

**Standing Rules
For
THE FLEET RESERVE CLUB
OF
ANNAPOLIS, INC.**

May 21, 2013

**100 Compromise Street
Annapolis, MD 21401**

Signature Page

CERTIFICATE OF REVISION

Be it known that on the 21st Day of May, 2013 at a regular meeting of the Fleet Reserve Club of Annapolis, Inc. The Board of Governors, a quorum being present, did approve the foregoing Standing Rules.

Signature Obtained – File Copy Held by FRC Secretary

Lew Bearden / Chairman FRC BOG

Date

Signature Obtained – File Copy Held by FRC Secretary

Jack O'Neill /Chairman Standing Rules Committee

Date

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NOTE: COMPETENT AUTHORITY IS DEFINED AS THE CLUB MANAGER, ASSISTANT CLUB MANAGER, AND MEMBERS OF THE BOARD OF GOVERNORS (BOG) OR DUTY BARTENDER.

Rule 1 – Members Conduct: Members shall be responsible for their conduct and that of their families and guests while on club premises.

Rule 2 – Intoxicated Members & Guests: Members and guests who are visibly under the influence of intoxicants, are using unbecoming language or are considered conducting themselves in an unacceptable manner will not be served alcoholic beverages. Members shall leave the Fleet Reserve Club (FRC) property when requested to do so by Competent Authority.

Rule 3 – Persons under 21 Years of Age: No alcoholic beverages shall be served to anyone under the age of 21 nor shall anyone under the age of 21 be permitted to indulge in alcoholic beverages on FRC property. No minor (under the age of 18) shall be allowed to sit at the bar or go behind the bar at any time. THERE SHALL BE NO EXCEPTIONS!

Rule 4 – Identification: Proper photo identification with date of birth (driver's license, military ID or U.S. Passport) shall be presented when requested by the door monitor, bartender, or Competent Authority. Refusal may result in being refused admittance to the FRC and/or removal from club premises.

Rule 5 – Food & Beverage: Food and beverages from an outside source are not allowed on FRC premises for public consumption, except as authorized by the manager.

Rule 6 – Alcohol OFF Premise: No Alcoholic beverages shall be sold for OFF PREMISES USE or be allowed to be removed from club building or patio/deck except as permitted by Maryland state law.

Rule 7 – Club Property: No persons shall remove FRC property from the premises except by authority of the FRC BOG Chairman or the FRC Manager.

Rule 8 – Credit: No credit or chit system shall exist at the FRC.

Rule 9 – Animals: With the exception of ASSIST animals, no animals are allowed on FRC premises.

Rule 10 – Guests:

- a. Members with guests, arriving via the front entrance or by boat, shall sign all guests into the guest log at the front door of the club when entering. A guest is defined as a non-member, including wives and children, visiting the club with a sponsoring member in good standing. Guests are not permitted to enter the club until their sponsor has arrived. The sponsoring member shall be responsible for the conduct of their guests while on FRC premises. All guests shall leave the FRC when their sponsor leaves.
- b. There is no limit on the number of guests an FRC member may sign into the club however; there is a limit as to how many people may be in the building at any given time as set down by the City of Annapolis Fire Codes. On occasion we may have to limit access to the FRC to conform to Annapolis Fire Codes. (Parade of lights is a good example of when we limit access.)
- c. At no time can a spouse or guest of an FRC member use a member's key card to gain access to the FRC. When unauthorized use of a key card is determined the key card will be confiscated immediately the BOG Chairman notified and the House Committee advised to investigate and determine appropriate action. Membership in the FRC is a privilege and use of key cards is intended for the authorized member only. Violations are taken seriously and loss of membership or suspension can result for inappropriate use.

Rule 11.- Dress Code: Proper attire, set by the BOG shall be adhered to at all times on FRC premises, Shirts and foot covering shall be worn at all times when on FRC premises.

Rule 12 – Smoking: There shall be **NO SMOKING** in the club in accordance with the Maryland Clean Indoor Act of 2007. Smoking on the deck and near the front of the club shall be limited to designated areas away from entrances, which are clearly identified.

Rule 13 – Swimming: No swimming, crabbing, or fishing is permitted from the patio deck seawall at any time.

Rule 14 – Personal Property: The FRC shall not be responsible for personal items lost stolen or damaged while on FRC property.

Rule 15 – Injury and or Property Damage: Should bodily injury or property damage be incurred while on FRC property Competent Authority shall be notified immediately.

Rule 16 – FRC Entertainment Systems: Control and volume of the TV, radio, games and bands shall be at the discretion of the FRC Manager, assistant Manager, member of the FRC BOG or Senior Employee present. NOTE; Senior Employee is designated as the Duty Bartender who has responsibility for closing up the FRC at close of business. TV, radio and all games shall be secured during meetings of Branch and Unit 24 and during other meetings as directed by Competent Authority, if they are interfering with a meeting in progress or preparing to come to order. Selection of programs watched on the TV shall be by general consensus of the customers.

Rule 17 – Soliciting and or Selling: Soliciting or selling goods from any outside source is not permitted in the FRC unless permission is obtained, in advance, from the FRC BOG prior to solicitation or selling of any goods. If required the FRC BOG will convene a special meeting to approve special requests.

Rule 18 – FRC Environment Systems: All lighting, heating and air conditioning settings shall be at the discretion of the FRC Manager or Duty Bartender.

Rule 19 – Cleanup Responsibilities: Patrons are requested to return all empty glasses, bottles, etc. to the bar and clean their tables when leaving the club.

Rule 20 – Violating Standing Rules: Any FRC member in violation of FRC Bylaws and Standing Rules shall be subject to expulsion from the FRC and possible suspension by the BOG.

Rule 21 – Feeding Ducks: There shall be no feeding ducks or other fowl on or from the FRC patio deck.

Rule 22 – FRC Privileges: Privileges of the FRC will be extended to visiting members of the Fleet Reserve Association and the Ladies Auxiliary of the Fleet Reserve Association. Privileges of the FRC may be extended to members of the United States Armed Forces visiting the Annapolis area, such as visiting ships on the Chesapeake Bay. Visitors who are eligible to join must do so after two visits or their visits will be suspended. Members of the U.S. Navy, Marine Corps or Coast Guard or their spouses, who are eligible for membership in the Fleet Reserve Association, or Ladies Auxiliary of the Fleet Reserve Association, shall be required to join the FRA or LAFRA after two (2) visits to the FRC.

Rule 23 – Children’s Conduct: The conduct of children in the FRC is the sole responsibility of the parent or guardian bringing the children into the FRC. Should the children belong to a guest, the sponsoring FRC member shall be responsible for their conduct. Running about and loud boisterous conduct is not allowed. Responsible persons will be requested by Competent Authority to remove unruly children from FRC premises.

Rule 24 – Suspended Members: FRC members under suspension of FRC privileges and persons who have been denied membership in the FRC are not permitted to attend FRC functions, even as a guest of a FRC member. Suspended members of Branch or Unit 24 may only enter the FRC to attend Branch or Unit meetings or official functions of the Branch or Unit.

Rule 25 – Gambling on FRC Premises: There shall be no card playing involving money on the first floor of the FRC. Games such as solitaire, rummy or cribbage, where score is kept on paper or a board, are authorized. There will be no gambling on the shuffleboard at any time. Violation shall result in shutting down the machine. Card games may be allowed in the second floor club room as directed by Competent Authority. There will be no card playing in either the second floor FRC/Branch 24 office or the first floor Manager's office.

Rule 26 – Non-Member Employees: Non member FRC employees are not allowed to gamble on bar games and must leave the FRC after their shift is over.

Rule 27 – FRC Parking Lot: All vehicles parking in the FRC parking lot shall have a current FRC decal PERMANENTLY affixed to the driver's side rear bumper or rear window or have a valid FRA license plate on their vehicle. An annual replacement parking decal will be obtained at the vehicle owner's expense. Vehicle decals will only be issued to vehicles registered in the name of a member or the spouse of a member. If a member is unable to drive and is driven to the club by a "caretaker," a mobile decal may be issued to the member. At no time shall such a "caretaker" be allowed to visit the club or use the mobile decal without the member. Parking decals will be issued in accordance with the bylaws of the FRC. The club manager or his designated employee shall be responsible for monitoring the parking lot to insure compliance with parking rules. **WHEN PARKED IN THE FRC LOT YOU MUST BE IN THE FRC.** Vehicles in violation will be towed at the owner's expense. Members whose vehicles are towed will be issued a written warning. Should a second offense occur the vehicle will be towed and the **PARKING DECAL REMOVED FOR THREE MONTHS.** A parking decal not permanently mounted to any vehicle (other than a "caretaker decal") will be removed and such removal will be noted in the membership record. If a second decal is removed for violation, issuing of a third decal may be refused.

Rule 28 – Check Cashing: Check cashing is limited to \$100.00 PER MEMBER PER DAY with proper identification. In the event of a bad check, the FRC Manager shall inform the writer of the check of the problem and collect payment in full plus a \$50.00 bad check fee. Should a second bad check offense occur, the FRC Manager shall collect payment in full plus a \$100.00 bad check fee and the check writer's FRC check cashing privileges will be suspended for two (2) years.

Rule 29 – Firearms: There shall be **NO FIREARMS OF ANY TYPE** brought into the FRC at any time. For the safety and protection of our patrons and employees, only Law Enforcement Officials are allowed to carry properly concealed firearms in the FRC.

However, if these officials are carrying weapons, they shall not be served alcoholic beverages. There will be no exception to this rule.

Rule 30 – Vessels Moored at the FRC and Occupants:

- a. **Vessels Mooring:** Vessels shall only be moored at the FRC dock while the owner and/or crew or occupants of said vessel are utilizing the FRC facilities. If the boat owner of said vessel leaves the FRC for shopping or sightseeing the vessel will have to be relocated to another mooring facility.
- b. **Overnight Mooring:** There shall be no overnight mooring of vessels at the FRC dock and no hooking up to FRC electrical power sources.
- c. **Vessel Rafting:** There shall be no rafting of vessels at the FRC dock. Rafting is defined as mooring one (1) or more vessels outboard of a vessel moored against the dock bulkhead.
- d. **Running Vessels Engines:** Vessels Main Engines shall not be left running while at the FRC dock. A short warm up period is allowed prior to departing. Under no circumstances shall a vessel's Main Engines be left running with no one on board.
- e. **Use of Mooring Space:** Vessels mooring at the FRC dock shall moor so as to best utilize the space available, i.e. mooring all the way at each end of the dock so as to allow maximum room for other vessels to come in. This may require periodic moving of vessels as they come and go.
- f. **Mooring at FRC during Special Events:** Vessels shall not moor at the FRC dock during special or ceremonial events as advertised by FRC management or BOG.
- g. **Military & Government Vessels:** Military and Government owned vessels shall be allowed to moor at the FRC dock while utilizing FRC facilities at the discretion of Competent Authority.
- h. **FRC Decals:** All vessels mooring at the FRC dock shall have a current FRC decal permanently affixed to a prominent Starboard (right) side structure of the vessel. If the above vessel has a tender, it too may be issued a decal as long as it is registered in the name of the member owning the vessel on which it is carried
- i. **Vessel Height Limits:** The city dock, directly across from the patio deck, must be clearly visible through or over the top of the vessel moored at the FRC. This limit may be waived, at the discretion of Competent Authority, from Sunday at 8 PM through Friday at 3 PM between April 15 and Labor Day.

Rule 31 – Posting of Rules: These House Rules shall be posted conspicuously in the FRC for information and guidance for all FRC members.

Rule 32 – Club Manager: The Board of Governors shall hire a Club Manager, who shall be responsible to the Chairman, Board of Governors, for the performance of all functions of the FRC related to bar and restaurant operations. The Club Manager shall be bonded in that amount deemed appropriate to protect the funds of the FRC. The Club Manager shall be held accountable for all Club property and funds used for bar and restaurant operations.

Rule 33 – Duties of Club Manager: The Club Manager shall:

- a. Supervise the overall operation of the FRC.
- b. Purchase and account for all food and beverage items for the FRC.
- c. Assure daily bank deposits are made.
- d. Conduct a weekly inventory of all bar beverages and all food items. (Assisted by the Board of Governors as required).
- e. Conduct a quarterly inventory of FRC equipment (Assisted by the Board of Governors as required) and report findings to the Board of Governors.
- f. Be responsible for hiring, firing and discipline of all employees.
- g. Assure employees maintain a high level of proficiency.
- h. Provide necessary training for employees where required.
- i. Be responsible for the overall cleanliness and upkeep of the Club and equipment.
- j. Schedule all Club functions, (dances, private parties, weddings, etc.).
- k. Cost out all beverage and food items. (Subject to Board of Governors approval).
- l. Maintain a standard price list for hall donations.
- m. Conduct monthly employee meetings.
- n. Meet monthly with the Board of Governors to update them on past and upcoming club activities, club management issues and physical plant issues.
- o. Specify dress code for all club functions.
- p. Notify the Chairman, Board of Governors or his/her designee in all emergency situations.

q. Carry out such other duties as designated by the Chairman, Board of Governors.

Rule 34 – Bookkeeper: The Board of governors shall hire a bookkeeper to work with the Club Manager and Club Treasurer to keep all clubs financial records up to date. He/she shall maintain such records as are required by current accounting practices and IRS regulations, reporting any problems to the Chairman, Board of Governors and the Club Manager. This position reports to the Chairman, Board of Governors but may take direction from the Club Manager in the daily performance of his/her duties.

Rule 35 – Beverages on a Dance Floor: In the interests of safety, at no time shall members or guests hold or consume beverages while on a dance floor.

Rule 36 – Amendments: These rules may be amended at a regular meeting of the BOG in accordance with the FRC Bylaws.