

# STANDARD OPERATING INSTRUCTIONS (SOIs)

## NAPLES NATO YACHT CLUB

### ARTICLE I - NAME AND AUTHORITY

**Section I.01: The NAPLES NATO YACHT CLUB (NNYC)** (hereafter “The Club”) is a community-requested activity under the legal personality of JFC Naples. It operates in accordance with ACO Directive 5-1, “Morale and Welfare Programmes”, and all applicable NATO and JFC Naples Directives, as well as in accordance with JFC Naples Terms of Reference for Community-Requested Activities (TOR), The Club Constitution; and applicable Host Nation law. These Standard Operating Instructions (SOIs) and guidelines provide direction for the operating procedures of The Club.

**Section I.02: Authorization to Operate:** The Club operates on an annual authority from Commander JFC Naples, or his/her designated authority. A Certificate of Annual Affiliation shall be obtained by The Club before 31 December each year for the next operating year. Renewal of the Annual Affiliation is subject to the satisfactory approval of the annual budget, together with production of the required documentation, which will be defined by Commander JFC Naples, or his/her designated authority.

### ARTICLE II - OBJECTIVE

**Section II.01: The Objective of The Club** is to promote the sport of sailing among NATO personnel and to encourage, through training and competitions conducted in a safe environment, improved esprit de corps within the community.

### ARTICLE III - MEMBERSHIP

Membership in The Club is voluntary and shall include individuals who shall be known as Full Members and Associate Members. The Club may also have Honorary Members.

**Section III.01:** The following personnel are eligible for Full Membership: JFC Naples, NCIA Sector Naples, 2<sup>nd</sup> NATO Signal Battalion, and NSE personnel, their spouses, and their dependents under the age of 26 who possess valid JFC Naples-issued NATO ID cards. Full Membership will not extend to those individuals whose status falls under Section III.02 below.

**Section III.02:** The following categories of personnel who hold valid JFC Naples-issued NATO ID cards are eligible for, but not automatically entitled to, Associate Membership:

- a. JFC Naples, NCIA Sector Naples, and 2<sup>nd</sup> NATO Signal Battalion Local Wage Scale Employees hired after 20 June 1995, their spouses, and their dependents under the age of 26 who possess valid JFC Naples-issued NATO ID cards;

- b. Retired JFC Naples, NCIA Sector Naples, and 2<sup>nd</sup> NATO Signal Battalion personnel, their spouses and their dependents under the age of 26 who possess valid JFC Naples-issued NATO ID cards;
- c. EU Personnel on EUCE PE posts, their spouses and their dependents under the age of 26 who possess valid JFC Naples-issued NATO ID cards;
- d. NSE locally hired civilian employees their spouses and their dependents under the age of 26 who possess valid JFC Naples-issued NATO ID cards;
- e. Temporary personnel, including but not limited to:
  - i) military personnel not permanently assigned to JFC Naples, i.e. temporarily assigned personnel on exercise or visiting JFC Naples for any other reason.
  - ii) temporary or permanent contractors/consultants and their employees, being local, national or international contractors/consultants required by their contract of services to be on-site at JFC Naples, i.e., works contractors undertaking building repairs. Whether they are in possession of a valid JFC Naples-issued NATO ID card or not.
  - iii) concessionaires, being personnel employed by a company authorised by JFC Naples to provide a service on-site or to JFC Naples personnel, i.e., employed personnel at the Family Centre who have no other connection to JFC Naples other than by their employment.

These personnel do not contribute to the non-appropriated funds (NAF). As such, in accordance with the principles set forth by Allied Command Operation higher authorities, said personnel are not entitled to enjoy the benefits of NAF and/or the Morale and Welfare Activities (MWA).

The Club may request from the Commander JFC Naples, or his/her designated authority, the authority to admit Associate Members on a case by case basis. These personnel are required to meet the established criteria for base access or for being sponsored, in the event their participation in Club activities involves accessing the JFC Naples compound. Extended visiting family members of JFC Naples personnel will not be considered under this category.

**Section III.03:** An Honorary Member is one who, by virtue of his or her status or title, would be appropriate to be associated with The Club but would not benefit from its support and activities commensurate with Full Membership or Associate Membership.

Honorary Member status will be granted as an exception and considered on a case by case basis by the Commander JFC Naples.

Honorary Members cannot be elected to The Club's governing body or elected as President/Chairperson.

The Club may request from Commander JFC Naples, or his/her designated authority, the authority to admit Honorary Members on a case by case basis. Extended visiting family members of JFC Naples personnel will not be considered under this category.

## **ARTICLE IV: ANNUAL DUES**

Based upon input from the membership, usually as a result of voting at the Annual General Meeting, the Executive Members Board shall decide and publish details of dues of all Members of this Club annually.

**Section IV.01:** A new arrival joining The Club after 1 June will be assessed to pay half the annual dues.

**Section IV.02:** All members must remain in good standing; a member in good standing shall be defined as one whose dues are paid in full.

## **ARTICLE V: SLATE OF OFFICERS, THEIR ELECTION, AND APPOINTED COORDINATING CHAIRMEN OF THE CLUB EXECUTIVE BOARD**

### **Section V.01:** Appointment of the President:

The President shall be appointed for a term not to exceed two years. The President may not serve two consecutive mandates on the Executive Board. Senior National Representatives (SNR) shall submit nominations to the Commander JFC Naples, or his/her designated authority, no later than 1 December of each year. The Commander JFC Naples, or his/her designated authority, shall appoint the Club President no later than 15 December.

### **Section V.02:** Election of Officers:

Club Officers, excluding the President, will be elected by The Club membership annually. The term of elected officers shall coincide with The Club's fiscal year (1 January to 31 December). All vacancies shall be filled by election, as arranged by the President. In the case of a vacancy, special elections by secret ballot will be held no later than one month after the vacancy arises.

### **Section V.03:** Elected Officers:

The elected officers of The Club shall be the Vice President, Secretary, and Treasurer. All elected officers, appointed officers, chairpersons of coordinating committees, must be Full Members of The Club. The Club may request to the JFC Naples Commander, or his/her designated authority, an exception on a case by case basis.

Elections shall be by initial nomination at the Annual General Meeting. In the event of more than one nomination, the election is to be made following a secret ballot. The presence of a quorum consisting of the majority of Club members is required to conduct elections.

### **Section V. 04:** Executive Board:

The Club's Executive Board is comprised of the President, Vice President, Secretary, and Treasurer.

**Section V. 05: Honorary President:**

The President shall propose the nomination of an Honorary President subject to the conditions at Section III.03. The nominated Honorary President shall be invited to become a member by the President of The Club and will be a non-voting member.

**Section V. 06: Non-Elected Officers:**

The President, with the approval of the Executive Board, may appoint such additional Officers as deemed necessary for effective Club operations.

**Section V. 07: JFC Naples MWA Club Liaison:**

The President and Club Officers shall establish and maintain liaison with the MWA Chief in order to ensure adherence to regulations and JFC Naples Directives. The MWA Chief shall be invited to attend Annual General Meetings and shall assist and/or provide advice to the President and Club Officers for the effective management of Club funds and activities.

**ARTICLE VI: CLUB STANDING RULES/DUTIES OF THE OFFICERS**

**Voting Members:** President, Vice President, Secretary, Treasurer.

**Section VI.01:** The **President** represents The Club at all times. The President shall call and preside over all regular and special meetings of the Executive Board. The President shall put to the vote all questions regularly moved, seconded, and discussed, and shall decide all questions of order. The President shall be co-signatory with the Treasurer on behalf of The Club. However, in the absence of either the President or Treasurer, the Vice President shall be the authorized co-signatory. The President is responsible for liaison with the Honorary President, calling, when necessary, Extraordinary Board meetings and is an ex-officio member of all Club committees. ***The President shall make neither motion nor vote on any question unless the vote is equally divided, in which case she/he shall cast the deciding vote.***

**Section VI.02:** The **President** shall at all times be a military member or spouse of a military member assigned by orders to JFC Naples. The President (or if unable to attend, the Vice President) shall be required to attend and represent The Club at all meetings of MWA Club Presidents with the JFC Naples Command Group.

**Section VI.03:** The **Vice President** shall assist the President. In the President's absence the Vice President shall assume the duties of the President. The Vice President shall notify Commander JFC Naples of a change of treasurer within 10 working days. The Vice President shall coordinate meetings with the Secretary.

**Section VI.04:** The **Secretary** shall keep the minutes of all the meetings of The Club and the Executive Board. She/he shall have the minutes duplicated and distributed to all Board members at the following Board meeting or send a copy of the minutes electronically to all Board members one week prior to the following Board meeting. The Secretary shall be custodian of the permanent records of The Club. The Secretary will send invitations to all Board Members to attend Board and Executive Meetings.

**Section VI.05:** The **Treasurer** shall be responsible for all Club Funds and shall keep accurate records of accounts. The Treasurer shall ensure the records, reports on audits and reviews are maintained for a period of three years and shall have records available to MWA upon request. The Treasurer shall present to the Board for approval, the income and expense budget for the following year.

Any expenses incurred by the routine operation of the Club or its activities may be outlaid by the authorization of either the Treasurer or President. A two-third vote of the board members present at any duly constituted board meeting must approve any expenses which are non-routine operation or activities of The Club. All expenses will have to be approved by the Executive Board and Club membership at the Annual General Meeting (see Art. VII) and made in consultation with the Chief MWA.

**Section VI.06:** The **Treasurer** shall prepare and forward a copy of the proposed budget for the forthcoming fiscal year to the Chief MWA no later than 30 September of each year. The Treasurer shall prepare financial reports of The Club every quarter and they are to be filed with the Chief MWA.

**Section VI.07:** The **Treasurer** shall, upon completion of her/his term, prepare a report, have the books audited by a JFC Naples J8 designated representative, and hand over all monies and records to her/his successor.

## **ARTICLE VII: FINANCES AND ANNUAL DUES**

**Section VII.01:** The fiscal year for The Club shall be from 1 January to 31 December.

**Section VII.02:** The Executive Board shall determine annual dues, each year, no later than the September meeting.

**Section VII.03:** The Club is required to be financially self-sustaining. Financing will derive from members' annual dues, profits accruing from Club's activities, and grants from JFC Naples MWA funds (NAF) which may be granted in accordance with JFC Naples applicable directives. Income generated by The Club will be used for the benefit of The Club and its members and, in general, for the benefit of JFC Naples, NCIA Sector Naples, and 2<sup>nd</sup> NATO Signal Battalion valid JFC Naples-issued ID card holders community.

**Section VII.04:** Funds raised and belonging to The Club, to include NAF possibly granted by JFC Naples MWA, will not be used to directly or indirectly support charities or any other activity or purpose which does not directly benefit the JFC Naples, NCIA Sector Naples, 2<sup>nd</sup> NATO Signal Battalion valid JFC Naples-issued ID card holders community.

**Section VII.05:** The granting of NAF is discretionary on the part of JFC Naples MWA and will be decided on a case by case basis.

## **ARTICLE VIII: ANNUAL GENERAL MEETING**

**Section VIII.01:** An Annual General Meeting will be held each January at the start of the fiscal year in order to conduct the election of officers, report on the activities of the previous year, formally produce accounts to the members, and to address any other matters as determined by the Executive Board.

## **ARTICLE IX: AMENDMENTS**

**Section IX.01:** Any amendments to these SOIs shall be proposed and considered at a meeting of The Club Executive Members and submitted to Commander JFC Naples, or his/her designated authority, for approval.

## **ARTICLE X: DISSOLUTION**

The Club and its funds may be dissolved:

**Section X.01:** By the Commander JFC Naples, or his/her designated authority.

**Section X.02:** By majority vote of the regular member present and voting at any meeting called specifically for such purpose, subject to the approval of the Commander JFC Naples, or his/her designated authority.

**Section X.03:** As a result of inactivation or abandonment of JFC Naples and declared as dissolved by Commander JFC Naples, or his/her designated authority.

**Section X.04:** Upon dissolution of The Club, all cash remaining will be used to satisfy all of The Club's outstanding financial obligations; any remaining assets will then be transferred to the JFC Naples Moral Welfare Fund (Ref. JFC NAPLES REGULATIONS 5-4). In case of the inactivation or abandonment of JFC Naples, the cash remaining will be transferred to the Chairman of the SHAPE Welfare Fund, who will divide such receipts equitably among all remaining Allied Headquarters Morale and Welfare Service Funds (Ref. ACE Directive 5-1).