

## II Policies (As of October 2018)

### 1. Membership

The board may limit club membership to accommodate the meeting location. The restriction to meet at the Enrichment Center is 150 male members. In early October any available openings will be filled from the wait list. At the time of joining the club, the member receives a booklet containing the by-laws, club policies, club hat, a membership name badge, and web site access information.

### 2. Guests

At the annual end of season dinner, members may bring only one non-member to the function. The nonmember can be a spouse, a significant other, or a friend. A male guest is permitted on special fishing trips only if space exists after all members have had sufficient time as designated in the trip announcement to sign up for the trip.

A male guest is permitted on all pontoon trips as long as guest pays guest fee for trip.

A male guest may be permitted at a social event if space exists after the member

sign

up period deadline has passed. Space will be available on a first come basis for the remaining space for which the club was committed to fill.

Guests are not permitted at the monthly fish club meeting because of the limited space.

### 3. Wait List

Once the membership is filled anyone on the wait list wishing to join becomes available for membership in the order of the date they were placed on the list. A wait list is maintained on the Club website. Potential members submit their name, cell and home phone numbers, Community, email address, member sponsor and if they are a Commons Club member. They receive meeting minutes and communications for events they are eligible for. Wait list members are eligible for pontoon trips at the guest rate. Wait list people are not allowed at club meetings.

### 4. Pontoon Fishing Trips

Trips are available to members, guests of members, and wait list members. An email will be sent to all members announcing the date of each trip as well as the current fee for members, wait list, and guests. The club pays for the following: four-hour rental fee, gas, and a bucket containing shrimp. Each pontoon boat will designate a captain who will collect the fees in cash from those on the pontoon and will give the money to the pontoon trip committee member before departure from the dock.

Each pontoon crew is fully responsible for damages to the pontoon boat and for late fees. The guest fee applies to a guest of members or to wait list members. The Pontoon chairman will submit expense receipts to the Treasurer for reimbursement.

## **5. Offshore Fishing Trips**

Each offshore charter boat shall have a Club Member Charter Coordinator, appointed by the President with the concurrence of the Board.

The reservation of dates by the Club does **not** constitute a guaranteed trip. Each Charter Coordinator should discuss cancellation policies with their respective boat captain. i.e. if you are unable to fill a scheduled trip, a date by which the boat captain can be notified and the trip cancelled. In some cases, the captain may be willing to fill the trip with non-Club clients. The Club will not be responsible for unfilled or cancelled charter trips.

The dates of all reserved trip dates shall appear on website Club calendar. However, *Charter Coordinators shall not accept Member reservations earlier than 60 days prior to a scheduled trip.* Reservation shall be opened by e-mail notice to all Club Members and reservations shall be made by e-mail responses so that timing can be established in the event of over-booking.

For each charter trip, the Charter Coordinator shall name a Trip Leader, who shall assist the trip Members in arranging transportation, help the Charter Coordinator disseminate boat captain weather and travel information and see that the boat captain is paid.

In filling charter trips, each Charter Coordinator shall:

- 1) Instruct the Trip Leader to collect checks from the Members at the beginning or conclusion of the trip; or

- 2) *If required by the boat captain*, establish a time prior to trip departure that Member checks must be received by the Charter Coordinator in order to hold a trip reservation. i.e. if the check is not received within the allotted time, the Member may be dropped from the trip and a replacement Member named.

Once a Member commits to a charter trip, that Member is responsible for paying the applicable price. If a Member cannot go on the trip, for whatever reason, the Member shall either (1) find and register with the Charter Coordinator a replacement or (2) pay the Charter Coordinator the full amount of the trip price, including tip, before trip departure. In those cases where a Member is permitted to bring a non-member in order to fill out the boat trip roster, that Member shall be responsible for payment in accordance with this policy.

In the event of a no-show by a committed Member, the Trip Leader will arrange for temporary payment of the no-show Member trip cost and shall immediately report the facts to the Charter Coordinator and President of the Club. The Club shall reimburse the appropriate party and the Charter Coordinator and Club President shall pursue collection of the delinquent amount. Failure of a Member to pay for a trip for which he has committed shall subject the Member to immediate expulsion from the Club, at the discretion of the Board.

## **6. Back Bay Fishing Trips**

Each year a Coordinator of back bay charter trips shall be appointed by the President with the concurrence of the Board. Throughout the season, the Coordinator will reserve charter trips with boat captains specializing in guiding Back Bay fishing trips.

Announcement and Sign Ups: Trip dates and related information will be announced from two to six weeks in advance of the trip by the Coordinator at the monthly BFC Member meeting. Those in attendance at the meeting will be given the first opportunity to sign up (i.e., commit) for the trip. Thereafter, only email commitments will be accepted.

Alternates: If more Members reply than can be accommodated, the Coordinator will maintain a list of up to two potential alternates (who at that time are not committed). This list will be maintained as a convenience to trip Members who may want to cancel. The alternates may be contacted by the trip Member wishing to cancel to be

given an opportunity to commit to the trip.

**Trip Leader:** When the Coordinator is not a trip Member, the Coordinator shall name a Trip Leader. The Trip Leader shall assume responsibility for assisting the trip Members in coordinating transportation, for last minute communication and decision making with the captain, and for any necessary last minute communication with trip Members.

**Trip Cancellations:** Sometimes it may be necessary to cancel a trip due to unforeseen circumstances. Weather-related cancelations are rarely decided before 5 pm of the day preceding the trip, based on agreement between the captain and the Coordinator or Trip Leader. If the trip is changed, the Coordinator or Trip Leader will contact the trip Members immediately by mail, and will follow up by cell phone, if necessary, to be certain that the trip Member is aware of any changes. If the trip Member is not notified of a change, he should assume that the trip is proceeding as scheduled.

**Payment:** The trip member shall pay the captain by cash or check made payable to the captain at the time of the trip.

**Trip Member Replacements:** Once a Member commits to a trip by sign-up at the Meeting or by mail reply, he is financially responsible for the trip, or finding a suitable replacement. If a trip Member wants to cancel, for any reason, the trip Member shall immediately notify the Coordinator or Trip Leader. While this does not relieve the trip Member from his commitment, the Coordinator or Trip Leader will provide the name(s) and contact information of any Alternates. If the trip Member finds another Club, or Wait List, Member to commit to the trip, the new trip Member ("Replacement Member") must immediately e mail the Coordinator or Trip Leader. Only upon receipt of that e mail from the Replacement Member is the original trip Member no longer responsible. If the trip Member wishing to cancel does not find a suitable replacement, he will pay the Coordinator or Trip Leader for the full amount of the trip, including tip, before trip departure. When a trip Member is permitted to bring a non-member to fill out a trip, the trip Member shall be responsible for any non-payment by the non-member.

**No-Shows:** In the event of a no-show, the Coordinator or Trip Leader will arrange for full payment to the captain at the time of the trip. The incident shall be immediately reported to the Coordinator and Club President. The Club Treasurer shall reimburse the trip Member who paid on behalf of the No Show Member, and the Club President shall pursue reimbursement from the trip Member. Failure of a trip Member to reimburse

the Club promptly shall subject the Member to immediate expulsion from the Club, at the discretion of the Board.

Further Information: The dates of all scheduled trips shall appear on the Club website calendar, when first updated after the Meeting of the original announcement. For further information about Back Bay trips, consult the Club website (click on "Back Bay Fishing").

## **7. Social Sign up Policy**

At the time of each social event announcement, the committee will, indicate on the signup sheet the event payment amount; to whom to make the check payable; and a cancellation cutoff date. A full refund will be allowed before the cancellation date. After cancellation date a canceling member must find his own member replacement. The canceling member must collect payment directly from his replacement. The canceling member must inform the event coordinator of the replacement's name, telephone number, or other information that the event coordinator needs.

Any member who is a no-show for an event without canceling per these procedures will not receive a refund.

## **8. Website**

The Club website contains general information such as Florida salt water fishing regulations and fishing tips; knot tying tips; fish eating guide; new member fishing equipment starter recommendations; Estero Bay tide charts; and much more beneficial information.

There is also a "Members Only" section containing such items as member lists with the name, telephone number, email address, and the Brooks community in which the member lives; an up-to-date wait list; offshore and back bay charter fishing information; current Club by-laws and policies and meeting minutes;

The link to members only" web pages is accessible via the home page and requires successful entry of a unique USER ID and PASSWORD.

To access the members only web pages, you must enter the USER ID and PASSWORD exactly as shown below:

**User ID:** Brooksfishingclub (please note each letter is case sensitive)

**Password:** Grouper#1 (please note this is case sensitive)

## **9. Donation**

The club will consider a donation in an amount to be determined by the Board each fiscal year (but not exceeding a total of \$1000 without the consent of a majority of members present at the January meeting described below) to help support one or more local Southwest Florida 501c (3) organization(s). An organization's mission must clearly support the goals and objective of the Brooks Fishing Club. At the January meeting the membership shall discuss the appropriate charitable organization(s) to receive the donation(s) and make a recommendation to the Board. The Board shall consider the membership recommendation in February and direct the treasurer to issue and transmit a check or checks to the 501(c)(3) organization(s) selected by the Board.

## **10. Death of a Member**

In the event of a club member death, a donation of \$50 will be made to a charity of the family's choice.

## **11. Member Payments**

All annual dues, social and event payments must be made by check only to facilitate record keeping for club and member as well as eliminate concern for loss of cash by Board and committee members. Payments for pontoon may be made by cash or check.

Payment method for special fishing trips will be determined by committee on a case by case basis.

## **12. Membership and Wait List Email Usage**

The email lists will be used only for Club information. The list will not be used to solicit members for non-club activities unless approved in advance by the Board.

Members are responsible to notify the secretary of changes in their email address.

## **13. Recommended Captains.**

Check in to the Club website at [www.brooksfishingclub.com](http://www.brooksfishingclub.com) for information regarding Club recommended offshore and back bay charter captains.