

Saint Paul Yacht Club Standing Rules and Regulations

The following document is a compilation of Rules, Policies and Procedures. It is written in a format where it may remain a whole document or the “parts” may be separated from the whole document to “stand alone”. The Board of Directors may, from time to time, adopt Standing Rules and regulations for the management and conduct of the affairs of the SPYC and it shall have power to fix the amount of annual dues, fees, assessments and charges for the services to be paid by the members. Such Standing Rules and Regulations, which will be appended hereto, shall be prominently posted.

The “Standing Rules” have been categorized using the following headings.

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General Rules for Safety and Security

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STANDING RULES

Preamble

The SPYC is dedicated to providing an environment where all members can enjoy safe and affordable boating. To achieve this goal, everyone must adhere to certain rules and regulations. We are fortunate that there are organizations like the Coast Guard, that have developed specific rules emphasizing safety while boating on inland waterways. The SPYC complies with all government rules and regulations and all rules with regard to Harriet Island Regional Park. The SPYC supports environmentally responsible boating practices, stipulated by the Environmental Protection Agency as well as by the Pollution Control Agency.

Although the SPYC is not an enforcement entity for the above agencies or any other agency, it stands firmly in support and strongly encourages its membership in the practice of responsible and environmentally safe use of the Mississippi River and adjoining waterways

Everyone shares in the responsibility to make our club successful. This set of “Standing Rules” cannot be so inclusive as to cover all scenarios. It is not meant to be the last word in safe boating, SPYC security or member behavior. Instead, it is a set of rules to help “chart our course” into the future as a vital, healthy cooperative of like-minded boaters.

General Rules for Safety and Security

1. All boats in harbors or on club property must conform to the club rules for safety standards and overall appearance, as established in appendix B, **SPYC Appearance & Maintenance Standards**. Any boat found to be “unsafe” or in unsound condition and/or appearance are to be corrected within 30 days. Any identified condition on a boat which constitutes a fire, health or safety hazard must be corrected by the owner immediately.
2. All boats must meet applicable State and Federal laws / regulations for legal and safe operation, including marine sanitation devices that are certified and meet current Federal law.
3. Safety of family and guests is the responsibility of the boat owner. Children must be supervised. Life jackets are recommended for children while they are on the docks.
4. Docks must be unobstructed at all times. Walkways and fingers must be unobstructed of mooring, water and electrical lines. Boats must be tied in such a way that nothing (bow, pulpit, etc) protrudes over the main walkway.
5. No Swimming is allowed in the SPYC harbors.
6. The walkways, docks and fingers are designed for pedestrian traffic only. Riding of bicycles or other wheeled vehicles is prohibited. (Handicap wheeled access is allowed.)
7. All boats must be operated at closed throttle in the harbor. (NO WAKE)
8. Boaters are responsible for keeping security gates locked at all times.
9. Please respect your neighbors. All boaters and guests must conduct themselves, so as to not create annoyance, hazard or nuisance to other boaters or guests. Quiet hours are as follows: Sunday through Thursday 10:00 PM until 8:00AM. Friday and Saturday: Midnight until 8:00 AM.
10. No political posters are allowed in the marinas or on any boats while in the harbor.
11. Home occupations are defined by the St. Paul Zoning Code, Sections 60.208H and 60412.7, except that no signs are to be posted.
12. All pets must be leashed when not on your boat and restrained on boat so they can not charge at people walking on dock. Any droppings are to be cleaned up

- immediately and disposed of in the rubbish containers. Owners must control barking dogs so that neighboring boaters are not disturbed. All Park rules regarding pets MUST be followed when in park
13. All repair/service persons MUST report to office prior to starting work and provide insurance certificate of at least \$300,000.00 liability.
 14. When storing boats, remove all valuables, lock ladders to boat and check on boat during time in storage.
 15. All slip-holders must attend an “Orientation Program” prior to the start of their first boating season at the SPYC. Every effort must be made by the applicant and/or crewmembers to be present. Applicant with SIGNIFICANT scheduling conflicts must contact Orientation chair for their options. Slippage may be rescinded if no effort is made by the new boater to comply.
 16. Fueling of boats is not permitted in the slips or boat yard. Absolutely no fueling allowed on the docks, fingers or walkways.
 17. Oil must be disposed of in the proper manner. See staff for proper disposal.
 18. Boaters are to use recycling containers provided near the dumpsters in the lower harbor parking lot.
 19. Winter Storage sheds are not allowed to be sold, added to or expanded. Through attrition, sheds will be removed from the yard.” (Sept 24, 2001)

Operations Policy

1. When storing boats, remove all valuables, lock ladders to boat and check on boat during time in storage.
2. Keys must be turned in upon giving up slip and/or membership in SPYC.
3. In the event of an emergency during the boaters absence, the SPYC staff is authorize to take any action deemed necessary, with regard to boats in the harbors.
4. Only vessels commercially produced by a U.S. Coast Guard registered manufacturer will be considered for dockage at the SPYC unless specifically approved by the Board.
5. Approval for a slip will depend on slip availability, the boat length, width, draft of the vessel, height, appearance, power, heating system, waste disposal system and

- operational safety of the boat as observed by the operations manager as well as procedures followed for application process.
6. All boats must be of a cruising type with adequate self-contained power, in good operating condition, capable of participating in club cruising activities, and moving under its own power in case of emergency. (This does NOT apply to non-motorized boats in our harbors as of November 1994, but will apply to all future boat owners of said boats). Therefore, sale of the non-motorized boat does not transfer this grandfather clause
 7. Changes to the existing design of a boat, which materially and substantially alters the exterior appearance must be approved by the Board of Directors.
 8. Slips transfers must be in accordance with Bylaw Article VI, regular member #5: A regular member is entitled to the following: #5... Have the option to transfer his/her slip lease in the event of the sale of regular member's boat if purchaser of said boat stays within the harbor. The new purchaser/slip holder has to comply with all rules and requirements set forth by the SPYC board. Associate membership slips are not transferable.
 9. No slip-holder is allowed to grant temporary use privileges for their slip or any vacant slip.
 10. All boats must be in there assigned slip. Any boat in the wrong slip or not assigned a slip will be towed to its slip or pulled out of the water and a service charge will be assessed. Operation manager may grant temporary slip assignment prior to the boat arriving at marina.
 11. All boats shall be secured with adequate lines and in a manner acceptable to marina operations. In the event of inadequate securing of the boat, marina operations will provide lines to adequately secure the boat and assess a charge.
 12. Slips and/or slipcovers may not be altered without the approval of the Operations manager and must also meet board approval.
 13. No boat rental or chartering is allowed in the SPYC Marina.
 14. Before purchasing a new boat, you MUST contact Operations Manager prior to arrival. The new boat MUST fit completely inside your slip; if it doesn't fit you will have to apply for the correct size slip. NO BOAT will be allowed to hang out past end of fingers.
 15. Dock inspections of the lower harbor and upper harbor will be made by operation's staff, daily, to insure compliance with rules and regulations.

16. Persons with Resident Live Aboard status may shrink-wrap their boats for the winter months. The SPYC strongly recommends the following: *Boats should not be wrapped in a manner that reduces the safe ventilation needed for heating in the winter season. Boats should have CO detectors, winter and summer. SPYC strongly recommends that persons with Resident Live Aboard status have an annual furnace inspection by a certified technician. The technician should also verify the ventilation needs of the vessel, given the wrapping of the boat.*
17. All winter covers MUST be taken down and removed from boat yard by April 15. Anyone wishing to leave covers up longer must get prior approval from operations manager.
18. Second boats that fit inside the footprint of the slip or leased space are allowed. Second boats that do not fit within the footprint of slip or leased space are not allowed. Tenders or dinghies (small boats that can be stored on deck or lifted completely out of the water on davits) must not be longer than the main boat is wide and must not extend past the end of the slip more than 3 feet. When not in use, tenders or dinghies must be out of the water, stored either on the main boat's deck or roof or suspended from davits.
19. All storage boxes located on the docks, must be the approved type, purchased through the marina operations manager office and installed by staff. Members with existing dock boxes will have until the start of the 2003 boating season to comply with the new rule. At that time the old storage boxes must be removed and replaced with the approved box.
20. Garbage and refuse must be deposited in dumpsters provided. These are for common household waste only. They are not to be used for tires, appliances, furniture, construction materials, etc.
21. A full member in good standing may take a leave of absence of up to three years with written application to the board with the understanding that he/she will be eligible for the first available and appropriate length slip upon return. Sale of boats and transfers of slip void this right.
22. A full member in good standing will, upon payment of the \$100 application fee, immediately go to the top of the slip waiting list.
23. No more than two non-guest vehicles are allowed per boat on an ongoing basis.

Office Administration Policy, Fees

1. Fees must be paid in full, a lease signed and a Certificate of Insurance on file, before a boat will be launched, lifted, stored or docked.

2. Summer storage/dockage fee is due at launch or April 15th which ever occurs first. Winter storage/dockage fee is due at pull out or October 15, which ever occurs first.
3. Slip rental deposits, must be received by the office no later than January 15th. The deposit is not refunded if suitable slip/storage is offered and refused.
4. Invoices are due upon receipt except as noted in 1 through 3 above. Interest rate of 18% (annual rate) and/or late fee charged on all past due accounts. Please refer to appendix A, **SPYC Credit Policy** for complete detail.
5. Due date for membership dues is January 15th, each year.
6. Slip fees are not refundable unless slip is re-rented. Refunds will be pro-rated less administration fee.
7. Boaters may be charged an hourly fee for work they did not or could not do. Please refer to fee schedule, posted at marina office.
8. Boaters will be charged a seasonal fee for placing and storing small boats and trailers in storage yard. Approval must be given and fees are to be paid prior to arrival in storage yard. If the office isn't notified and we have to find the owner, they will be charged **DOUBLE** the normal fees. (See rate sheet in office).
9. The membership fee is due immediately following new membership approval by the Board of Directors. Please see fee schedule, posted at marina office.
10. Common Fees (formerly referred to as "base utility charge"). All slip holders are charged a common fee that covers utilities and maintenance of common areas. (Including, but not limited to sewer, water, lighting, trash removal).
11. Official parking sticker must be signed for. Office administrator will keep records of signature and license plate numbers.
12. Office administrator is to be in charge of calendar, allowing Regular members to reserve the General. A fee may be charged to member for reservation. Please refer to fee schedule, posted in marina office.
13. All Clubhouse rules will be posted annually in Anchor & Line and in a visible spot on the General.
14. Final approval for slippage requires signed lease and current Certificate of Insurance for minimum of \$300,000.00 liability.

15. A change in slip assignment must be requested in writing, dated and if a waiting list exists, added to that list.
16. A credit check and unlawful detainer check will be conducted as part of the slip holder application process. Please refer to fee schedule, posted in marina office.
17. "For Sale" signs are not permitted on boats while in slips or in boat yard.

Clubhouse Rules

1. Regular or Associate members may reserve General for private parties, subject to Clubhouse rules. Exceptions must have Board Approval.
2. No smoking is allowed in the Clubhouse.
3. No pets are allowed on or in the Clubhouse.
4. The Clubhouse is to be left in good condition and clean after each use. Food items are not to be left in the refrigerator or freezer. All trash must be deposited in trash dumpsters.
5. All equipment, furniture, etc. in the Clubhouse must remain there and cannot be removed or borrowed.
6. Items cannot be left on the Clubhouse without prior approval from office.
7. A usage fee will be charged to use the Clubhouse when private parties are held. Please refer to fee schedule, posted in marina office.
8. Unusual costs and expenses related to cleanup after a party will be billed to the Regular member booking the Clubhouse.
9. Disposable equipment and supplies in the Clubhouse are not for private parties. Private parties must provide their own supplies." (I.e. paper products, plastic ware. Those supplies stored on the general are for SPYC functions only.)

Procedure for Regular membership and Expectations of Member

Application process for membership is as follows:

- a. Application forms may be obtained from the office.
- b. An application form must be completed and signed by the applicant and two regular members who agree to be sponsors.

c. Upon acceptance of the application by the board, the one-year probationary period will begin.

d. During this probationary year, applicant must attend “Orientation program”. During the last month of the probationary period, the application is presented at the monthly board of directors meeting. If membership is approved, the applicant is inducted at the following general meeting. The \$1500.00 fee and attendance at “orientation program” is due prior to induction.

Prospective members are expected to demonstrate their interest in and commitment to the goals of the SPYC by attending and participating at Club meetings, social events and work parties.

Upon notification of favorable action by the Board on the application, and payment of initial membership fee, full recognition of membership, with its voting and fee reduction privileges, will be granted at time of induction.

SPYC Resident Liveboard Standing Rule

Definition of a Resident Liveboard at the SPYC: Resident Liveboards must be voting members of the SPYC. They must have the SPYC as their primary year around address (e.g., voter registration, driver’s license, mailing, etc.) and they must use their boat as their primary residence. A letter of intent to be a year around resident of SPYC must be filed with the SPYC. (This would establish the Liveboard waiting list. It would maintain liveboard status during extended absences from marina i.e. 9 months in marina, 3 months in another location. Also would eliminate extended stay boaters avoiding meeting Liveboard criteria)

Becoming a Resident Liveboard at the SPYC:

1. Liveboard Slip: A Liveboard Slip must have access to metered electricity, metered natural gas or Board of Directors approved heating system and fuel, and access to the waste removal system.
2. Liveboard Boat: The Liveboard boat must have capabilities to receive safe and approved heating fuel to a safe and approved heating system, ability to move under its own power from and into its slip, adequate insulation to avoid use of external insulation or wrappage during winter months (without specific yearly approval from the Board of Directors), and show proof of a permanently deactivated waste overboard pump out system.
3. Slip Location: The Lease with the City of St. Paul indicates that there may be up to 25 Liveboard slips at the SPYC. The specific slip for each Liveboard boat may vary from year to year depending on boat size, utilities available at the slip and River conditions. Specific slip location assignment is the responsibility of the Board of Directors. The

Board of Directors may delegate this responsibility to a committee or to the Marina Manager as necessary.

4. Slip Priority: From the letter of intent list of Liveboards the next available vacant Liveboard position will be offered to the oldest dated letter of intent seeking a slip. (If no Liveboards need the vacant slip it can be leased to a Recreational boater for the summer season.)

5. Membership: Application for voting membership in the SPYC must be made at the time of move-in to the slip.

a. A one-year probation period is begun upon move-in to the slip.

b. A credit check and unlawful detainers check is conducted by the SPYC.

c. Residency is changed to the SPYC.

d. All fees throughout the probation period must be paid.

e. Review and approval or rejection by SPYC Board of Directors. (This review is to be conducted at next Board meeting following the one year probation period regardless of month)

NOTE: The November 2001 Revised Bylaws under Article VI para. 1. 1) 5. states: “(A regular member is entitled to the following privileges...): 5. Have the option to transfer his/her slip lease in the event of the sale of regular member’s boat if purchaser of said boat stays within the harbor. The new purchaser/slip holder has to comply with all rules and requirements set forth by the SPYC board.”

6. Slip Rights: The purchaser of a SPYC Resident Liveboard boat from a regular voting member has the right to move aboard the boat in an authorized slip upon purchase of the boat as a “Provisional Liveboard”. Purchaser is to be informed by the SPYC of the qualifications required in above article 5. A. through F. to achieve permanent “Resident Liveboard” status.

All of the above referred qualifications and regulations are to be observed. After the one-year probationary period, the Provisional Liveboard’s application for regular voting membership into the SPYC is submitted to the SPYC Board of Directors for approval or denial. If approved, the Liveboard becomes a permanent “Resident Liveboard” and a voting member of the SPYC. If the application is denied, the owner of the boat must move off the boat for the winter seasons but may remain a recreational boater upon approval of the Board of Directors. The boat may be required to move to another slip by the Marina Operations Manager thus providing an available vacant Liveboard slip.

FYI Sheet

Fueling of boats is not permitted in the slips or boat yards. Absolutely no fueling is allowed on the docks, fingers or walkways.

Oil must be disposed of in the proper manner. See staff for proper disposal.

Boaters are to use recycling containers provided near the dumpsters in the lower harbor parking lot.

When storing boats, remove all valuables, lock ladders to boat and check on boat during time in storage.

It is recommended that each boater provide the Marina Operations Manager with a set of keys.

Before purchase of a larger boat, it is strongly advised that a slip-holder contact the marina operations manager. There is no guarantee of slip availability for a different boat.

Dock inspections of the upper and lower harbor will be made by operations staff daily, to insure compliance with rules.

All slip-holders must attend an "Orientation program" for prospective slip-holders. This must take place prior to assignment of slip. Applicants with SIGNIFICANT scheduling conflicts must contact Orientation Crew Chief.

Appendices

- A. Credit Policy
- B. Appearance & Maintenance Standards

Appendix A: Credit Policy

Recurring Charges (Annual Slip Fees, Winter Storage, etc)

All statement amounts are due by the designated due date. A \$25.00 per month late fee will be added for each month that the balance remains unpaid and a 1 ½% interest will be charged on the outstanding balance. Partial payments will be accepted however a monthly late payment fee will still be charged and the following will also apply:

Slip Lease Holders

Anyone with an outstanding balance in excess of 30 days from the date of the invoice will:

1. Not be extended any additional credit.
2. Not have summer slip rights or be eligible for winter storage.
3. Be sent a written notice of delinquency and given 15 days in which to pay any outstanding balance and notified that their slip may be assigned to another boater.

SPYC Members

Anyone with an outstanding balance in excess of 30 days from the date of the invoice will:

1. Not be extended any additional credit.
2. Not have summer slip rights or be eligible for winter storage.
3. Be sent a written notice of delinquency and given 15 days in which to pay any outstanding balance and notified that their slip may be assigned to another boater. Members will also be notified that their membership privileges will be suspended until outstanding balances have been paid in full.
4. Not be permitted to vote or hold any elected or appointed officer or director position, or receive any member discounts for the remainder of the calendar year..
5. The Board of Directors at its option may elect to terminate the membership of any member with an outstanding balance in excess of 90 days. If membership is terminated for non-payment by the Board of Directors, the member would be eligible to reapply for membership in the manner prescribed for new members and would be eligible for slip assignment or for placement on a waiting list provided all past due amounts have been paid.

Financial Hardships and Payment Plans

In an effort to assist members through possible financial hardships and to be financially responsible to all members of the Club, the St. Paul Yacht Club Board of Directors has adopted the following policy:

Any member may request in writing a Payment Plan in the event of financial hardships. The request should include the reason for the hardship and must be completed on the form provided by the Yacht Club. The request should be sent to the Office Administrator before an account becomes delinquent (in excess of 30 days from the invoice date). The Finance Committee has the authority to approve and enforce payment plans. Members may apply for a Financial Hardship Payment Plan no more than once every five years. Payment plans must be completed before the next boating season. Members receiving payment plans will be charged 1 ½% interest per month on the outstanding balance. If all terms and conditions of the payment plan are not met, the payment plan will automatically terminate and the outstanding balance will be due and payable immediately and all membership rights and privileges shall be suspended until full payment is received.

Rev. 8/06

Appendix B: Appearance and Maintenance Standards

APPEARANCE AND MAINTENANCE STANDARDS FOR BOATS AND FACILITIES OF THE SAINT PAUL YACHT CLUB

The Saint Paul Yacht Club enjoys the special privilege of being located within a national park, on the 'mighty Mississippi' River, and across from downtown St. Paul, the state's capital city! Being in such a convenient and attractive location has been a great benefit for our member and associate boaters. Over the years we have seen many changes in the areas around us. Some of it we initiated, and some of it was the result of federal, state, city and private interests in upgrading the facilities and appearance of the Harriet Island Park land and riverfront properties. The Saint Paul Yacht Club has and will continue to benefit from these upgrades, as well as our own improvements. In that vein, the Board of Directors of the Saint Paul Yacht Club is implementing Appearance and Maintenance Standards to be applied to all boats regularly and temporarily slipped in our harbors, as well our marina facilities. These Standards are listed below. They are effective immediately. Some of these Standards are already in place. Other Standards are new. These Standards are necessary for many reasons, including but not limited to the following: (1) We lease our land within a national park system and within St. Paul city property; our lease requires that the property and facilities all be kept clean, in good repair and neat appearance; (2) We share this leased property as 'common property' and therefore must meet the highest standards possible in our use; and (3) The current and future financial viability of our Club is based on being attractive to existing and new boaters who are looking for convenient, attractive facilities from which to boat.

STANDARDS LIST

1. The exterior of boats must be clean and in good repair.
2. If a boat is being repaired or remodeled while in the water, the owner is responsible for making sure that the project is handled in a safe, neat, environmentally sound manner and that noise, project materials and debris are kept to a minimum.
3. Docks and fingers are to be kept free of temporary or permanent materials storage or containers, seating, hammocks, etc. except for those dock boxes or containers approved by the Club.
4. If debris from a boat owner's work project falls onto the docks or fingers, it is the responsibility of the boat owners to clean up and properly dispose of the debris in a timely and environmentally safe manner to prevent safety problems, and to prevent docks and fingers from becoming messy, cluttered or damaged.
5. Power cords are to be run under the docks. Hoses are not to be left on the docks or fingers unless in use. While in use, care should be taken to arrange hoses so that they do not present a tripping hazard to others walking on the docks. Functioning hose reels/reel storage boxes are allowed.
6. Individual dock boxes must be properly located and secured to docks and/or fingers. Combustible materials should not be stored in dock boxes.
7. Ladders must be stored on the owner's boat.
8. Paint, varnish, paint brushes, sanding supplies, power and hand tools, etc. must be safely and neatly stored when not in use. Remember the hazards that paint and other chemicals present and handle/dispose of them properly.
9. Tarps and frames or similar material used to temporarily cover a boat (boats being repaired, winter live-aboard boats, etc.) must be securely fastened when in use. Note: Winter tarps for live-aboard boats must be in good repair when in use and must be removed and stored away by April 1 of each year.

10. Wheelbarrows, wheeled utility carts, grills, bicycles, etc. must be neatly stored on the owner's boat at all times. It is recommended that these items be limited to avoid a 'storage locker' appearance on the deck or top of a boat.

11. Planters for flowers and other plant material must not be placed on the docks or fingers.

12. Boats must be kept in good repair. Large areas of peeling paint, open holes in boats, large rust spots on boats, torn boat or slip covers, torn screens or broken windows are not acceptable as on-going appearance. If repairs are going to be delayed, please work with the Marina Manager on an acceptable timeframe to complete the necessary work.

13. Separate standards have already been established for major construction projects on boats in the water. Please contact the Marina Manager for this information.

14. Transients boats will be turned away from our harbors if they do not meet our standards as listed here.

15. Any pet waste material from pets of boat owners, members or their guests must be immediately and properly disposed of in accordance with St. Paul city ordinances. If a pet has an accident on the docks, the person responsible for the pet must pick up and properly dispose of the waste material, and quickly clean off the section of dock affected.

16. No food materials should be left or stored on the docks or fingers that might encourage birds or animals to feed there.

These Appearance and Maintenance Standards are in addition to and may supplement the St. Paul Yacht Club Standing Rules.

It is the intent of the Saint Paul Yacht Club Board of Directors that we communicate clearly and act reasonably with regard to establishing Appearance and Maintenance Standards, determining which boats/boat owners are not in compliance and establishing a plan for resolving any non-compliance situations. To this end, the Marina Manager and the Quarter Masters for the Upper and Lower Harbors will periodically walk the harbors. If a problem exists with a boat in our harbors, the owner will be notified in writing within three business days and be given a timeline for solving the problem. If a boat owner cannot resolve the problem in that timeframe or disagrees with the determination that they are not in compliance with the Standards, they may appeal the situation to the Grievance Committee of the Board of Directors. Any grievance not resolved within the Grievance Committee procedures may be taken to the full Board of Directors for final review and decision.

We sincerely believe that implementing these Standards is in the best interests of the Saint Paul Yacht Club as a whole. We welcome any questions you may have and we appreciate your compliance with the Standards in the spirit of maintaining a yacht club and boating facility of which we all can be proud!

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