

OUTRIGGER YACHT CLUB MEMBERSHIP POLICY

PURPOSE: This policy provides guidance concerning Club membership requirements and defines the duties and responsibilities of the Membership Chairperson. The Rear Commodore, via the Membership Committee, is responsible for insuring that all requests for Club information and applications for membership are processed in accordance with this policy.

BYLAWS: All provisions in the By-Laws that pertain to Membership are to be followed.

REQUESTS FOR INFORMATION: Non-members who request information regarding the Club will be sent a letter/email of introduction to include a list of the various activities sponsored by the club, the privileges and obligations of membership, information on the various classes of membership available and respective annual assessments. The Club's standard membership application form is to be included along with this letter/email.

APPLICATIONS FOR MEMBERSHIP: Applications for membership will be submitted to the Membership Committee in writing on the standard application form. Applications must be complete and must include payment of all appropriate fees. Completed applications with the Membership Committee's recommendations will be forwarded to the Board of Trustees for final action. In the event that the Trustees reject a completed application for membership, all fees will be refunded to the applicant.

ASSESSMENTS: Membership classes are defined in the OYC Charter and Bylaws.

Class "A" (Full) Members will be assessed annual dues of \$160, which is due and payable on January 1 for that calendar year. Each year that Class "A" (Full) members are recorded as volunteering to support a club activity \$40 will be credited to the following (next) years dues reducing them. New Class "A" (Full) members will be assessed based on the schedule below:

Jan 1 to July 31 -	\$160 for current year
Aug 1 to Oct 31 -	\$80 for remainder of current year
Nov 1 – Dec 31 -	\$160 includes upcoming year with full benefits

Class "B" (Associate) Members will be assessed Annual Dues of \$40.00 per year which is due and payable on January 1 for that calendar year. New Class "B" Members (Associate) who join after October 1 will enjoy membership privileges through the following year.

As outlined in the By-Laws, in circumstances determined individually as warranted by the Board, members may be allowed to make installment payments on their Membership Dues.

Class "C" (Honorary) and "D" (Junior) Members will not be assessed.

Members who secure three (3) new Class "A" memberships during the calendar year will receive a free annual membership renewal.

The Board of Trustees may, by unanimous vote, waive assessments for certain Class "A" members if it is deemed to be in the best interest of the Club.

RENEWALS: The Membership Chairperson will be responsible for sending annual renewal forms to the membership no later than the end of each November. Subsequent reminders may be sent to those not paid up to the end of the fiscal year. If a member fails to pay the appropriate assessment by February 1, he or she will be dropped from the membership roster for that year. A former member may be reinstated to active membership, after payment of appropriate fees plus a Membership Reactivation fee of \$10.00. Former members renewing will not be allowed the pro-rated discounts enjoyed by New Class "A" members as described above unless their memberships have been inactive for over 12 full months in which case, they will be considered New Members in all respects.

MEMBERSHIP DATA: It will be the responsibility of the Membership Chairperson to maintain an accurate and up-to-date Membership Information Database to include names, addresses, phone numbers, email addresses, boat information (type, length, where moored, sail #, PHRF info, etc.), class of membership, contact means preference, birthdays, occupation and other information deemed necessary by the Board of Trustees. He or she will make this information available to the Board as requested and will provide a current and correct roll of all members and their spouses/significant others to the Secretary. The Membership chair shall also be responsible for publishing and distributing the Membership Roster twice per year, once at the beginning of February and again at the beginning of August.

MARKETING: It will be the responsibility of the Membership Chairperson to encourage the general membership to enlist sailors into joining the Club and to direct periodic membership drives.

COMMUNICATIONS: The Membership Chairperson will maintain a record of all communications and provide copies to the Commodore.

Revised by the Board of Trustees on ___Feb 15, 2019 ___

Summary of most recent changes: Changed assessment amounts, added credit for volunteering. Removed detail re "Membership Package"; Added that an email is appropriate for sending info to prospective members; Deleted detail re giving a free membership at the Annual Meeting; Revised timing of renewal notices from Oct to Nov; Deleted requirement that Board must vote to approve former members renewal with late fee; Removed detail re needing to contact all honorary members to notify them of their membership status; Revised to note that the Membership Chair will provide copies of all correspondence to the Commodore rather than the Secretary (position abolished