions

1. The VYC Harbor Regulation, House Rules, and Club Policy document is the responsibility of the Staff Commodore's Office to update and publish in both a printed hard copy and an electronically distributable copy. Such changes shall be reviewed by the Board of Directors for accuracy prior to publishing.