

POLICY & PROCEDURES
Standing Rules of Club Deportivo
Updated by BOD 3/15/24

ADVERTISING & MARKETING

1. All Advertising and Marketing communications to the membership and public referencing Club Deportivo or using the Club logo **MUST** have final approval by the Communications Director and/or the Club Manager. The President must be kept informed of all communications.
2. Each Director is responsible for any Advertising or Marketing that falls under their jurisdiction. (e.g. Bingo, Trivia, Entertainment – Indoor, Pickleball, Bocce- Outdoor, Meals-Kitchen, Community events – 2nd VP).
Board approved 3/15/24

ANIMALS

1. No animals are allowed inside the Club House or on the grounds, except certified assist animals accompanied by the person they are assisting. *Board approved 2/11/10*

BAR

1. All efforts **must be made** to operate the Bar at a 50% gross margin.
2. The Bar Director performs all the tasks in the job description.
3. Activity organizers must schedule their event with the bar director.
4. A Bartenders guide is available, and the bar director will provide a copy for the bartender's direction.
5. The bar administers all sales of alcoholic and non-alcoholic beverages by the Club. Sales receipts of all activities are accounted for in the Club Operations financial statements.
6. All income generated through the bar shall be allocated to the general operating income of the Club.
7. A summation of sales for each function will be submitted to the Club Manager after each function.
Board approved 3/15/24

BAR LIQUOR LICENSE REGULATIONS

In accordance with our liquor license, the following is **NOT** permitted at Club Deportivo:

1. No outside drinks may be brought in. If you would like a certain type of liquor to be served at the bar, ask the **BAR DIRECTOR** to consider your request.
2. Alcoholic drinks may **NOT** leave the enclosed premises.
3. No alcohol in the parking lot of Club Deportivo.
4. Non-members present at an event must be signed in. Our license states that we may only sell alcohol to members. Signing the guest book makes one a member for the day for Liquor License purposes.
5. Absolutely no underage person may consume, buy, or hold alcohol. Legal drinking age in Mexico is 18, guests 18 years old will be asked to show an ID.
6. Underage persons must always be accompanied by an adult. *Board approved 3/15/24*

CLUB ACTIVITIES & EVENTS

1. A calendar for the next SEASON (Oct. 1-Sept. 30) is prepared in April and approved by the Club Board of Directors at the last Board meeting of the season in April. The calendar is prepared around the Christmas Dinner and the Annual Benefit Dinner dates.
2. Requests for other activities and events from members are encouraged as the season rolls out. Working with the Director responsible for the event area, the event request/organizer must fill out the **Event Activity Request** form that describes their request, and their requirements from the Club. (e.g. Date, Equipment, Bar, Staff, Advertising, etc.) The Director will advise the Club Board either at a monthly Board meeting or via email about the event that is being added to the calendar.

Board approved 3/15/24

CLUB FINANCIAL GUIDELINES

When handling money for the **BAR, KITCHEN, ACTIVITIES & EVENTS** that require a **CASH BOX**, the following guidelines shall be used for setting up and closing out each **CASH BOX**:

1. The office will issue a CASH BOX with the necessary funds in small bills and coins for making change.
2. An itemized “account slip” will be included covering the amount of the funds in the CASH BOX and initialed by the Office. The member in charge of the CASH BOX for the event shall verify the amount of the CASH BOX as recorded on the account slip and initial if correct. If there is a discrepancy, it shall be brought to the attention of the Club Manager immediately.
3. All monies received for sale items will be placed in the CASH BOX and the change, if necessary, will be taken out and returned to the customer. Any \$500 peso notes or larger bills will be placed in the bottom of the CASH BOX.
4. At the end of the event, the member in charge of the CASH BOX will count the money and the amounts will be entered in the appropriate space on the “account slip” and initialed as checked.
5. The CASH BOX will then be returned to the Club Manager for verification of the amount in the CASH BOX and the accuracy of the “account slip”. The Club Manager will initial the “account slip” as accurate or return the CASH BOX to the member in charge, for corrections.
6. The Club Manager will provide a copy of the “account slip” to the Director or Member responsible for the event. (if asked)
7. No funds shall be removed from the CASH BOX during activities except for making change for customers after a sale or exchanged with the Club Manager for different denominations if required.
8. The handler of CASH BOXES during any event must be a Club member, so-as-to avoid any conflict of interest with the office. *Board approved 3/15/24*

CLUB STAFF

1. The staff is to provide a welcoming atmosphere and follow their job descriptions.
2. The Club Manager directs the employees. If you need an employee to assist you, ask the manager.
3. **CLUB BUSINESS** is the priority of the staff, please be aware that they may be busy with Club responsibilities when you need their help, and they will try to prioritize your request, please be patient and polite. *Board approved 3/15/24*

COMMITTEES

1. Committees are appointed by the President &/or a Director and serve in an advisory capacity.
2. Committee members must be Club members.
3. There are two types of committees. A *standing committee* is appointed for a specific period, e.g. a fiscal year or the President's term of office. A *special committee* is appointed for a specific task and is dissolved when that task is complete.
4. The President may attend any committee meeting.
Committee chairpersons shall present their reports to the board as requested. A list of committees, showing Chairperson and members, shall be posted on the info Board annually. *Board approved 3/10/23*

DISASTER RELIEF RESERVE

1. It shall be the policy of the Club that a minimum of 100,000 Pesos is kept in the Disaster Relief Reserve to be used in the case of natural disasters, catastrophic events or other emergencies. The amount may be adjusted over time in accordance with COLA and inflation, with the Board's approval. *Board approved 3/10/23*

EMERGENCY EXPENDITURES

1. The Club Manager, or President, may spend up to \$200 USD a month for unanticipated incidents or purchases for the maintenance and operations of the Club, in excess of the Fiscal budget. Any such expenditure should be reported at the next Board meeting. *Board approved 3/15/24*

FUND RAISING

1. All fundraising activities that are held at the Club facility, whether they are Club initiated or not, require prior approval of the Board of Directors. *Board approved 3/15/24*

GAMING AREAS

1. These areas are to be used ONLY for their designated purpose. *Board approved 1/10/20*

KITCHEN

1. The kitchen is strictly for the Club use unless specifically designated for other use by the Kitchen Director & Club Manager.
2. Non-Club fund raising activities are **not** prepared in the Club kitchen. Vendor lunches at the Club events are to be brought onto the premises by the vendor. The kitchen is **not** available for their use.
3. Club supplies are solely for the use of Club members.
4. Kitchen equipment may **not** be removed from the building for personal use or loan, unless approved by the Kitchen Director & Club Manager at their discretion.
5. At all times, the club kitchen will be clean and orderly. The preparation crews should leave the kitchen clean after preparation is finished. There is **NO** cleaning crew to clean up after them.
6. The dish washing/cleaning crew must include one Club employee with the ability to close the kitchen and lock the premises.
7. Organizers will, with assistance from the Club Manager, buy all the necessary food items for any meal – unless other arrangements have been made. The Kitchen Director should survey the pantry every week before making new purchases to ensure that the Club does not duplicate or over-buy.

8. It is the responsibility of the Director of Meals to monitor the kitchen and the organizers and to perform the duties as described in the job description.
9. No more than one Club sponsored community benefit dinner is to be scheduled per season unless otherwise approved by the Board.
10. All income generated through the kitchen shall be allocated to the general operating income of the Club, unless specifically designated to a Fundraising event (e.g. Benefit Dinner).
11. When the facilities are rented, the fee does NOT include the cleanup crew. There is an additional charge for the crew that the Club provides. *Board approved 3/15/24*

LIBRARY

1. The library is for club members only.
2. Any returned, or donated items, should be placed in the designated areas.
3. Check all DVDs and audio books to ensure that the correct DVD/book is in the correct jacket.
4. Any excess items are to be donated to non-profit organizations at the discretion of the librarian.

MEMBERSHIP

1. Members must be 18 years or older.
2. The board establishes annual dues.
3. All guests must sign the Guest Book to protect our liquor license.
4. Guests of Members are invited to participate in:
 - Two (2) activities per season**, such as social hour, meals, designated games, or sporting events.
5. Members may invite family members (if their stay is limited to no more than two consecutive weeks per season) to participate in **all Club activities**. *Board approved 3/15/24*

MEMBERSHIP POLICIES

1. Members are encouraged to volunteer their time, as well as participating in Club activities and events. Members are NOT entitled to any form of compensation for services or time volunteered to the Club.
 2. MEMBERSHIP COMMITTEE
 - a. The Club Membership Committee should be made up of members from different sources of potential members, such as trailer parks, condos, etc.
 - b. The Committee will be responsible for:
 - i. Welcoming new members on Friday social hours; also, welcoming guests and assisting them in signing the Guest Book.
 - ii. Distributing draw tickets to members wearing name tags at social hours (a ticket will be drawn for a complimentary drink).
 - iii. Creating an opportunity to introduce new members and guest at social hour.
 - iv. Keeping "New Member" packets available in the Club office.
 - v. Actively reaching out to potential new members and welcoming them to visit.
 - vi. Contacting delinquent members by email, after February 1st and advise them that they will need to pay dues before participating in Club activities.
 - vii. Keeping a record of new members and offering any assistance they might request.
- Board approved 3/15/24*

MEMBERSHIP TYPES

Full

1. Members are granted all privileges.
2. Dues for the **SEASON**, Oct. 1 – Sept. 30, are payable on or before January 1st of every year.
3. Every new member pays a one-time processing fee and is sponsored by a current member.
4. If a member skips one year or more paying dues, they will pay a \$10 USD reinstatement fee.
5. Dues paid after February 1, will be charged a \$10 USD late fee.

Board approved 3/15/24

Temporary

1. Seven (7) days per person
2. Thirty (30) day per person. At or before the end of the 30-day period, the dues paid may be credited or the purchase of a FULL membership.
3. Temporary members MAY NOT:
 - a. Attend the annual meeting or vote.
 - b. Be listed in the Club Directory.
 - c. Receive Club electronic communications.
 - d. Invite guests to Club events. *Board approved 3/15/24*

Inactive Members

1. \$25 USD Annual Dues
2. May have no participation in the Club.
3. May have their name published in the Club Directory
4. Must have been a regular member at some time.

Lifetime Members

1. FULL TERM Past Presidents and their spouses/partners, Founding Members an Endowment Members, at the discretion of the Board of Directors, become Lifetime Members.
2. Their dues are waived in perpetuity, and they are entitled to all Club benefits.
Board approved 3/15/24

Honorary and Complementary Members

1. May be offered in recognition of extraordinary service to the Club and/or the Kino Community.
2. These Memberships are good for one year from the date of approval by the Board.
3. Honorary and Complementary Memberships will be reviewed by the Board at the first meeting of the season (November).
4. These Members shall be entitled to all rights and privileges, except they may not vote.
5. The Club Manager is entitled to FULL membership during her/his employment.

Board approve 3/15/24

OFFICERS, DIRECTORS, BOARD

Board

1. The Board is responsible for ensuring that the Club is following all applicable Mexican laws, the Charter and the By-laws. It is the Board's responsibility to remain current with the Mexican labor laws. They are responsible for designating funds for employees' severance.
2. **Executive sessions are confidential!**
3. Any items needing Board action should be on the agenda. If you have items that need consideration, please present your requests to the Board in advance. *Board approved 1/10/20*

Board Meetings

1. Board meetings shall be conducted with standard Parliamentary Procedures as outlined in Roberts Rules of Order.
2. There will be an Open Forum near the beginning of each monthly meeting. Any member may speak, but the time limit for each speaker is ten minutes. Concise comments are encouraged.
3. Items from open forum will be tabled or added to the agenda under New Business if appropriate. The Open Forum is the only time members of the audience are allowed to speak unless delivering a report to the board or called on by the President. *Board approved 1/10/20*

President

1. Ensure the Club's compliance with all applicable Mexican laws.
2. Ensure the Club's compliance with the Charter and By-laws.
3. Represent the Club in dealings with all levels of Mexican government when required.
4. Ensure continued good relations with the local community.
5. Perform all tasks listed in the President's job description.

First Vice-President

1. The First Vice-President provides for the continued operation of Rescue One and all items in the job description.

Second Vice-President

1. The Second Vice-President provides for the continued operation of the Club's community outreach as outlined in the job description.

Secretary

1. The Secretary is to provide agenda and minutes in a **timely manner** and perform all duties listed in the job description.

Treasurer

1. The Treasurer shall oversee the Club funds and see that they are invested appropriately.
2. The Treasurer shall see to it that his/her personal funds, or any other person's personal funds, are not commingled with Club funds.
3. The Treasurer must avoid any conflict of interest or the appearance of a conflict of interest.
4. The Treasurer shall perform the duties described in the job description.

Outdoor Activities Director

1. The Outdoor Director schedules a full range of outdoor activities that prove to be popular with members.
2. The activities that have an entrance fee will provide 30% of the proceeds to the Club's general fund.
3. Arranges for Club member organizers for each event.
4. Arranges for meal preparation and serving for each event by outside vendors and/or Club members.
5. Performs all tasks listed in the Outdoor Activities Director's job description.

Indoor Activities Director

1. The Indoor Activities Director schedules a full range of indoor activities that prove to be popular with members.
2. Arranges for Club members to organize indoor events. The Indoor Director is responsible for the use of the microphone during Social Hour.
3. **All entertainment** should be coordinated with and approved by the Indoor Director.
4. Performs all tasks listed in the Indoor Activities Director's job description.

Maintenance & Construction Director

1. The Maintenance and Construction Director ensures that all Club facilities are maintained in a safe and functional condition.
2. Works to make the facilities as effective and attractive as possible.
3. Considers all input from Club members as desired maintenance or improvement of Club facilities.
4. Performs all tasks listed in the Maintenance & Construction Director's job description.

Communications Director

1. The Communications Director provides a flow of information regarding all Club activities and other data required by members.
2. Ensures the continued operation of the Club library.
3. Performs all tasks listed in the Communications Director's job description.

Bar Director

1. The Bar Director finds bartenders for events, trains them, and oversees all functions of the bar.
2. Performs all tasks listed in the Bar Director's job description.

Kitchen Director

1. The Kitchen Director, working with the Kitchen Assistant & the Kitchen Recruiter is responsible for all aspects relating to the Kitchen and the Club meals.
2. Performs all tasks listed in the Kitchen Director's job description.

Board approved 1/10/20

PURCHASING FOR THE CLUB

1. The Club Manager will usually purchase all goods and services required by the club and will obtain the necessary receipts and documentation for such purchases, i.e. facturas.
2. In some cases, Club members may be delegated the authority to make purchases for the Club and in those cases, that member is responsible for obtaining appropriate documentation.
3. The member will be reimbursed in the currency of the receipt submitted and will only be reimbursed for goods and services. This does not include travel, parking, etc.

Board approved 3/10/23

RADIO PROCEDURES

1. **Channel 26** is a contact channel and rescue channel. After making contact, move to a different channel. The only exception to this is when dealing with Rescue One, calling the First Responders, or making community announcements.
2. Use “Clear Text” not 10 codes. “Clear Text” simply means that you speak in a short concise manor.
3. Hold the transmitter button for a second before you start to speak. When you have a long transmission, let off the transmit button for a few seconds so that you don’t burn up your transmitter. This also allows for boat or emergency traffic.
4. Always check your volume and squelch buttons before using a radio. The volume needs to be turned up so that you can hear it. The squelch button needs to be set to the point that the squelch noise just barely quits making noise.
5. **Profanity is prohibited on the radio.**
6. **Rescue One** operators have the responsibility of insuring that these rules are followed. Offenders will be politely reminded of the rules.
7. When a rescue is underway, try to avoid channel 26.

Board approved 3/10/23

SMOKING

1. In accordance with **Mexican National law**, smoking is prohibited inside any facility & within 10 meters from any entrance way. All smoking on Club property will be in the designated area only.

Board approved 3/10/23

STORAGE RENTAL SPACE

1. Paid Club members who are using, or who have used, the storage area since January 2013, are grandfathered at \$1.00 per day.
2. New users of the storage area or paid-up members who have not used the storage area since January 2013, will be charged a rate of \$45.00 per month.
3. The storage area will be open to non-members of Club Deportivo and members of the general public at a rate of \$2.00 per day.
4. Rent is due on the 1st of each month. Effective January 2017

Board approved 4/5/16

SUMMER ATTENDANCE

1. The Club policy for Summer Survivors Potluck (May-September) is that non-members may attend as long as they sign-in each time.

Board approved 6/10/15

USE OF CLUB FACILITIES BY OUTSIDE ENTITIES

1. Club Deportivo will be available for use by outside entities, with Board approval, as long as the event does not interfere with scheduled Club activities.
2. Government and/or Community Service events will be free of charge.
3. Private events will be financially assessed on an individual basis; an appropriate refundable, or partially refundable, security deposit, paid at the time of scheduling will be required for all private events.
4. In addition to the rental fee, the rental will pay cleanup costs and staff costs required for the event.

Board approved 3/10/23

USE OF CLUB PARKING LOT

1. In the event of an emergency, a full time Club member may dry camp for a maximum of two (2) nights in the northeast corner of the parking lot, away from members parking.

Board approved 3/10/23

VENDORS, SOLICITORS and ENTERTAINMENT

1. Food vendors must sign a form stating that they are responsible for the taxes and accept liability for their product.
2. Subject to prior approval of the Board, vendors will be allowed to set up informational displays on the premises, but **NO** sales are allowed.
3. Soliciting is **NOT** allowed on the premises unless approved by the Board and is not to be done at Club events.
4. When the Club has **paid** entertainers, there will be **NO** TIP jars if the entertainer is **NOT** paid by the Club, **TIP JARS** – labeled **FOR ENTERTAINERS** are acceptable, one placed on the stage and one placed at the Bar, **“Passing the Hat”** is prohibited.

Board approved 3/15/24