

Hernando County Fishing Club

Club Policies

Objective of Club Policies: This is a list of Club policies that are used for Club business. These policies are in addition to the Club's by-laws. Policy additions and changes can be made at any general membership meeting by a passing vote of the membership or amended by majority vote of the Board of Directors (BOD). All policy addition and changes will need a motion and a second before a vote can be taken by the general membership or BOD. The date the policy was approved will be noted by the Secretary and included in the monthly meeting minutes. Going forward from January 28, 2011, if a policy is changed, the date of the change will be noted along with the original date. Note that these policies were provided for membership comment and confirmed by unanimous vote during our May 14, 2011 regular monthly meeting.

Club Size - (January 28, 2011 BOD, Feb 12, 2011 Membership unanimous approval): The Club will no longer have a maximum membership of 125. Club membership size will be monitored monthly by the BOD and will be promptly limited if Club administration and/or meeting execution becomes burdensome.

Club Communications - (March 5, 2011 Membership unanimous approval): The Club will routinely provide all club communications (i.e. monthly meeting minutes, agendas, etc.) via electronic media and email. To minimize club expenses, hard copies will not be mailed to members. A modest number of copies will be made available at monthly club meetings.

Club Cell Phone use During Meetings - (April 9, 2011 Membership unanimous approval): Club members will turn off all cell phones at the beginning of our meetings. President will remind members at the end of the meeting to turn them back on.

Club Activity Trip Coordinator - (April 9, 2011 Membership unanimous approval): A club member ("Trip coordinator") would assist with trip administrative functions if Activity Director was not available for a Club sponsored fishing trip. Responsibilities are as follows:

- Pick up the trip manifest from the Activity Director to insure that the boat has an accurate listing of who is going on the boat. This manifest is turned over to the boat captain.
- Using a club check, pay the boat captain for the number of people going on the trip. This check will be cosigned by two officers and the amount will be blank to be completed at the boat. All trips are pre-paid to the Club and under no conditions will the coordinator be responsible for collecting any money.
- Receive a receipt from the boat captain showing the amount paid.
- Arrive at the boat early to setup the sign-in sheet for boarding priority.
- Pick up and carry soda and bottled water to the boat, plus any other refreshments that the trip may have. If the coordinator purchases the refreshment, they will be reimbursed ASAP by the Club once receipts are turned in to the Treasurer.

Club Dues– (Sept 2008):*The annual dues are \$25 for individual and \$35 for Spouse/Partner #1.* Dues are payable at the beginning of the Club’s year, October. Dues must be paid no later than the beginning of the November meeting or the member will be dropped from the membership roles. If a new member joins the Club during July, August or September, then the new member’s dues will be credited for those months and the following year. The Club does not prorate dues if a member joins during the year.

Wait List for Membership – (Jan 2010): If membership to the Club is closed because the maximum number has been reached, a Wait List will be maintained by the Secretary. Wait list guests can attend all Club activities and will be the first guest to be invited on Club outings and activities.

Payment Policy for Club Sponsored Activities – (Feb 2008):

- Money for Club sponsored activities is due one month in advance *or at general meeting prior to event if it is at least two weeks prior to event. #1.*
- No penalty will be incurred if the member cancels at least two weeks prior to the event. The money will be returned to the member.
- *If a member cancels less than two weeks prior to the event, the member forfeits their payment, **unless** the member in conjunction with Club can get someone to offset the cost. In that case, no penalty will be incurred. #1.*

Member’s Death – (Jan 2010): The Club established a memorial policy for current members. A \$50 dollar donation will be made to the family’s designated charity, if no charity is designated then a donation in the member’s name will be made to Hernando Hospice. No money will be sent directly to the family.

Club Recognition of Service – (January 28, 2011 BOD) The Club is proud of its members that freely give their time to serve Club business. In recognition of this, all members that provide significant service to benefit other members will be recognized. This includes, but is not limited to, committee members, BOD members, and members that spend considerable time representing the Club at significant functions. Recognition will typically be by certificate and/or plaque presented by the President at a monthly Club meeting.

VFW Post 9236:

- **(deleted #1)(unknown origination date)** A check for \$15, payable as cash is given to the bartender each month that the Club meets. This covers the bartender coming in early (9:00am) to open the post and make coffee. The post normally opens at 10:00 am.
- **(deleted#1)(May 1, 2010 Membership unanimous approval)** The Club buys two \$10.00 raffle tickets each month from the post.
- **(Jan 2010)** It’s the responsibility of the Club’s President to inform the post of any changes in meeting dates.
- **(unknown origination date)** Post members are invited to all Club functions held at the post *as paid attendees.#1*

Club Meetings on Friday Evening- (Nov 4, 2011 Membership approval 49 ayes, 3 nays): Monthly club meetings will now be on Friday evenings starting at 6:30pm. This change is to

address frequent rescheduling of our previous Saturday meeting days by the VFW when they needed to use the hall. It also will not tie up member's weekend, especially those that still work. Finally, it will allow additional speakers, such as local guides, that would typically be busy fishing on Saturday's.

Club Recognition of Speakers – (December 23, 2011 BOD) The Club is thankful for those how speak and provide expert advice to our members during our monthly meetings and other events. In recognition of this, all speakers will receive a thank you note from the Activities Director promptly after their participation in our meetings. The Secretary will be copied on the thank you note and preserve this as part of the Club's records.

Policy Regarding Registration Periods, Event Cancellations, and Refunds

Objective of Policy: The purpose of the Hernando County Fishing Club is to promote the sport of fishing by providing an opportunity for persons who have an interest in this sport to come together routinely under an organized membership. Through the power of numbers, and the monies collected by way of membership dues and other methods as they are suggested by the membership and/or the Board Of Directors, we seek to provide opportunities for the membership to interact with, and benefit from the comradeship of each other, enjoy the benefits of selected speakers on various subjects related to fishing as available, enjoy social activities with fellow club members outside of normal club meetings and in general expand their knowledge and ability to enjoy this sport to the fullest extent possible.

In order to provide such a forum, it becomes necessary to establish a treasury so that expenditures of money may be made when necessary to provide the above opportunities.

The Board of Directors are elected by the membership, and among their other assigned duties, they retain the fiduciary responsibility to protect the treasury and insure that these funds are put to the best possible use for the most possible benefit for the maximum number of members. Therefore, it becomes necessary to establish a policy that will identify the types of activities that the Hernando County Fishing Club may become involved in, and how refunds will be determined should a member who has committed to an activity by signing up and paying, change his/her mind about participating in the activity that he/she has committed to. It is not the BOD's desire to create financial hardship for any member for any reason. Reality dictates that there will be times when it will be necessary for a member to not receive a refund for the greater good of the Club, and/or the protection of the treasury that belongs to, and exists for the benefit of all members as a group.

Types of Activities:

The types of activities that the Club routinely offers fall into one of two categories:

- Those activities that the Club has made a financial commitment to a third party on behalf of the membership for the enjoyment of the members. In this category of activity (example – Viking Gulfstar fishing trips), the Club will be responsible to cover the cost of the agreed upon minimum and must honor that commitment regardless of how many

members actually end up paying for and participating in the activity. This type of activity, if not managed properly, may unnecessarily commit Club general funds. These activities will be clearly identified as a “**Club Contractual Activity**” on the web site. Such labeling on the web site will be considered sufficient information to members that this activity will fall under the refund policy as is described in these policies. * (See Disclaimer II)

- Those activities that the Club provides for the enjoyment of the members and has made no contractual commitment to a third party involving Club funds (example fishing tournaments, dinners, barbeques etc.). Reasonable effort will be made to inform members on the web page that this activity will fall under the **Other Activity** refund policy as is described in these policies. * (See Disclaimer II)

Refund Policies:

Club Contractual Activity: Reasonable effort will be made to schedule and provide information on the web site of these activities as early as possible however at least thirty days notice will be provided. Payment for this type of activity must be made at least two weeks in advance of the activity. If sufficient members have paid at this two-week mark to cover the Club’s contractual costs, the activity will go forward as planned. If a sufficient number of members have not paid to cover the Club’s commitment two weeks prior to the activity, the Club will promptly cancel the activity. Notice of this cancellation will be communicated to affected members by way of the web site and email if the member has provided a functional email address. * (See Disclaimer II)

- In the situation where the Club has cancelled the activity, a full refund will be issued to those who have paid to participate.
- If an individual member decides to cancel his paid involvement prior to the two-week mark, he/she will receive a full refund. If the two-week mark has been reached, and the Club has committed to go forward with the event, any member who decides to cancel his participation will forfeit his payment in its entirety. There will generally be no exceptions. * (See Disclaimer I)

Other Activities: Reasonable efforts will be made to schedule and provide notice on the web site of these activities as early as possible, however at least thirty days notice will be provided. If five days before the activity sufficient members have paid to make the activity worthwhile and have covered the financial liability of the Club, the activity will go forward as planned. If a sufficient number of members have not paid at this time to make the activity worthwhile, or if going forward with the activity will place the Club’s funds at risk, the Club will promptly cancel the activity. Notice of this cancellation will be communicated to affected members by way of the web site and email if the member has provided a functional email address. (*See Disclaimer II)

- In the situation where the Club has cancelled the activity, a full refund will be issued to those who have paid to participate.

- If an individual member decides to cancel his paid involvement prior to the five-day mark, he/she will receive a full refund. If the five-day mark has been reached, and the Club has committed to go forward with the event, any member who decides to cancel his participation will forfeit his payment in its entirety. There will generally be no exceptions. * (See Disclaimer 1)

Payment for Activities: Each individual activity must be paid for with one check per activity, with the intended activity clearly marked on the space provided for this reason. For example, if a member wishes to purchase three fishing trips, pay dues, and a ticket to a function, this will require five separate checks with appropriate notations on the bottom left of the check. A separate receipt will be issued for each check for each event. If a member pays with cash in the above-described scenario, he/she will be issued five separate receipts to cover each separate event.

“Roll-Over”: Should an event require canceling due to weather conditions, insufficient member involvement, or any other reason, participants will not be “rolled over” to a future event. Member’s funds will be returned to them, and should they wish to involve themselves in a future scheduled event, they must advise the Activities Director of this desire, and issue a new check prepared as described above, or pay in cash and receive a new receipt.

Rescheduling of an Event: A cancelled event will not be rescheduled unless the rescheduling adheres to the time parameters set forth in this policy, and has the approval of the Board of Directors.

Sufficient Notice: Information on the web site is considered the official notice pertaining to any activities, the type, and the status there-of. Reasonable effort will be made to follow-up with an email to the membership as these events occur, but these are considered a courtesy and lack of or presence of the receipt of an email will have no bearing on whether or not sufficient notice has been provided. Members are encouraged to check the Club web site frequently to check the status of events so that they may make their plans and decisions accordingly. * (See Disclaimer II)

Disclaimer 1: If a member is denied a refund for any reason covered in this policy, he/she may, and is encouraged to appeal this decision to the Board of Directors in writing with any supporting documentation. At a minimum, the member must produce the copy of the receipt issued for the payment. Other documentation such as a note from a Health Care Professional, or any other service provider that the member required the services of that lead to the cancellation, will greatly strengthen the member’s case on appeal. The Board of Directors will consider the merits of each case on a case-by-case basis. The Board of Directors will discuss the merits of each case, and it will be voted on. The Board of Directors reserves the right to overturn the decision not to refund, and issue a refund if a majority of Board Members votes that it would be appropriate to do so. Members will have thirty days from the event in question to submit this appeal. The Board’s decision will be final.

Disclaimer II: Please refer to Club Policy: **Club Communications - (March 5, 2011 Membership unanimous approval)**. This policy clearly dictates that the official form of

communication between Club members and the Club will be the web site and electronic communication (email). Despite this, it is recognized by the Board of Directors that some members do not have access to a computer, or electronic communication. Therefore, as a courtesy to these members they may register with the Activities Director and provide him/her with a telephone number at which they may be reached. **It is the responsibility of the member to alert the Activities Director of his/her desire to be placed on the call list.** The Activities Director will make a reasonable effort to contact them by telephone and advise them of changes, or other events that may affect them. This should not in any way be construed that the web site and email are not the official form of “notice”.

Approved by membership vote during May 4, 2012 monthly meeting.

End of Refund Policy

Administrative Calendar Adjustment - (August 2, 2013 Membership unanimous approval): Confirm that fiscal year is Oct1 – Sept 30. All other club administrative functions (i.e. membership year) will match this. Noted that some tournaments may run for the calendar year – see individual rules for each of those.

Donations to Post 9236 - (August 2, 2013 Membership unanimous approval): Provided history of club relationship with Post. Agreed to donate \$500 every year in August to the Post for upgrades or other necessary expenses. ~~This is not the same as money routinely donated to the Men’s Auxiliary for Christmas Drive which usually occurs at the December club meeting.~~

#1 Edited BOD October 2017

#2 Deleted BOD April 26,2021

Last Update: October, 2017