

# **PGISLANDERS OPERATING POLICIES**

**[Hereinafter referred to as the Club]**

**(Adopted September 6, 2001; Revised December 4, 2025)**

These Operating Policies are to aid and guide the members and leadership of the Club. These policies reflect the decisions and some of the more important motions approved by the Board of Directors and/or general membership on matters of a less permanent nature not warranting inclusion in the Bylaws. These policies are binding on members and Club operations.

Additions, deletions, and changes shall be made by the Board of Directors, which may at its discretion submit the matter to the Club membership for action (Unless required to do so by the Bylaws). These policies shall be reviewed in coordination with reviews of the Bylaws or as necessary and published on the Club Website.

1. The Nominating Committee will select a slate of officers and directors from the entire membership with no expectation that one office shall necessarily follow another. The Nominating Committee will also recruit a leader of the Canal Clean-Up for the subsequent Club year during its annual recruitment of Club officers. This position will be a non-voting position on the board (similar to that of Ship Store, Sunshine and Dinner for 8).
2. In order to have expenses reimbursed, the person incurring the expense must have their expenses approved by their respective Director. Board of Directors members must have their own expenses approved by another member of the Board of Directors not on their committee. All Club expenditures shall be reported monthly at the Board of Directors meeting.
3. Once a budget is approved, the Treasurer is empowered to disburse according to the pre-established budgetary guidelines. The Board of Directors must approve any expenses above budgeted amounts prior to their disbursement.
4. Members shall not take advantage of their Club status to achieve any discounts or incentives not offered to the general membership.
5. No member may contract in the name of the Club unless previously authorized by the Board of Directors or the adopted budget.
6. Any member may request consideration of a new Operating Policy or an amendment to or deletion of an existing Operating Policy by application in writing to the Commodore. The member proposing such change shall attend a

Board of Directors meeting to support that recommendation for the Board of Directors consideration. If endorsed by the Board of Directors, the Board of Directors may at its discretion submit the matter to the Club membership for action. The rationale for this procedure for handling by the Board of Directors is in keeping with Club's Bylaws, Article 4, Sections 1 and 2. Specifically, it is the purpose of the Board of Directors to manage the business of the Club in order to avoid taking up members' time with the minutia of detailed activities of the organization.

7. Annual dues for each is \$15 per individual membership. Dues for each additional adult in the same household is \$15 per year. Each adult member is entitled to one vote
8. Any checks in payment for Club purchases or activities shall be made payable to "PGIslanders".
9. Prospective members shall pay their prorated dues within 30 days of acceptance. The amount will be determined by the Membership Director.
10. All members are required to purchase Club name badges and a Club burgee.
11. A Sunshine Person reporting to the Membership Director shall send appropriate best wishes on behalf of the Club to any member who is seriously ill or condolences to the member's family in the event of death. The manner of communication shall be determined within the annual budget.
12. A Ships Store person shall report to the Treasurer and is responsible for maintaining a supply of items representative of the Club.
13. Each Board of Directors member is responsible for ensuring that appropriate information regarding their respective Club duties is posted on the Club's website.
14. It is the long-standing policy of the Club that, in view of the many competing needs, the Club will not directly promote an individual charity/cause or fundraising activity. As a result the Club does not permit fundraising activities or "sign ups" at any of their functions or through e-mail or website. This policy does not preclude the sponsorship of social or cruise events that may have some charitable fundraising as part of its objective, i.e., a sail race that may raise money for a cause or a concert that may have a similar objective. In the aforementioned examples the events will be promoted as an event and not as a charity/cause.

15. The Club expects participation by one or both members of a household in Club activities. Currently the Club has no minimum requirements.
16. The Club's Communications Director distributes email messages to members. Email is the official communication vehicle of the Club and all members are encouraged to receive them. When members join the Club, it is presumed that the Club has their permission to send them emails. All messages must be non-political and non-commercial. All email requests must be sent to Communications@PGIslanders.org. The email originator is responsible for getting approval from the appropriate Board Member before sending it directly to Communications Director. Club business may include PGICA news and information and germane public service information.
17. The Membership Director(s) shall be authorized to grant approval to new applicants for regular membership status. Applicants must meet all qualifications for membership outlined in the PGIslanders Bylaws. Any such approvals by the Membership Director(s) shall be reviewed and confirmed at the next regularly scheduled board meeting.
18. The Board of Directors monthly meetings will precede the scheduled General Membership meeting at a time and date selected by the Commodore at being of the Watch.
19. The PGIslanders Membership Year is January 1<sup>st</sup> to December 31<sup>st</sup> of each year. Any member not paying dues by the end of January shall have their membership terminated.

ADOPTED: SEPTEMBER 6, 2001  
REVISED: DECEMBER 4, 2025