

DIXON BOAT and FISHING CLUB, INC.

Standard Operating Procedures

Approved July 2023

Standard Operating Procedures (SOPs) of the Dixon Boat Club are fundamental rules to manage organizational norms that meet the General Membership's needs. The SOPs help to maintain order and act as guidelines for the Club's members to follow. SOP stewardship is the responsibility of all Club members. Not adhering to the SOPs, may jeopardize Club Membership.

Chairpersons

Each Chairperson is responsible for selecting their committee members, to ensure adequate coverage for scheduled functions and projects, and to oversee workday credits.

Bar Chairperson

This Chair is responsible for stocking the bar, maintaining inventory, and schedule state certified members to tend the bar for Club functions.

Bartenders are responsible for keeping the bar and the bar area clean before and after each Club function.

*Note: Unused beverage tickets may only be redeemed for non-alcoholic beverages and may not be saved to be used at another Club function.

Kitchen Chairperson

The Kitchen Chairperson is responsible for dinnerware, kitchen products, etc. for the Club's dinner functions. This Chair is to keep the kitchen inventory stocked and to schedule sponsors for each function.

***Dinner Sponsors** plan meals, order and cook the food; additionally, sponsors schedule cooks and servers, set up and clean up the dining room and kitchen before and after their sponsored event.

Public Relations/Hospitality Chairperson

This Chair is responsible for the Club's publicity and issuance of "all occasion" cards and the sending of flowers when needed on behalf of the Dixon Boat Club.

Workday Chairperson

This Chair coordinates and plans work projects, schedules workdays, schedules member assistance for special work projects, and keeps a posted work list in the Club House. The Chair is also responsible for maintaining the member workday records for the year.

Safety Chairperson

Unsafe conditions or activities are reported to the Board of Directors and the General Membership. Furthermore, the Safety Chair is responsible for checking the Club's fire extinguishers and report refill due dates to the Board.

Raffle Chairperson

The Raffle Chair purchases prize items for raffles at the General Membership meetings and Club dinner functions; extra items will be purchased for the Commodores Dinner's special raffle. This Chair shall give at least two (2) financial reports per year, at the General Membership meetings. At the December Membership meeting, monies procured from the raffle sales will be turned over to the Commodore. Monies not required as seed money for the following year, will be added to the General Fund.

Newsletter Chair

The Newsletter Chair writes and mails a monthly newsletter to keep the Membership informed of upcoming Club functions such as dinners, workday projects, meetings, Membership notices, and issues of interest.

Fiscal Year

The fiscal year of the Dixon Boat Club shall be the calendar year, January 1st. through December 31st. Workday credits and probationary member meeting attendance data will be collected from December 1st. through November 30th.

Dues and Fees

Section 1

Membership dues shall be assessed and mailed out in December. Payment is due in full and must be received by the February's General Membership meeting. Dues for a Primary member start at \$100.00.

The Purser will accept payments only when accompanied by the mailed billing notice. If a member loses the mailed billing notice, blank billing forms are available at the club house. The blank notices must be appropriately filled out and accompany dues payment to be accepted. Payment may be made at the General Membership meetings or by mail to: Dixon Boat and Fishing Club, Inc. P.O. 808 Dixon CA. 95620

Failure to pay dues by the February Membership meeting will be cause for membership termination. Special circumstances relative to personal hardship may be heard by the Board and must be initiated by the member prior to the January Board meeting. Recommendations by the Board will be brought to the February General Membership meeting for discussion and approval.

Example Timeline:

- **December** -- members will be billed as soon as possible after the December Board Meeting held the Second Thursday of the month.
- **January** -- non-payment of dues and any delinquent fees not received by the February General Membership Meeting are cause for Membership termination.
- **February** -- The February Board meeting, on the second Thursday of the month, will finalize the membership roster, and determine the number of new members invited to join the club. The Secretary notifies the prospective new members of the required attendance at the March General Membership meeting.
- **March** – New members are required to attend the General meeting for review and induction.

Section 2

Dues and penalty fees

\$100.00.....Annual Dues
\$ 10.00.....Spousal Dues (optional)

Unfulfilled workday(s)..... 200.00 per workday
Other fees..... (to be determined)

It is understood that dues, fees, penalties, and all other charges mentioned in these SOPs may be amended and subject to change by approval of the General Membership.

Initiation Fees

Initiation fees shall be set as recommended by the Board of Directors and approved by the membership:

\$100.00.....Nonrefundable applicant fee
\$200.00.....Initiation fees due at acceptance
\$100.00Yearly dues due at acceptance
\$400.00.....**Total** for Primary Member Applicant
\$ 10.00.....Spousal Dues (optional)
\$310.00.....**Total** (with spousal option)

Dockage and Storage

Section 1

Members may dock their boats for up to 72 hours without dockage fees or penalty. Requests may be made to the Board of Directors for extended time allowances.

Section 2

Boats may not be left at dockside for more than seventy-two (72) consecutive hours without approval of the Board. Members who have boats parked at dockside over 72 hours, without approval, will be fined a \$50.00 dock fee on that fourth day. Upon notification of a dock penalty, and, if not paid within seven (7) days after receipt of the billing notice, a fee of \$100.00 will be added. Non-compliance by the seventh day may cause the member's boat to be removed and all charges will be assessed to the member. All fees will be due and payable upon receipt as per action of the Board of Directors. Unpaid fees may result in Membership termination.

Section 3

The Dixon Boat Club has limited space for the land storage of boats and boat trailers. Members will be limited to one (1) boat or trailer per member. Members wishing to store their boat and boat trailer, regardless of size, should contact a club officer. A waiting list will be established on a first come first serve basis and maintained by the Club's Purser. When a vacancy occurs in the land storage area, the next applicant on the list will be contacted. A fee of \$25.00 per month, will be charged to the member. The Port Captain will keep records of storage fees and the Club's Purser will bill the members quarterly.

Autos, trucks, campers, camp trailers, motor homes, etc. may not be stored on the Club's property.

The Dixon Boat Club is not responsible for member's boat, trailer, electronics, or any other related items left in storage. In cases of severe weather or emergencies, the Port Captain may call members to re-secure their boat and trailer, or even to remove them from the Club's property.

All boat and boat trailers must have current registration, license, US Recreational Fee Tags, CF numbers, and the boat must have a Membership number decal on the starboard rear of the transom. In addition, the trailer must have a Membership number decal on the right rear fender, or if the trailer has no fenders, then behind the right rear wheels, if neither of these options are possible, then the decal shall be placed on the trailer to provide clear visibility to a passing pedestrian. Alternately, or in combination with, the member can place his number decal on the rear window of the tow vehicle.

Stored boats and boat trailers must be operational, and have been operated, launched, or removed from the premises, at least once a month. Members must do a monthly inspection and re-secure boat and boat trailer. Failure to take responsibility for the licensing, the condition, and the security of his/her stored unit, may result in storage privileges being denied. Upon notice from the Board of Directors of denied storage privileges, the member will have seven (7) days to remove their vehicles from the Club's premises. Noncompliance of this section may cause the removal of member's boat and trailer at the expense of the member.

Non-payment of dry land storage fees will be considered delinquent if not paid within thirty (30) days upon receipt of billing. Delinquent storage fees will not only put your Membership in jeopardy but may cause your boat and trailer to be removed from the Club's property. Such actions will be charged to the member.

Workdays

Section 1

All members are encouraged to support Club functions and the upkeep of the facilities by fulfilling a minimum of two (2) workdays per calendar year, credited in four-hour increments.

A fine will be assessed to a Primary member for a non-completed workday

obligation. The non-completed workday fine is \$200.00. per workday. The workday year is December 1st through November 30th.

Section 2

Workday hours will be credited for work done either by Primary member or paid Spousal member, or both. Four (4) hours of work equals one workday credited. To be credited for workdays, Members must sign the Workday Sign-In sheet and record the hours worked. For documentation, it is recommended to photograph the sign-in sheet.

Workday projects will be posted by the Workday Chairperson at the Club House and in the Newsletter. Workday hours will be credited from December 1st through November 30th for fiscal purposes.

A primary member, and or, paid Spousal member, working a full dinner function (both A.M. and P.M.) will have completed the workday obligation for that calendar year

Workday hours do not accumulate from year to year.

Section 3

The Port Captain may monitor workday hours in the absence of the Workday Chairperson. It is the responsibility of each member to post their workday hours and to document hour credits.

General Rules

Section 1 Club Rules

Violation of any Regulation pertaining the use of the Dixon Boat Club, when such Regulations have been promulgated by the Board of Directors and approved by the Membership, shall constitute grounds for membership termination.

No Member Shall:

- Give the Club house combination to any non-member. The Club does not permit non-members to be on the Club's premises, or to use the Club's facility, without the accompaniment of a Club member. Non-members found doing so, will be considered trespassing.

- Use another member's boat, or equipment without permission
- Fail to carry his/her Membership card or fail to display card at the request of another member.
- Hunt or permit any person to hunt on Dixon Boat Club property.
- Build a dock, building, storage shed, or any other fixtures on the Dixon Boat Club's property, unless authorized by the Board of Directors.
- Leave an un-operational boat docked without the Board of Directors approval. Violators will be given a seven (7) day notice to remove disabled boats from the docks. Failure to do so may result in the removal of member's boat at the expense of the member.
- Use any transient docks for permanent docking.
- Give or allow to be given, alcoholic beverages to any minor while on Boat Club property. Violations may be grounds for immediate member termination.
- Cause physical abuse or conduct themselves in an unacceptable manner.
- Use the Club or its facility for commercial use or monetary profit.
- Be allowed to consume alcoholic beverages within the Club House that was not purchased at the Club's bar. Excepting wine that has had a corking fee of \$10.00 dollars per bottle paid to the Club.
- Allow children less than 12 years of age to be on docks without adult supervision and a life jacket.

Section 2 Use of Facility

- A.** Non-members not accompanied by a Club member are not allowed on the Club's property.
- B.** Dependents of members under the age of sixteen (16) years of age are not permitted use of the Club facilities for any purpose without being accompanied by a Club member.

Dependents of members between the ages of sixteen and of eighteen (16-18) are permitted to use the Club facilities provided the dependent's parent/guardian, requests permission from the Board of Directors. If permission is granted in writing, the parent/guardian will assume full responsibility for the dependent's actions. The Port Captain maintains records of authorized users as notified by the Board of Directors.

Section 3 Camping

Members may camp overnight for a maximum of fourteen (14) nights, or the accumulation of fourteen (14) nights per calendar year. (January 1st-December 31st). Requests for longer stays may be approved by the Board of Directors. A five dollar (\$5.00) per day camp fee will be charged for any overnight stay beyond the fourteen-night allowance.

A. Members will be charged a fee of \$5.00 per night for electricity hook up.

B. One guest camping unit per member will be allowed to stay for a maximum of fourteen (14) consecutive nights or the accumulation of fourteen nights per calendar year (1 family utilizing 1 camping rig). Extensions will not be permitted for guests. Guests will be subject to a camping fee of \$10.00 per night. And up to \$15.00 per night, if electricity is requested.

C. All fees for camping are to be given to the Port Captain.

D. Members are responsible for themselves and for any guest they may bring to the Dixon Boat Club. This includes obeying the Club's Rules and Regulations, conduct, and for all monies owed the Club. Violation may put your Membership in jeopardy.

E. The bar shall be open and only left open at the discretion of the Port Captain. All ABC Regulations will apply. Only Club members are allowed behind the Bar and only those ABC certified will be allowed to serve alcoholic beverages. All fees collected by the Port Captain will be turned in to the Club's Purser.

Section 4 Guests

A. Members are allowed to bring guests on their boat at any time.

B. Members are limited to one "guest boat" per boat outing. No guest boats are allowed on weekends from October to March. The "guest boat" must leave the Club's harbor with the member and return with the member.

C. All guests will be restricted to parking North of the Club beyond the pump house and may include parking outside the Club's gates. For any invited guest with boats or non-member vehicles, members must place a note in the window of the guest's vehicle showing the member's number.

Section 5 Fish Mounting:

The Membership of the Dixon Boat Club has agreed to paying mounting fees of one Striped Bass over thirty (30) pounds, per member number while held by the existing member. This number applies to children 18 and under, a spouse, or the primary member and to be paid for by the Membership.

A. Qualifications:

1. Must be caught by a member or an immediate family member, (as described above) of the Dixon Boat Club.
2. The fish must be a legal catch.
3. Weight at least 30 pounds.
4. Fish must be caught from boats launched from the Club's harbor.
5. Fish must be donated to the Dixon Boat Club.
6. If the member practices catch and release, the fish must be weighed by a minimum of 2 scales which can be verified against the Boat Club scale. The weighing must be witnessed by 2 independent members and the scales verified against the Boat Club scale by all witnesses on the return to the Boat Club. Additionally, pictures must be taken to assist in the mounting.
7. If a member catches a larger fish than one already on display, which he wishes to display at the Club grounds, he may do so by paying all mounting fees, and replace his existing fish at the Club. The new fish will henceforth belong to the Dixon Boat Club. The replaced fish shall become the property of the member.
8. The Board shall decide where the taxidermy shall be done for any fish it has mounted.

B. Plaque

An enduring plaque for anyone catching a 30+ pound Striper, will be updated at the end of the year by the Commodores Dinner sponsor and presented yearly at the Commodores Dinner.

Section 6 Dinner Functions

A. Regular Monthly Dinners

Children, 12 and under will be charged half price for a dinner ticket at any Club sponsored function.

Members are encouraged to help with the cleanup of their dining area.

The Annual December Christmas Potluck that members and their families, and their guests attend, may expect a visit from Santa Clause. The Club purchases the turkey and ham for this dinner. (Usual donation of 3 medium turkeys and 3 hams). Participating members are to bring a wrapped gift for each child they bring for Santa to hand out, and a food donation that serves at least 12. Suggested gift value should be under \$25.00. All members are encouraged to help with dinner set up and clean up for this function. For fiscal purposes, any workday hours done at this function will be credited to the following calendar year.

B. Catered Dinner Functions

1. A member (sponsor) must apply to the Board of Directors for any Dixon Boat Club catered function.
1. The Board of Directors will review the application and submit the request for approval to the Boat Club members at the next general membership meeting.
2. Upon approval, the sponsor of said catered function will be responsible for the following:
 - a. Kitchen Set-up
 - b. Bar Set-up
 - c. Bartenders (Club members)
 - d. Servers
 - e. Clean-up
 - f. Food ordering
 - g. Ticket Sales (Bar and dinner ticket system.)
4. Catered Boat Club functions will be held at Boat Club only.
5. All bartenders, that serve alcoholic beverages, must be ABC certified Boat Club members. Non-members cannot serve behind the bar.

Section 7 Spousal Dues

The \$10.00 Spousal fee is not mandatory but does have the following advantages:

- A. Membership voting...see Article IV Section 9
- B. Credit for Workdays...see Article X
- C. Hold an Elected Office or Chairperson position – see Article IV Section 7

D. Membership Carry over – see Article IV Section 9

Section 8 Club Bar

ABC regulations state that only ABC certified Club members are allowed as Bartenders. Non-members are not allowed behind the Bar. The Dixon Boat Club expects members and their guests to pay by using the “Honor System”. Noncompliance of this section may jeopardize our Liquor Licenses and your Membership.