

New for consideration and presented as first touch for information
Four Work Hour Standard Procedures or Guidelines:

Standard procedures make implementation of programs easier for Boards, from year to year, to implement necessary actions in a consistent manner, making it more equitable to the greatest number of members. With that in mind this document proposes procedures to follow up on numerous improvements to work hours, the Bylaws, and the General Rules over the last year. Throughout this document any use of “member” or “membership” relative to work hours is for Active Member(ship)s since they are the only member(ship)s that are required to complete work hours.

1. Work Hours and the Bond Procedure:

Active Memberships are required to perform work hours. Should an Active Membership’s bond be used to offset work hour debt when they resign?

There has been inconsistent discussion on this that ranges from “just let it go” to “take it out of their bond” to “let the Vice Commodore make the decision”. This is separate from what might happen to a bond if a member passes away or has extraordinary circumstances beyond their control (for instance a forced job relocation out of the area), that leads to their resignation. Rather it addresses what ought to happen to the bond when a Membership voluntarily separates from the club without having fulfilled their work hour obligation. If Membership has a history of not completing work hours, or does not complete hours when given the opportunity in the current year, should their un-worked hours be charged against their bond when they resign? Unfulfilled work hours are billed to members at the rate of \$100. It follows that at some point during the work period the uncompleted work hours should be a Membership’s financial obligation to the Club, especially if there is a history of owed hours in the past. The bond is then used to offset financial obligations to the Club when the Membership resigns.

Recommendation: Anytime a Membership requests to resign, the decision to accept their resignation and whether to attach any conditions to it should be made by the Board on a case-by-case basis. If the requested resignation is from an Active Membership the Board should consider the actual performance of the Membership relative to work hours performed, with acceptance of their resignation conditioned if needed based on non-performance of work hours. The decision should then be conveyed to the Treasurer. If unfulfilled work hours are a stated condition of the resignation, then the Treasurer would charge those hours against the bond. If the Membership resigns leaving more than \$500 in obligation to the Club then the Board will need to further address the situation.

Rationale: The appropriate decision on a resignation lies with the Board, not exclusively a Board member (e.g., Vice Commodore or Treasurer or anyone else). The purpose of the bond is that it be used to offset debt owed to the Club by the Membership. Un-worked hours incur a debt of \$100 per hour unworked. Throughout the year the VC is tracking member performance regarding work hours. There also exists, going back to 2017, a record of all hours worked by each membership. If the resignation is for an Active Membership the VC should provide the Board a snapshot of the resigning Membership’s work hour history so the Board can make an informed decision on the resignation and related disposition of the bond. The following are reasonable items to consider when making the decision. The goal would be to make this a

consistent approach. After considering these items, then an informed case-by-case decision can be made. A template could be developed to facilitate consistent implementation. Consider:

- Is there a history of non-performance of work hours?
- Are there currently charges for unworked hours or are there charges pending in their next billing cycle?
- Is the resignation being requested at a time when work hours are relatively not available (January-February) or during a time when work hours could have been requested to be fulfilled, basically any time of the year but more easily in March – December with the caveat that there are usually some tasks that can be done anytime of the year given the willingness of the member to seek out those opportunities.
- Are there extraordinary circumstances beyond their control (onset of medical issues? Job relocation not of their choosing? Death of a member in the Membership, etc?).

2. Work hours and the General Rules:

The General Rules are mute on work hours.

Recommendation: It is recommended that a rule that captures the basics of Work Hours be added to the General Rules. It could read something like:

As set forth by the Bylaws each Active Membership shall complete work hours as established by Membership. Beginning January 1, 2022 Membership set the requirement of eight (8) work hours in the first six (6) months annually and 16 hours total annually. Active Memberships with fewer than the required work hours recorded by June 10 and by December 10 shall be billed each six-month period for the hours not worked at a rate of \$100 per hour. Common sense indicates that some of the “standing” positions earn and report their hours seasonally. That is considered when hours are recorded for each six-month period. November Club house Stewards for instance do not earn their hours in the first half of the year yet would not be billed for hours not worked in the first half of the year. If a change is made to work hour policies by a vote of the Membership, then this Rule shall be updated accordingly.

3. Work Hours and Billing Analysis Procedure:

As described in the Bylaws and Vice Commodore’s duties, the Vice Commodore (VC) is responsible for administration of the work hour program and timely reporting to the Board, including maintaining the spreadsheet that records the hours worked by each RCYC membership. Members are responsible for recording their hours worked on either the clipboard located in the Clubhouse for work completed on-site at the Club or on the electronic clipboard that is for work completed off-site for the benefit of the Club.

Towards the end of each half’s work period, the VC may choose to, but is not required to, remind those Active Member(ships) (AMs) that have yet to fulfill their work hour obligation and encourage them to put in the hours remaining. These communications should be documented to allow future review if there are disagreements down the line. All AMs that would like to make alternative arrangements for the completion of work hours must have brought this to the Board’s attention prior to the end of the work period.

Recommendation: All discussions with Memberships should take place prior to the June and December Board meetings so that the VC can timely report to the Board and third and first quarter billings can include these charges. At the end of the work period, the VC should promptly forward the list of Memberships that have not completed their work hour obligation to the Board, along with any information the VC is aware of that should be considered in the Board's evaluation of these Memberships

At this point, the Board should consider whether an Executive Session is needed to be able to keep information concerning work hours confidential, or if there is adequate information known to the Board already to make decisions about Memberships regarding work hours not completed. The Board's analysis process should be kept relatively simple and consistent and be based on the record the VC has maintained for the work period and any other information that has been provided to the Board. Generally, the following procedure could be followed and a template could be developed to facilitate consistency:

Questions concerning the member/membership

1. Does any Board member have information that indicates the Memberships deficient in hours did complete work hours even though they did not record the required number of work hours? Please explain to the Board.
2. Did the Membership complete the work period's required work hours?
3. Did the Membership arrange in advance a substitute for performing work hours with the Board of Directors? Or, were there any extenuating circumstances brought to the Board that would warrant the Membership not to be charged for the un-worked hours? If the answers to 2 and 3 above are NO, the AM is violating the Bylaws. For each hour not completed, they shall be charged the hourly rate (\$100).
4. For the period XX/XX/2X to XX/XX/2X - Has the Membership continually failed to perform the required work hours? This is not currently defined as to how many work periods or years it takes to be considered that the member continually fails to perform the required work hours, but three work periods are suggested. If the answer to this is YES, and they did not do 8 hours of work during the 20XX period, then according to the Bylaws:

Article V: Section 3. "...Continued failure to perform the required work hours constitutes "objectionable conduct" and shall trigger Bylaws Article XX. Such action shall be brought by the Vice Commodore on behalf of the Board in performance of their duties related to the work hour program."

Article XX, Conduct of Members – Discipline and Removal.

Any Club Member may send to the Board a written complaint against any other Member for objectionable conduct. The accused Member shall be notified and given the opportunity to defend themselves before the Board. Complaints shall be addressed in Executive Session of the Board, with the accused Member, the accuser, and such persons as the Board may request. The Board may then recommend to the Membership the disposition of charges made or the action to be taken. Such disposition may include, but may not be limited to, reprimand or suspension of Club privileges, expulsion, or recommendation for possible prosecution. Two thirds vote of the Voting Memberships present shall decide the course of action.

4. Work hours and the Yearbook: The Yearbook is a static document and as such, it is considered a very valuable reference resource for members as a snapshot in time as of when it was published. It is not however, the official copy of the Bylaws nor the General rules. They reside as separate documents as they are dynamic documents that change when decisions are made by the Board or the Membership. These decisions occur all year long and go into effect at a date based on how the motion is made for the decision. Generally, Bylaws go into effect immediately.

Because of this the General Information portion of the Yearbook should say “for reference only” and set forth only basic information regarding work hours and if specific information is stated it should give the dated version of which document it comes out of.

Recommendation: Copies of the Bylaws and General Rules in the Yearbook should be marked as “For Reference Only” and have the version date on them when placed in the Yearbook. The official version dated copies are placed on the website as they are updated throughout the year. It is my understanding that this has already been accomplished by Judy and Pam and it is likely that going forward the Yearbook will read something like:

WORK HOURS. For reference only. Memberships agree when they become members to complete a certain number of work hours annually. As of January 2022, each Membership is to complete at least 8 hours in the first half of the year and an additional 8 hours for an annual total of 16. This work is either completed physically onsite at the Club through work parties or special work tasks, or it can be completed offsite in a variety of ways. Either way Memberships record their hours on the appropriate onsite hard copy clipboard or the offsite electronic clipboard. To see a list of available offsite work, refer to the list of Committee Chairs and Contact in the early pages of this Yearbook. To find out more about Work Parties or Special Tasks, watch your emails or check the Club’s calendar.