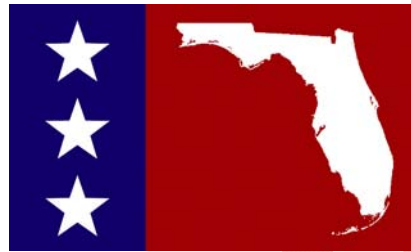


**FLORIDA
COMMODORES
ASSOCIATION**
Past, Present and Future



Keepers of the Flame

**POLICY
and
PROCEDURES
MANUAL**

Adopted April, 2009

Definition

The word “policy” is defined as “a prudent, clearly defined course of action based upon material interest used to manage and direct present and future decisions necessary to facilitate the conduct of the business of the organization”. This policy manual provides a compilation of these courses of action that have been adopted by the Florida Commodores Association (FCA) to provide proper guidance to the officers and membership in the ongoing conduct of the operations of the Association.

Policy statements are not meant to be rigid in nature or concept but they should be used as criteria for decisions affecting the general conduct of the normal business of the association by its Board of Directors and its officers. Policy statements should be reviewed on a regular basis to ensure they are relevant and of continued good use to the organization.

Underpinings of the Association

Every full member of the Florida Commodores Association has reached the same plateau, that is, each one is a past commodore of a recognized yacht club. They have reached this plateau by taking different paths, and have been subjected to varying degrees of difficulty, challenges, and responsibilities. However, the end result is the same: each one is a past commodore.

Your achievement in attaining that position and your continuing interest in yachting makes you a unique member of a very special group of individuals in the yachting community. As a result, they have been invited to join this exclusive group of men and women who have made significant contributions and provided high levels of leadership to their clubs. As a member of the FCA, you will be called upon to provide the benefit of your experience, wisdom and knowledge to your yacht club and to those club members who desire to travel the same path and make the journey you have made.

The Florida Commodores Association (FCA) was created to provide an historical, fraternal, social, and educational forum for you to join to continue the work that you started when you took your first step on the path of becoming a commodore of a recognized yacht club. The association, as evidenced by its name, represents an organization that covers the entire State of Florida and is focused on providing the past commodores of all recognized Florida yacht clubs with a means of participating with other past commodores in continuing contributions to their yacht clubs and the yachting community.

The association is made up of men and women from yacht clubs that meet the criteria for membership in the organization. Full membership is reserved for past commodores. However, associate membership is available on an annual basis for current yacht club commodores, vice commodores, and rear commodores as a forum for leadership education and development. In addition, spouses or domestic partners of past commodores may become permanent associate members with special recognition for their status.

The association is governed by the Board of Directors and a duly elected Executive Committee, which is comprised of: a Commodore, Vice Commodore, Rear Commodore, Fleet Captain, Secretary, Treasurer, and the Immediate Past Commodore. This Executive Committee is responsible for the daily operations and conduct of business between the annual meeting of the association which is held in October of each year at a member yacht club chapter location selected by the Vice Commodore and agreed to by the selected yacht club chapter.

In addition to the annual meeting of the association, three other general membership meetings are conducted each year for the purpose of giving the membership greater opportunity to become involved with the operations of the association and to improve the general business and focus of it. These meetings are held at various locations around the state in order to facilitate the attendance and involvement of the membership and chapters in the association's business. The more the membership is involved the better the association will be as it strives to achieve its mission.

Membership

Membership in the Florida Commodores Association is considered an honor and a privilege. As specified in the bylaws of the association, membership in the FCA is **by invitation only**, and is recognition by the candidate's peers that he or she has successfully performed the duties of commodore of a recognized yacht club. Full members are encouraged to identify and invite qualified individuals who have served honorably as Commodore of their yacht club to join their chapter and the association.

Members should also seek qualified individuals who have honorably served as Commodore of another recognized yacht club who, because of circumstances find themselves without an existing yacht club chapter. However, great care must be exercised, particularly if a chapter exists at the yacht club where the individual served as and the chapter chose not to extend an invitation. In such cases, the decision of the candidate's home club should prevail and an invitation should not be extended. However, should this individual subsequently serve as Commodore of another qualifying yacht club, then he or she would be eligible for invitation to membership in the association unless the same situation arose.

The association encourages "at-large" membership in those areas that may have limited or non-existent yacht clubs or chapters of the association. Membership in the "at-large" category enables members to form their own geographical chapters in order to enjoy the mutual benefits of association with other past commodores.

A copy of the individual application for membership in the FCA is found at Tab A in this manual. Once the application for membership is approved by the FCA Executive Committee, the new member should receive a Letter of Welcome from the FCA Commodore. A sample copy of the letter is found at Tab B.

A new FCA chapter may be formed when 5 or more FCA qualified individual members come together to create the chapter. This proposed chapter must then submit an application for consideration of a chapter charter to the FCA Executive Committee. A copy of the chapter application is found at Tab C. If the qualified chapter is approved as an FCA chapter, then the FCA Commodore will send a letter to the chapter acknowledging the approval and advise the chapter when the chapter charter will be presented. A sample of the chapter charter is contained in Tab D.

A past commodore who is a member of an existing chapter may be invited by another chapter to join. If so invited, this member must obtain permission from the current chapter to allow him or her to join the additional chapter. If the new chapter is in a different area or location, such membership in the chapter may or may not require that the new member become a member of

the yacht club in which the chapter is located. This decision rests solely with the yacht club and the FCA has no authority or jurisdiction in this matter.

The FCA strongly encourages its chapters to arrange with their yacht clubs to grant the privilege of reciprocity to other members of the association. The granting of reciprocity between yacht clubs is a prerogative of the individual club, and each FCA chapter must deal with this situation in the manner that is most expedient for the chapter and club involved.

Once a qualified member is approved for membership in the association, the member will receive a membership card issued by the association. Members who join the association prior to July 1, 2009 will be classified as charter members and will receive a membership card and label pin recognizing their status.

Voting in the association is limited to full members in good standing only. The association was founded on the principle of "one member one vote". While associate members do not have voting privileges, they are afforded the opportunity have a voice at any association meeting. At any given association meeting, the chapter president or the chapter's designated representative must vote the will of the chapter members. Unanimity of the votes is not necessary so the voting representative may present a mixture of votes.

Dues

Once a candidate becomes either a full member or associate member of the association, he or she assumes the financial obligation for the timely payment of dues. The amount of the association dues is recommended by the Board of Directors and approved by a two-thirds majority of the association membership at a meeting so noticed for this purpose. Chapters are encouraged to collect the dues from their members and submit payment to the FCA Treasurer along with an updated roster of chapter membership. Members designated as "at large" must submit their dues and individual membership information directly to the FCA Treasurer.

Dues in the association are due on January 1st of each year and become delinquent as of February 1st of each year. Upon receipt of annual dues, the member receives a renewal sticker with a numeral for that year. The renewal sticker is to be placed on the backside of the membership card indicating a paid up membership in the association.

Non payment of dues is grounds for termination of membership and suspension of privileges in the association including the wearing of FCA insignia, representation at meetings, and participation in association functions and events.

Board of Directors and Officers

The Board of Directors is the governing body of the Florida Commodores Association. It is charged by the association bylaws with the management and administration of the affairs of the association. The Board of Directors consists of the association officers who are the Commodore, Vice Commodore, Rear Commodore, Fleet Captain, Secretary, Treasurer, and Immediate Past Commodore, together with the President or designated representative of each FCA Chapter.

Description of the duties of each of the officers is found in another section of this manual. The term of office for the officers of the association is one year with the exception of the Treasurer,

who may be re-elected annually. Re-election of the Treasurer provides for uninterrupted access to the association financial accounts without having to arrange for the annual transfer of assets to another financial institution. The association officers comprise the Executive Committee or EXCOM. The EXCOM may consider proposals submitted by chapters or qualified members for changes to the bylaws, policies, or other actions and refer these proposals to the properly designated committee for investigation and recommendations to the Board of Directors (BOD). Committee recommendations received by the EXCOM may be rejected, tabled, or published for consideration by the general membership at a duly noticed meeting for that purpose.

If any association officer, except the Commodore, vacates his or her position for any reason, the BOD may designate a replacement to serve until such time as the position can be filled by vote of the general membership based upon the recommendation of the Nominating Committee. In the case of the vacancy of the position of Commodore, the Vice Commodore will immediately assume the position of Commodore and continue in that position.

Once a qualified member is elected to the position of Rear Commodore, that person is expected to continue to fill the ladder to the position of Commodore without additional vote of the membership. Once elected, the Commodore, Vice Commodore, and Rear Commodore may only be removed for cause or dereliction of duty. Removal requires a two-thirds majority of the general membership voting at a meeting noticed for this purpose.

Flag Officers

In keeping with yachting traditions, the flag officers of the association are the Commodore, Vice Commodore, Rear Commodore, and Immediate Past Commodore. The Rear Commodore is the only flag officer who is elected at the annual meeting unless a flag officer position has been vacated during the year. In this case, that position will also be elected by the general membership. Duties for these officers are found in the annex to this manual.

Elected Officers

The following officers of the Association are elected on an annual basis; Fleet Captain, Secretary, and Treasurer. Duties for these officers are found in the annex to this manual.

Appointed Officers

Subject to the approval of the Executive Committee, the Commodore has the authority to appoint a Quartermaster, a Judge Advocate, and such other officers as may be necessary for the purpose of providing efficient operations of the association. These positions may be filled indefinitely with the annual concurrence of the Executive Committee. Duties for these officers are found in the annex to this manual. From time to time, the Commodore may recommend appointment of other individuals for specific duties. Length of service of these appointed officers is at the discretion of the Commodore.

Organization

Central to the successful accomplishment of the mission of the association is the formation of chapters. Chapters may be established at individual recognized yacht clubs or by a group of association at-large members who because of their location and circumstance may not have

sufficient numbers to establish a yacht club chapter. These chapters are known as “Geographical Chapters”.

Geographical Chapters have the same requirements and benefits in the association as Yacht Club Chapters. The association encourages such geographical chapters to affiliate with a specific yacht club where permissible in order to create a fully recognized yacht club chapter.

The daily operation and administration of the association is the responsibility of the Commodore and Executive Committee. Certain administrative functions are handled by specific standing committees who members are approved by the Executive Committee. The Standing Committees are the Executive Committee, the Nominating Committee, the Audit Committee, the Public Relations/Communications Committee and the Bylaws Committee. Other committees may be established by the Commodore with the approval of the Executive Committee. The duties and responsibilities of these Standing Committees are outlined in the annex to this manual.

Meetings

Meetings gives all the association members the opportunity to come together to share their experiences and to discuss challenges facing them. It also gives prospective and eligible individuals to see the association at work. It is at the chapter level through the efforts of the chapter members that most of the work of the association will be accomplished. For this reason, chapters are encouraged to hold regularly schedule meetings and activities in order to achieve the work of the association. In addition to these regularly scheduled chapter meetings, the association conducts the annual General Membership meeting in October of each year and three other association meetings at various times of the year. These meetings are designed to bring together the chapter presidents or their designated representative in order to properly conduct the business of the association. Individual members are also encouraged to attend these meetings as a means to increase participation and understanding of the business and operations of the association. These meetings also provide an opportunity for members to exchange ideas, experiences and programs that might benefit their individual chapters and membership.

For each of the association meetings, individual chapters will be contacted with a request to host the association meetings. Association requirements for hosting will be provided to the chapter for information to ensure that the conduct of the meeting is achieved with minimum demands on the host chapter. Each hosting chapter will receive a stipend from the association to help offset the costs associated with the conduct of the association meeting.

Insignia

The official symbol of the Florida Commodores Association is a rectangular flag divided vertically in thirds. The third closest to the hoist is Old Glory blue, with three white vertical stars. The remaining two-thirds is red, with the State of Florida in white. The official motto of the Florida Commodores Association is “Keepers of the Flame” which is copyrighted and permitted for the exclusive use of the FCA.



Other official insignia of the association include the sleeve patch, the lapel pin, the tie, name tag and shoulder boards.



Association Member

Sleeve Patches
Association Officer
(FCA Commodore)

Associate Member
(who is a spouse)

Sleeve patches are worn on the right sleeve of the blazer, centered from left to right and attached as follows: for men, four and one-half (4 ½) inches above the cuff between the bottom of the sleeve and the bottom of the embroidered anchor or anchors; for women, four (4) inches between the bottom of the sleeve and the bottom of the embroidered anchors

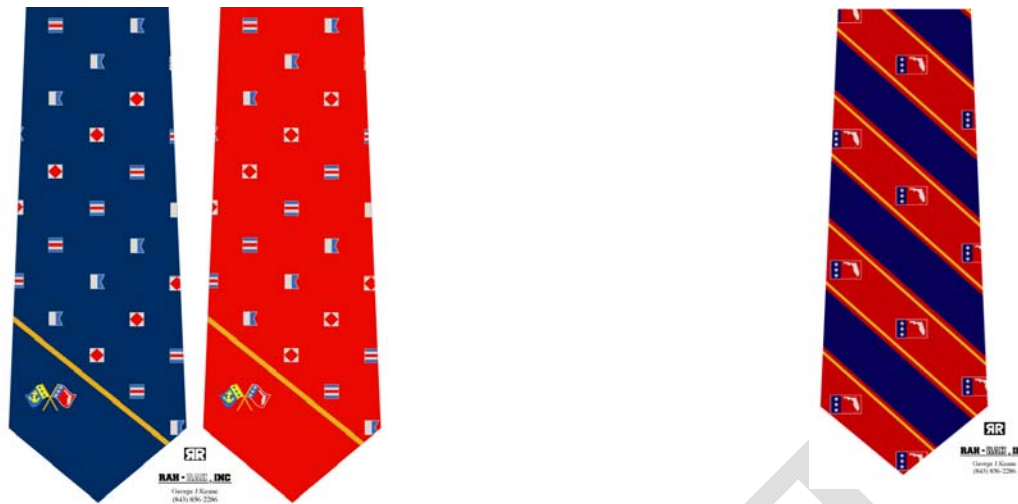
The lapel pin for members and associates is a small, metallic representation of the official flag of the association. Members and associates who joined the association prior to July 1, 2009 have the honor of wearing the lapel pin with the words “Charter Member” underneath the pin. Beginning July 1, 2009 the only lapel pin authorized for new members will be the regular lapel pin without the words beneath it. The lapel pin shall be worn on the left lapel of the blue blazer through the button hole, or if there is no button hole, in the location where the buttonhole is usually found, or as a tie tack.



Charter Member

Shoulder boards are also available for members and associates to be worn on the epaulets of the white shirt of the uniform. Association officers have shoulder boards which denote their position in the association. General and associate members are encouraged to wear standard FCA shoulder boards but are permitted to wear shoulder boards representing their individual yacht clubs, when available.

The Association tie is an official symbol of membership in the FCA. (Only one of these ties will be selected as the official tie.)



All of the official symbols and insignia are the registered property of the Florida Commodores Association and may not be used, duplicated, reproduced, or modified without the expressed written consent of the Executive Committee.

Uniforms

The attire of the Florida Commodores Association is acceptable and appropriate for all semi-formal social events in the yachting community. In all cases, an appropriate name tag should be worn. However, in some cases, local custom may suggest modifications. The following attire is standard and should be considered the “uniform” of the association.

Gentlemen (**Summer**): Navy blue blazer with the appropriate FCA insignia and badges of affiliation and rank; white shirt; FCA, yacht club or yachting association tie; white trousers; white socks; and white or boating shoes. In summer the wearing of a short sleeved white shirt with epaulettes with the appropriate FCA or Chapter shoulder boards in lieu of the blue blazer is permitted.

Ladies (**Summer**): Navy blue blazer with the appropriate FCA insignia and badges of affiliation and rank; white shirt or blouse; FCA, yacht club or yachting association tie or scarf; white skirt or pants; optional hose; and white or boating shoes. In summer the wearing of a short sleeved white shirt with epaulettes with the appropriate FCA or Chapter shoulder boards in lieu of the blue blazer is permitted.

Gentlemen (**Winter**): Navy blue blazer with the appropriate FCA insignia and badges of affiliation and rank; white shirt; FCA, yacht club or yachting association tie; grey trousers; grey or black socks; and black shoes. During working meetings, removal of the Blue Blazer is permitted provided the member is wearing a white shirt with epaulettes and appropriate shoulder boards.

Ladies (**Winter**): Navy blue blazer with the appropriate FCA insignia and badges of affiliation and rank; white shirt or blouse; FCA, yacht club or yachting association tie or scarf; grey skirt or pants; appropriate hose; and black shoes. During working meetings, removal of the Blue Blazer is permitted provided the member is wearing a white shirt with epaulettes and appropriate shoulder boards.

When attending a **formal** yachting social event, the formal yachting uniform is always appropriate regardless of the occasion. The 3 silver stars denoting a Past Commodore may be worn on the tuxedo jacket over the left pocket when this jacket is worn in lieu of the white dinner jacket. Miniature medals and badges authorized by the customs of the military service of the member are considered appropriate on either the tuxedo jacket or white dinner jacket. If patches are worn they should match the jacket or blazer in color.

Gentlemen (**Formal**): Tuxedo or white dinner jacket; formal white shirt; black, red, or yachting association or yacht club tie and cummerbund; black formal trousers; black socks; and black shoes. An appropriate alternative is: Blue Blazer; plain or formal white shirts; black, red, or yachting association or yacht club tie and cummerbund; (**summer**) white trousers; white socks; and white shoes--(**winter**) grey trousers; black socks; and black shoes.

Ladies (**Formal**): White jacket; white blouse; black, red, or yachting association or yacht club tie and cummerbund, if worn; black or white long skirt; appropriate hose if necessary; and black or white shoes. An appropriate alternative is: blue blazer; white blouse; black, red, or yachting association or yacht club tie and cummerbund, if worn; (**summer**) white skirt or slacks; appropriate hose if necessary; white shoes --(**winter**) grey skirt or slacks; appropriate hose if necessary; and black shoes.

Communications and Public Relations

It is absolutely essential that proper communications be conducted by the association in order to keep the membership informed of the events, activities, and business being conducted by the association. In addition, to facilitate the growth and progress of the association, it is necessary that communications be addressed to those in the yachting community outside the association to make them aware of the dynamic nature of the association and its programs. The association newsletter, *The Commodore's Journal*, is a major source of information for the membership and those outside the association.

Chapters should publish information about the association and its activities in local publications and through local media outlets, including boating or maritime publications. Chapters should always be aware of the important public relations opportunities that result from inviting the officers of maritime groups such as the United States Coast Guard, the United States Power Squadron, and other local boating groups to attend chapter and association functions and events.

All of the members of the association should maintain an awareness of political developments and legislation that could have a direct affect on yachting and maritime activities that could prove detrimental to the membership and their associated yacht clubs. The members are encouraged to maintain contact with state legislators, state and federal regulatory agencies, departments, and offices. In addition, contact should be developed with other yachting and boating organizations such as the Florida Council of Yacht Clubs, the Gulf Yachting Association, US Sailing Association, and other similar groups to provide membership representation and input on pending legislation or regulatory changes.

FCA members are encouraged to become involved on local planning boards, civic action committees, and community recreation groups to establish the association as a major source of

knowledge and expertise regarding maritime and yachting activities. Such involvement enhances the community's awareness of the association's contribution.

Local college programs, scouting groups, community recreation programs, and other maritime groups provide an opportunity for the association members to offer their knowledge and expertise in conducting boating and sailing classes and related programs, such as race management, for the mutual benefit of all involved.

Wearing the uniform of the association to these events and functions is an ideal way to increase awareness of the association and its importance and benefit to the community.

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DUTIES AND RESPONSIBILITIES

EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the Commodore, Vice Commodore, Rear Commodore, Fleet Captain, Treasurer, Secretary, and Immediate Past Commodore.
2. The Executive Committee shall be responsible for the day to day operations and affairs of the association which have not been acted upon by the association Board of Directors or general membership. Voting by the Executive Committee may be conducted by any electronic means available as long as a written record is made of the vote and is maintained in the records of the association.
3. The Executive Committee shall meet no less than 4 times each year at a place selected by the Committee. While meetings may be held at member chapter yacht clubs, such locations are not required. The Commodore or any four (4) committee members may call a special meeting of the committee. Five (5) committee members shall constitute a quorum for any Executive Committee meeting.
4. The Executive Committee members are collectively and individually charged with the fiscal responsibility for the proper utilization of the association funds.
5. The Executive Committee is responsible for bringing before the membership all matters which are necessary for the membership to act upon.
6. The Executive Committee shall act upon the nominations of all appointed officers and committee chairs as designated by the Commodore.
7. The Committee shall have oversight responsibility for the publication of the *The Commodore's Journal* and shall ensure the timely publication by printing or electronic means.
8. The Committee shall establish the annual operating budget and is charged with ensuring adherence to the approved and/or modified budget. It is the responsibility of the Committee to review and recommend the annual association dues structure. The Committee shall review and establish an appropriate allowance to be paid to hosting chapters for association meetings.
9. The Committee shall review and act upon all applications for chapter charters for membership. The Membership Chair or designated representatives shall have the authority to approve all individual applications for membership.
10. The Committee shall have final approval over the slate of officers recommended by the Nominating Committee and shall present the slate to the general membership at the Fall General Membership meeting for a vote.
11. The Committee shall be responsible for reviewing, upgrading and maintaining the Policy and Procedures Manual of the association.

DUTIES AND RESPONSIBILITIES

COMMODORE

1. The Commodore is the Chief Executive Officer of the Florida Commodores Association. He or she shall preside over all membership, Executive Committee, Special Committee meetings. The Commodore supervises all association activities in accordance with the association bylaws. If the Commodore is unable to perform these duties, the Vice Commodore shall serve in this capacity.
2. The Commodore shall appoint the Judge Advocate, the Quartermaster, and such other officers as may be necessary for the proper operation of the association. In addition, the Commodore shall appoint the Chairs of the various Committees established for the operation of the association. The Commodore ensures that all association committees are properly manned and function in the best interest of the membership. The Commodore is an ex-officio member of all association committees without vote.
3. The Commodore is encouraged to visit as many association chapters as is permissible and practical during his or her year of service. Visiting chapters is but one way to encourage membership participation in association activities and functions.
4. The Commodore may call a special meeting of the Executive Committee and/or the association in accordance with the provisions of the association bylaws.
5. The Commodore shares responsibility with the Executive Committee for maintaining a balanced budget and that all association expenditures are in keeping with the desires of the association membership.
6. The Commodore has the authority, along with the Treasurer and Secretary to sign checks on all association accounts.
7. The Commodore will sign letters of welcome to new members (*sample attached*) and forward to the new members as appropriate.
8. Wherever practical, the Commodore should preside at the presentation of charters to new association chapters. When not practical, the Commodore should appoint an association officer to preside at such presentations. The Commodore ensures that the new chapter charter is properly executed by all association officers prior to the presentation.
9. The Commodore is responsible for preparing an agenda for all meetings. The draft agenda should be sent to the Executive Committee at least 14 days prior to any meeting. A supply of printed agendas should be available at meetings for those in attendance.
 - A. All items of old business from previous meetings shall be specified in sufficient detail on the agenda to assist in the discussion and resolution of the item.
 - B. All items for new business should be solicited from the membership and outlined in the agenda to assist in the preparation of discussion and resolution at the appropriate meeting.

10. The Commodore shall ensure that the conduct of meetings and business sessions follow parliamentary procedure, practice and authority as provided for in Roberts Rules of Order (latest edition) and are consistent with the bylaws, the protocols and standing operating procedures of the association.

11. The Commodore shall provide an annual written report which summarizes the activities and accomplishments of his or her office during the Fall Membership Meeting. A copy of this report shall be provided to the Secretary for permanent file.

12. At the fall membership meeting following the installation of new officers, the outgoing Commodore (Immediate Past Commodore) shall present the new Commodore with the appropriate symbol of office. The new Commodore will then present the Immediate Past Commodore an appropriate award which recognizes his or her service to the association.

13. The Commodore shall be responsible for amending and revising this portion of the policy manual as may be necessary to ensure the proper performance of duties.

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DUTIES AND RESPONSIBILITIES

VICE COMMODORE

1. The Vice Commodore shall automatically advance to the office of Commodore of the Florida Commodores Association at the next fall meeting or prior thereto in the event of the death, incapacity or resignation of the Commodore.
2. The Vice Commodore shall serve as the second ranking officer in the Florida Commodores Association and as such preside at any meeting at which the Commodore is not present.
3. The Vice Commodore will assist the Commodore in all matters and will represent the Commodore in any FCA function when the Commodore is not present; shall specifically assist the Commodore in visiting as many yacht clubs as possible.
4. The Vice Commodore will be responsible for arranging the date and place of all meetings for the following year. Further responsible insuring that appropriate information is included in the association publications to facilitate travel to and from meetings, lodging, meals and entertainment.
5. The Vice Commodore will be the general assistant to the Commodore in all matters related to the FCA, be it at the local, state or international level.
6. The Vice Commodore shall perform other duties as assigned by the Commodore to maintain effective operations of the association.

DUTIES AND RESPONSIBILITIES

REAR COMMODORE

1. The Rear Commodore shall automatically advance to the office of Vice Commodore of the Florida Commodores Association at the next fall meeting or prior thereto in the event of the death, incapacity or resignation of the Vice Commodore.
2. The Rear Commodore shall serve as the third ranking officer in the Florida Commodores Association and as such preside at any meeting at which the Commodore and Vice Commodore are not present.
3. The Rear Commodore will assist the Commodore in all matters and will represent the Commodore in any FCA function when the Commodore and Vice Commodore are not present.
4. The Rear Commodore shall serve as the Chair of the Membership Committee. This committee has the responsibility for assisting chapters with getting new members and establishing new chapters where appropriate. He/she may choose additional members of the committee with the approval of the Commodore.
 - A. Shall assist chapters with matters pertaining to individual applications and other membership actions.
 - B. All membership applications, individual or chapter, shall be governed by the association bylaws. All applications shall be approved by the Membership committee. Should an application be rejected the Membership Chair shall notify the chapter or individual with the reason for rejected explained. In the case of a new chapter, the Chair should prepare and send out an official association letter welcoming them to the association and explaining the chapter's responsibilities, opportunities, and association procedures and protocols.
 - C. If the individual application is from a Past Commodore of a non FCA Chapter, the Committee shall investigate the yacht club to determine if qualifications are met. A recommendation to the Executive Committee shall be made as to acceptance.
 - D. Upon approval of membership applications, the following association officers shall be notified: the Treasurer, the Secretary, the Editor of the Commodore's Journal, and the Fleet Captain.
 - E. Upon approval of a chapter application including the receipt of the chapter member roster, the FCA Commodore and the president of the new FCA chapter shall select an agreeable date for the FCA charter to be formally presented to the chapter.
 - F. The Rear Commodore should personally visit all prospective yacht clubs to obtain the essential background information regarding qualifications for association membership. Photographs should be taken to provide some feedback to the Executive Committee for

consideration. Should the distance to the potential club be excessive, the RC may request an officer living closer to the club to visit the club.

G. The RC shall assist in the develop of programs aimed at increasing the membership in the association.

5. The Rear Commodore may call a special meeting in accordance with the requirements of the bylaws of the association.

6. The Commodore may assign the Rear Commodore the duty of serving as Chaplain unless otherwise designated. The RC shall lead the membership in the Pledge of Allegiance at all meetings.

7. The Rear Commodore shall prepare an annual report of the summary of activities and accomplishments of the office and submit the report at the fall membership meeting. A written copy should be filed with the Secretary for a permanent record.

8. The Rear Commodore shall be responsible for amending and upgrading this section of the Policy and Procedure Manual.

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DUTIES AND RESPONSIBILITIES

SECRETARY

1. The Secretary is the recording officer of the FCA who keeps all records of a permanent nature and takes care of correspondence and other writing tasks unless they are specifically delegated to another officer.
2. The Secretary shall keep the minutes of all membership and executive committee meetings and shall distribute copies of the minutes to all FCA Executive Committee members and appropriate committee chairmen.
3. The Secretary shall maintain complete file of all FCA chapters. Chapters requesting FCA membership should notify the secretary and treasurer in writing in a timely manner.
4. At general membership and FCA Executive Committee meetings, the Secretary shall assist the Commodore or other presiding officers, as appropriate, including roll call of chapters and/or officers to determine if a quorum is present.
5. At Executive Committee meetings a voting quorum will be a minimum of four EXCOM members according to FCA bylaws.
6. At general and special membership meetings a voting quorum will be representatives of a minimum of one-third (1/3) of the member chapters according to FCA bylaws.
7. At each meeting the Secretary will distribute an attendance log to be signed by all attendees. This log will be included as a permanent part of the meeting minutes. Approved meeting minutes are to be posted on the FCA website.
8. Secretary shall keep a file of the minutes including committee and officer reports and all FCA minutes and have these available for review at each membership and/or Executive Committee meeting.
9. In addition, shall maintain a complete file of all incoming and outgoing correspondence that is directed to the FCA Secretary, either initiated by the Commodore, other designated officers or from the office of the FCA Secretary.
10. The Secretary is to be authorized to sign checks on all FCA accounts.
11. The Secretary is to notify the editor of *The Commodore's Journal* of the changes of the officers of the FCA upon election and installation at the annual change of watch.
12. Voting at FCA membership meetings is restricted to qualified FCA past commodores only. If an alternate is designated, they must present the FCA Secretary with a proxy authorization signed by the chapter president or a FCA officer.

13. When a special meeting is called the Secretary shall notify all members of such meetings at least 14 days in advance.

14. The Secretary shall be a member of the FCA Executive Committee. An assistant secretary may be appointed by the Commodore and shall assist the Secretary and act in the absence of the Secretary.

15. The Secretary shall be responsible for amending and upgrading this section of the Policy and Procedure Manual

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DUTIES AND RESPONSIBILITIES

TREASURER

1. The Treasurer is the financial officer of the association and is responsible for maintaining all financial accounts and records in accordance with good acceptable accounting practices.
2. Upon taking the oath of office, he or she will open or transfer the association bank account (in the name of the Florida Commodores Association, Inc). He or she will obtain and complete the bank resolution forms with appropriate supporting documentation and signatures and cards for the incoming officers authorized to sign checks, including the Commodore, Vice Commodore, Secretary, and Treasurer.
3. The incoming treasurer shall meet with the outgoing treasurer to ensure all financial records are up to date and ready to be transferred. Any discrepancies noted shall be resolved before the records are transferred to the new treasurer.
4. The Treasurer shall serve as a member of the Finance Committee and shall be responsible for the preparation of the annual budget for the coming fiscal year. Upon approval of the budget by the Executive Committee, the treasurer shall send a letter to the chapter president or treasurer soliciting dues payment and roster information. In the case of members-at-large, the treasurer shall send individual dues letters to each member. Dues are payable by December 1st each year and will become delinquent January 15th.
 - A. Roster information shall include the chapter officer positions in addition to the normal personal information of each member. The deadline for all chapter and member roster information is January 15. All roster information shall be provided to the Secretary for maintenance of membership records.
 - B. Delinquent chapters and members will be contacted directly by the Treasurer to ensure timely payment of dues. Failure to pay dues to the association will result in the termination of association membership and the loss of all association benefits.
 - C. Insure that members of the association who belong to multiple chapters pay only one set of association dues.
5. Unless otherwise provided for, all funds paid to the association shall be paid by check made payable to "Florida Commodores Association". Cash payments to the association shall be collected and an appropriate written receipt shall be provided to the payer by the Treasurer.
6. All expenditures from the association accounts shall be supported by written invoices describing the expenditure. The payment shall be charged to the appropriate budget category. Expenditures outside of normal budget categories shall be approved by the responsible officer or committee chair and so indicated on the invoice.
7. If the Treasurer is not able to reconcile the financial records, a disinterested officer shall be appointed to assist the Treasurer in resolving the issue. If the reconciliation cannot be resolved, the Treasurer shall notify the Executive Committee at its next meeting.

8. If any officer or committee fails to operate within its established budget, the Treasurer shall report the discrepancy at the next meeting of the Executive Committee.
9. The Treasurer shall submit a written report on the association's financial status at each meeting of the Executive Committee and general membership. A copy of this report shall be filed with the Secretary for inclusion in the minutes and records of the association.
10. Proposed budget amendments during the year must be submitted in writing to the Treasurer with justification prior to the meeting in which the amendment will be considered for approval. The Treasurer shall evaluate and prepare a recommendation about the request and submit it to the Executive Committee for consideration at its next meeting.
11. All chapter and individual applications for association membership received by the Treasurer shall be forwarded to the Rear Commodore (Membership Chair) for consideration. Final acceptance will be withheld until approval is received from the Executive Committee or Membership Chair. Upon approval of membership, all funds received shall be deposited into the association accounts.
12. The Treasurer is responsible for the proper preparation and filing of any and all necessary tax returns, annual corporate reports and other regulatory filings.
13. The Treasurer shall summarize the activities and accomplishments of the office in an annual report which is submitted at the fall membership meeting. A copy shall be provided to the Secretary for inclusion in the association records.
14. The Treasurer shall be responsible for updating and amending this section of the Policy and Procedures Manual.

DUTIES AND RESPONSIBILITIES

FLEET CAPTAIN

1. The Fleet Captain shall serve as the fourth ranking officer in the Florida Commodores Association and as such preside at any meeting at which the Commodore, Vice Commodore, or Rear Commodore are not present.
2. The Fleet Captain will assist the Commodore in all matters and will represent the Commodore in any Florida Commodores Association function when the Commodore, Vice Commodore, or Rear Commodore are not present.
3. The Fleet Captain shall serve as the Chair of the Finance Committee. He or she may choose additional members of the committee with the approval of the Commodore. The Treasurer is automatically a member of this committee.
 - A. As Finance Committee Chair, he or she shall be responsible for auditing the financial records of the association as prepared by the Treasurer. A written report shall be presented to the Executive Committee at its fall meeting. This report should be based upon all financial records as of September 30 each year.
 - B. He or she shall prepare with the assistance of the Treasurer and present the proposed annual budget for the Executive Committee approval at the fall Excom meeting. Inputs should be solicited from all FCA flag officers and committee chairs.
 - C. The annual budget should include a projection of the increase(decrease) in membership so an accurate estimate of dues income can be considered. Any proposal to increase membership dues in order to balance the budget must be brought before the Excom for consideration and recommendation to the general membership.
 - D. The approved budget shall be presented to the general membership for information at the fall meeting. Approval by the membership is not necessary but approval on any dues increase requires general membership approval.
 - E. He or she shall be responsible for overseeing the budget and expenditures throughout the year. Consultation with the Treasurer is essential to ensure proper financial operations during the year. The Fleet Captain should be prepared to make recommendations regarding any change to the approved budget during the year.
4. The Fleet Captain may call a special meeting in accordance with the requirements of the bylaws of the association.
5. The Commodore may assign the Fleet Captain the duty of serving as supply officer unless otherwise designated.
6. He or she shall serve as Chair of the New Member Committee and, with the approval of the Commodore, select additional members of the committee to assist with the committee requirements. This committee is charged with the responsibility of implementing all measures

necessary to ensure that new association members are fully welcomed and encouraged to participate in all association functions and events.

- A. Prepare and send out a welcoming letter to each new member advising them of information pertaining to meetings, activities, protocols, uniforms, etc. Should also ensure that the new member has received their association membership card and lapel pin.
 - B. Shall work with the Vice Commodore to ensure that all meeting schedules are sent to all new members for a year after they are approved for membership. In addition, each new member should be contacted directly to invite them to attend and participate in each association event or activity.
 - C. Shall assist all new members attending an association function for the first time by welcoming them personally; introducing them to current officers and members; and assisting them with any problem they may have
7. He or she shall have the primary responsibility for contacting all chapters that are not current with their membership and dues to determine how best the association can assist them in renewing their membership with the association. Any critical area of concern should be addressed to the Excom immediately for appropriate action if necessary.
 8. He/she shall have the primary responsibility for contacting all chapters that are not current with their membership and dues to determine how best the association can assist them in renewing their membership with the association. A critical area of concern should be addressed to the Excom immediately for appropriate action if necessary.
 9. The Fleet Captain shall prepare an annual report of the summary of activities and accomplishments of the office and submit the report at the fall membership meeting. A written copy should be filed with the Secretary for a permanent record.
 10. The Fleet Captain shall be responsible for amending and upgrading this section of the Policy and Procedure Manual.