SOUTHERN MARYLAND SAILING ASSOCIATION (SMSA)

POLICY MANUAL



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SMSA POLICY MANUAL

REVISION HISTORY

Change Number	Date	Changed Pages	Description
0	10 Jan 2008	N/A	Original Release of the document
1	8 Jan 2009	Cover Page, i, ii, I-2, I-3, I-4, I-5, I-6, I-7, I-10, I-11, I-12, I-13, I-14, I-15, I-16, I-17, II-5, II-M-1, II-M-2	Revised BOD policies for 2009. Revised By-Laws. Revised Leadership Roster. Deleted Woman's Program Committee Chair procedures and added Training Program Committee Chair procedures.
2	11 May 2009	Cover Page, i, ii, I-7, I-18, I-19	BOD adopted SMSA Workplace Policy and employee acknowledgement for EEO and insurance compliance.
3	11 Jan 2010	Cover Page, i, ii, I-3, I-5, I-6, I-7, II-1, II-2, II-3, II-4, II-5, II-O-1	Revised BOD policies for 2010. Revised Leadership Roster. Corrected typos. Added Appendix O for Bar Manager Committee Chair.
4	10 Jan 2011	Cover Page, i, I-5, I-6, I-7, I-10, I-17, II-5	Revised BOD policies, dues, and fees for the 2011 season. Incorporated By-Laws change for eligibility requirements for Commodore position. Revised Leadership Roster.
5	13 Jun 2011	i, I-7	Added SMSA Key Policy to establish procedures and distribution of clubhouse keys.
6	12 Dec 2011	Cover Page, i, ii, I-5, I-6, I-7, I-8, II-5, II-O-1, II-O-2	Established dues and fees for the 2012 season. Revised Small Boat Dry Storage policy. Added policy for members only race participation. Added policy for implementation of member payment plans. Revised Leadership Roster. Added Bar Manager descriptions of duties.
7	9 Jan 2012	Cover Page, i, I-6, I-7, II-5	Revised Transient Dockage policy. Revised annual dues for 2012. Revised Members Only Race Participation policy. Revised Leadership Roster.
8	14 Jan 2013	Cover Page, i, ii, 1, 3, 4, I-6, I-7, I-11, I-18, II-H-2, II-H-3, II-K-1, II-K-2, II-K-3, II-K-4, II-L-1, II-L-2, II-L-3,	Revised Introduction section. Added Organization Chart. Moved Leadership Roster up to Introduction section and revised. Incorporated By-Laws changes approved on 7 May 2012. Revised Appendix H Cruise Program. Revised Appendix K Public Relations. Revised Appendix L Junior Program. Added Appendix P Special Events. Established dues and fees for the 2013 season.
9	13 Jan 2014	Cover Page, i, 3, 4, I-6, I-7	Revised Org Chart to reflect current committee chair structure, Updated dates to reflect BOD approved dues and fees for 2014 season. Updated Leadership Roster.
10	3 Mar 2014	Cover Page, i, II-D-3, II-D-4, II-D-5, II-D-6	Updated Treasurer Roles and Responsibilities in accordance with input from Jim Whited.
11	12 Jan 2015	Cover Page, i, 4, I-3, I-6, I-7	2015 BOD adopted Policy Manual. Revised annual dues for 2015. Updated Leadership Roster. Administrative changes to policies and procedures for clarification.

Change Number	Date	Changed Pages	Description
12	3 Feb 2015	Cover Page, I-1 thru I-5, I-7, II-1 thru II-4, II-O-1, II-O-2	Administrative changes to policies and procedures for clarification.
13	11 May 2015	Cover Page, ii, I-3, I-5, I-6, I-8	Revised Big Boat Storage and Small Boat Storage policies. Added new policy for pro-rating dues for Active-Duty Military Orders.
14	14 Sep 2015	Cover Page, ii, I-4, I-5, I-6	BOD revised policies for Clubhouse Usage Rules and for Small Boat Dry Storage.
15	7 Nov 2015	Cover Page, ii, I-11, I-14, I-16, I-18	Incorporated revisions to By-Laws approved at the Annual Meeting on 7 Nov 2015.
16	8 Jan 2018	Cover Page, 2, 3, 4, I-2, I-3, I-5, I-6, I-7, I-8, I-12, II-1, II-3	Correct the burgee & eliminate extraneous change identification on Cover Page. Updated Document Overview (Sec II Operating Procedures & Info). Updated Org Chart. Updated Leadership, Chair & Volunteer Rosters. Updated policies for Former Dependent Children, Club Stationary Letterhead & Logo, E-Clew & Minutes, Big Boat Slip Rental, BOD Meeting Minutes, Small Boat Dry Storage, Transient Dockage, Annual Dues & Initiation Fee, Member Race Fees, Dog Policy and Small Boat Checkout Policy. Removed the policies for Yearbook & Race Circular as well as the Payment Plans for Annual Dues, Race Fees, Slip Rental, and Dry Storage. Moved the By-Law revision list in front of the By-Laws and updated the By-Laws as approved. In Section II updated the Policy Manual Updates and Meetings of the BOD.
17	5 Mar 2018	Cover Page, iii, 2, 4, 5, I-4, I-6, I-7, A-1, B-1	Updated Leadership Roster section. Added e-mail distribution lists. Removed Operating Procedures and Information from this manual and created a separate Operations Manual. Updated policy for New Member Dues, Active-Duty Military Orders, removed invoicing from Small Boat Dry Storage, moved Clubhouse rules and Small Boat checkout to their own appendices.
18	1 Jul 2018	4, I-4, Add Appendix C; Add Appendix D	Updated Membership Chair and Clew Editor. Updated Policy section for BOD Meeting Minutes. Added Appendix C on how to operate the RC Start Box. Added Appendix D with Misc. How-To's (Google Calendar)
19	1 Oct 2018	4, I-2, I-8	Added year which each Directors term expires; Revised Small Boat chair from Scott Patterson/Jeff Moore to Dan Bowman; Updated Use of Emblems Policy; Added Employment Policy
20	1 Nov 2018	A-1, D-1	Revised the Clubhouse Rules to match the new Clubhouse Rental Agreement. Added information regarding display of a mourning cloth

Change Number	Date	Changed Pages	Description
21	7 Jan 2019	3, 4, 5, I-3, I-4, I-5, I-6	Revised Org Chart and changed "House" to "Facilities"; Revised Directors to reflect the Nov 2018 election (Rich Freeman and Joe Frost) and changed the expiration year to "21"; Revised Chair Positions as follows: Dockmaster to Mark Witte, "House" changed to "Facilities" and corrected the associated e-mail address; Revised Other Volunteers to change Clew Editor from "TBD" to "Mackenzie Rhinehart (acting)"; Changed e-mail distribution to reflect "Facility" in lieu of "House"; Modified the Policy for the Big Boat Slip Rental, Small Boat Dry Storage, Annual Dues and Initiation Fee, and 2019 Member Race Fees to reflect a change to the SMSA Membership Year from Jan-Dec to Apr-Mar; Added policy for Junior Camp Fees
22	6 Mar 2019	4, 5, I-3, I-5, Appendix A	Revised Membership Chair to Vacant, Revised Clew Editor to Robin Witte (acting), Revised Big Boat Slip Rental to reflect installment plan; revised Small Boat Dry Storage to reflect new fees and installment plan option; revised Appendix A Clubhouse Rules to align with the new Club Rental Agreement, revised 2019 Member Race Fees, revised Members Only Participation in Racing Programs policy, added policy for Bar Markup
23	8 Jul 2019	4, I-3, I-4, I-7	Revised Clew Editor to Nichole Doub; Revised Social Chair by removing Betsy Dodge and adding Cori Grant; Revised Facilities Chair to Vacant; Revised the Big Boat Slip Rental installment payment language to match the Small Boat language; Updated the Clubhouse Usage Rules adding portions from Appendix A back into the Policy Section; Cleaned up the formatting in 2019 Member Race Fees for readability
24	18 Oct 2019	4, I-12, I-13	Revised Facilities Chair from "vacant" to "John Blaney," updated By-Laws Revision history, revised By-Laws to change Vice and Rear Commodore term limit from two (2) to three (3)
25	8 Jan 2020	3, 4, 5, I-4, I-6, I-9	Updated Org chart to reflect addition of Screwpile Chair; Revised Commodore, Treasurer, Directors and Chair positions (Keelboat, Communications, Social); Other Volunteers: revised CBYRA rep & added Screwpile Chair, updated email list to include Screwpile; Clubhouse Usage Rules: added requirement for member to be present for Clubhouse rental; Annual Dues/Initiation Fee, Member Race Fees, Junior Camp Fees all updated to reflect 2020 approved budget
26	10 Mar 2020	I-8, App. B	Updated Members Only Participation in Racing Programs policy to include St. Mary's College Offshore racing team. Replaced Appendix B (Small Boat Checkout List) in its entirety with new requirements.

Change Number	Date	Changed Pages	Description
27	08 Jun 2020	I-10, App. B, App. E	Added policy for Incident Reporting; Revised Appendix B (Small Boat Checkout) for COVID-19; added Appendix E with Incident Reporting Form; revised chair positions to reflect “acting” roles
28	26 Jun 2020	App. B, Added App. F	Moved COVID info form Small Boat Checkout to the COVID specific document; Added Appendix F for RC Boat Procedures
29	10 Aug 2020	4, 5	Updated Chair positions, Revised page numbering, removing appendix specific number and inserted new automated table of contents for ease of updating page numbers
30	11 Jan 2021	4,5	Updated Officer positions, updated chair positions, updated other volunteer positions
31	18 Nov 2021	Cover page, 4, 15, 17; Added App. G	Removed COVID note on cover page; revised roster to 2022 BOD & Chairs, added HS Sailing Chair; added policy for use of middle room with regards to repairing assets (Oct 2021 Minutes); updated Resident Agent (Mar 2021 Minutes); Appendix G for Kayak/SUPs
32	1 Mar 2022	3, 4, 8, 10, 11, 14	Added HS Sailing chair to Organization Chart and Leadership Roster; Updated program chairs; Updated dues, race fees, camp fees and Dry storage fees
33	14 Aug 2023		(09 Jan 2023): Updated officer and chair positions and names; updated fees; (13 Mar 2023) Updated KB invitational fee, updated Bar Manager and Junior positions; (12 Jun 2023) Added Clew ad fee structure; (10 July 2023) Updated bar manager name; updated Junior camp fee; updated HS fees; added onsite liquor policy; added Facilities Purchase fund committee; (14 Aug 2023) updated Facilities chair position
34	11 Mar 2024	3, 4, Appendix A, B, C, D, I	Revised Organization Chart to reflect current committee chair structure; Moved SMSA Leadership Roster as Appendix A; added newly approved Webmaster and Information Technology (IT) chairs to Leadership Roster; moved all dues / fees to Appendix B; Updated dues / fees in accordance with 2024 Budget; Added Transient Wet Slip to Fee table in Appendix B; Updated Appendix lettering for C through I; Updates to text contained in Appendix D and I; Grammatical edits and general formatting updates
35	11 Jun 2024	4, Appendix H	Updated RC boat location, Updated website link to Keelboat page
36	9 Jul 2024	4, 25, 26, Appendix D, Appendix I	Updated SMSA Leadership Roster, Updated Appendix D & Appendix I

Change Number	Date	Changed Pages	Description
37	11 Feb 2025	Table of Contents (vi), 3, 12, 13, 16, 20, 22, Appendix A, Appendix B	(14 Jan 2025): By-Laws Revisions (Approved at the November 2, 2024 Annual Meeting) Revised Article II, Section 2 to add a fifth (5th) membership classification entitled Remote Membership Class; Revised Article IV, Section 1 to establish the associated dues for the Remote Membership classification. (11 Feb 2025): Updated Organization Chart; Updated Appendix A – SMSA Leadership Roster; Updated Appendix B – Fee Schedule; Updated Active SMSA BOD Policies to include Member Protocols During Sailing Camp, BOD approved 9 July 2024
38	13 May 2025	Appendix D, Appendix I	Revised Appendix D – Small Boat Checkout List, Revised Appendix I – Kayak and Stand Up Paddleboard (SUPs) Rules
39	12 Aug 2025	Page 10	Revised Section1: Policy – Active SMSA BOD Policies - Dog Policy
40	13 Jan 2026	3, Appendix A, Appendix B	Revised Organization Chart to reflect current committee chair structure, Updated Appendix A – SMSA Leadership Roster to reflect current BoD members, Committees and Chairs, Updated Appendix B Fees to reflect current year, clarify minor areas, and revise for Summer Camp fee increase. As approved during 13 Jan 26 BoD meeting.
41	31 Aug 2026	13, Appendix A, Appendix B	Added College Student policy, Revised Appendix A to reflect Committee Chairs, Updated Appendix B to reflect College Student discount

TABLE OF CONTENTS

INTRODUCTION 1
Background 1
Mission Statement 1
Vision 1
Document Overview 2
Organization Chart 3
SECTION I: POLICY 4
Active SMSA BOD Policies 4
Articles of Incorporation 14
By-Laws 16
By-Laws 17
Workplace Policy 24
Appendix A – SMSA Leadership Roster 26
Appendix B – Fee Schedule 29
Appendix C – Clubhouse Rules 32
Appendix D – Small Boat Checkout List 33
Appendix E – Using the Starting Box for Race Committee 34
Appendix F – Miscellaneous How-To's 37
Appendix G – Incident Reporting Form 38
Appendix H – RC Boat Procedures 39
Appendix I – Kayak and Stand Up Paddle Boards (SUPs) Rules 42

INTRODUCTION

BACKGROUND

"This document will serve as a guide to the various Officers, Directors and Committee Chairs for their conduct and execution of their SMSA duties. The 2006 Governance Committee formulated the inputs and updates that follow. The guide is built upon earlier policies and incorporated procedures that were found to provide the best operational system after many years in practice. In the past, the pass down of information from one board to the next was lacking in definition and structure and in some cases for certain positions it was nonexistent. These policies and procedures are not perfect, but they have been derived from our experience and interest for the future of SMSA. This manual will be updated as necessary and re-adopted by each incoming Board of Directors and Chairs. In no way shall these recommendations and responsibilities supersede or modify the Articles of Incorporation and By-laws of SMSA."

Southern Maryland Sailing Association, 2006 Governance Committee

MISSION STATEMENT

The *'Mission'* of SMSA is to organize and operate a corporation exclusively for educational, charitable, promotional, and propagation purposes in connection with sailing and all matters of sailing activities. *[SMSA Articles of Incorporation (Article 2, section B).]*

VISION

It is the *'Vision'* of SMSA to continue to be the premiere sailing outlet in the Southern Maryland region. We will continue to provide our members with the best venue for on-the-water racing and cruising events as well as on-shore social activities. We believe that we will be realizing our mission by continuing to provide opportunities for participation in our club events.

Specifically, we will pursue the following to achieve our vision:

- Schedule, plan and run quality race events.
- Schedule, plan and run cruises.
- Schedule, plan and host social events.
- Develop a plan to acquire a permanent/semi-permanent clubhouse facility for future club activities.

DOCUMENT OVERVIEW

The intent of the Southern Maryland Sailing Association (SMSA) Policy Manual is to be a working, living document, in that the content of the document should never be considered final or unchangeable. As you use this document, comments, additions and modifications are requested to keep its content current and informative.

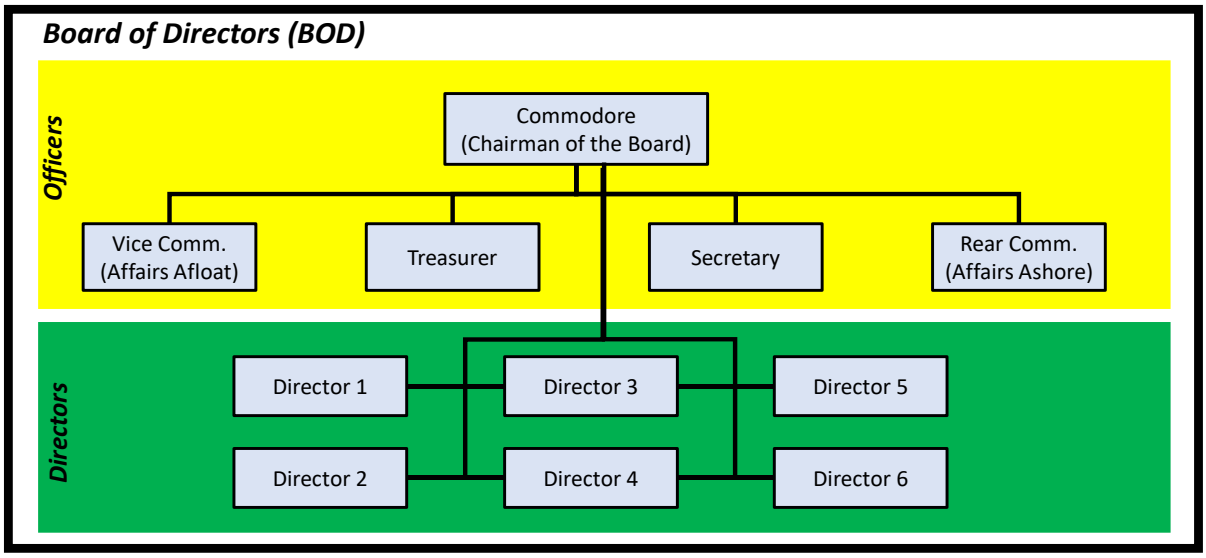
The **INTRODUCTION** to this manual includes SMSA's Mission Statement and Vision, for guidance and should be read and understood by all incoming association leaders to ensure that each Board of Directors (BOD) continues working to support the SMSA mission and long-term vision. The Mission Statement is derived from the corporation purposes stated in the Articles of Incorporation, Bylaws and their revisions. The Vision declares the future direction of the club, which by its very nature is ever-changing.

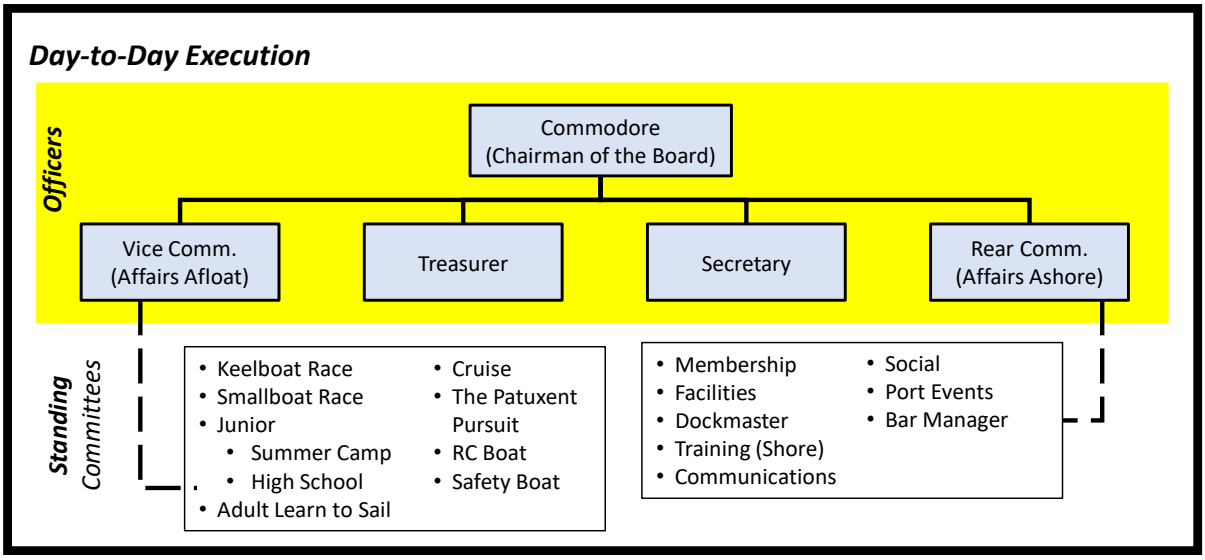
The **SECTION I: POLICY** portion of this manual contains SMSA Policy matters that govern the conduct of our business in accordance with the Articles of Incorporation, By-Laws, and Active SMSA BOD Policies. Changes to the By-Laws or Articles of Incorporation can only be made by vote of the membership in accordance with procedures contained in the By-Laws. The list of Active SMSA BOD Policies contains policies that have been established by formal motion and vote of approval by previous Board of Governors (BOG) or Board of Directors (BOD). These policies are considered binding until/unless modified/deleted by a formal motion and vote of the BOD.

The Appendices to this Policy Manual are intended to be a single location for our members to find the "How-to's" (ex. how to check out a small boat, how to rent the clubhouse, etc.). Proposed changes to the Appendices shall be approved by the Officers.

All information should be revisited often by Board Members and Committee Chairs to ensure they continue to reflect and direct our programs in support of the club and membership. At a minimum, this manual shall be updated annually. Any new input, change or deletion to these sections should be provided to the Rear Commodore or his/her designee as the caretaker of this Manual.

Organization Chart





SECTION I: POLICY

ACTIVE SMSA BOD POLICIES

The SMSA policies listed in the following table have been formally adopted by majority vote of the Board of Directors (BOD) in accordance with the SMSA By-Laws Article I, Section 2. The purpose of these formal policies is to complement the SMSA By-Laws by providing specific direction, documenting operating procedures, and establishing policies that are not covered elsewhere. The SMSA By-Laws take precedence over any conflict in meaning that may arise from interpretation of these policies.

These policies remain in effect until cancelled by majority vote of the BOD or the membership. Policies that explicitly include an expiration date will expire on that date.

Date Approved	Policy
3 Feb 2015	**Perpetual Trophies** Perpetual trophies will be returned to the clubhouse by the last regularly scheduled Wednesday night race. The Secretary or appropriate committee chair will call trophy holders if trophies are not returned by the last regularly scheduled Wednesday night race.
8 Jan 2018	**Corporation Emblem (Burgee)** The SMSA Corporate Emblem (Burgee) is hereby described in order that it may be legally protected. The general outline of the burgee shall be that of an isosceles triangle with one short side and two long sides. The short side will be two-thirds of the length of either of the two long sides and shall be mounted vertically as though on a staff. A second vertical line, equidistant from the short side and the narrow angle (point), shall divide the burgee into dexter and sinister sections described heraldically. They shall be Dexter - quarterly argent and gules, a cross botony counter changed. Sinister - divided fess wise quarterly or and sable in bend. To ensure distinctiveness, embellishment for achievement or merit shall be made by separate ribbons or smaller pennant attached to or flown individually below the burgee or on the port spreader. Such an arrangement shall make the burgee easily recognizable as the emblem of the SMSA. The Corporation burgee may be flown on any sailing vessel owned or chartered by a member but may not be displayed on a sailing vessel owned by a member and under charter or loan to a non-member (decals are excluded). The traditional location to fly a burgee is at the top of the mainmast. However, if this is not feasible, the second choice is under the starboard, lower spreader.

Date Approved	Policy
13 Aug 2018	**Use of Emblems** Use of Emblems The BOD shall obtain and make available to members all club burgees, emblems, patches, decals, etc. The use of emblems or decals for decorative purposes in homes, offices or automobiles is authorized. For the purposes of esthetically designing a sign for the SMSA Facility the Corporate Burgee may be drawn as flat or wavy as shown by the example herein: FLAT WAVY
8 Jan 2018	**Former Dependent Children** Former dependent children who apply for an appropriate membership class on or before their 26th birthday and who are accepted by the BOD, shall not be required to pay an initiation fee.
Unknown	**Dress** While no uniform dress is prescribed for members as Corporation functions, the display of the Corporation patch on sailing clothes and on blazers or other clothing appropriate for semi-formal occasions is encouraged.
3 Dec 1992	**Race Sponsors** Race Sponsors will be sending written bills for sponsorship.
8 Jan 2018	**Club Stationary, Letterhead and Logo** Official club stationary can only be used for official club business as represented or approved by the Board of Directors.
7 Nov 1995	**Cruise Points** Cruise points are awarded to the SMSA member, not their boat.
8 Nov 2001	**Hosted Race Events** A BOD vote is required prior to SMSA hosting any regattas (outside of normal SMSA scheduled club race events). Prior to the BOD consideration and vote, a general plan for the regatta must be presented which includes the following: 1. A Principal Race Officer (PRO) and race committee must be identified. 2. Support/safety boats must be identified. 3. Volunteer listing. 4. Anticipated number of participating boats. 5. Listing of SMSA members who will participate as class members. 6. Detail of facilities to be used by participants, etc.

Date Approved	Policy
8 Jan 2018	**E-Clew and Minutes** The Clew will be posted on the website. Official minutes of BOD meetings will not be published in the Clew, but Club members may request a copy of BOD minutes from the Secretary.
7 Mar 2007	**Summer Camp Fees for Grandchildren** For Junior Summer Camps, the grandchildren of SMSA members will be offered the same camp fee schedule that is offered to the children of SMSA members.
11 Mar 2024	**Big Boat Slip Rental** Seven slips will be available for lease by annual contract - April 1 – March 31. A rental fee will be charged based on a calendar year and a 20ft minimum. See Appendix B for current fee. The entire rental fee for each slip is to be paid in full on or before March 31st. If the member selects the installment plan option, the first installment shall be paid no later than March 31 with future installments due on the first of each month. No rental fee shall be prorated (except in the case of a boat which has never been slipped at SMSA). The T-Head will remain un-leased and reserved for Transient Dockage. Slips will only be made available to Club Members in good standing and only one slip will be allowed on a continuous basis per membership. The maximum rental period is one year though rentals can renew immediately. Dues or rental fees not paid within 30 days of the due date will be considered delinquent and may result in the suspension of docking privileges. Slip availability will be publicized on the SMSA website. In the event demand for dockage space exceeds available slips, a waiting list will be implemented on a first come first serve basis, which will be further decided based on the specific characteristics of each boat on the list to available slip(s) (i.e., length, water-depth, etc.) The Dock Master will attempt to accommodate the boat owner when assigning slips; however, to maintain a safe environment for members and their boats, a boat's overall length, any protrusions, or other potential safety factors will be considered. The Dock Master has the final word in assigning or reassigning or denying a slip. All boats kept at the club should be properly secured and left at the risk of the owner. Boats must be secured with good quality line of appropriate size. No polypropylene line is allowed for mooring boats. The Dock Master will notify a boat owner not in compliance. If necessary, the Dock Master has the right to take corrective action and charge the boat owner for supplies. During bad weather, high winds or choppy seas, boats should be properly secured or removed from the dock. Any damage to the Club property or other boats will be paid for by the boat owner.
7 Mar 2007	**Long Term Parking** On-site long-term parking will not be provided for slip-holders due to the obvious space limitations behind the building. However, slip-holders will be permitted to drive through the gate to the waterfront area and park temporarily for loading and unloading.

10 Apr 2007	**Insurance and Indemnification** All provisions of Article V of the By-laws of the Corporation (Insurance and Indemnification) shall also apply to any SMSA member who signs a license for an SMSA activity (for example, a liquor license for the clubhouse) and by doing so may be exposed to fines, civil damages, legal expenses, or other costs relating to the license and/or the activity covered by the license. This includes, but is not limited to, the following: 1. The Board shall procure and maintain adequate and appropriate liability insurance that covers members who sign a license for Corporation activities. 2. The Corporation shall indemnify any member who signs a license for Corporation activities against any and all expenses, including fines, civil or criminal liabilities, and counsel fees, in criminal and /or civil action, reasonably incurred or imposed on such member by virtue of his having signed the license. Such a member shall not be liable to members of the Corporation for any mistake of judgment, negligence, or otherwise, except for his own willful misconduct or bad faith. 3. The Corporation shall defend members who sign a license for Corporation activities in connection with any action, suit, or other proceedings, civil and/or criminal, in which the members are involved by virtue of having signed the license and shall indemnify them to the extent that costs of such defense including reasonable attorney's fees, damages, and/or fines are not covered by insurance maintained by the Corporation.
11 Mar 2024	**Clubhouse Usage Rules** The Clubhouse Usage Rules shall be followed in accordance with Appendix C of this Policy Manual. Junior Members may only have access to the front and middle rooms of the SMSA Clubhouse when a Regular Member, Young Adult Member, Emeritus Member or SMSA employee is present. Clubhouse facility rental is available to SMSA members (age 18 or over). Such usage and rentals shall not conflict with other scheduled events in the SMSA annual operational calendar found on the SMSA website. SMSA members may reserve the clubhouse in two ways: a. for themselves (birthday parties, anniversaries, etc.) for invited private social functions, or b. a member may sponsor clubhouse use by non-member individuals or organizations (clubs, meetings, seminars, etc.). The sponsoring member must be in attendance during the function requested and is responsible for opening and closing the facility. See Appendix B for current rental fees.
9 Apr 2018	**BOD Meeting Minutes** 1. After review by the Commodore the SMSA Secretary emails the draft minutes to Officers, Directors, and Committee Chairs for review. BOD Members then edit their sections of the minutes and email corrections/inputs to the Secretary. The Secretary then edits the final draft and emails it to the Commodore for forwarding to the BOD members with the agenda for the next BOD meeting. 2. The BOD must approve the minutes at the next BOD meeting. 3. The Final Minutes as approved by the BOD will be made available to club members upon request to the Secretary. 4. The pdf version of the final approved minutes will be uploaded to the SMSA electronic data storage area.

11 Mar 2024	**Small Boat Dry Storage** Small boat dry storage at the SMSA facility is for privately owned small sailboats (typically "Thursday Night" boats) who will have an opportunity, on a priority basis, to store their boat at the SMSA facility pursuant to the following guidelines: 1. All boats must be 20' or less per manufacturer's measurement. Boats must be personally owned (or leased) by the individual renting the storage space. Empty trailers are not permitted, and personal items may not be stored on the ground. 2. Storage fees are per boat and are divided into 2 categories: Small & Large based on the size of the dry storage spot. All small boats (heretofore known as 'dinghies'), will be stored in marked spaces beside and behind the clubhouse with one boat permitted per space. 3. Notice of space availability will be made in January by Dock Master to the entire club and anyone who has expressed an interest in rental. 4. Spaces will be assigned in March in the following order of priority: a. SMSA members that have paid the Annual Small boat Race fee for the previous racing season and leased a space during the previous rental period. b. SMSA members that have paid the Annual Small boat Race fee for the previous racing season. c. All other SMSA members not meeting the first two criteria. d. Additional spaces requested by SMSA members (see para. 5 below). In the event that demand exceeds the available spaces for any season, the available spaces will be assigned by a lottery of boats of like priority (categories 4a. through 4d. above). 5. If any storage spaces are available after every SMSA member has had the opportunity to lease one, they shall be made available to SMSA members who request an additional spot for a personally owned or leased boat, on a first-come, first-served basis (category 4d above). This request for an additional space should be made during the initial application. 6. Following the initial space assignment in March, a waiting list will be established with spaces assigned based on a-d above. An SMSA Member can add their name to the waiting list by applying via the SMSA Website. 7. Storage spaces may not be sub-leased. 8. Facilities may assign individual spaces with a goal of grouping like-boats together. Space assignments may be reassigned year-to-year, or sooner if a boat's assigned space impedes usability of the storage yard by others or a request is made by a boat owner for a space that has become vacant. 9. All stored boats and their trailers/dolly must be maintained in seaworthy/proper working condition with tires properly inflated. SMSA retains the right to request a boat be removed from the premises if it is not adequately maintained. 10. During certain specific events, SMSA retains the right to require small boats be temporarily removed from the premises by their owner. This right is reserved to allow SMSA to maximize facility use for events/actions that are beneficial to SMSA (hosting one-design or local regattas, necessary construction or improvements, etc.). Failure of the owner to remove their boat from the premises will result in a fee of $50 per occurrence per boat. SMSA reserves the right to remove the boat(s) from the premises in order to meet club needs and is not responsible for damages that may be incurred. Member is in arrears until the fee is paid. 11. Annual storage fees are listed in Appendix B. The annual storage period (01 April – 31 March). The entire rental fee for each slip is to be paid in full on or before March 31st. If the member selects the installment plan option, the first installment shall be paid no later than March 31 with future installments due on the first of each month. Proration will only be allowed for boats new to the storage yard.

8 Jan 2018	**Transient Dockage** The Dock Master will be responsible for coordinating with members for the over-night transient use of the SMSA dock by both members and members' guests. The Dock Master must be accessible by phone or email to accept reservations and coordinate transient activity at SMSA in advance. SMSA members and their guests will be afforded the opportunity for transient dockage along the T-Head of the existing pier as follows: 1. SMSA members may dock overnight (4 p.m. to 10 a.m.) for up to 7 consecutive nights at no charge. SMSA members who remain beyond 7 consecutive nights shall be charged $0.50 per foot per night. Such stays shall be coordinated through the Dock Master. 2. Guests of SMSA members may dock overnight (4 p.m. to 10 a.m.), for a charge of $0.50 per foot per night, for up to 7 consecutive nights. All such stays shall be coordinated through the Dock Master by the SMSA member. The T-Head shall be clearly marked with signs stating that the pier is for exclusive use by SMSA members and their guests. Members will be responsible for prompt payment to the Treasurer of any transient docking fees owed, whether for their own personal transient use of the SMSA pier or that of their guests.
11 Mar 2024	**Annual Dues and Initiation Fee** The base membership year runs from 01 April – 31 March. Current dues and initiation fees are listed in Appendix B.
5 Mar 2018	**New Member Dues** The first year's annual dues for new members who join during the course of the year are prorated. Dues are assessed starting the month after the month of application. The full amount of the initiation fee is due upon application.
11 May 2009	**Workplace Policy** The SMSA Board of Directors has adopted an Equal Employment Opportunity (EEO) Workplace Policy as described further in this SMSA Policy Manual. All employees of SMSA shall be provided a copy of this SMSA Workplace Policy by the appropriate supervisor, Program Chair, Officer, or Director. The signed acknowledgement of understanding shall be forwarded to the SMSA Secretary for recordkeeping purposes.
3 Feb 2015	**SMSA Key Policy** Key Holders- The following Board Members and Chairpersons will be given an opportunity to obtain a key to the Clubhouse: Commodore, Facilities, Social, Bar, Small Boat and Training. All other Board Members and Chairpersons will be offered the Clubhouse key box combinations which will allow entry to the Front room/Bar areas. Acquiring a key or combination will not be mandatory. Keys must be returned to Facilities or Facilities must be notified when a key is passed to a successor of a Board Member or Chairperson. Facilities will maintain a Key Log and a copy of said Log will be given to the Rear Commodore annually or whenever changes take place.

	Key Boxes- Key boxes will each hold one (1) key to the Front room/Bar area. One box will be mounted on the front of the building and the second box on the outside of the Bar door. The combination to the key boxes should be guarded and should not be made available to Non-Members. The combination to these boxes will be identical and changes will only be made annually if Facilities, with Board approval, deems it necessary. Keypads- The numbered keypad which controls entry to the rear portion of the clubhouse via the overhead and rear door to the left of the building will be made available to any Club Member who requests it from Facilities or other Chairpersons. Changes to the combination will only be made annually if Facilities, with Board approval, deems it necessary. Note- Entry to the building via any method described above will not be tracked. Board Members, Chairpersons and the General Membership are trusted to act appropriately and secure the building upon leaving.
10 Mar 2020	**Members Only Participation in Racing Programs** In order for a boat to participate in the SMSA racing program, the boat owner must be a current member of SMSA, except for CBYRA Sanctioned races and invitational races in accordance with the annual SMSA Race Circular. The Race Chairman, Vice Commodore, or Commodore may consider other exceptions on a case-by-case basis for an out of area visitor who asks to participate in a club race. As a standing exception, Navy Patuxent Sailing Club as an entity (not individual members of NPSC) and the St. Mary's College offshore racing team is authorized to participate in SMSA races without being a member.
5 Mar 2018	**Active-Duty Military Orders** Active-Duty members who receive orders to transfer out of the local area (>100 miles from Solomons, MD) will receive a refund of membership dues based on the PCS date. Membership fee refund will be prorated based on months remaining in the year. Race fees, storage, etc. are not prorated. Membership fee to be refunded will first be applied to outstanding club debts prior to refund.
12 Aug 2025	**Dog Policy** Dogs must be leashed and under control of a person at all times. Dogs are not allowed inside any area of the SMSA building. As required by Maryland State regulation, no dogs are allowed in the club premises during summer camp hours.
5 Mar 2018	**Small Boat Checkout Policy** SMSA members may checkout the club boats in accordance with the Checkout List found in Appendix D of this Policy Manual.
5 Mar 2018	**Arrears Policy** In accordance with the By-Laws Article IV - Financial Management, Section 1. Dues, Fees and Assessments and Article II: Membership, Voting Rights and Conduct, Section 3. Election of Members, the following are the requirements governing the arrears process: <u>Indebtedness</u>: If a member's dues or other indebtedness is not paid in full thirty (30) days past the due date, the member is in arrears and notification shall be sent to the member and the member's name shall be posted at Clubhouse. If the bills have not been paid within 60 days after due date, the member will be declared 'not in good standing' by a majority vote of the BOD unless adequate reason is provided.

	Forfeiture: If a member's indebtedness, including dues, is not paid in full 75 days past the due date, the member's membership shall be forfeited without further action of the BOD, subject to forbearance at the discretion of the BOD. Reinstatement: One whose membership has been forfeited [IAW the above] shall have the right to reapply to the BOD for reinstatement within thirty (30) days following forfeiture. Such application shall be accompanied by payment of all indebtedness due the Club. The decision of the BOD shall be final. If no application is received within the thirty-day period or if the BOD denies the application for reinstatement, the member's name shall be removed from the Membership Roster and the Member must reapply for membership. Leave of Absence: Members in good standing may petition the BOD to grant a Leave of Absence for up to one (1) year based on personal hardship (illness, loss of job, etc.). A request for Leave of Absence shall include an explanation of the underlying circumstances sufficient to allow the Board to understand and consider the personal hardship that forms the basis for the request: as a general matter, anticipated non-use of the Club alone will not be deemed sufficient to establish grounds for a Leave of Absence. During this period, the Member is exempt from dues payments but is no longer entitled to any of the privileges of Membership. Such a Member will be subject to payment, on return, of any assessments, special or otherwise, paid by Members during the duration of the leave. Resignation: A member wishing to resign from SMSA shall send a letter to the BOD with a check for any outstanding dues and other amounts owed. If a member is on a payment plan or paying fees via a recurring payment agreement, the balance of the amount owed is due at the time of resignation. If the amount owed is not included, the Member's resignation status is termed 'not in good standing.' Reapplication: Should a former Member wish to apply for membership, a new membership application shall be submitted in the usual and customary manner. If the re-applicant is a former Member who resigned in good standing, the re-applicant shall be entitled to a dollar credit in the amount of any Initiation Fee previously paid toward the Initiation fee payable at the time of re-admission. If the Member resigned 'not in good standing,' the application may be refused. The applicant may appeal to the BOD for its forbearance, pay the amounts owed plus any penalties the BOD wishes to apply, and submit the application according to the normal procedure. Members who resigned prior to adoption of the formal resignation/reapplication process (March 2018) are automatically placed into the 'resigned in good standing' status without receipt of a formal letter and shall not be required to pay any further initiation fee to re-join.
13 Aug 2018	**Employment Policy** SMSA operates as a volunteer organization. No member can receive financial compensation for services rendered to the club as an employee. Volunteers may be eligible for reimbursement of preapproved, out-of-pocket expenses. Exceptions to this policy are as follows: ● Staff required for the operation of the Junior Summer Camp and High School Sailing Programs, where the specialized skill sets required for coaching positions may necessitate hiring from the SMSA membership; ● Junior members and those currently enrolled in high school, for the purpose of developing leadership and advancement in the sport of sailing.

6 March 2019	**Bar Markup** Bar Gross Margin including Extraordinary Expenses shall target 50%. Gross Margin including Extraordinary Expenses is defined as Inventory Adjusted Gain(Loss) / Intake less donations. Inventory Adjusted Gain (Loss) is Total Bar Income less donations – ordinary expenses (consumables, beverages, cups, snacks, etc.) – Extraordinary Expenses (ex: TAM, Liquor License, Bartender) – Sales Tax Paid – Inventory Change. Bar pricing shall be set to maintain this target gross margin.
13 Apr 2020	**Incident Reporting Requirements** Significant incidents involving club activities or assets shall be reported immediately to the Commodore, Vice and Rear Commodores, and responsible program chair. The reporting form (Appendix G.or located on the SMSA Website) should be filled out and emailed or hand delivered as soon as possible, depending on circumstances. -Significant Incident at a minimum is defined as a personal injury requiring emergency response or urgent care, or substantial property damage to a club asset or another's property, such a boat collision. Prompt reporting is essential to assure that SMSA takes prompt and proper actions to address the situation and protect club members and assets. Generally, a good rule of thumb is when in doubt, report. Questions on any incident, contact club officers as soon as possible. NOTE: INTERNAL CLUB REPORTING DOES NOT SATISFY MANDATORY EXTERNAL REPORTING REQUIREMENTS SUCH AS FOR SUMMER CAMP INJURIES OR FUEL SPILLS. BE SURE YOU KNOW THESE REQUIREMENTS AS THEY APPLY TO YOUR ACTIVITY AND BE SURE TO FOLLOW THEM! FOR EXAMPLE General Emergency – 911, VHF Channel 16; Spill 800-424-8802; SAR 757-398-6700; etc.
18 Nov 2021	**Use of Clubhouse Middle Room** With regard to club assets, there will be no grinding or sanding and drop cloths must be used appropriately. Further, work on personal assets must follow the same rules and be approved in advance by the Facilities chair.
14 Jun 2021	**Kayaks and Stand Up Paddle Boards** SMSA members may check out the club kayaks and Stand Up Paddle Boards (SUPs) in accordance with Appendix I of this Policy Manual.
10 Jul 2023	**Onsite liquor policy** No outside alcohol may be consumed on Club premises

9 Jul 2024	**Member Protocols During Sailing Camp** SMSA operates certain youth sailing summer camps, during which camps the safety and security of youth campers must be of paramount importance. During these youth summer camps, it is recognized that SMSA members may need or desire to be on the SMSA property together with the youth campers. In order to ensure that proper protocols are in place to ensure camper safety, following are the procedures which should be followed by all SMSA members (and any accompanied guests) who are on the SMSA property during the hours of sailing camp: 1. All SMSA members shall check in with the camp Director immediately upon entering any part of the SMSA Clubhouse and surrounding property. The Director shall have access to a current SMSA membership roster and will verify the member's current membership status. 2. All SMSA members shall, to the fullest reasonable extent, stay clear of all campers and camp activities. 3. All SMSA members shall have no contact or interaction with any camper. 4. All SMSA members shall use the restroom facility inside the main front room of the clubhouse, which are off limits to campers. 5. All SMSA members who may need to enter the small boat equipment and sail storage area and rows D and E (Laser Storage Area) shall first coordinate with the camp Director. 6. The T-Head is closed from 9:00 a.m. – 4:00 p.m., Monday through Friday, while camps are in session.
14 April 2026	**College Student Discount** Young Adults between the ages of 18 and 23 who are college students at the time of application or on the first day of the membership year (for current members) shall receive a 75% discount on young adult dues with $0 initiation fee.

ARTICLES OF INCORPORATION
of
Southern Maryland Sailing Association, Inc.
A Non-Profit Corporation

I, the incorporator, George R. Sparling, P.O. Box 267, Leonardtown, Maryland, being of full legal age, do hereby form a corporation under the General Corporation Laws and Non-Stock Corporation provisions of the State of Maryland.

Article One: Name

The name of the Corporation (which is hereinafter referred to as the Corporation) is: Southern Maryland Sailing Association, Incorporated.

Article Two: Purpose and Powers

The purpose or purposes for which the Corporation is formed and the business and the objects to be carried on and promoted by it are as follows:

A. To engage in the conduct of any lawful business.

B. To organize and operate a corporation exclusively for educational, charitable, promotional, and propagational purposes in connection with sailing and all matters of sailing activities, including but not limited to, the organizing and conducting of racing and cruising events, to work for the better appreciation of sailing and the basic skills of seamanship that the sport of sailing fosters and the preservation of an environment conducive thereto, and the education of the public thereof.

C. To promote and foster the activity of sailing; to cooperate with and assist other organizations and other persons having similar objectives and purposes; and to do any and all things and take all actions which may be necessary, convenient, or desirable in order to cooperate with all interested educational bodies.

D. To maintain one or more offices, employ one or more persons and acquire, hold, use and transfer property of any and all kinds as may be necessary or desirable in the furtherance of its objects and purposes aforesaid.

E. The corporation is organized exclusively for pleasure, recreation and other non-profitable purposes, substantially all of the activities of which are for such purposes and no part of the net earnings of which inures to the benefit of any member or other individual. Notwithstanding any other provision of these articles, the Corporation shall not carry on any other activity not permitted to be carried on by a corporation exempt from Federal income tax under Section 501(c)(7) of the Internal Revenue Code of United States Internal Revenue law.

F. The aforegoing enumeration of purpose, objects and business of the Corporation is made in furtherance, and not in limitation, of the powers conferred upon the Corporation by law, and is not intended, by the mention of any particular purpose, object or business, in any manner to limit or restrict the generality of any other purpose, object or business mentioned, or to limit or restrict any of the powers of the Corporation. The Corporation is formed upon the articles, conditions and provisions herein expressed, and subject to all particulars to the limitations relative to corporations which are contained in the general laws of this State.

Article Three: Principal Office & Resident Agent

The principal office of the Corporation in the State of Maryland will be maintained at the SMSA clubhouse, Calvert Marina, Dowell, Maryland. Its post office address is P.O. Box 262, Solomons, Maryland 20688.
The Resident Agent of the Corporation is Russell Miller, whose address is 23256 Esperanza Drive, Lexington Park, Maryland 20653, and whose post office address is P.O. Box 267 Leonardtown, Maryland 20650. Said Resident Agent is a citizen of the State of Maryland and actually resides therein.

Article Four: Status of Corporation

The Corporation is not organized for profit; it shall have no capital stock and shall not be authorized to issue capital stock. The number of qualifications for and other matters relating to its members shall be set forth in the By-Laws of the Corporation.

Article Five: Directors

The number of Directors of the Corporation shall be three (3), which number may be increased or decreased pursuant to the By-Laws of the Corporation, but shall never be less than three (3).

Article Six: Dissolution

Upon the dissolution of the Corporation's affairs, or upon the abandonment of the Corporation's activities due to its impracticable or inexpedient nature, the assets of the Corporation then remaining in the hands of the Corporation shall be distributed, transferred, conveyed, delivered and paid over in a manner and to such persons as are designated in the By-Laws of the Corporation, provided no such By-Law provision violates Section 5-208 of the Maryland Corporation Code.

Article Seven: Applicability of By-Laws

The Corporation may by its By-Laws make any other provisions or requirements for the arrangement or conduct of the business of the Corporation provided said By-Laws are not inconsistent with these Articles of Incorporation or contrary to the laws of the State of Maryland or the United States.

Article Eight: Duration

The duration of the Corporation shall be perpetual.

IN WITNESS WHEREOF, I have signed these Articles of Incorporation this 17th day of April, 1985.

(S) .
George R. Sparling

BY-LAWS
of Southern Maryland Sailing Association, Inc.

Revision History

Approval Date	Description	Updated By
7 Oct 2004	By-Laws Revision: Article III, Section 6 Voting, Quorums and Procedures Membership Approved change, September 2003 Annual Meeting.	L. Stanley
6 Jun 2006	By-Laws Revision: Major amendment for annual schedule, Directors, Committees, and shift operating rules to Policy Manual.	M. Munger
27 Jan 2007	By-Laws Revision: Removed dues index for Junior Membership. BOD will establish dues rate each year in the Policy Manual.	R. Schroeder
10 Apr 2007	Administrative Correction: Renumbered By-Laws Articles V, VI, and VII to correct typo in numbering sequence.	R. Schroeder
1 Nov 2008	By-Laws Revision: Redefined SMSA membership categories. Established “Regular” and “Young Adult” categories.	R. Schroeder
6 Nov 2010	By-Laws Revision: Modified Article I, Section 3 to change eligibility requirements for the Commodore position.	R. Schroeder
7 May 2012	By-Laws Revision: Revised Article I, Section 1 to clarify the composition of the Board of Directors (BOD). Revised Article I, Section 4 to change procedures for filling BOD positions that become vacated prior to the normal end of term.	R. Schroeder
7 Nov 2015	By-Laws Revision: Revised Article II, Section 2 to change the eligibility requirements to qualify for Emeritus status. Revised Article IV, Section 1 to establish the billing date for dues, fees and assessments as Jan 31st.	R. Schroeder
4 Nov 2017	By-Laws Revision: Deleted first sentence in second paragraph of Article IV, Section 1 -- "Dues, fees and assessments will be billed by Jan 31st."	R. Witte
18 Oct 2019	By-Laws Revision: Section 3 (b) removed Vice and Rear Commodore from consecutive two (2) year term limit. Re-labeled Section 3 (c) & (d) to Section (d) & (e). Inserted new line (c) for Vice and Rear Commodore for consecutive three (3) year term limit.	R. Witte
2 Nov 2024	By-Laws Revision: Revised Article II, Section 2 to establish a fifth (5th) membership classification entitled “Remote” Membership Class. Revised Article IV, Section 1 to establish the associated dues for the Remote Membership classification.	L. Stanley

BY-LAWS
of Southern Maryland Sailing Association, Inc

Article I: Board of Directors and Committees

Section 1. General Powers. The Board of Directors (BOD) shall consist of five Officers, as identified in Section 3, and six (6) Directors. The BOD shall be the highest decision-making body of the Corporation. As such, it is empowered with all necessary and usual functions of a board of directors, to enable it to pursue functions that include but are not limited to:

(a) Insuring adequate planning, organizing, funding, budgeting and controlling of Corporation activities;
(b) Developing guidelines and instructions as may be necessary for use by the membership;
(c) Setting the short and long-term goals and strategic plans for the corporation; and
(d) Successfully pursuing the aims and objectives as set forth in the Articles of Incorporation with the exception of those actions for which authority is expressly reserved, in the By-Laws, to the Commodore, or the General Membership.

The Officers and Committee Chairs have full authority to implement those directions and policies and to run the day-to-day activities of the club without recourse to or undue interference from the Directors or membership. The BOD shall not take any action or approve policies that are inconsistent with the Articles of Incorporation and the By-Laws.

Section 2. BOD Adopts Policy Manual. The BOD, being a continuous governing body, accepts that all actions by the membership and the previous BOD remain in effect until they expire (if such expiration is explicitly included in the action) or are subsequently modified by the membership or the BOD. BOD policy and decision-making criteria will be recorded in the Policy Manual. BOD approved operating procedures such as: tasks, responsibilities, expanded job descriptions of the Officers, Directors and standing committees are to be included in the BOD Policy Manual.

Section 3. Eligibility, Number and Terms of Office. The Officers and Directors of the Corporation must be members in good standing. All adult members of Regular, Young Adult, and Emeritus membership classes are eligible to serve as Officers and Directors. Candidates for Commodore must previously have served two (2) terms as an Officer, Board Member, or Program Chair.

(a) There will be five (5) annually elected “Officers”: the Commodore, the Vice Commodore, the Rear Commodore, the Treasurer and the Secretary;
(b) The Commodore shall serve not more than two (2) consecutive terms in office;
(c) The Vice Commodore, and the Rear Commodore shall serve not more than three (3) consecutive terms in any one office;
(d) The Treasurer and the Secretary shall have no limits on number of terms served;
(e) There will be six (6) “Directors” (in 3 equal classes), two (2) elected each year for three (3) year terms, with no term limits.

Section 4. Vacancies and Succession. The BOD shall fill vacancies that occur in its membership, either Officers or Directors, and the persons so appointed shall hold office during the unexpired term of the person whose place is to be filled. Members of the BOD (Officers and Directors) who vacate their office for any reason, unless approved by the BOD, shall not be eligible to again hold office on the BOD for a period of time equal to the unexpired term for which they were elected or appointed, plus two years. In the event of vacancies occurring among the classes of Directors, the BOD will appoint a successor until the next scheduled election, at which time any candidates will run for the unexpired terms.

Section 5. Election and Installation and Interim Powers. There will be a slate of individual candidates for the Officer positions. There will be a separate pool of candidates for the Directors positions. Expired or vacant Director positions will be filled in the order of longest terms first and by the most votes received. The Officers and Directors shall be elected by the membership at the Annual meeting in November and take office at the Inaugural BOD Meeting in January of the New Year. In the post-election interim, the BOD elect is empowered to work with the outgoing BOD and make plans, decisions and preparations, including a proposed budget to become effective during the new term of office. The previous BOD remains responsible for execution of elements of its annual programs remaining after election of the new BOD, including the banquet and presentation of annual awards.

Section 6. Meetings of the BOD and Quorum. The BOD will meet in a formal recorded session not less than once every calendar quarter. Additional meetings may be called at the discretion of the Commodore. The Inaugural Meeting of the BOD will be held in the second week of January. The order of business shall be:

- Call to order;
- Installation of Elected Officers and Directors;
- Installation of Committee Chairpersons;
- Formal adoption of the previous year's Policy Manual;
- Finalize the planned programs and operational schedule;
- Commodore will present and the BOD will approve the proposed annual budget;
- Other business;
- New Business

Section 7. Duties of Officers. The duties and order of succession of the officers shall be as follows. In the case of a vacancy in any office, the next lower ordered Officer would assume those duties until such vacancy is filled in the next election.

- **Commodore.** The Commodore shall serve as Chairperson of the Corporation and will preside at all meetings of the General Membership and the BOD. The Commodore shall nominate all committee chairpersons for BOD approval, and will be, ex officio, a member of such committees with the exception of the Nominating Committee. The Commodore will establish and promulgate sound and commonly accepted operating procedures and will provide for the maintenance of the BOD Policy Manual.

- **Vice Commodore.** It will be the duty of the Vice Commodore to assist the Commodore in the discharge of his or her duties, and in the case of absence in the office of Commodore, to act as Commodore. Vice Commodore responsibilities will include nominating chairpersons for and overseeing of on-the-water program committee activities such as races, procurement of trophies, cruises, regattas, small boat programs, education and training, and corporate insurance.

- **Rear Commodore.** It will be the duty of the Rear Commodore to assist the Commodore in the discharge of his or her duties. Rear Commodore duties will include nominating chairpersons for and overseeing of on-the-shore committee activities such as facilities, public relations, membership, internal communications, social function arrangements and the Yearbook and Clew.

- **Treasurer.** The Treasurer will collect and disburse and have custody of all Corporation funds, account for and file all required taxes, and advise the BOD on corporation tax status. The treasurer will keep a complete and accurate record of all transactions and submit a current report on the financial condition of the Corporation at all meetings. On request, the Treasurer will make such records available for inspection by any member or official of the Corporation.

- **Secretary.** The Secretary shall prepare and maintain a true and complete copy of all Corporation proceedings, membership matters and archive all official records. The Secretary shall maintain a

current list of all members; their addresses, phone numbers and other contact information and maintain the list of all eligible voters. The Secretary will notify members of agendas, meetings and other Corporation events and prepare and distribute all ballots. The Secretary will have charge of the historical and business records of the Corporation, trophies, and other articles, and will make such records available for inspection by any member or official of the Corporation.

Section 8. Duties of Directors. The Directors will continually provide a diverse representation of membership views, opinions, comments and proposals. They will evaluate short and long-term goal proposals, initiate programs to achieve such goals and provide the strategic planning for the association.

Section 9. Removal from Board of Directors. An Officer or Director may be removed from office for non-payment of dues, fees or assessments that are delinquent or for unexcused absence from three consecutive meetings of the BOD. An Officer or Director may be removed from office for cause, provided that:

(a) The complaint shall be presented in writing to the BOD and is signed by 5% of the membership;
(b) An agenda, scheduled for the next meeting, specifically cites the removal action;
(c) The subject shall have a right of response at such scheduled meeting;
(d) A majority of members at the meeting vote to submit the removal action to a mail ballot; and
(e) The majority of those votes cast by mail ballot are in favor of the removal action.

Section 10. Standing Committees. The BOD will establish the standing committees each year. Subject to approval by the BOD, the Commodore will nominate the chairperson of each of the committees to be established. Chairpersons will select and appoint adequate committee members to assist them. It is an incumbent obligation of members of the Corporation to accept appointment to committees and pursue assigned duties willingly and diligently. All committees will be composed of members in good standing. There will be no term limit on the committee chairs or members.

Committee chairs are authorized to expend funds as identified and for those purposes specified in the annual budget. It will be the responsibility of the chairpersons of the standing committees to have proposed budgets and activities presented for consideration and action by the BOD in sufficient time to permit annual budgeting and advance preparation and publication of all programs. Chairpersons will closely monitor expenditures for adherence to approved budgets.

Standing Committees are identified in the Policy Manual.

Section 11. Other Committees. Additional committees such as emblem, historical, special events, and others as may be appropriate, may be established and a chairperson thereof appointed by the Commodore.

Article II: Membership, Voting Rights and Conduct

Section 1. Eligibility. No person shall be refused any class of membership by reason of race, color, sex or religious affiliation. Boat ownership is not required for membership. Membership in the Corporation is open to persons who;

- Participate in the leadership or programs of the club;
- Support the goals of the Corporation;
- Adhere to rules of good sportsmanship on the water, and
- Are congenial in a family club atmosphere.

Section 2. Classes and Voting Rights. Membership in the Corporation shall consist of five (5) classes. Age eligibility for membership classes is determined by age on 1 January each year. The composition and rights of each class are as follows:

- Regular Membership shall consist of one or two adults age 30 or older and their minor dependent children that permanently share a common household. Minor children of Regular Members shall be considered Junior Members of the Corporation. The adult(s) and minor dependent children shall be considered one (1) membership for initiation, dues, and voting purposes.

- Young Adult Membership shall consist of one or two adults aged 18 through 29 and their minor dependent children that permanently share a common household. Minor children of Young Adult Members shall be considered Junior Members of the Corporation. The adult(s) and minor dependent children shall be considered one (1) membership for initiation, dues, and voting purposes.

- Junior Membership shall consist of minor children under the age of 18 who are affiliated by one of the other membership classes, or has joined as a dues paying Junior Member not affiliated in any other way. The Junior Members shall not have voting privileges.

- Emeritus Membership shall consist of adults aged 65 or older that have been members of the Corporation for at least fifteen years, either consecutively or cumulatively, and have given long service to the Corporation. Emeritus membership status must be applied for by the member and thereafter authorized by the BOD. As a response to each application, the Membership Chairperson shall prepare a summary of service to the Corporation by the applicant for consideration by the BOD and for use in any presentation. The BOD has the final decision in determining if the applicant has met the requirements. Emeritus Members that permanently share a common household shall be considered one membership for dues and voting purposes.

- Remote Membership shall consist of one or two adults, over the age of 18 years, who have been Regular, Young Adult or Emeritus members of SMSA for at least one year. The Remote member must maintain a principal residence at least 250 miles from Solomons and must not actively and regularly participate in SMSA functions. The Remote member must not actively and regularly boat in the vicinity of Solomons and surrounding areas, and if the Remote member owns a boat, the boat must not be berthed in the vicinity of Solomons and surrounding areas. The spirit and intent of this membership classification is to allow SMSA members, who relocate out of the area, temporarily or permanently, to remain remotely integrated with SMSA, by virtue of a discounted, non-voting membership. Members seeking this classification shall request the designation, which request must receive an affirmative vote of a majority of the Board.

Section 3. Election of Members. All classes of memberships are subject to election by the BOD. Election of the head of household applicant suffices for election of all other members of the household as defined by the appropriate membership class. A candidate for membership must be sponsored by and submit an application with the initiation fee, endorsed by a Corporation member in good standing, stating pertinent qualifications and other evidence supporting the eligibility of the candidate. Action on membership applications shall be taken not later than the first subsequent meeting of the BOD after the receipt of the application. An affirmative vote from three quarters (3/4) of the BOD is required to approve membership. Past members who resigned in good standing may rejoin without paying the initiation fee.

Section 4. Limitation of Membership. The BOD will annually determine the need for limitation or increase in the number of members to be consistent with the capabilities of the Corporation. Limitations of number of members will be practiced only when necessary to ensure that the purpose of the Corporation is not jeopardized for any reason.

Section 5. Conduct of Members. It will be the responsibility of the Commodore to notify a member whose conduct, or whose guests' conduct, is considered to be contrary to the interests and aims of the Corporation. Non-members may participate in Corporation activities only when invited by members.

Section 6. Member Removal. By majority vote, the BOD is empowered to suspend a member who, thirty (30) days after the formal notification, fails to exhibit or obtain agreeable conduct in harmony with the spirit of the Corporation. The BOD is similarly empowered to suspend or terminate membership of a member who willfully violates an established Corporation rule, Bylaw or Articles of Incorporation provision.

Article III: Conduct of Business, Voting

Section 1. Rules of Meetings. Roberts Rules of Order will be employed in the conduct of the business aspects of all meetings. Whenever possible, Membership Meetings will be conducted as the business portions of other Corporation activities or entertainment events.

Section 2. Annual Meeting. A Membership Meeting will be held during the first week of November during which ballots will be counted and Officers and Directors will be elected and other business will be covered. The order of business shall be:

- Call to order, without reference to quorum;
- Appoint Tally Committee;
- Reading of minutes of previous meeting;
- Reports of Committees;
- Reports of Officers;
- Report of Tally Committee;
- Determination of quorum present (15% of all eligible voters);
- Other business;
- New Business

Section 3. Special Meetings. Special meetings of the Membership may be authorized at other times by the BOD to address urgent matters affecting the Corporation, Amendments to the Articles of Incorporation or By-Laws. At least fifteen (15) days prior written notice is required.

Section 4. Petitions for Amendment of Articles of Incorporation or By-Laws. Proposals for changes to the Articles of Incorporation or By-Laws may be made by the BOD, or by petition to the BOD signed by not fewer than five percent (5%) of the eligible voters, or by proposal and approval by two-thirds (2/3) vote at a general or special meeting with a quorum present. Upon receipt of such petition or vote, the BOD is bound to schedule such proposals for vote at or before the next annual meeting.

Section 5. Voting, Quorums and Procedures. The Secretary shall maintain the official list of eligible voters. Elections, amendments of the Articles of Incorporation or By-Laws, all proposals for large expenditures exceeding these By-Laws limitations or the approved annual budget, and any other actions designated by the BOD as requiring membership approval shall be by a secret ballot. For duly called meetings of the membership, voting on any issues may require previous distribution of ballots, as declared by the BOD. Specific voting procedures are:

(a) All secret ballots shall include the entire proposals or slates subject to the vote and must be provided to each eligible member at least fifteen (15) days in advance of the meeting or balloting deadline;

(b) A simple majority of votes cast will elect a candidate. If the balloting results in a tie, the winner will be determined by a toss of a coin to be administered by the current Commodore;

(c) For the Articles of Incorporation at least two-thirds (2/3) of the eligible voters must be in favor of amendment. Approved amendments to the Articles of Incorporation will be effective upon approval and acceptance by the State of Maryland;

(d) For the By-Laws, at least two-thirds (2/3) of the ballots cast and fifteen percent (15%) of all eligible voters must be in favor. Approved amendments to the By-Laws will be effective immediately except that changes to the Officers and Directors of the Corporation will take effect in the subsequent General Election;

(e) Other than as stated above, for all other issues, at least a majority of the ballots were cast and fifteen percent (15%) of all eligible voters must be in favor.

Article IV - Financial Management

Section 1. Dues, Fees and Assessments. The BOD shall determine and annually set the initiation fees, Regular Membership dues, Junior Membership dues, program and service fees, and member assessments of the Corporation. Current year dues for the Regular and Junior Membership classes, fees, and assessments will each be recorded in the Policy Book. Dues for the Young Adult and Emeritus Membership classes shall be indexed to equal 50% of the dues for the Regular Membership class. Dues for the Remote Membership shall be indexed to equal 20% of the dues for the Regular Membership class. Once so indexed, all dues shall be rounded up to the next nearest dollar. Any payments made by members at Corporation functions on a "pay as you go" basis shall not constitute any of the dues, fees or assessments set forth in this Section.

Dues are payable at the time of billing and a member will be considered to be in arrears thirty (30) days after billing. Without adequate reason, a member in arrears for any indebtedness will be declared not in good standing by a majority vote of the BOD.

Section 2. Budgets. A comprehensive annual budget showing all available cash or other funds, assets, liabilities, set-asides, indebtedness, escrows, reserves and capital expenditures representing the net worth of SMSA must be presented by the Commodore and approved by the BOD at the beginning of each fiscal year. The BOD will also prepare a similar three-year planning budget and review/update it annually.

The Treasurer shall report to the BOD and to the Committee Chairs monthly (or otherwise as the BOD may provide) as to the income and expense for each program for the year to date. Program Chairs will take steps to correct any deficit in their programs that significantly exceeds their approved budget (as broken down into expected cumulative monthly projections). The Vice Commodore and Rear Commodore will participate in ensuring that programs under their jurisdictions stay reasonably close to their budgets.

The BOD is empowered:

(a) To increase dues by an amount not exceeding twenty (20) percent of the existing level each year;
(b) To set initiation fees and program fees to adequately fund operational budgets;
(c) To levy one-time assessments on the membership, provided that the sum of all such assessments in any one year does not exceed the amount of the annual dues currently in force;
(d) To incur long-term indebtedness up to an amount not to exceed ten (10) times the amount of the past year’s annual dues income;
(e) To authorize expenditures up to the net corporate assets

Above these limitations a ballot referendum of the membership will be required. Specifically, if the proposed annual budget exceeds any of the authorized limitations to dues, fees and assessments, the Commodore

elect will submit a justification for such increases with a ballot for General Membership approval at least fifteen (15) days before the Inaugural Meeting.

Section 3. Financial Review. A financial review conducted by an accountant selected by the BOD shall be made at least once every two years or within 30 days of the installation of a new Treasurer.

Article V – Insurance and Indemnification

The Board, on behalf of the Corporation, shall procure and maintain adequate and appropriate Directors' and Officers' liability insurance; fire and extended coverage insurance on property and improvements thereon owned by the Corporation; and general liability coverage, public liability coverage, and worker's compensation insurance coverage.

The Corporation shall indemnify every Officer, Director, and duly appointed Chairperson or Committee member of the Corporation against any and all expenses, including counsel fees, reasonably incurred by or imposed upon an Officer, Director or duly appointed Chairperson or Committee member in connection with any action, suit or other proceeding to which he or she may be made a party by reason of being or having been an Officer, Director, or duly appointed Chairperson or Committee member of the Corporation. The Officers, Directors, and duly appointed Chairperson or Committee members shall not be liable to members of the Corporation for any mistake of judgment, negligence, or otherwise, except for their own individual willful misconduct or bad faith.

The Corporation shall defend Directors, Officers, and duly appointed Chairpersons or Committee members in connection with any action, suit, or other proceeding for such acts and omissions arising within the scope of the duties carried out by such Directors, Officers, and duly appointed Chairpersons or Committee members with regards to any mistake of judgment, negligence or otherwise, except for their own individual willful misconduct or bad faith, and shall indemnify them individually or collectively to the extent that such costs of defense, including reasonable attorney's fees, and/or damages are not covered by directors and officers liability insurance or other insurance maintained by the Corporation.

Article VI: Dissolution

In the event of dissolution of the Corporation, the BOD shall, after paying or making provision for the payment of the liabilities of the Corporation, dispose of all the assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organizations as shall at the time qualify as exempt organizations under Section 501 (c) (7) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Revenue Law), as the BOD shall determine.

Southern Maryland Sailing Association, Inc

WORKPLACE POLICY

Equal Employment Opportunities

Southern Maryland Sailing Association (SMSA) Incorporated strives for equal employment opportunities for all employees and is committed to providing a healthy and safe work environment free of discrimination.

Preventing discrimination begins with respect and adherence to the law. Therefore, discrimination against individuals on the basis of race, religion, color, sex, age, pregnancy, national origin, disability, veteran or family status, or any other status or condition protected by applicable state or federal laws, except where a bona fide occupational qualification applies, is strictly prohibited.

Verbal, physical, sexual or any other form of harassment that belittles or demeans any individual on the basis of race, religion, color, sex, age, pregnancy, national origin, disability, veteran or family status, or any other status or condition protected by applicable state or federal laws is also strictly prohibited. Prohibited harassment includes conduct that has the purpose or effect of unreasonably interfering with an employee's work performance or experience or creating an environment that is hostile, intimidating or offensive.

Sexual advances; physical conduct of a sexual nature; sexual or racial jokes; racial, ethnic, nation origin, or disability slurs; and other harassing language or conduct that is meant to intimidate or that negatively impacts an employee's work environment is considered harassment and is strictly prohibited.

To promote equality, SMSA will administer and conduct all personnel practices and procedures including employment, compensation, benefits, evaluation, promotion, demotion, assignments, transfer, recruitment, layoff, training, education, recreational and social activities, and safety and health programs, without regard to race, religion, color, sex, age, pregnancy, national origin, disability, veteran or family status, or any other status or condition protected by applicable state or federal laws, except where a bona fide occupational qualification applies.

This policy applies to every person in the workplace and at work-sponsored activities no matter his or her authority or position. Violators of this policy are subject to investigation and discipline including, but not limited to, termination.

When Discrimination is Experienced or Suspected
If you are discriminated against in the workplace, you are required to report it immediately to your supervisory Program Chair. If you know of or suspect discrimination to another

person, including harassment, report it to the Rear Commodore. Employees and applicants are protected for filing a complaint of discrimination or assisting in an investigation of discrimination.

If these avenues of reporting are not satisfactory to you, then you can direct your questions, suggestions, problems, or complaints to the Commodore. If for any reason you do not want to discuss the matter with these individuals report to one of the elected SMSA Directors.

If warranted, SMSA will investigate credible allegations of discrimination, including harassment. SMSA may use third parties to assist in such investigations. All employees have a responsibility to cooperate fully in any investigation. Finally, any employee who makes a knowingly false claim of discrimination will be subject to discipline.

Acknowledgement of SMSA, Inc Workplace Policy

I have carefully and thoroughly read and understand the SMSA Workplace Policy.

_____

Employee Signature date

_____

Employee Name (print) date

_____

Supervisor/Program Chair Signature date

Appendix A – SMSA Leadership Roster

Board of Directors (BOD)		
Position	**Name**	**E-Mail**
Commodore	Russell Miller	commodore@smsa.com
Vice Commodore	Randy Gross	vicecommodore@smsa.com
Rear Commodore	Shane Myers	rearcommodore@smsa.com
Secretary	Nicole Foveaux	secretary@smsa.com
Treasurer	Kristi Yurko	treasurer@smsa.com
Director	Clarke McKinney (26)	ClarkeMcKinney@smsa.com
Director	Jimmy Yurko (26)	JimmyYurko@smsa.com
Director	Harry Keith (27)	HarryKeith@smsa.com
Director	T. Elliott Peterson (27)	ElliottPeterson@smsa.com
Director	Steven Birchfield (28)	SteveBirchfield@smsa.com
Director	Polly Traynham (28)	PollyTraynham@smsa.com

(##) – indicates year term ends

Standing Committees		
Committee	**Chairperson(s)**	**E-mail**
Table 1 Vice Commodore		
Keelboat Race	Tom Moulds & Larry Ray	keelboatrace@smsa.com
Small Boat Race	Bill Shoemaker	smallboatrace@smsa.com
The Patuxent Pursuit	Steve Birchfield	paxpursuit@smsa.com
Cruise	Phil Sibley	cruise@smsa.com
Junior Program	Melissa Myers	junior@smsa.com
Summer Camp	Johna Till Johnson	summercamp@smsa.com
High School	Rebecca Wingate	hssailing@smsa.com
Adult Learn To Sail	Jimmy Yurko	learntosail@smsa.com
RC Boat Captain	Les Griffith	rcboat@smsa.com
Safety Boat Captain	Randy Gross	safetyboat@smsa.com

Standing Committees (Continued)		
Committee	**Chairperson(s)**	**E-mail**
Table 2 Rear Commodore		
Facilities	Jolie Homsher	facility@smsa.com
Dockmaster	Mark Witte	dockmaster@smsa.com
Social	Paige Smith	social@smsa.com
Training	Vacant	training@smsa.com
Bar Manager	Catherine Davis	barmanager@smsa.com
Membership	TBD - Committee	membership@smsa.com
Communications	Tim Flaherty	communications@smsa.com

Other Volunteers		
Position	**Name**	**E-mail**
CBYRA Rep.	Marc Briere	CBYRA@smsa.com
PHRF Rep.	Marc Briere	PHRF@smsa.com
Scorer	Vacant	score@smsa.com

E-mail Distribution Lists	
E-mail Address	**Distributed To:**
officers@smsa.com	Commodore Vice Commodore Rear Commodore Secretary Treasurer
directors@smsa.com	All 6 directors will be notified
vicechairs@smsa.com	Keelboat Race Small Boat Race The Patuxent Pursuit Cruise Junior Summer Camp High School Adult Learn to Sail RC Boat Safety Boat
rearchairs@smsa.com	Social Facility Dockmaster Training (Shore) Bar Manager Membership Communications
chairs@smsa.com	vicechairs@smsa.com list rearchairs@smsa.com list

Appendix B – Fee Schedule

Table 1 - Yearly Dues Schedule 2026	
Membership Type	**Annual Fee:**
Regular Membership	$636
Young Adult Membership*	$324
Emeritus Membership	$324
Junior Membership	$78
Remote Membership	$128

*College student discounted annual dues fee: $81

Table 2 - Initiation Fee Schedule 2026	
Membership Type	**Initiation Fee:**
Regular Membership	$288
Young Adult Membership*	$200
Emeritus Membership	N/A
Junior Membership	$0
Remote Membership	N/A

*College student discounted initiation fee: $0

Table 3 - Race Fee Schedule 2026		
Race Fee Type	**Keelboat Fee:**	**Small Boat Fee**
Season Race Fee (SMSA Members Only)	$390	$138
	Fee includes Fall 2026/Spring 2027 Frostbite racing, Wednesday night, Weekend and Frost-Goode Race	Fee includes Thursday night racing, Small Boat Spring Invitational, Frost-Goode and Dinghy Distance Race
	Not included is The Patuxent Pursuit.	Not included are Small Boat 2-Day Invitational Regatta or other Small Boat Weekend Regattas
Individual Race Fee (Per Race)	$45	$10*
Wednesday Night Races (Per Series)	$100	N/A
Frostbite Series (Per Race)	$20	N/A
Invitational Series (Per Event)	$25	Per NOR
Races Open to all members	$0	$0
	Races Open to all members: - Mixed Couples race/Cruise, VC Cup	

Table 3 - Race Fee Schedule 2026		
Race Fee Type	**Keelboat Fee:**	**Small Boat Fee**
	race/cruise, and the two Fleet Building Wednesday night races	
*Maximum of 3; after 3, must join for the season and pay the difference to $138		

Table 4 - Storage Fee Schedule 2026	
Slip Type	**Fee:**
Wet Slip	$4.25 per foot per month (Minimum of 20ft)
Wet Slip (Transient)	.50 per foot per night
Dry Slip (Large)	$576
Dry Slip (Small)	$342

Table 5 - Junior Camp Fee Schedule 2026	
Camp Duration	**Per Camper Fee:**
One-Week	$365
Subsequent Week for same child	$340
All Camp Participants must be SMSA Members: See Annual Dues and Initiation Fees Policy	

Table 6 - High School Fee Schedule 2026	
Spring or Fall Season	**Per Season Fee:**
Individual per Season Fee (Spring or Fall)	$311
*Individual per Season SMSA Membership Fee (Spring or Fall)	$39
Total HS Per Spring or Fall Fee	**$350**
*Half-year membership for HS season participation	

Table 7 - Clew Advertising Rates 2026	
Ad Type	**Monthly Rate**
SMSA Member Personal Ad	$0
SMSA Member Businesses Ads	$10
Non-member Personal Ad	$10
We are not accepting Non-member business ads	
Minimum ¼ page at discretion of editor, due 20th of month	

Table 9 - Clubhouse Rental Rates 2026	
Rental Type	**Rate**
SMSA Member Private Social Function	$100

Table 9 - Clubhouse Rental Rates 2026	
Rental Type	**Rate**
Non-Member Individuals or Organizations with a SMSA Member Sponsor	$200
Upfront refundable* cleaning deposit	$100
*Fees to be paid at time of reservation request submission.	

Appendix C – Clubhouse Rules

The SMSA Board of Directors (BOD) has set forth these rules for member and club program use and for rental of the clubhouse to members (age 18 or over) and sponsored guests. Such usage and rentals shall not conflict with other scheduled events in the SMSA annual operational calendar found on the SMSA website. SMSA members may reserve the clubhouse in two ways: for themselves (birthday parties, anniversaries, etc.) for invited private social functions, or a member may sponsor clubhouse use by non-member individuals or organizations (clubs, meetings, seminars, etc.). Please coordinate date availability and property access requirements with the Rear Commodore (rearcommodore@smsa.com) and Facilities Chairperson (facility@smsa.com) prior to submitting a formal application.

Junior Members may only have access to the front and middle rooms of the SMSA Clubhouse when a Regular Member, Young Adult Member, Emeritus Member or SMSA employee is present.

For additional information regarding Clubhouse rental, please refer to the SMSA Clubhouse Rental Application which can be found on the SMSA Website.

Specific rules while using the clubhouse:

1. Safe use of the clubhouse is of primary importance. Sponsors of each event at the club will familiarize themselves with the fire extinguisher locations. **Please note that there is no phone in the club house or on the property**. All exit doors should remain unlocked during all functions.
2. All club programs, rentals, organizations and private party sponsors shall be responsible for cleaning the SMSA Clubhouse ***immediately after their respective events unless specified in the Clubhouse Rental Agreement***. Cleaning shall include sweeping all floors, mopping the bar/food staging area, and any spills elsewhere in the clubhouse, cleaning the bar counters, tables, washing any dishes and silverware used (dishwasher is available for use. Renter does not need to stay to empty the dishwasher), cleaning the bathrooms, and taking all the trash out to the trash can. Do not lean chairs or tables against the walls.
3. Under no circumstance shall anyone hammer nails or thumbtacks into walls or trim, or use scotch tape, or masking tape to hang any decorations in the Clubhouse. The ONLY approved hangers for decorating in the SMSA Clubhouse are "3M" Clips and Hangers that use the "Command" brand of adhesive. This adhesive will not damage the walls or wood trim when it is removed. (There are already hooks hidden under the valences that can be used for light-weight items such as holiday lights, etc.). Any permanent installation shall require approval from the SMSA Rear Commodore.
4. The propane gas grills may be used. After use, the grills shall be cleaned and placed back in the patio area.
5. The bar/food staging area or Social Room may be used for the event to include food assembly, warming and cold storage in the refrigerators. The bar/food staging area may be used for food preparation or cooking. However, any function open to the Public requires a Calvert County food permit. **Food placed in the refrigerator must be removed at the end of the event unless specified in the Clubhouse Rental Agreement.**
6. When using the SMSA Clubhouse in cold weather, do not set the thermostat above 68 degrees. Before leaving, please remember to hit “Cancel” to return the thermostat to its scheduled program.
7. Before leaving the Clubhouse, make sure that all doors and windows are locked, all lights are turned out, the thermostat is correctly set, and that the proper cleaning has been performed. Contact the Facility Chair (facility@smsa.com) or Rear Commodore (rearcommodore@smsa.com) for a facility inspection required prior to receiving any refund of the Cleaning Deposit.

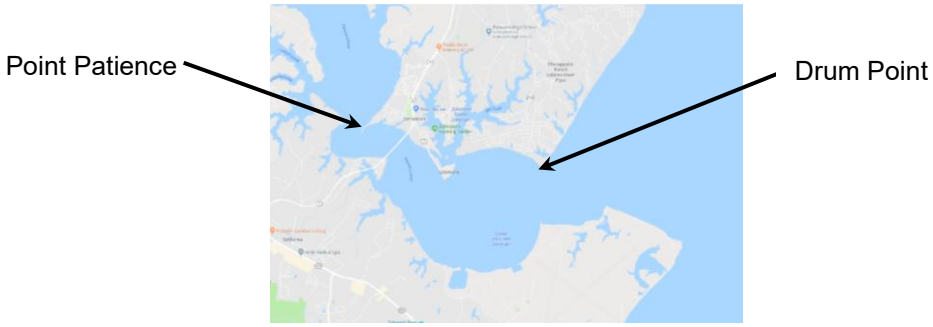
For additional details regarding reserving the clubhouse, please see the Clubhouse Rental Agreement Form which is located on the SMSA Website.

Appendix D – Small Boat Checkout List

(Season use is May 1 to September 30)

All Coast Guard, State and Local Regulations must be followed

1. An SMSA member may sign out a Holder 20, Sunfish, 420, Opti for personal use.
    a. The Carolina J16 skiff may be checked out by members when available to accompany sailors.
    b. Members must complete a "Check Out Assessment" to ensure proper rigging, launching and docking.
    c. To coordinate a checkout assessment, or to get further assistance with training or procedures, contact the learn to sail team by emailing learntosail@smsa.com or membership@smsa.com.
2. The club owned skiffs and RHIBs may be checked out by **members** to assist with high school sailing, junior activities, keelboat and small boat racing events, and other designated club activities.
3. Operators of any club owned powerboat must attach the safety lanyard (engine cutoff switch) to themselves at all times in accordance with Coast Guard regulations.
4. When signing out club assets, the member must fill out an SMSA Float Plan / Check Out Form, in a binder located adjacent to the key box in the sail room.
5. A minor member must have a permission slip signed by their parent / guardian on file with SMSA before they can sign out a boat. For members under the age of sixteen, an adult must be present and monitor their sailor for the duration of their sail and assist in both launch and retrieval of the boat. Members under the age of 16 may not sign out a Holder 20 or any of the skiffs or RHIBs.
6. The member who signs out a boat is responsible for ensuring proper safety equipment is on board, safe operation and return, plus should be aware of the sailor's abilities and current / forecast weather conditions.
7. Member must provide PFD(s) for themselves plus anyone else onboard. Sailors are required to wear a PFD at all times when using SMSA powerboats and sailboats.
8. Boats may be signed out for SMSA racing events at the discretion of the appropriate Race Chair(s). Sign out is limited to one event at a time (season long checkout for racing use is not permitted). Refer to the Race Chair for applicable fees and any rules regarding scoring or participation. Boats may be checked out for the purpose of participating in a sanctioned Small Boat event outside of the prescribed season. (May 1 to September 30).
9. All boats must remain within the designated operating area. (Unless participating in an approved SMSA event and with permission from the appropriate Race Chair). The general area includes Drum Point to Point Patience and waterways in between.



10. Boats MUST be returned to SMSA 30 minutes BEFORE SUNSET. (Unless participating in an approved SMSA event).

Appendix E – Using the Starting Box for Race Committee



OUTSIDE OF BOX
2 switches



- Red one is on/off for sequence (auto-timed)
- White one is used for attention or OCS signal (manual)

INSIDE OF BOX
3-position switch
SMSA purchased:



Dinghy (3 min) Appendix S (Thursday's)
Rule 26 (5 min)
Rolling Rule 26 (rolling 5 min)

CHARGING PLUG
The green LED means the battery is being charged.
The red LED means that the charge is being maintained.

- How long does it take to charge the start box?

  If the battery is charged at the end of every race-day, it only takes a half hour to charge. If the battery is completely discharged it will take 10-12 hrs.

Three Minute Start For Dinghy Racing (Thurs)

TIME TO START	ACTION	SIGNAL	PURPOSE
	START THE TIMER	10 Second Count Internal Beep (i.e., 10 second delay to first horn)	Indicate Start of Timer
3:00 Minutes		3 Long Blasts on HORN	3 Minute Signal
2:00 Minutes		2 Long Blasts on HORN	2 Minute Signal
1:30 Minutes		1 Long Blast and 3 Short Blasts on HORN	1 ½ Minute Signal
1:00 Minute		1 Long Blast on HORN	1 Minute Signal
0:30 Seconds		3 Short Blasts on HORN	30 Seconds to Start
0:20 Seconds		2 Short Blasts on HORN	20 Seconds to Start
0:10 Seconds		1 Short Blast on HORN	10 Seconds to Start
0:05 Seconds		5 Blasts on HORN - Countdown to START	5, 4, 3, 2, 1 Second(s) to Start
START		1 Long Blast on HORN	START
	TURN OFF HORN	Continuous internal Beeping	

RULE 26 (Single Start) or Rolling RULE 26 (Multiple Rolling Starts)

STEP #	TIME TO START	ACTION	SIGNAL	PURPOSE
1		TURN ON TIMER	10 Count Internal Beep	Indicate Start of Timer
2	5:00 Minutes	HORN; Raise Class Flag	WARNING SIGNAL	
3	4:30 Minutes		3 Count Internal Beep	RC Prepare for 4 Minute HORN. Additional beeps will sound at 20 and 10 seconds with a count-down starting at 5:05.
4	4:00 Minutes	Raise Prep Flag	HORN	PREPATORY SIGNAL
5	1:30 Minutes		3 Count Internal Beep	RC Prepare for Prep Shape DROP. Additional beeps will sound at 20 and 10 seconds with a countdown starting at 1:05.
6	1:00	Drop Prep Flag	LONG HORN	
7	0:30 Seconds		3 Count Internal Beep	RC Prepare for START. Additional beeps will sound at 20 and 10 seconds with a count-down starting at 5 seconds.
8	START	Drop Class Flag; (if multiple fleets Raise Next Class Flag – Go back to step 3)	HORN	START
9		TURN OFF TIMER after last start	Continuous internal Beeping	

Appendix F – Miscellaneous How-To's

1. How to add the SMSA calendar to your personal Google calendar

   If you have a google account (or if you'd like to create one), you probably love the calendar feature. You'll love it even more when you can view your personal events and SMSA events at the same time! To do this, go to your google calendar and, underneath 'Other Calendars,' click Add by URL.

   Here's the URL to add:
   http://www.google.com/calendar/ical/qln98pf7cq2b1bnq42q2h59bag%40group.calendar.google.com/public/basic.ics

2. Use of a Mourning Cloth

   Upon the passing of a member of SMSA, the Mourning Cloth shall be displayed over the doorway of the clubhouse for a minimum of one week.

Appendix G – Incident Reporting Form

This report must be submitted if significant injury or property damage occurs involving club ashore property including the pier, a club vessel, or any club-sponsored event.[1]

THIS REPORT DOES NOT REPLACE EXTERNAL REPORTING REQUIREMENTS. BE SURE YOU KNOW AND FOLLOW THESE, FOR EXAMPLE:

General Emergency – 911, VHF Channel 16; Spill 800-424-8802; SAR 757-398-6700; etc.

Email the completed form **immediately** to commodore@smsa.com, vicecommodore@smsa.com, rear commodore@smsa.com, and the pertinent committee chair, for example keelboat@smsa.com, junior@smsa.com, or social@smsa.com.

Person reporting:

_____
(name) (email) (phone #)

Location of incident:_____

Date and time of incident: _____

Describe the incident, including any injury and/or property damage: _____
_____
_____

If injury, name and contact information for injured person(s): _____
_____
_____

If damage to non-club property, name and contact information for property owner(s)/manager(s): _____
_____

If you need more room, attach additional page(s).

Witness:_____
(name) (email) (phone #)

Witness:_____
(name) (email) (phone #)

[1] Significant Incident at a minimum is defined as a personal injury requiring emergency response or urgent care or substantial property damage to a club asset or another's property, such a boat collision. A minor cut needing antiseptic and a Band-Aid or a minor bump of the RC boat against a piling does not require reporting. Any incident that might require a trip to the doctor or emergency room or involve major property damage to a club or other asset shall be reported promptly. Please err on the side of over reporting rather than allowing a potentially nasty incident to fester until club officers eventually hear about it through the "grapevine."

Appendix H – RC Boat Procedures

Before setting out to do race committee **all are urged to review the SIs and race management educational materials** that can be found at: Keelboat Race Program (smsa.com)

These will help you figure out where to put out the pin, select the racecourse, anchor the RC boat, etc. for a fair start and to run a first-class race.

The Boat is located on "B" dock, Slip 1 at Safe Harbor Zahniser's Marina, Solomons. The keys for the engine and the fuel filler cap are located on a hook behind the forward cabin bulkhead. **BE SURE** to return the keys to that location and locking the cabin when you are done.

The boat runs on **DIESEL.** Be sure you have sufficient fuel for your event. SMSA has an account with Solomons Yachting Center so you can top off there on the way out from the club if need be.

Engine raw water intake is always left open.

I. Equipment Locations:

- Course marker pendants are in rollup bag in forepeak.
- Race management flags are in racks under the canopy top.
- Automatic sound sequence start box is in cabin on shelf on port side. See Appendix C to SMSA Policy Manual for start box procedures.
- Sailing Instructions (SIs) and trip logbook are on dash by depth sounder and chart plotter.
- Electric inflation pump, wind meter, binoculars, handheld compass, clip boards, etc. are in black bag in cabin in grey tub on port side shelf.
- Orange pin float and attached anchor and anchor rode are in forepeak. If anchoring in deep water (depth greater than 30 feet, add second 50-foot pin anchor line).
- First aid kit and distress flag/flares are in cabin on starboard side next to steering station**. If you use these, please report it to RC boat captain for replacement as needed.**
- Fire extinguishers are in brackets in the cabin on each side of cabin door. **Please report any use to RC boat captain.**
- Throwable cushions and foredeck crew work vests are in the forepeak.
- Emergency hand bilge pump is in forepeak.

II. Predeparture:

- Raise engine box cover and perform these checks:
  - Check antifreeze level in coolant expansion tank.
  - Check engine oil level.
  - Check transmission oil level. With a cold engine the level should be at least ½ inch above the upper mark on the transmission dipstick.
- Set main battery switch to “Both.”
- Start engine and **check for water discharge from exhaust.**
- While the engine is idling in neutral to warm up, check fuel level, oil pressure and voltage on control panel.
- Remove covers and turn on depth sounder and chart plotter.
- If night race or you will be out after dark check navigation and cabin lights.
- Enter departure date/time, fuel level, engine hours reading in trip logbook on dash.

III. Departure

- Be sure all dock lines are released and properly placed for retrieval upon return.
- Place spring line on forward bow piling. **Do not loop around the walking line.** It can fall off and become fouled in the propeller.
- **Do not rush.** The best bet is to leave the engine at idle and just shift forward and reverse as you maneuver out of slip. Walking the boat out of the slip is perfectly fine. Remember boat backs to starboard. This can help you on departure (and return).

IV. Return

- **Do not rush.** Slow and steady does it. The best bet is to leave the engine at idle and just shift forward and reverse as you back into slip. Remember boat backs to starboard.
- Shut down engine and return key to hook behind radio on forward cabin bulkhead.
- Turn off depth sounder and chart plotter and replace covers.
- Repack course markers, flags, throwable cushions, deck chairs, etc. and return to proper locations in cabin.
- Rinse down anchors with dock hose before storing in cabin.
- Close cabin windows if opened.

- Collect all trash, bag it, and dispose of it ashore. Place a new trash bag in the waste basket.
- Fill out the RC Boat trip logbook before leaving. Note any discrepancies in the logbook.
- Be sure bow, stern, and spring lines are in place and secure.
- Turn the main battery switch to “OFF.”

Leave the boat as you found it with anchors rinsed, equipment properly stowed, trash removed, etc.

Notify the RC Boat Captain or the Race Chair by email of any discrepancies or supply shortages on the RC Boat. See the SI Contacts Page for email addresses.

Appendix I – Kayak and Stand Up Paddle Boards (SUPs) Rules

(Assets available for use: April 1 to October 31)

All Coast Guard, State and Local Regulations must be followed
Example: Must carry a sound producing device (Ex: whistle attached to your PFD)

A 'Check Out Assessment' is required for SMSA Members wishing to sign out a Kayak or Stand Up Paddle Board (SUP).

- To coordinate a checkout assessment, or to get further assistance with training or procedures, contact the learn to sail team by emailing learntosail@smsa.com or membership@smsa.com.

1. When signing out a kayak or SUP, the member must fill out an SMSA Float Plan / Check Out Form in the binder located adjacent to the key box in the sail room. Maximum checkout period is 6 hours. Member must sign the boat back in with the actual return time and identify any maintenance/damage issues. [PLEASE report damage so the damage can be repaired, and all members can continue to use the assets - if damage is not repaired, it can create greater damage].

    a. A minor member must have a permission slip signed by their parent / guardian on file with SMSA before they can sign out a kayak or SUP.

    b. The member who signs out a boat is responsible for ensuring proper safety equipment is on board, safe operation and return, plus should be aware of the participants' abilities and current / forecast weather conditions.

2. All occupants MUST WEAR PFD(s).

3. All boats must remain within the designated operating area. The general area includes Drum Point to Point Patience and waterways in between. All members are reminded that wind, tide, and current will affect your use of the kayaks and SUPs. Please remain aware of the tides, current, and weather and their impact on your stamina and safety. All minors paddling their own boat or board must stay within the creeks.

4. Kayaks and SUPs must be launched/recovered from SMSA. We do not allow you to transport them from SMSA for use in other locations/waters.

5. The presence or consumption of beer or other alcoholic beverages is strictly prohibited. Users must refrain from using drugs or alcohol prior to or while using the equipment.

6. NO sitting or standing on sit-on-top kayak or SUP when boat is not in the water (ex: shore, dock, floaters).

7. Any damage or loss of the equipment due to negligence will be the responsibility of the member.

8. Do not allow the kayaks or SUPs to crash on rocks, boats, etc. or rub against barnacles along the shoreline. Do not drag kayaks or boards over sharp rocks. Never stand on the paddle boards unless they are in deep enough water to protect both the board and the fin underneath.

9. SUP: Operator must wear the board leash; No hard sole shoes - recommend barefoot, neoprene booties or water sandals; For your safety you should be physically fit enough to be able to get to a standing position from your hands and knees. Participants should also not have any balance issues.

	Sit-on-top Kayak	SUP
Age	● Must be 16 years or older to check out a kayak. ● Ages 16-17 years old may not carry passengers under 16 unless accompanied by an adult. ● Minimum age for single-handed kayak use is 8 years old and must be accompanied by an adult.	● Must be 18 years or older to check out a paddle board. ● The minimum age for single-handed SUP use is 8 years and must be accompanied by an adult.
Occupants	● 1, 2, or 3 ● Single Config: One person in the center seat ● Dual Config: One person in the back and one person in the front ● 3-person: Dual config with one child in the center seat well	● 1 or 2
Max Capacity*	365 lbs.	285 lbs.
Boat Weight	57 lbs.	39 lbs.

*Please be honest about your weight and make sure that you do not exceed any of the specifications listed above or below. This is for your safety and for the longevity and structural integrity of our kayaks and paddle boards.

After Use: Please rinse boards and kayaks and paddles with fresh water after use (remove the kayak seats prior to rinsing). Kayak seats must be hung to dry after use.

Recommendation: We have found it easier to enter/exit the boat from the floating dock by the Holder 20 vice the grey floating dock, as it is more stable and not as low to the water.