

POQUOSON YACHT CLUB  
HOUSE RULES AND REGULATIONS  
Revised and approved by the Board 02/2010

1. PURPOSE AND AUTHORITY

1.1. House rules and regulations, as set forth herein, provide detailed procedures concerning operations and use of the club facilities for the equitable benefit of all members. These rules are made by the Board of Directors pursuant to Article V, section 8, of the Club By-Laws, and are a supplement to said By-Laws. In the event of any conflict between the By Laws and the Rules and Regulations, the By-Laws take precedence. Rules of conduct, guest privileges, payment of bills and the like are effective without exception as provided for herein.

2. GENERAL

2.1. Adherence to House Rules and Regulations is the responsibility of all members.

2.2. Overall management and control of the club facilities is the responsibility of the Board of Directors. Day-to-day operations shall be delegated to various managers and committee chairpersons as appointed by the Commodore. Such appointments will include, but may not be limited to, a Building and Grounds Manager, a Bar Manager, and a Kitchen Manager.

2.2.1. Each committee chairperson or manager is encouraged to write an attachment to the PYC House Rules that describes the roles, functions, and procedures of their committee. These attachments are information only documents, intended to provide committee members and subsequent chairpersons a "How-To" description of a committee's operations. The particular format and amount of detail shall be left up to the chairperson and may be revised at his or her discretion.

2.3. Other committees shall be appointed as deemed by the Commodore.

3. RULES OF CONDUCT

3.1. Club members shall conduct themselves in accordance with generally accepted standards of a lady and a gentleman ( i.e. no abusive language or any other disorderly conduct which is offensive to other members) while on PYC property or at attendance at official PYC functions. Members are responsible for the conduct of their children while on club property and shall ensure that they are properly supervised.

3.2. Club members are expected at all times to comply with the laws of the City of Poquoson, the Commonwealth of Virginia (including the regulations of the Alcoholic Beverage Control Board), and the United States of America.

3.3. Children under the age of 12 are not allowed to sit at the bar without an adult.

3.4. Running is not permitted inside the Club.

3.5. Children under the age of 12 may not use the dart board or the pool table.

3.6. Children under the age of 12 must be accompanied by an adult while in the kitchen or pantry.

#### 4. GUESTS

4.1 Conduct of invited guests and their children is the responsibility of the member who will assure their guests comply with all PYC rules.

4.2 Guest shall be admitted to and may remain on Club property as long as the sponsoring member is present. The term “guest” is defined as any person who does not qualify as a member as defined in the By-Laws.

4.3. A member may entertain no more than six (6) guests per month. The same resident guest may not be entertained more often than two (2) times per month, not to exceed a total of eight (8) visits per year on the Club premises with the following exceptions:

- a) The limitations on number of visits for out of town relatives or guests, who permanently reside more than 100 miles from the City of Poquoson, shall be waived, unless such waiver is abused. Such abuse, if any, shall be determined by the Board of Directors.
- b) The limitations on number of visits for a guest (date) of unmarried card-carrying members shall be waived, unless such waiver is abused. Such abuse, if any, shall be determined by the Board of Directors.

4.4. Members and Guests shall not be permitted aboard any boat moored at the Club without permission of the owner.

4.5. Visiting yachtsmen shall be requested to sign the PYC Guest Register.

#### 5. HOUSE FACILITIES

5.1. Operations

5.1.1. Operation and maintenance of the Club building shall be the responsibility of the PYC Board and the committees appointed by the Commodore as set forth in Section 2.2 hereof.

5.1.2. The Club building shall be open regularly for scheduled and other activities and events at the times specified and published for such activities and events. Times shall be posted on the Club bulletin board, E-mailed and published on the club Internet site.

5.1.3. The Club building shall be available for casual use by the members when: (1) Sponsored by a club member, (2) scheduled three days in advance with the PYC Activities Committee, and (3) not rented. **(NOTE: This rule does not apply to outdoor use of the club, which is available to all members anytime the club is not rented.)** The following conditions also apply:

- a) The Clubhouse shall be open to all members.
- b) PYC By-Laws and House Rules apply.
- c) A bartender shall be appointed by the Bar Manager, if needed.
- d) The event shall be posted 3 days in advance on the PYC website.
- e) Sponsor and participants are responsible for PYC clean up.

5.1.4 Beverage service:

- a) The Club shall provide non-alcoholic beverages for sale to members and guests.
- b) The Club shall provide wine and beer for sale to members and guests for consumption “on premises” only.
- c) Beverage services will be available at the prices posted.
- d) Only the Bar Manager, or the Bar Manager’s designee, will be in charge of the bar.
- e) Guests are not permitted to bring beverages of any description on Club premises at any time.
- f) Members shall be permitted to keep personal liquor or wine at the club for consumption “on the premises” only, subject to the following provisions:
  - 1) All liquor and personal bottles of wine stored or used at the Club shall have the member’s name on the bottle.
  - 2) All members’ liquor or wine shall be kept under lock in the designated storage area when the bar is not open.

- 3) Members may buy setups and serve liquor or wine to their guests from the members' bottle.
- 4) All set ups shall be purchased from the Club at the prices posted.
- 5) A member roster provided by the PYC Treasurer must be available at the bar.
- g) Only wine, beer, and non-alcoholic beverages which are served by the club may be consumed on club property.
- h) Current applicable regulations of the Virginia ABC Board are hereby incorporated into these House Rules. Members shall cooperate with the Bar Manager or attendant(s) on duty to ensure compliance.
- i) No alcoholic beverage shall be stored, served, or sold contrary to state law.
- j) Persons shall not consume alcoholic beverages on the Club property in a manner contrary to state law.

5.1.5. Smoking is not permitted anywhere inside the Clubhouse or on the back deck, to include the stairs. Smoking is permitted on the front porch and other outside areas of the Clubhouse. Butts must be disposed of in the containers provided.

5.1.6. Kitchen facilities and related items shall be under the control of the Kitchen Manager.

5.1.7. Club property – all property belonging to the Club shall be treated with care at all times. Members shall be responsible for all damages they or their guests cause.

5.1.8. All members and their guests shall wear shoes at all times while in the Clubhouse.

5.1.9. Pets are not permitted inside the Clubhouse.

5.2. Rental of Club Facilities.

5.2.1. A club member must sponsor any rental of the club facilities. A complete set of rental rules and fees is available from the Rental Manager and on the PYC website.

5.3. Pier and Dock Facilities

5.3.1. Rules and regulations regarding use of the pier and dock facilities shall be promulgated by the Building and Grounds Manager. Rules and fees shall be subject to approval by the Board.

5.3.2. Pier and dock facilities shall be available for use by PYC members, their guests, and members of visiting Yacht Clubs pursuant to the rules under Section 5.3.1 above.

5.3.3. All members and guests utilizing the pier and docking facilities do so at their own risk and agree to hold the PYC harmless.

## 6. MEMBER PARTICIPATION

### 6.1. Reservation Cancellation

6.1.1. Notice of activities requiring reservations will specify the latest time and date that a reservation may be cancelled without penalty. If not specified in the notice, cancellations will be accepted no later than 48 hours prior to the scheduled time for the activity.

6.1.2. Members who do not meet the cancellation requirements will be billed for any attendance fees.

6.1.3. At the discretion of the board, attendance fees may be waived for qualifying emergencies. The board shall determine whether an emergency qualifies on a case-by-case basis.

## 7. APPLICANT WAITING LIST

7.1. All new applicants must submit a complete application.

7.2 An applicant's place on waiting list is determined by the date and time a fully completed application is presented to the Membership Chairperson or an officer of the board (Commodore, Vice Commodore, Secretary, Treasurer) and not on the order in which the application is approved.

7.3. Each application must clearly state whether the application is for Family or Associate membership. An applicant may change from Social or Associate to Family at any time, by submitting a request in writing to the board. Family and social members who move from the area may apply for and be accepted as associate membership if they meet the requirements specified in Article I, Section 1B of the PYC By-Laws.

7.4. Vacancies occur as social, associate, and family members leave the club or as the membership cap is adjusted by the PYC Board. Vacancies may be filled at the discretion of the Board.

7.5. When a vacancy becomes available, the Membership Chairperson will notify in writing the first applicant on the list. . If the applicant refuses the membership that applicant is removed from the list and the vacancy will be offered to the next applicant.

7.6. Acceptance of a vacancy requires payment in full of all required fees by the 30-day deadline, unless the Board approves other special arrangements.

7.7. The Membership Chairperson will be responsible for maintaining the list and for communicating with applicants. The Membership Chairperson will supply every member of the board with a current list as needed.

7.8. A copy of these rules will be given to each new member.

7.9 A copy of all revisions to House Rules and By-Laws should be sent to all members.