

OUTRIGGER YACHT CLUB ADMINISTRATION POLICY

PURPOSE: This policy provides guidance concerning various aspects of Outrigger Yacht Club (hereinafter referred to as “Club”) administration.

MEETINGS OF THE BOARD OF TRUSTEES: The members of the Board of Trustees will schedule regular meetings no less often than every other month during the year, with the first meeting to be held during the month of January. The Commodore will prepare and distribute to the members of the Board, Fleet Captains and Committee Chairpersons a meeting announcement and agenda, along with any documents to be considered by the Board, at least ten (10) days prior to each meeting.

STANDING COMMITTEE BUDGETS: Review and approval of Standing Committee budgets will occur during the January regular meeting of the Board of Trustees.

EXPENSE REIMBURSEMENTS: Club members who request reimbursement for Club related expenses must submit to the Treasurer a signed and dated itemized list of the expenses showing the purpose, date and amount of each expense and must attach any available receipts. Members requesting reimbursement for any single expense that exceeds \$25.00 must provide a receipt or invoice for that expense.

TREASURER’S REPORT: An outline of the annual Treasurer’s Report is attached.

AUDITING COMMITTEE: The Auditing Committee will consist of those members of the Board of Trustees present at any Board meeting and will complete its duties before the end of the month in which the Club’s federal tax filing is due. It will file a statement of certification (attached) as an addendum to that meeting’s Treasurer’s Report.

The committee will confirm the bank balances as shown in the Treasurer’s Report through a review of the Treasurer’s reconciliation of the year-end bank statement balances. They will select several expense items at random, with particular attention to any expenses that appear to be unusual or excessive, and review the corresponding itemized listings and invoices or receipts for each to insure the legitimacy of these expenses. The Treasurer will, in conjunction with the Membership Committee Chairperson, provide an accounting of membership dues, late fees, and initiation fees received to date for the year. The Auditing Committee will compare these to the membership dues, late fees and initiation fees deposited.

MEMBER’S ACCESS TO CLUB INFORMATION: Each member in good standing is a Principal of the Club and as such is entitled to view any Club information that he or she should so desire by making proper request of the appropriate Officer or Committee Chairperson. No Club financial information or Membership Data is to be posted to any public forum, including the Club website unless in a section that is password-protected.

DISSEMINATION OF CLUB INFORMATION: Each member is polled as to their preference whether to receive Club information via email or regular US Mail. Club address lists and rosters are not to be used for any commercial purpose.

NEWSLETTER: The Commodore will appoint a Newsletter Editor to publish information of interest to the membership. The newsletter will be sent to all members after each meeting of

the Board of Trustees or no less often than every other month beginning in January The newsletter should, at a minimum, highlight the relevant proceedings of the Board of Trustees meetings and contain notices and announcements of upcoming events.

NOMINATING COMMITTEE: In addition to the duties of the Nominating Committee as stipulated in the Bylaws, the Committee may also recommend persons to fill other positions of responsibility within the Club to include those of the Fleet Captains, committee chairpersons and members, and the Newsletter Editor. However, the actual appointment of persons to fill these positions remains the responsibility of the Commodore or the Board of Trustees as specified in the Bylaws and this Policy.

CLUB RECORDS: The schedule of events, notices of race and sailing instructions, race results, news letters, and meeting minutes and reports for the current year will be maintained on the Club web site at www.outtriggeryachtclub.org. The Secretary will maintain all other Club records in electronic format to the extent practicable and at the end of each year, compile the records for that year, to include relevant correspondence, and any other information deemed appropriate and allowable by policy into an electronic folder for archiving on the site. The webmaster or person designated to keep the web site current, will combine all records pertaining to that year and post the archived records on the site. Club rosters for previous years will be maintained by the Secretary on electronic storage medium with the current year membership roster added at the end of each year. The Secretary, as Club Historian, should also maintain other non electronic announcements, news articles, photographs and memorabilia related to Club activities.

Attachment

Form of the Treasurer's Report

Approved by the Board of Trustees on July 14, 2005 (If revised, attach original[s])

Summary of most recent changes: Added provisions re availability of Club information; removed certain restrictions re timing of appointments.



OUTRIGGER YACHT CLUB

Lake Norman, North Carolina

To: Outrigger Yacht Club members

Subject: Annual Treasurer's Report & Statement of Certification

The undersigned, as Treasurer of the Outrigger Yacht Club, hereby submits the following report:

The balance on hand as of December 31, 2___ was \$_____. From January 1, ___ through December 31, ___ there was received from all sources \$_____. The expenses during the same period were \$_____, leaving a balance on hand of \$_____. The attached statement of receipts and expenditures will show in detail the sources of receipts and the items to which the expenditures were applied.

(Name)

Attachment

We do hereby certify that we have examined the accounts and vouchers of the Treasurer and find them to be correct and that the balance in the accounts as of December 31, ___ is \$_____.

THE AUDITING COMMITTEE

(Name)

(Name)

(Name)



OUTRIGGER YACHT CLUB

Lake Norman, North Carolina

Statement of Receipts and Expenditures

Balance on hand, January 1, _____ \$ _____

Receipts

Membership Dues

Race/Regatta Entry Fees

Social Event Fees

Promotional Sales

Interest Income _____

Total Receipts _____

Total _____

Expenditures

RC Boat Expenses

Race/Regatta Expenses

Administrative/Marketing Expenses

Social Event Expenses

Insurance

Internet

Corporate Taxes

Association Dues

Miscellaneous Expenses _____

Total Expenditures _____

Balance on Hand, December 31, _____ \$ _____

(Name)
Treasurer