

BY-LAWS

And

STANDING RULES

For

FLEET RESERVE CLUB OF JACKSONVILLE, INC.

5391 COLLINS ROAD

JACKSONVILLE, FL. 32244

2009 Edition

Be it known that these Bylaws and Standing Rules of Fleet Reserve Club of Jacksonville, Inc, which is a Not For Profit Corporation in the State of Florida, and operates under the sponsorship of the Fleet Reserve Association Branch 91, Inc., were approved at a regularly scheduled General Assembly in June , 2009.

Changes to these bylaws and standing rules were approved by Club 91 and Branch 91 and incorporates changes recommended by the representative of the National President.

***ORIGINAL SIGNED COPY ON FILE**

PROPOSED: 12 May 2009

**John Pregler
President
Fleet Reserve Club of Jacksonville, Inc.**

ATTESTED: 9 June 2009

**James E. Robbins
President
Fleet Reserve Association Branch 91, Inc.**

TABLE OF CONTENTS

ARTICLE I	GENERAL
SECTION I	General
SECTION II	Name
SECTION III	Sponsorship
SECTION IV	Location
SECTION V	Incorporation
SECTION VI	Supervision
SECTION VII	Nonprofit Operation
ARTICLE II	OBJECTIVES
SECTION I	Objectives of Club 91
ARTICLE III	CLUB BOARD OF DIRECTORS
SECTION I	Operating Environment
SECTION II	Duties of Club Officers
SECTION III	Committees/Chairman
ARTICLE IV	MEMBERSHIP
SECTION I	Membership Definitions
SECTION II	Conduct in the Club
SECTION III	Discipline of Members
SECTION IV	Appeal of Members
ARTICLE V	CLUB MANAGEMENT
SECTION I	Club Manager
SECTION II	Bartenders
STANDING RULES	

ARTICLE I GENERAL

SECTION I: General. These Bylaws shall be approved and enacted by a two-thirds (2/3) vote of the General Assembly of First Coast Branch 91, Inc., of the Fleet Reserve Association (FRA). Amendments shall be formally proposed during a general assembly meeting and shall be voted on at the next General Assembly meeting. The re-designation of an Article or a Section solely for maintaining numerical or alphabetical order shall not be considered an amendment. Standing Rules may be changed by a majority vote of the General Assembly of Branch 91 with prior notice. Club 91 shall comply with Section 1226 of the C&BL, and Branch 91 Bylaws and Standing Rules.

SECTION II: Name. The name of this corporation shall be: Fleet Reserve Club of Jacksonville, Inc (Also referred to as Fleet Reserve Club 91). Incorporation was completed on March 8, 1993.

SECTION III: Sponsorship. Club 91 is sponsored by the Fleet Reserve Association Branch 91, Inc., (Also referred to as: First Coast Branch 91). Branch 91 sponsors a club operation, which shall provide a permanent Branch Home that shall serve as the required corporation's headquarters.

SECTION IV: Location. The physical plant of Club 91 operations includes the entire property located at 5391 Collins Road, Jacksonville, FL 32244.

SECTION V: Incorporation. Per the Constitution and Bylaws of the Fleet Reserve Association: "Club 91 is incorporated under the laws of the State of Florida. It is a nonprofit organization under the sponsorship of First Coast Branch 91, Inc., Fleet Reserve Association, and members thereof. The National Organization of the Fleet Reserve Association assumes no financial responsibility or liability for the operation or management of Club 91".

SECTION VI: Supervision. Club 91 functions under the supervision of Branch 91 Fleet Reserve Association that directed its formation. Branch 91 shall exercise supervisory/administrative oversight over all aspects of Club 91 business. The Club 91 Board of Directors shall exercise oversight over operations.

SECTION VII: Nonprofit Operation. Club 91 shall be operated on a nonprofit basis. Club 91 shall incur no liabilities, financial or otherwise, on the part of the Fleet Reserve Association.

ARTICLE II OBJECTIVES

SECTION I: The objectives of Club 91 shall be:

To operate the Home of Branch 91, Fleet Reserve Association as a Club in order to provide a place for FRA and Ladies Auxiliary FRA members to conduct Branch and Unit affairs including rituals and other ceremonies.

To generate revenues to support the operations of Club 91, maintenance of the Branch home and functions of Branch 91 Fleet Reserve Association.

To do all other things necessary and appropriate to advance these objectives with Supervisory/Administrative oversight from Branch 91 Fleet Reserve Association.

ARTICLE III CLUB BOARD OF DIRECTORS

SECTION I: Operating Environment:

- A. The Officers of Club 91 shall be a President, Vice President, Secretary, and a maximum of five (5) Directors, all of whom shall be members in good standing in First Coast Branch 91. The Club 91 Board of Directors (BOD) shall elect a President, Vice President and Secretary from their membership. The President shall appoint a Financial Chairman and a Membership Chairman with the consent of the Club 91 Board of Directors. The Financial Chairman should be an individual with a background in financial accounting and business management. Each Officer shall be elected to hold office for a period of one (1) year. In order to be eligible to serve on the Club BOD, nominees must have, within the previous 5 years, served one full year on the Branch 91 Board of Directors, or have attended 8 of 12 General Assembly meetings during the previous Branch business year. Those currently serving on the Club BOD are exempted from this requirement.
- B. **Ex Officio Member.** The President of Branch 91 shall be an ex officio member of the Club 91 Board of Directors and committees and may, at his/her discretion, sit in on all meetings of Club 91.
- C. Nominations for the Club 91 Board of Directors shall be opened at the July General Assembly meeting of First Coast Branch 91. The nominations shall be closed and elections for the Club 91 Board of Directors will be held at the August General Assembly meeting of First Coast Branch 91. This meeting will also be known as Club 91s annual meeting.
- D. Newly elected Directors shall be installed by the outgoing Club 91 President at the September meeting of the Club 91 Board of Directors. At the September Club 91 Board of Directors meeting, the outgoing President shall hold elections for a President, Vice President and Secretary. Upon certification of the elections by the new Board of Directors, the outgoing President shall administer the oath of office to the new members and relinquish the Chair to the new President and new Board. The new President shall appoint a Financial Chairman and a Membership Chairman for the new Club 91 Board based on the consent of the new Club 91 Board of Directors prior to the close of business at the October meeting.

- E. Prior to the September Board of Directors meeting and election of new officers, the outgoing Secretary shall obtain from the local office of the Alcoholic Beverage and Tobacco Regulation of the State of Florida, the blank forms for the new officer(s) to use in registering with that office as required by law. The incoming Secretary shall ensure that these forms are properly completed and filed with the Alcoholic Beverage and Tobacco Commission in a prompt manner.
- F. No elected officer of Club 91 may be the spouse of the paid manager of Club 91. Other relatives, either by blood or marriage, may be an elected officer on the Club 91 Board of Directors with the following limitations:
 - 1. They shall not be the Financial Chairman and should not be a member of the budget or audit committee.
 - 2. They shall excuse themselves from any discussions or deliberations involving the discipline or pay of the manager
- G. No Club employee will be eligible for election, or appointment, to the Board of Directors.
- H. All officers shall attend scheduled meetings of the Club 91 Board of Directors. The President may excuse officers unable to attend a scheduled meeting providing a valid reason for nonattendance is offered. Officers missing three meetings without a valid excuse, or six total meetings, shall be removed from the Board of Directors.
- I. **Quorum.** A Quorum of the Club Board of Directors shall be more than one-half (1/2) of the total Board. Action taken by less than a Quorum is illegal.
- J. The Club 91 Board of Directors shall directly oversee the Club 91 Manager to ensure duties are carried out in accordance with Branch 91 and Club 91 Bylaws and accompanying Standing Rules. They shall act as direct liaison between the Branch Board of Directors and Club 91 management.
- K. **Oath of Office.** All Officers of the Club shall take the following oath of office before their installation and shall assume their duties immediately after the oath.

“I DO HEREBY SOLEMNLY PROMISE THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE TO WHICH I HAVE BEEN ELECTED OR APPOINTED, ACCORDING TO THE CONSTITUTION AND BYLAWS OF THE FLEET RESERVE ASSOCIATION, THE BYLAWS OF BRANCH 91, THE BYLAWS OF CLUB 91 AND ALL APPLICABLE LOCAL, STATE, AND FEDERAL STATUTES TO THE BEST OF MY ABILITY, AND THAT I WILL, AT THE CLOSE OF THE TERM TO WHICH I HAVE BEEN ELECTED OR APPOINTED OR SOONER IF SO DIRECTED BY PROPER AUTHORITY, DELIVER ALL BOOKS, PAPERS, MONEY AND OTHER PROPERTY BELONGING TO FLEET RESERVE CLUB OF JACKSONVILLE, INC. IN MY POSSESSION, OR UNDER MY CONTROL, TO THE PROPER PERSON OR PERSONS, OFFICER OR OFFICERS, ENTITLED TO RECEIVE THE SAME. THIS I FREELY PLEDGE ON MY HONOR AS A CITIZEN OF OUR UNITED STATES OF AMERICA, SO HELP ME GOD.”

SECTION II: Duties of Club Officers

A. President. The President shall:

1. Preside at all Board of Directors meetings of Club 91.
2. Appoint such special committees as may be authorized by the body.
3. Obey all lawful orders of Branch 91 and be thoroughly familiar with the Club 91 and Branch 91 Bylaws and Rules of Parliamentary Laws and Procedures.
4. Present or have presented a written copy of the current months meeting minutes to the next Branch 91 Board of Directors meeting.
5. Appoint a committee to review Club 91 Bylaws and Standing Rules concurrently with Branch 91s review of their Bylaws and Standing Rules.
6. Attend or be represented at all Branch 91 General Assembly meetings and all Joint Board of Directors meetings.
7. Be an ex-officio member of any committee directed by the Club 91 Board with the exception of committees appointed to investigate matters concerning his/her personal actions.

B. Vice President. The Vice President shall:

1. Assume the duties of the President in the absence, removal or disability of the President.
2. Become President for the unexpired term in the event of the resignation, removal, or death of the President.
3. Obey all lawful orders of the Club 91 board of directors and be thoroughly familiar with Club 91 and Branch 91 Bylaws and Rules of Parliamentary Laws and Procedures.
4. Be subordinate to and report directly to the President of Club 91.

C. Secretary. The Secretary shall:

1. Keep accurate minutes of all meetings of the Club 91 Board of Directors.
2. Assist the President in the preparation of the order of business of the Club 91 meeting.
3. Keep the Club 91 Board of Officers marquee updated at all times.
4. Maintain and retain files of all BOD meetings to be made available, upon request, to any member of Branch 91 in good standing.
5. Present minutes to the Club 91 President for signature and distribute minutes appropriately.

D. Members of the Board of Directors. The Board of Directors shall:

1. Conduct an inventory of Club 91 saleable assets. The Club 91 Manager will assist and participate in this inventory. The inventory will be conducted a minimum of quarterly or as directed by the Club 91 Financial Chairman.
2. Attend the Board of Directors monthly meeting and any additional meeting as directed.
3. Conduct an annual inventory of property and equipment controlled by Club 91.
4. Be the Grievance Committee for Club 91 Employees.
5. Establish wage rates, vacation pay, and sick leave policy for Club 91 employees based upon the recommendation of the Club 91 Manager.
6. Implement the financial plan and policy for Club 91 operations.

SECTION III: Committees/Chairman

A. Membership Chairman. The Membership Chairman shall:

1. Keep accurate and up-to-date rosters of all Booster and VFM members of the Club.
2. Present all Booster and VFM Member applications to the Club Board for approval-or-disapproval.
3. Prepare and mail a "Congratulations" letter to new and renewed Booster and VFM members.
4. Prepare and distribute all Booster Membership and VFM Membership cards.
5. Ensure that required mailing labels for Boosters or VFM Members are available.
6. Maintain Files on Booster and VFM members.

B. Financial Chairman. The Financial Chairman shall:

1. Be cognizant of all Club 91 funds by establishing and maintaining a financial plan, a policy for Club operations, and contributions to the Branch.
2. Chair an audit committee appointed by the Club 91 President to conduct audits of the Club 91 financial records and management procedures. This committee shall meet as necessary, but shall meet no less than quarterly.
3. Is an ex-officio member of any finance or financial plan committee directed by the Club 91 Board with the exception of committees appointed to investigate matters concerning his/her personal actions.
4. Assist the Club 91 Manager or CPA in the preparation of the monthly financial report.
5. Serve as financial advisor to the Club 91 President, Club 91 Board of Directors, and Club 91 Manager.

C. Financial Planning Committee.

1. The Financial Planning Committee shall include, at a minimum, the Financial Chairman, the Club 91 Manager and at least two BOD members. Their duties shall be to formulate a Financial Plan for the expenditure of Club 91 funds. This Financial Plan shall include target figures for each element of expense as shown in the Club 91 financial records. The Financial Plan will be presented to the full Board of Directors for approval.
2. The Financial Plan shall be established as an annual operating Plan for the Club 91 financial year with specific allocations by calendar month. The Financial Plan shall be formulated by drawing upon historical data of receipts and expenses, as well as known future events that will affect the profit and/or loss of Club 91. Known annual expenses such as property taxes, insurance, etc., shall be included and prorated as monthly expenses. The Financial Plan shall be reviewed quarterly by the Financial Planning Committee and any revisions presented to the full Board of Directors for approval. The Manager or CPA shall present a comprehensive report of Profit and/or Loss to the Board of Directors each month that shall reflect the compliance or noncompliance with the Financial Plan target.
3. The Manager shall have the option to exceed Financial Plan targets for individual Plan elements by no more than fifteen percent during a given report period (one month), but shall not exceed the aggregate of the Financial Plan for that month without approval of the Financial Planning Committee. In the event the Manager deems it necessary to exceed the aggregate Financial Plan for a given month, he/she shall contact the President to convene the Financial Planning Committee for emergency approval to exceed the monthly operating target.

4. The Manager shall have authority to expend Club 91 funds for all consumable operating supplies and minor purchases not to exceed two hundred fifty dollars (**\$500**) for replacement or additional bar equipment. Purchases of equipment costing over **\$500** shall be considered major purchases and shall require the approval of the Club 91 Board of Directors. Emergency purchases may be made at the discretion of the Club 91 Manager. Emergency is defined as a situation that would prevent Club 91 from operating, or which may pose an immediate health or legal problem.
- D. Bylaw Committee.** A committee appointed by the President from the Board of Directors membership shall review these Bylaws and Standing Rules for content and make recommendations for changes. This review shall be done concurrently with Branch 91s review of their Bylaws and Standing Rules.

ARTICLE IV MEMBERSHIP

SECTION I: Membership Definitions. A Member is defined as a “person who has united with or has been duly chosen to form a part of an organization or body”. Members who are authorized the use of Club 91 may enjoy the privileges of Club 91 and shall comply with the Bylaws and Standing Rules governing Club 91. Membership in Club 91 shall be restricted to:

- A. Regular Members.** Regular Members are persons who are members in good standing of First Coast Branch 91, Inc., Fleet Reserve Association. Regular Members shall hold office on the Club Board of Directors after being duly elected by Branch 91.
- B. Ladies Auxiliary Member (LAFRA Unit 91).** Ladies Auxiliary Member is a person in good standing with Ladies Auxiliary Unit 91.
- C. Associate Member.** Associate Members are persons that are admitted to partial membership in an association. Associate Members shall not hold office on the Club 91 Board of Directors. Associate Members are defined as:
 - 1. Reciprocal Member.** A Reciprocal Member is a person in good standing with any other Branch, Ladies Auxiliary Unit, or Member-at-Large of the Fleet Reserve Association.
 - 2. Guest Member.** Guest Member is a person that is on active duty, or is an active reserve member. They shall be permitted use of Club 91 after they register in the Guest Log. Eligible personnel shall be encouraged to become regular members in the FRA.
 - 3. Volunteer Bartender.** A **Volunteer Bartender** of Club 91 may enjoy the privileges while in a non-working status. All privileges shall terminate when **volunteer service** terminates.

4. **Veterans Fellowship Members (VFM).** A Veterans Fellowship Member (VFM) is a person that has served in the Armed Forces of the United States of America and whose most recent discharge or release was under honorable conditions. A member in good standing of either First Coast Branch 91 or Ladies Auxiliary Unit 91 must sponsor them for VFM Membership. Persons eligible for membership in the FRA or LAFRA shall not be eligible for VFM Membership. A person who wishes to become a VFM must submit an application to a Sponsor with appropriate dues. The Sponsor must sign the application form and the receipt portion of the application. The receipt portion shall be given to the applicant and shall serve as Membership identification until the next Club 91 Board of Directors meeting. The Sponsor shall submit the application with proof of the status of the Veteran and appropriate dues to the Club 91 Manager. This proof must be either a copy of a valid Form DD214, a copy of an Honorable Discharge Certificate, a copy of a valid form DD2 (retired ID card from his/her branch of the Service). The applicant shall not be offered a key card until final action of the Club 91 Board of Directors. The Club 91 Board of Directors shall review the application, perform any necessary investigation, and approve or disapprove the application. This will normally be completed at the next regularly scheduled meeting of the Club 91 Board of Directors.

Dues for a Veterans Fellowship Member (VFM) shall be the same as that established for membership in the Fleet Reserve Association. VFM Members shall be eligible for automatic renewal of membership if submitted within 90 days of expiration. The Club 91 Membership Chairman will retain VFM documentation on file. VFM applicants whose membership is disapproved will be provided a letter of explanation by the President of Club 91, together with a refund of any membership dues that have been paid.

5. **Booster Member.** A Booster Member is a person who does not meet FRA, LAFRA, or VFM membership requirements. A member in good standing of either First Coast Branch 91 or Ladies Auxiliary Unit 91 must sponsor them for Booster Membership. Persons eligible for membership in FRA or LAFRA shall not be eligible for Booster Membership. The total Booster Membership may not exceed two and one half per cent (2.5%) of the aggregate total membership for Club 91. Per cent figures are computed as follows:

$$\text{FRA} + \text{LAFRA} + \text{VFM} * 2.5\% = \text{Maximum Number of Booster Members}$$

A person who wishes to become a Booster Member must submit an application to a Sponsor with appropriate dues. The Sponsor must sign the application form and the receipt portion of the application. The receipt portion shall be given to the applicant and shall serve as Membership identification until the next Club 91 Board of Directors meeting. The Sponsor shall submit the application and appropriate dues to the Club 91 Board of Directors via the Manager. The applicant shall not be offered a key card until final action of the Club 91 Board of Directors. The Club 91 Board of Directors shall review the application, perform any necessary investigation, and approve or disapprove the application. This will normally be completed at the next regularly scheduled meeting of the Club 91 Board of Directors.

Dues for a Booster Members shall be **\$35.00** for one year and **\$60.00** for two years. Booster Members shall be eligible for automatic renewal of membership if submitted within 90 days of expiration. The Club 91 Membership Chairman will retain Booster documentation on file.

Booster applicants whose membership is disapproved will be provided a letter of explanation by the Club 91 President, together with a refund of any membership dues that have been paid.

- D. A copy of the Club 91 Bylaws and Standing Rules shall be available for review by any Member or Associate Member.
- E. **Key Cards.** Key cards will be available to approved Members, and Associate Members (Excluding Reciprocal Members & Guest Members) of Club 91. **SUCH KEY CARDS ARE TO BE USED BY THE AUTHORIZED HOLDER ONLY**, for entry during normal hours of operation.
- F. **Membership Renewals and Expirations.** Club 91 privileges cease for all Members and Associate Members upon the expiration of their current membership. There is no grace period. Bartenders will check membership cards for validity and current status. Renewal of membership must be initiated before bar service when membership has expired. VFM and Booster Members whose membership has expired over ninety days must reapply for new membership per paragraph C 5 of this section.

SECTION II: Conduct in the Club

- A. Members, and Associate Members shall be governed by the following: The Constitution and Bylaws of the Fleet Reserve Association, the Bylaws and Standing Rules of Branch 91, the Bylaws and Standing Rules of Club 91, statutes of the United States Government, the State of Florida, ordinances of Duval County and the City of Jacksonville.
- B. Derogatory comments against the Fleet Reserve Association, Branch 91, Club 91 or the Ladies Auxiliary in Club 91 is expressly forbidden and may subject the offender to disciplinary action.

SECTION III: Discipline of Members.

Club 91 is sponsored by First Coast Branch 91, Fleet Reverse Association. The Board of Directors of Club 91 shall have controlling authority of Club 91 operations. If at any time operations tend to discredit the Fleet Reserve Association, the Club 91 Board of Directors shall take appropriate action. Members or Associate Members charged with conduct in violation of these Bylaws and/or the Standing Rules shall be afforded a hearing before the Club 91 Board of Directors. The following procedure shall be followed:

1. The Member or Associate Member making the charge(s) must submit a formal, written complaint. The written complaint must be given to the President of Club 91.
2. Upon receipt of a written and signed complaint, the President shall provide the accused a copy of the complaint. **The president may attempt to resolve complaints of a minor nature without conducting a formal investigation and if successful and the complaint is retracted or resolved to the satisfaction of all parties this will end the incident. If the complaint can not be resolved informally, the President shall evaluate the seriousness of the complaint for further disciplinary action** and cause an investigation by at least one Board member to determine the validity of such charges. **The investigating Board Member may solicit the assistance of any other regular member in conducting the investigation.** Upon completion of such investigation, the President shall convene a meeting of the Board of Directors to hear the charges.
3. Upon completion of the investigation, the Member or Associate Member that is accused of violations shall be given the opportunity to appear before the Club 91 Board of Directors to rebut or acknowledge the validity of the charges. The accused Member shall have the right to present witnesses to testify or written testimony relevant to the facts concerning the charges. Failure to appear before the Board at the scheduled hearing may result in the loss of any rights of appeal or the right to rebut the charges before the Board.

4. The Member or Associate Member making the complaint shall be given the opportunity to appear at the Board of Directors meeting which hears the complaint.
5. Members of the Board of Directors shall, at their discretion, ask questions of the Accused, the Member proffering charges, and any witnesses in order to make a determination as to the validity of the charges. Upon completion of the presentation of evidence, the President will call for votes by the Board of Directors as follows:
 - A. A vote shall be taken as to the validity of the charges. An affirmative vote by two-thirds (2/3) of the Quorum present is required to sustain the charges.
 - B. If the Board of Directors sustains the charges, the President shall ask for recommendations as to the severity of the disciplinary action to be taken. Disciplinary action may range from an official warning to suspension for up to 90 days or in the case of Associate members, being permanently expelled. If a harsher punishment is warranted against a member, the matter will be forwarded to the Branch 91 Board of Directors with recommendations for harsher punishment. Each recommendation will be recorded and the least severe voted on first. A vote in the affirmative on any recommendation by two-thirds (2/3) of the Quorum present shall require a motion for that punishment, a second and 2/3 vote to prevail. When a least severe action is approved, that action shall be enforced and no further vote shall be taken.
6. Any member in good standing with First Coast Branch 91, Fleet Reserve Association, or Ladies Auxiliary Unit 91 who has been suspended or disciplined by the Club 91 Board of Directors may still attend meetings and special events sponsored by Branch 91 or Unit 91. Regular members in good standing with First Coast Branch 91 or Unit 91, Fleet Reserve Association have the right to appeal any punitive action to the Branch 91 Board of Directors IAW Section IV.
7. Associate Members subjected to disciplinary action of the Club 91 Board of Directors shall not have the right to appeal or any refund of dues, and may not be reinstated without approval by two-thirds (2/3) vote of a Quorum of the Club 91 Board of Directors. In the event an associate member is permanently expelled, they may not petition the Board for a period of one year for reinstatement.

SECTION IV: Appeal of members.

Any member of First Coast Branch 91, Fleet Reserve Association, or Ladies Auxiliary Unit 91 who has been suspended or disciplined by the Club 91 Board of Directors has the right of appeal to the Branch 91 Board of Directors. The right of appeal does not apply to an Associate member. The appeal process is placed into motion by delivering a letter stating the desire to appeal charges and punishment rendered by the Club 91 Board of Directors to the Branch 91 President per the Branch 91 Bylaws and Standing Rules.

ARTICLE V CLUB MANAGEMENT

SECTION I: The Club Manager.

- A. The Board of Directors of Club 91 shall select and hire a **full time paid** manager to perform the management functions of the Club. **The Manager is the only paid employee of Club 91.** The Manager's duties shall include, but not be limited to, Article V, Section B.
- B. The Manager shall:
1. Be responsible for **selecting, dismissing,** and direct supervision of all Club 91 **volunteer bartenders,** including any **work related, non-punitive** disciplinary actions, which may become necessary.
 2. Participate and assist the Club 91 BOD with the Quarterly inventory of the Club 91 saleable assets.
 3. Be responsible to issue Key Cards to all Members and Associate Members (Excluding Reciprocal Members & Guest Members) after the completion of membership requirements.
 4. Establish a system on issue and control of Key Cards, Security Codes and Building Keys.
 5. Have the power to immediately and temporarily suspend any member or guest that is in violation of rules of conduct until the next Club 91 BOD meeting that is called to deal with such suspension.
 6. With the assistance of the Financial Chairman, present a current and comprehensive report of Profit and/or Loss to the Board of Directors each month.
 7. Reflect compliance or noncompliance with the Financial Plan targets and operate within the confines of the Financial Planning Committee constraints. See Article III Section III Paragraph A.
 8. Maintain financial records of Club 91 operations. These records will include records of daily receipts, expenditures, purchases, expenses, payroll, and any other items affecting the finances of Club 91.
 9. Ensure that Membership Cards of patrons are checked to ensure only authorized patrons and their guests who have been properly signed in the Guest Log the use of the Club 91 facility.
 10. Provide written reports to the Club 91 Board of Directors concerning any violations of Standing Rules or other misconduct in the Club 91. Such reports shall include the names of witnesses to such events.
 11. Ensure that no Bartender in a duty status, including himself/herself, shall partake of alcoholic beverages while in such duty status. **THIS DOES NOT PRECLUDE THE MANAGER OR OTHER CLUB BARTENDER FROM PARTAKING OF ALCOHOLIC BEVERAGES IN THE CLUB WHILE OFF DUTY.**
 12. Ensure smooth, efficient operation of Club 91.
 13. Maintain close liaison with Branch 91 and Unit 91 to plan for special events in Club 91.

14. Maintain the BOD established amount of “cash on hand” to ensure smooth daily operations of Club 91, and deposit funds in excess of the authorized “cash on hand” amount into the Club 91 bank account.
15. Maintain an annual expense account for such annual expenses as property taxes, insurance, licenses, etc., and shall set aside, in escrow, a monthly pro rata amount to cover such expenses.
16. Ensure that all game vending machines in Club 91 are for amusement only. In no case shall prizes be paid by the Club or game vending machine owners or companies to patrons for game scores achieved by patrons using the machines. Such action is defined as illegal gaming operations by Florida statutes and is strictly prohibited. Organized events such as pool tournaments, and other games or functions not specifically prohibited by city, county, state or federal statutes may be allowed, including awarding of prizes, so long as the events are not in violation of the law. Florida Statutes governing the prohibition of gambling may be found in Florida Statutes Sections 849.07 and 849.08. Copies of these statute sections shall be prominently posted in the Club game room along with a sign stating that games are for amusement only. **(Branch 91 Sweepstakes. Branch 91 sponsors a sweepstakes which is currently allowed by the City of Jacksonville, Jacksonville Sheriffs Office and Florida Law. Club 91 manages the sweepstakes for Branch 91.)**
17. Make all books and records available to the Financial Chairman for scheduled Audits.
18. The Manager or duty **Bartender** is responsible for the daily operation of Club 91. The Duty Manager shall be the **volunteer** Bartender on duty in the absence of the Manager

SECTION II: Bartenders.

- A. Bartenders are under the supervision and control of the Manager. Bartenders acting in good faith in enforcing the Standing Rules of Club 91 shall be held blameless and shall not be subject to any reprisal action by any member of the club 91 Board of Directors or any other member of Branch 91. The determination as to the good faith and blameless action shall be determined solely by the Manager.
- B. **With the exception of the Club Manager, the club shall operate on an all-volunteer basis IAW FS 768.1355 Florida Volunteer Protection Act under the direct supervision of the Club Manager. Duty Bartenders shall be appointed by the Club Manager through the execution of a Volunteer Agreement. Duty Bartenders are directly responsible to the Club Manager for Club operations. The daily Club Bartender serves as the Duty Manager under current operating procedures.**
- C. **Bartender compensation shall be IAW FS 768.1355. Bartenders may be reimbursed for actual expenses incurred in the course of their duties and shall be entitled to a stipend which shall not exceed two-thirds of the federal minimum wage.**

-END OF BY-LAWS-

These Bylaws and Standing Rules were approved at the June 2009 General Assembly

STANDING RULES

FLEET RESERVE CLUB OF JACKSONVILLE, INC.

JACKSONVILLE, FLORIDA

These Standing Rules are to provide continuity and consistency of policy regarding the operation of Club 91. No Standing Rule shall be passed which is in conflict with any provision of Branch 91 Bylaws, Standing Rules or Club 91 Bylaws.

Standing Rule 1: Conduct in the Club

Keeping in mind that Club 91 is a family oriented social facility, neither a Stag Bar nor a Sunday School, a relaxed atmosphere with few restrictions is desirable. Guidelines are designed to take into account the wide differences in sensitivities among our customers. They seek to minimize the probability that any member or guest will be shocked, embarrassed or offended by what is seen or heard here, or that discredit will reflect on Club 91, Branch 91 or the Fleet Reserve Association.

Standing Rule 2: Loud, Boisterous Activity

Boisterous conduct, shouting and/or physical scuffling, even in a friendly manner shall be closely monitored and controlled. Even though our Club is not open to the general public, we must remember that the same civil and criminal statutes, which govern the general public, also govern our conduct in Club 91.

Standing Rule 3: Language

Off-color and lewd language loud enough to infringe upon the ears of those outside the immediate conversation shall be suppressed and enforced by the duty manager.

Standing Rule 4. Derogatory language against the Fleet Reserve Association.

Derogatory language or comments against the Fleet Reserve Association, Branch 91, Club 91 or Unit 91 is expressly forbidden and will not be tolerated in Club 91 under any circumstances. Persons guilty of such conduct may be barred from using Club 91.

Standing Rule 5: Minors in the Bar Area

The general policy is that children and minors may be in the bar area only when accompanied by their parent(s) and only until 9:00 PM. After 9:00 PM the Manager or Duty Manager has the authority to make exceptions at the request of parents who must maintain close supervision over their children in Club 91. Children shall not occupy bar stools.

Standing Rule 6: Check Cashing Policy

It is the Club 91 policy to cash checks for Members or Associate Members in good standing only. All membership cards will be checked on all members desiring to cash checks. The maximum amount of the check will be (\$50.00) except at the discretion of the Club 91 Manager. Any member that has two or more bad checks will have his/her check cashing privileges suspended until such time as reinstated by the Board of Directors. **Membership number must be written on the check.**

Standing Rule 7: Guest Log Use

Since we are a private club (members only), it is required that we maintain a Guest Log. A member in good standing must sign in all guests. The name of the Guest and the signature of the sponsoring Member are required in the Guest Log. The Guest may remain in Club 91 only while the Sponsor is on the premises.

Standing Rule 8: Non-Authorized Alcoholic beverage.

No one is permitted to bring their own alcoholic beverages onto the grounds of Club 91 for consumption and includes the entire property of 5391, Collins Road, nor shall any patron leave the confines of Club 91 with alcoholic beverages served by Club 91 in their possession.

Standing Rule 9: Authority in the Club

Responsibility for control of conduct and language in the Club rests with the Manager and the Duty Manager. Since most people do not wish to be obnoxious, a word of caution will usually suffice. Deliberate, loud and persistent offenders will be refused service and instructed to leave the premises. Aggravated cases shall be reported in accordance with the Club 91 Bylaws.

Standing Rule 10: Temporary Debarment

Immediate, temporary, debarment of Members and/or Guests for misconduct is within the discretion of the Manager or Duty Manager. Each occasion of such action shall be immediately reported in accordance with the Club 91 Bylaws.

Standing Rule 11: Access to Branch Home

No Member in good standing shall ever be required to pay a charge of any kind, to gain access to the main bar of Club 91 during normal hours of operation.

Standing Rule 12: Gambling in the Club

Patrons in Club 91 shall refrain from participating in gambling activity which is specifically forbidden by city, county, or state statutes. Gambling activities, which are so forbidden, may jeopardize the corporation licensing privileges and/or result in fines to Club 91 and/or the participating patrons. Gambling is defined as having three elements; those being (1) money or something else of value being risked on a (2) chance, for a (3) prize.

Standing Rule 13: Appropriate Attire

Patrons shall, at all times attire themselves in a tasteful manner so as to not be offensive to other patrons. Casual attire is always considered appropriate in the bar area, however, articles of clothing such as tank tops and cut-offs are not appropriate during dining functions or scheduled inside entertainment. Swimwear or ladies' halter-tops are not appropriate except when authorized for special functions. Shoes or other foot coverings are required at all times. Excessively dirty clothing is discouraged. Persons not attired in accordance with this Rule may be asked to leave by the Manager or Duty Manager.

Standing Rule 14: Racial/Ethnic Epithets

Use of racial/ethnic epithets or slurs is unacceptable conduct and will not be tolerated in Club 91 under any circumstances. Persons guilty of such conduct may be barred from using the Club.

Standing Rule 15: Respect for the Manager or Duty Manager (Bartender)

Bartenders are volunteers to help Club 91 perform its mission. Derogatory language or comments of a demeaning or disrespectful manner directed against the Manager or Duty Manager is expressly forbidden and will not be tolerated in Club 91 under any circumstances. Casual comments of a hurtful and demeaning nature, even in jest, is a violation of this standing rule. Persons guilty of such conduct may be barred from using Club 91. Procedures are in place to file formal complaints against the Manager and or Duty Manager and shall be followed.

Standing Rule 16: Jukebox.

JUKE BOX: The juke box will not be played during Branch 91 and Ladies Auxiliary Unit 91 General Assembly and Board of Director meetings or at other official Branch 91 or Ladies Auxiliary Unit 91 official functions where it may disturb these functions. The juke box will not be turned off in favor of television viewing (i.e. sporting events) unless there is a Club 91 sponsored event in conjunction with the televised event (i.e. Super Bowl Party). Volume of the juke box and televisions will be at the discretion of the attending bartender with the volume control remaining in the possession of the bartender at all times.

Standing Rule 17: Closing

No alcohol will be sold, served, or consumed after 2:00 AM. Last call will be announced at 1:45 AM with no drinks being served or purchased after 2:00 AM. Patrons will only be allowed to remain after 2:00 AM until the bartender has completed clean up and is ready leave. If drinks have not been consumed, the bartender will discard them. Bartenders will not allow patrons to stack drinks at last call. With the consent of the manager, bartenders may close the club earlier than 2:00 AM on slow nights but generally not before 11: PM Sunday through Thursday, and 12:00 AM Friday and Saturday.

END OF STANDING RULES

These Bylaws and Standing Rules were approved at the June 2009 General Assembly.