

# Standing Rules for Club Deportivo

## Policies and Procedures

Board Approved January 10, 2020

### ANIMALS

- 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

- The bar generates funds for the Club and must be run at a profit.
- The Bar Director performs all the tasks in the job description.
- Activity organizers must schedule their event with the bar director.
- A Bartenders guide is available and the bar director will provide a copy for the bartender's direction.
- 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.
- All income generated through the bar shall be allocated to the general operating income of the Club.
- A summation of sales for each function will be submitted to the club Manager after each function.

### BAR FINANCIAL GUIDELINES

- When handling money for the bar operation the following guidelines shall be used for setting up and closing out the CASH BOX for each event.
- A Cash Box will be issued by the office of the Club Operations Manager with the necessary funds in small bills and coins for making change upon sales of drinks.
- An itemized "account slip" will be included. The person in charge for the bar activity will verify the accuracy of the account slip and initial it as checked and correct. If there is a discrepancy, it shall be brought to the attention of the manager immediately.
- All money received for items served will be placed in the cash box and the change, if necessary, will be taken out and returned to the customer. Any \$500 pesos or larger bills will be placed in the bottom of the cash box.
- At the end of the evening the money will be counted by the person in charge and the amounts will be entered in the appropriate space on the "account slip" and initialed as checked.
- The cash box will then be returned to the Manager for verification of accuracy and initialed as accurate or returned to the person in charge for account corrections.
- The Club Manager will provide a copy of the account slip to the Bar Manager upon completion of activity.
- No funds shall be removed from the Cash Box during activities except for making change for customers after a sale.

*Board approved 1/10/20*

### GAMING AREAS

- These areas are to be used ONLY for their designated purpose

*Board approved 1/10/20*

## CLUB STAFF:

- The staff is to provide a welcoming atmosphere and follow their job descriptions.
- The Club manager directs the employees. If you need an employee to assist you, ask a the manager. *Board approved 2/11/11*

## COMMITTEES

- Committees are appointed by the President and serve in an advisory capacity.
- Committee members must be Club members.
- There are two types of committees. A **standing committee** is appointed for a specific period of time; 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.
- 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 in the info Board annually.  
*Board approved 1/10/20*

## DISASTER RELIEF RESERVE

- It shall be the policy of the Club that a minimum of 60,000 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 11/9/12*

## EMERGENCY EXPENDITURES

- 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. Any expenditure should be reported at the next meeting. *Board approved 12/10/11*

## FUND RAISING & RAFFLE SALES

- KLK, Benefits, Fund Raising & raffle sales for various Club needs, committees & activities must have prior approval by the Board and may be held at the Club facility. *Board approved 4/11/14*

## KITCHEN

- The kitchen is strictly for the Club use unless specifically designated for other use by the Board. All persons cooking/using the Club kitchen must be Club members or their guests.
- 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.
- Club supplies and equipment are solely for the use of Club members.
- Kitchen equipment may **not** be removed from the building for personal use or loan.
- During the Club season (~~November~~ October 1 – April 30) the club kitchen will be clean and orderly by the Thursday evening proceeding any dinner or breakfast. The preparation crews should leave the kitchen clean after preparation is finished. There is **NO** cleaning crew to clean up after them.
- The dish washing/cleaning crew must include one Club employee with the ability to close the kitchen and lock the premises.

- The Club management personnel should buy all the necessary food items for any meal – unless other arrangements have been made. The Club management should survey the pantry every week before making new purchases to insure that the Club does not duplicate or over-buy.
- 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.
- No more than one club sponsored community benefit dinner is to be scheduled per season unless otherwise approved by the board.
- All income generated through the kitchen shall be allocated to the general operating income of the Club.

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 1/10/20*

## LIBRARY

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

*Board approved 3/11/11*

## MEMBERSHIP POLICIES

The Club Membership Committee should be made up of members from different sources of potential members, such as trailer parks, condos, etc.

- The Committee will be responsible for:
- Welcoming new members at Friday social hours; also, welcoming guests and assisting them in signing the Guest Book
- Distributing raffle tickets to members wearing name tags at social hours (a ticket will be drawn for a complimentary drink)
- Creating an opportunity to introduce new members and guests at social hour
- Keeping “New Member” packets available in the Club office
- Post the Membership policies at the Club
- Actively reaching out to potential new members and welcoming them to visit
- Contacting delinquent members by email, after February 1st, and advise them that they will need to pay dues before participating in Club activities
- Keeping a record of new members and offering any assistance they might request
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## MEMBERSHIP

- Members must be 18 years or older.
- Annual dues are established by the board.
- All guests must sign the Guest Book to protect our liquor license.
- Guests of Members are invited to participate in:
  - **two (2) activities per season**, such as social hour, meals, games or sporting events.
- Members may invite family members or friends who are houseguests (if their stay is limited to no more than two weeks per season) to participate in:
  - **The above two (2) activities as well as all meals and Friday social hours.**

## **TYPES OF MEMBERSHIPS**

### **Temporary**

- \$15 for Seven (7) days per person
- \$40 for Thirty (30) days per person—one month only
- Temporary Membership includes participation in all Club activities, but temporary members MAY NOT INVITE GUESTS to Club functions, may not vote, receive the Newsletter, nor have their name published in the Club Directory.

### **Inactive Members**

- \$25 Annual Dues
- May have no participation in the Club
- May have their name published in the Club Directory
- May receive mailed Newsletters twice per year
- Must have been a regular member at some time

### **Lifetime Members**

- Current and past Presidents, and their spouses; Founding Members and Endowment Members become Lifetime Members.
- Their dues are waived in perpetuity and they are entitled to all Club benefits.

### **Honorary and Complementary Members**

- May be offered in recognition of extraordinary service to the Club and/or the Kino Community.
- These Memberships are good for one year from the date of approval by the Board.
- Honorary and Complementary Memberships will be reviewed by the Board at the first meeting of the season (November).
- Members shall be entitled to all rights and privileges, except they may not vote

*Board Approved December 10, 2021*

## **OFFICERS, DIRECTORS, BOARD**

### **Board**

- The Board is responsible for ensuring that the Club is in compliance with 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.
- Executive sessions are confidential!  
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**

- Board meetings shall be conducted with standard Parliamentary Procedures as outlined in Roberts Rules of Order.
- 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.
- 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**

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

## **First Vice-President**

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

## **Second Vice-President**

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

## **Secretary**

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

## **Treasurer**

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

## **Outdoor Activities Director**

- The Outdoor Director schedules a full range of outdoor activities that prove to be popular with members.
- The activities that have an entrance fee will provide ~~20~~ 30% of the proceeds to the Club's general fund.
- Arranges for Club member organizers for each event.
- Arranges for meal preparation and serving for each event by outside vendors and/or Club members.
- Performs all tasks listed in the Outdoor Activities Director's job description.

## **Indoor Activities Director**

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

## **Maintenance & Construction Director**

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

## **Communications Director**

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

## **Bar Director**

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

## **Kitchen Director**

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

## **PURCHASING FOR THE CLUB**

- 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.
- 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.
- 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.

## **RADIO PROCEDURES**

- **Channel 24** 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.
- Use "Clear Text" not 10 codes. "Clear Text" simply means that you speak in a short concise manor.
- 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.
- 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.

- **Profanity is prohibited on the radio.**
- **Rescue One** operators have the responsibility of insuring that these rules are followed. Offenders will be politely reminded of the rules.
- When a rescue is underway, try to avoid channel 24. . *Board approved 12/10/10*

## **SMOKING**

- In accordance with Sonoran State law, smoking is prohibited inside the facility. When smoking outside, please be courteous of others. *Board approved 12/10/10*

## **STORAGE RENTAL SPACE**

- Paid Club members who are using, or who have used, the storage area since January 2013, are grandfathered at \$1.00 per day.
- 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.
- 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.
- Rent is due on the 1<sup>st</sup> of each month. Effective January 2017

*Board approved 4/5/16*

## **VENDORS & SOLICITIS**

- Food vendors must sign a form stating that they are responsible for the taxes and accept liability for their product.
- Subject to prior approval of the Board, vendors will be allowed to set up informational displays on the premises, but **NO** sales are allowed.
- Soliciting is **NOT** allowed on the premises unless approved by the Board and is not to be done at Club events. *Board approved 4/11/14*

## **USE OF CLUB FACILITIES BY OUTSIDE ENTITIES**

- Club Deportivo will be available for use by outside entities, as long as the event does not interfere with scheduled Club activities.
- Government and/or Community Service events will be free of charge.
- 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.
- In addition to the rental fee, the rental will pay cleanup costs and staff costs required for the event.

## **SUMMER ATTENDANCE**

- 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*