



Membership Handbook

Welcome to Sebago Canoe Club! Sebago is a 501C3, all-volunteer non-profit dedicated to promoting human-powered boating. Our goal is to teach and lead others. Through our programs, we strive to increase water access for the local community and to serve as guides for our fellow New Yorkers who are interested in discovering the waterways of the city. All club members are required to dedicate significant hours into serving the needs of our club and our community. It is our hope that your experience with Sebago is both fun and rewarding. We are proud of our long legacy of giving back to the community, and we celebrate the volunteer contributions of all our members.

Sebago is an all-volunteer club with no paid staff, so new members are encouraged to get involved. We encourage you to reach out to officers, directors and committee chairs to discover the best way your skills and interests can contribute to support Sebago as a club that is widely respected throughout the New York paddling and sailing community.

All new members are expected to review this handbook, our Constitution, and our by-laws, as well as our Operating and Safety Rules. The rules are meant to make sure everyone stays safe on the water. These materials can be found in the members-only section of the website (username: sebagomember; password: checkinonow).

The Current Officers and Board of Directors (October 2022)

Commodore: Beth Eller <commodore@sebagocanoecub.org>

Vice Commodore: Rob Buchanan <vicecom@sebagocanoecub.org>

Treasurer: Alison Karasz <treasurer@sebagocanoecub.org>

Secretary: Linda Petersen <secretary@sebagocanoecub.org>

Directors

Patrick Daniels

John Decker

Roger Hodge

Walter Lewandowski

Gianni Lopez

David Shaw

John Thomas

April Volponi

Activity Chairs

Kayaking: Gianni Lopez <kayaking@sebagocanoecub.org>

Sailing: John Decker <sailing@sebagocanoecub.org>

Canoeing: John Thomas <canoeing@sebagocanoecub.org>

Rowing: Rob Buchanan <rowing@sebagocanoecub.org>

Appointed Officers

Membership Chair: April Volponi <membership@sebagocanoecub.org>

Gardening Chair: Mary Ann Hoag <gardening@sebagocanoecub.org>

Cabin Steward: Dottie Lewandowski <cabinsteward@sebagocanoecub.org>

Clubhouse Steward: Naomi Lehrer <lehrern@gmail.com>

The Club's Constitution states that membership shall be open to all, regardless of race, gender, age, religion, color, national origin, or sexual orientation. This is a statement we expect all members to take seriously. No hate, no harm, no harassment will be tolerated.

Mission Statement

The mission of the Sebago Canoe Club is to expand public access for human- and sail- powered boaters; strengthen the connection between members of the surrounding community and the local waters and wetlands; promote the ecological stewardship of Jamaica Bay and the greater New York-New Jersey harbor and estuary; offer training in boating technique and navigational and water safety; and collaborate with and extend hospitality to other like-minded groups.

Commitment to Diversity

The Club's Constitution states that membership shall be open to all, regardless of age, race, religion, national origin, marital status, disability, or sexual orientation. We respect different experiences and cultures and will work to create an environment in which diverse people feel supported, recognized, and rewarded in making their best contributions to the mission of our organization.

Code of Conduct.

In support of an enjoyable and safe experience all members, volunteers, and the participants from the communities we serve with the Club's programs are expected to abide by the Club's Code of Conduct.

SAFETY:

- Members are expected to follow the Club's operating and safety procedures.
- Members have a duty to address unsafe conditions, whether by notification to club leaders or acting to remedy.

RESPECT FOR PROPERTY:

- Follow Club guidelines for the use of all shared equipment
- Ensure all shared and private property is always secured.
- Do not cause or allow theft or vandalism to individual or Club property.
- Damage to any Club or others personal property, however inadvertent, must be reported immediately to the appropriate Activity Committee Chair or Vice Commodore.

RESPECT FOR PARTICIPANTS – Club members and visitors:

- Courtesy, respect, and cooperation must be shown to all, in correspondence and listserv and social media postings, at meetings, events and Club activities, as well as any other event or activity while representing yourself as a member of the Club.
- Differences of opinion and lively debate are encouraged but rude behavior, intolerance, and personal attacks of any kind will not be tolerated.
- Discriminatory or harassing language and behavior, especially regarding a person's cultural heritage, race, religion, gender, ethnicity, age, sexual orientation, disability or any other personal attributes, will not be tolerated.
- Sexual harassment or unwanted advances of any kind will not be tolerated.

REPORTING GRIEVANCES:

Any member who believes that the Code of Conduct has been violated should report the alleged violation as follows:

- Report the incident in writing to an Officer or Director of the board. The complainant shall

set forth the facts, as well as the names of any witness.

- Upon receiving a complaint, the Board shall convene a special meeting. Both the complainant and the member(s) at whom the complaint is directed will be given at least five days' notice of the meeting.
- The Board of Directors will determine if there is cause for disciplinary action and shall determine, what action, if any, should be taken. The decision must be ratified by a two thirds vote of the board
- The Board will inform all interested parties of the decision in writing within 5 days of the decision.
- The decision of the Board of Directors may be appealed to the membership by contacting the Secretary in writing. A meeting of the membership will be held to consider the appeal and an affirmative vote of the majority present will be necessary to uphold the decision.

Membership Status

Conditional Membership

1. Applicants at least 18 years may be accepted for conditional membership after completing an application, signing a liability waiver, and paying a full year of dues.
2. Conditional members do not have voting privileges. They shall not serve in any office but may be appointed to a committee.
3. Conditional members do not get keys to the Club unless they have a boat in storage or meet one of the conditions outlined in the operating and safety rules. See Kayaking and Sailing sections on the website (www.sebagocanooclub.org) for committee specific

Senior Membership

1. Conditional members may stand for senior membership after a probationary period of one year. Candidates must have completed their work requirement or paid the work fee, have a current waiver on file and owe no outstanding dues or fees.
2. Those wishing to stand for senior membership must respond to the call for consideration issued by the Board Secretary and have their names posted for consideration on the email list. Candidates are voted at a General or Annual Meeting. Two-thirds majority of those in attendance shall be required.
3. Senior members have voting privileges and are able to serve in any office and may be appointed to any committee.
4. Senior members are given keys to the Club and senior membership is continued if the member remains in good standing.

General Information

1. To remain in good standing, all dues and fees must be paid by December 1. Invoices are sent during the first two weeks of October. Members will be dropped, and boats will be considered abandoned if payment is not received within 90 days of invoice.

2. All members may use club equipment according to the policies laid out in the Operating and Safety rules and on the activity (kayaking, sailing, and canoeing) sections of the website. Please check with Committee chairs if you have any questions.
3. All members may bring guests. Guests may be invited three times a year before they are expected to join. All guests are expected to sign waivers, either via the website or kiosks in the Clubhouse. All members and guests must sign in into the logbook in the Clubhouse upon arrival.
4. All members must wear PFDs whenever they go out on the water and members are responsible for making sure any guests do as well.
5. All members are welcome to attend the board meetings the first Tuesday of every month. Meetings may be held at the Clubhouse or remotely.
6. All members should try to attend the Annual Meeting and any other General meetings. Our Annual meeting is held the third weekend in September. Notice of all meetings will be posted on the listserv.
7. No private property, including but not limited to cars, boats, trailers, may be kept on the Club grounds or facilities without the permission of the Commodore or Vice Commodore
8. Any member with a key should make sure the gate is locked upon exiting if last person on the grounds.

Volunteer Hours

1. All members are expected to contribute 15 hours of work each year. Calls for tasks and workdays will be posted on the listserv throughout the season.
2. Members are encouraged to be proactive about finding work assignments. Ask the committee chairs and vice-commodore. Let them know of particular skills or areas of expertise.
3. Members are responsible for logging their work hours. Please find the workbook online. The workbook is audited for billing purposes.
<https://sebagocanoclub.org/club-work-book/>

Boat self-storage facilities

1. Boat storage is not included in your membership dues and is subject to availability and the suitability of the boat for use at our facility.
2. For the first boat stored inside (Including sailboats with hulls outside and sails and foils inside) the fee is \$125, the second inside boat is \$150 and the third boat \$175. Outside kayaks and canoes \$75 for the first boat, \$175 for the second and \$300 for the third.
3. No boats may be brought on the grounds without arrangements with the boat storage coordinator and appropriate activity chair. All storage arrangements must be prepaid.
4. Contact admin@sebagocanoclub.org with any questions.

Cabin at Lake Sebago

1. Sebago Canoe Club maintains a cabin at the ACA (American Canoe Association) camp in Harriman New York. Any Sebago member who wishes to use the cabin or equipment at the camp's Lake Sebago location must be a member of the ACA.
2. There is an ACA daily use fee of \$10.00 at lake. There is no Sebago day fee, but members who wish to stay over night at the cabin are invoiced \$10.00. Sebago overnight fees are in addition to the ACA fee.
3. All Sebago members are encouraged to join the ACA and members who wish to access the Lake MUST join the ACA. The ACA is the largest organization in the United States lobbying for human powered boating. www.americancanoe.org .
4. Please see the cabin section of the website for full details.

Please review the club website for additional information.

Revised November 2022