

**Gaelic American Club**  
**Policy & Procedures Manual**

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1/19/2001

Pages that are identified as “Policies & Procedures” can only be changed in the manner established in the GAC Bylaws. All other pages (i.e., forms, rules, regulations, applications) can be adapted by the appropriate committee when the need arises, as long as they are in compliance with the Bylaws and the Policies & Procedures.

It is understood that throughout this document the GAC refers to the Gaelic American Club, Incorporated.

It is understood that throughout this document whenever the masculine gender is used it shall also include the feminine gender.

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# POLICIES & PROCEDURES MANUAL

## Table of Contents

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## **Gaelic American Club**

### **Policy & Procedures Manual**

Audit Committee

11/15/2001

The Audit Committee shall consist of not fewer than three members. The committee shall examine quarterly the records and accounts of the Gaelic American Club and shall report its findings at the first regular meeting thereafter.

This committee shall also check and verify the annual reports at the January meeting.

**At the August 12, 1999 Executive Board Meeting, the Board approved “finances and operations, and improvement recommendations” as the scope of the Audit Committee.**

The Bar Committee consists of not less than five (5) members, not including the Permittee. The chairman, or one of his appointees should become sufficiently familiar with the duties of the Permittee to assume his most vital responsibilities on a temporary basis should the need arise. In such case, the laws and regulations of the State of Connecticut should be consulted regarding temporary replacement of a Permittee.

The Bar Committee shall work with the Permittee in overseeing the operation of the bar.

Hours of the bar are to be kept as set by the Executive Committee.

A sign shall be posted in the poolroom identifying hours. The poolroom shall close when last call is made. A game in progress may be finished.

There shall be no unsupervised children in the poolroom.

Check cashing policy:

- Only members may cash checks
- Member must present a current GAC membership card
- Club member's phone # must be entered on the memo line
- Bartender must put his initials next to phone #
- Only one check per member per day
- Checks are not to exceed \$50.00
- No third party checks are to be cashed

The Permittee upon approval of the Executive Committee shall set drink Prices. Changes in pricing shall be announced to the membership at the next occurring general membership meeting.

Incident reports are to be completed by bartenders when needed or requested by the Permittee or Executive Committee. They should be submitted within one week of such incident or request. Copies go to the Permittee, Bar Committee Chairman, Manager, and the Executive Committee.

Only the Permittee may make any changes to a bartending schedule once it has been posted.

Bartenders must be current GAC members and at least 21 years of age.

Applicants for bartending positions must complete and submit an application to the Executive Committee for review. Upon approval, the application will be forwarded to the Permittee.

The Committee is responsible for updating GAC Bartenders Rules and Agreement, distributing to bartenders for signature, and maintaining a file of the signed copies

The Committee is responsible for maintaining a brief account of the Committee's actions during the year. This account should be geared toward helping the succeeding Committee understand their duties.

## **GAC Bartenders Rules and Agreement**

Must be twenty-one (21) years of age and a member in good standing of the GAC. (employee policy later amended to offer preference to club members)

Must be able to perform such manual tasks as required (e.g., changing kegs, restocking shelves).

Must have neat appearance and be of good character.

Bartenders are the GAC's most visible representatives to members and their guests and must ensure compliance with all state laws and GAC policy, while maintaining the congenial family atmosphere of our Club, while on and off duty.

Bartenders will be trained and scheduled by the Permittee and will perform to a level acceptable to the Permittee and Executive Committee.

Bartenders are to arrive at least 15 minutes prior to scheduled shift to prepare the bar.

Bartenders must adhere to the Policy and Procedure check cashing policy:

- Only members may cash checks
- Member must present a current GAC membership card
- Club member's phone # must be entered on the memo line
- Bartender must put his initials next to phone #
- Only one check per member per day
- Checks are not to exceed \$50.00
- No third party checks are to be cashed

Bartenders must adhere to current cash out procedure. No single bartender should cash out all the cash drawers when multiple drawers are open.

When required, incident reports are to be submitted within one week of the incident occurrence.

Bartenders may be dismissed upon reasonable cause, which may be appealed to the Executive Committee.

Bartender's positions are paid positions, currently (3/7/00) \$5.50 per hour.

~~Bartenders will volunteer at least two hours per month, during non-operational hours, to perform duties related to the bar service as directed by the Permittee.~~

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I certify that I have read, understand and shall adhere to the above rules.

Bartenders signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Budget Committee consists of the Treasurer, Financial Secretary, and a minimum of three (3) additional members.

**September:** In preparation of the Budget, the Budget Committee begins a review of current year to date results

**October:** The Budget Committee consults with each Committee Chairperson with proposed income, expenses, and requests for the upcoming year. The proposed budget is first reviewed with the Executive Committee and approved for presentation to the membership.

**November:** The budget for the upcoming year is presented to the membership at the November General Membership Meeting.

**December:** The budget for the upcoming year is voted on at the General Membership meeting. Each Chairperson is given a copy of his respective committee budget.

**January:** Each new Chairperson is given a copy of his respective budget.

The Committee is responsible for maintaining a brief account of the Committee's actions during the year. This account should be geared toward helping the succeeding Committee understand their duties.

The Facilities Committee is responsible for maintaining the following in good working order:

All outdoor areas including fence, lights, driveway, flags, poles, satellite dish, trash area outside the building. Also responsible for the building facade, roof, all repairs of doors (both automatic and standard), all indoor lighting (including emergency lights and replacement of bulbs), entrance foyer structure and the ladies' room and men's room.

In the Carolan room, the two dividers and the two utility rooms.

In the basement, the electrical and sprinkler systems only.

On the Second Floor, the rest room, furnace and the lighting.

The committee shall maintain a current list of service contract holders and maintenance schedules as well as a record of work performed during its tenure.

The Committee is responsible for maintaining a brief account of the Committee's actions during the year. This account should be geared toward helping the succeeding Committee understand their duties.



The FAILTE committee consists of not less than 3 members and it is the committee's responsibility to see that the guest book at the door is maintained according to the guidelines of the State. The committee shall enlist volunteers from the general membership to be present at the club to greet entrants and to ensure that all guests properly sign the guest book. The committee shall obtain a current membership list from the membership committee and be responsible for the safekeeping of that list so that it is available to volunteers performing door duty.



The Good and Welfare Committee consists of not less than three (3) members.

The Committee conveys the appropriate sentiments to club members/families, with respect for individual needs. Mass cards, when appropriate, are offered for deceased members. Sympathy cards are sent to family members.

**Exceptional needs:** While the GAC is a Social Club, not a benevolent Society, occasions may arise when the membership would want to offer assistance to a member who is in economic distress through no fault of their own.

A member would bring their request, stating the circumstances, to the Good and Welfare Committee.

The Committee, after a review, would present the request to the Executive Committee with its recommendation for approval or denial.

The Executive Committee will vote to approve or deny the request.

If the request receives approval of the Executive Committee, the Social Committee will be asked to sponsor the event as a Club function and to recruit members to run the event.

Such event should not cause the GAC to incur any extra expense, other than the loss of potential revenue from hall rental or Club function.

The event shall be run with a "cash bar" arrangement.

Donations may then be made at this function to benefit the member.

The Committee is responsible for maintaining a brief account of the Committee's actions during the year. This account should be geared toward helping the succeeding Committee understand their duties.

The House Committee shall consist of not less than 3 members and shall be responsible for ensuring the appropriate appearance and decor of the GAC. They recruit volunteers from the general membership to assist them in performing four major cleaning sessions each year. Sessions should take place in October, January, April and July on the Saturday immediately following the regular monthly meeting and should be announced in the appropriate newsletter. A more specific cleaning schedule may be found in the addendum to this manual.

When, in the opinion of the committee, a room or an area needs redecorating or refurbishing, the committee will research the project, form a proposal and present it to the Executive Committee. Upon approval of the Executive Committee the project will be undertaken except in the case where cost is such that the Bylaws would require a vote of approval from the general membership.

## **House Committee Rules and Regulations**

Guests must be signed in by a member. Number of guests is limited to FOUR guests per member.

Children should be supervised in all areas of the club. Children, by the authority of the State Liquor Commission, should not be within 3 feet of the bar.

Proper language at all times. We are a family Club.

Proper attire is required at all times.

No bare feet or spiked cleats are allowed in the building.

All alcoholic beverages must be purchased from the club. No liquor is permitted outside the building.

Food is not permitted on the second floor.

Smoking in designated areas only.

Members are responsible for cleaning up after themselves. For example, glasses must be returned to the bar.

Use of all games (e.g., darts, billiards, T. V.) is on a first-come, first-served basis.

Any group wishing exclusive use of any part of the GAC facility must coordinate their use with the manager in advance of such need. Such requests should be timely so as to allow for petition of approval from the Executive Committee should the manager deem such action necessary.

Proper authority within the Club consists of: Manager, Permittee, Bartenders, and Executive Committee

The Newsletter Committee consists of not less than five (5) members.

The new Committee's responsibilities begin with the February issue.

Each new committee should obtain three bids for printing the newsletter.

The Club Postage Permit should be kept up to date.

Material submitted by Committee Chairpersons to be published in the Newsletter is due, in writing, on or before the General Membership Meeting.

Mailing of the Newsletter will be prior to the first of the month.

One copy of the Newsletter shall be kept on file in the GAC office.

Advertisement policy for the Newsletter: The GAC Newsletter accepts no advertisements, in accordance with IRS guidelines for clubs with classification accorded to the GAC.

One insert of information pertaining to an upcoming Club function, other than the calendar, will be accepted on a first come, first served basis.

The Committee is responsible for maintaining a brief account of the Committee's actions during the year. This account should be geared toward helping the succeeding Committee understand their duties.

*Amendment approved by membership February 11, 2011:*

*The GAC will discontinue automatically sending a newsletter in the mail to every member beginning with the May 2011 newsletter.*

**UNFINISHED BUSINESS:**

- Update on Technology Report: The Executive Committee approved getting all systems backed up while analysis of current equipment and programs is ongoing.
- The Committee includes Fred LaLama, Tom Walsh and Angus McIver who will review strategies to move forward.

**NEW BUSINESS:**

- The Executive Committee agreed to work with Jerry Reid from the Sacred Heart University Irish Studies Program about the possibility of having the Gaelic American Club join them in a screening of an Irish award winning documentary when the filmmaker comes to the States in May to preview it.
- The Executive Committee recommended the following motion to the membership: *The GAC will discontinue automatically sending a newsletter in the mail to every member beginning with the May 2011 newsletter.*  
Following discussion the motion was passed unanimously.
- Good and Welfare was asked to acknowledge the passing of members Sam Fracasini, Peter Parkes and Kevin Collins.
- Dick Ennis informed the membership that member Mollie Wilson has been ill in White Plains Hospital. Prayers and cards are appreciated.
- Dave Howe from the Parade Committee announced that ads for the annual journal must be submitted by February 25.

**ADJOURNMENT:** A motion to adjourn at 9 p.m. was made by Pat Boland, seconded by Tom Walsh and approved by all present.

Respectfully submitted,

Diane Bennett Speer  
Recording Secretary

Joseph Campbell  
President

The Nominating/Election Committee is appointed by the Executive Committee and consists of not less than five (5) members.

**September:** The names of the Nominating Committee are announced at the September General Membership Meeting. The Committee members' names are to be published in the October Newsletter and posted on the Bulletin board.

As candidates are nominated, the Nominating Committee gives the candidates written guidelines and collects pictures and write-ups for the November Newsletter (mailed in October).

**October:** At the October General Membership Meeting, the Nominating Committee presents a list of one or more candidates for each office. Nominations can be accepted from the floor, providing the nomination receives a second.

The Nominating Committee submits pictures and write-ups to the Newsletter Committee.

The Nominating Committee becomes the Election Committee. The Executive Committee appoints a Moderator, who then heads the Election Committee. The Moderator oversees the conduct of the election.

**November:** Candidates may speak for a predetermined time at the November General Membership Meeting. Committee gets official voting list from the Membership Committee.

**December:** The Committee is responsible for planning and overseeing Election Day, the first Sunday in December.

The Committee is responsible for maintaining a brief account of the Committee's actions during the year. This account should be geared toward helping the succeeding Committee understand their duties.



The Social Committee consists of not less than five (5) members who shall be representative of all age groups and interests in the GAC.

The Committee organizes all GAC social events and coordinates all activities of the GAC.

The Social Committee is responsible for planning events from April 1 through March 31 of the following year. The person in charge of an event is responsible for cleaning up the facilities after the event.

The Committee is responsible for obtaining a written report for the chairperson of each event. The form details budget figures (i.e., number of tickets sold, ticket price, expenses, and the net profit from the event that is turned over to the GAC). This form is due promptly after an event and the committee forwards a copy to the financial officers.

The Committee presents a report at each monthly membership meeting on events of the previous month.

The Committee is responsible for reserving DATES ONLY with the manager for the following major yearly GAC events, as established by the Executive Committee, for the upcoming year after their term (e.g., the 1996 Committee will book the dates for 1997):

- ☐ St. Patrick's Day Dinner Dance
- ☐ St. Patrick's Day Celebration (week of)
- ☐ Children's Easter Party
- ☐ Founder's Day/Anniversary Celebration
- ☐ Celtic New Year (October 31)
- ☐ Election Day (first Sunday in December)
- ☐ Christmas Fair
- ☐ Children's Christmas Party
- ☐ Adult Christmas Dinner
- ☐ Festival Days (no Club functions, bar closed)
- ☐ Coordinate production and performance dates of Clan na Gael Players

The Committee is responsible for maintaining a brief account of the Committee's actions during the year. This account should be geared toward helping the succeeding Committee understand their duties.



Each year, the Gaelic American Club offers two scholarships year in the amount of \$500.00. Scholarships are available only to members of the GAC who intend to pursue their education in the upcoming year at a recognized institution of higher learning. The scholarship committee is appointed by the incoming President of the GAC in January. They are responsible for defining the selection criteria and for appointing three GAC members, with some educational experience, who will select the scholarship recipients. The committee is also expected to assist in the effort to raise funds to support the scholarship.

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### **Use of the Carolan Room**

1/19/2001

Rules regarding the rental and use of the Carolan Room (and portions of it) are listed on the contract/reservation form. Rentals are only to Club members, and the contracting member is responsible for the event taking place.

A member may contract, for their exclusive use, the Carolan Room, or a portion of the room. Arrangements must be made through the Club Manager, and all rules of the GAC must be adhered to as provided in the contract form.

The Executive Committee sets the fee schedule.

The Social Committee must reserve dates for use of the Carolan Room, or a portion of the room, for Club functions. All events must be booked through the Social Committee. The Social Committee must be informed of cancellations, and reservations are not transferable to another group. No fee is paid for the use of the Carolan Room when the event is a Club function.

Use of the facilities by a GAC member in a profit-making venture where there is a clear connection to the promotion of Irish culture and/or instruction (such as Irish music and dance) is subject to approval by the Executive Board. In such cases, the Club will be made available on one day per week. The first three hours of use will be at no charge, with a fee of \$10 per hour for each additional hour, fees to be paid on a monthly basis.

On any occasion, under any of the above-mentioned circumstances, when the Room is to be used in a profit-making venture, it is required that the Executive Committee first grant permission.

On the day of the funeral of a Club member, the member's family may have use of the facilities if they have not previously been booked. Rental fee will be waived. However, any other fees still apply. Details are arranged through the Manager.

# **Gaelic American Club**

## **Policy & Procedures Manual**

Use of the Carolan Room

1/19/2001

*As amended, General Membership Meeting, September 2000*

**A member may contract, for their exclusive use, the Carolan Room, or a portion of the room. Arrangements must be made through the Club Manager, and all rules of the GAC must be adhered to as provided in the contract form. The member contracting the Room must be present throughout the duration of the function.**

**The Club Manager shall reserve two Saturday nights per month for Club functions. The Carolan Room shall be available for rental by members on those Saturday nights not reserved for club functions. When a rental is for the purpose of a wedding reception, the maximum duration of the rental shall be for a period of five hours and there shall be a flat rate per guest for liquor, such rate to be determined by the Executive Board in conjunction with the Permittee and the Budget committee. The five-hour duration shall be the only restriction on the hours of availability for wedding rentals.**

Notice of all GAC employment openings shall be posted on the bulletin board and published in the Newsletter, so that all qualified Club members have an equal opportunity to apply.

In accordance with the GAC Bylaws, the Permittee must be a member in good standing.

**In accordance with this Policies and Procedures manual, wherever equally qualified candidates are applying for positions at the GAC, preference shall be given to GAC members. Where members are hired, the Executive Committee shall consider loss of “membership in good standing” as reason for dismissal.**

**(NOTE the above paragraph would not apply to the position of Permittee since the By-laws of the GAC currently require the position of Permittee to be held by a member in good standing.)**

as amended 2/11/200

The Executive Committee has the power to remove any employee in the event that he or she is not fulfilling his/her duties. This should be stated clearly in all employee contracts.

### Salaries

In view of the fact that the GAC is a social club which relies heavily on the labor of volunteers, it is the practice to employ people on a salaried rather than an hourly basis wherever possible. Since the GAC operates on a calendar year basis (from January 1 to December 31 of each year), and the budget for each year must be approved by the membership at the December meeting, it would be consistent to set salary schedules for all Club employees at the start of the each year. The Executive Committee is elected on the first Sunday in December (before the budget has been approved), it would seem reasonable to expect that such a schedule could be discussed and decided upon early in the new year. In the absence of extenuating circumstances, such a schedule should be approved by the Executive Committee in February, at its regular meeting.

### Benefits

Employees of the Gaelic American Club, whether salaried or paid on an hourly basis, receive no benefits. That is: they are not provided with health insurance or pension coverage and are not entitled to any sick leave or paid vacation time.

### Benefits Addendum 1998 (approved at General Membership Meeting July 10,1998)

**The following salaried positions are entitled to earn up to 10 days paid vacation (2 weeks) per year:**

## **Manager, Chef, Permittee, and Custodians**

### **For Each New Hire:**

**The 10 days earned must be taken in two separate one-week blocks. To be eligible for the first week, the employee must have been employed prior to September 1st of the previous year and this vacation week must be taken sometime between January 1st and June 30th. To be eligible for the second week, the employee must have been employed prior to March 1st of the current year and this week must be taken between July 1st and December 31st.**

**After one Full year of employment 10 paid vacation days will automatically be earned per year.**

**\*\*\*\*Vacation time will not accrue for the months of November and December.**

**All vacation days must be taken by December 31st of that year or be forfeited.**

**\*\*\*\*Pay in lieu of vacation time will not be given.**

**If an individual employee does not qualify for vacation time under the conditions described above, but still wishes to take some time off (up to one week), he or she may do so only if authorized by the Executive Board. Additionally, no salary will be paid for time taken under these circumstances.**

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Managerial Job Description

In general, the manager will be responsible for a comfortable house environment within the Club. He will be expected to preserve and maintain all records pertinent to the efficient functioning of the Club which are not normally kept by the Executive Committee. These include: records pertaining to the use of the Carolan Room, the routine maintenance of the facility, all personnel records for employees of the GAC and the food service. He will regularly communicate with the Executive Committee, all GAC committees as well as other GAC employees. He, or a designated person approved by the Executive Committee, shall be the back-up for the Permittee.

The following is the Executive Committee's Manager's Job Description referred to in Section 6.5 of the GAC Bylaws.

Duties include the following:

1. *Maintenance of an organized schedule of bookings for the GAC:*
  - a. Record all reservations for the Carolan Room
  - b. List all committee meetings with assigned clubrooms
  - c. Obtain and preserve signed contracts for all non-Club functions
  - d. Collect deposits and final payments for all bookings
  - e. Forward these payments to the financial secretary
  - f. Obtain and preserve reservation forms, signed by a chairperson, for all Club functions.
2. *Presence at all non-Club functions:*
  - a. Be responsible for opening the premises in a timely fashion
  - b. Enforce Club rules during the event
  - c. Encourage the timely departure of all guests at the end of the rental period.
  - d. This responsibility may be delegated to a person acceptable to the Executive Committee
  - e. A list of designated people for coverage shall be maintained and rotated for events
  - f. He, or the designated person, will receive a stipend (currently \$75) in consideration of this effort.
3. *Overseeing outside contractors:*
  - a. Maintain employee records and contact information for caterers who use the GAC facility for non-Club functions.
  - b. File proof of current insurance and follow reasonable business practices
  - c. Work to insure a good working relationship with outside contractors.



**Gaelic American Club**  
**Policy & Procedures Manual**  
Managerial Job Description

4. *Establishment of hours:*
  - a. Perform all routine office procedures necessary to the efficient functioning of the club
  - b. Maintain office hours of no less than 27.5 hours per week, with a presence six days a week, as approved by the then-sitting Executive Committee
  - c. On St. Patrick's Day and Election Day manager (or his designee) is expected to rotate with the permittee (or his designee) so that there is complete coverage for the entire day.
5. *Ordering and arranging, the storage of supplies needed for the ordinary operation of the Club:*
  - a. Coordinate with the Permittee in providing access and supervising liquor deliveries.
6. *Overseeing the cleaning and maintenance of the GAC facility:*
  - a. Maintain the overall cleanliness and maintenance of the club premises including all required permits and licenses
  - b. Supervise the activities of the custodians.
  - c. Conduct meetings with the custodial staff on a regular basis.
7. *Opening and closing the Club:*
  - a. Be present in person, or arrange for an alternate keyholder, to open the facility at the appointed time and to secure the facility at the end of Club hours.
8. *Maintain Communication with the Executive Committee*
  - a. Submit a written report on a regular basis regarding the physical plant, employee performance, and use of the facility, compliments/complaints and upcoming activities
  - b. Inform the Executive Committee of vacation plans
  - c. Coordinate with the Permittee to cover all duties which need to be performed at the club during the vacation period.
  - d. Coordinate with all GAC committees
  - e. Submit a written schedule to the Executive Committee, Permittee and Social Committee prior to each month.
9. *Maintaining records:*
  - a. Keep accurate and current records of all employees of the GAC
  - b. Administer payroll for all employees of the GAC
  - c. Update and service the POS system.



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Managerial Job Description

10. *Oversee food service:*

- a. Schedule wait staff
- b. Meet with wait staff on a regular basis, including monthly meetings
- c. Communicate and conduct meetings with chef on a regular basis

In consideration of these responsibilities, the manager will be compensated as follows: an annual salary, the amount to be determined by vote of the Executive Committee in line with funds appropriated in the annual GAC budget. In addition, he or his designee will receive a stipend for overseeing non-Club functions that require his presence outside of regular office hours as outlined above.

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Permittee Job Description

The Permittee is selected by the Executive Committee and must meet the requirements and responsibilities outlined in the Bylaws of the GAC. He, or a designated person approved by the Executive Committee, shall be the back-up for the Manager.

The following is the Executive Committee's Permittee Job Description referred to in Section 6.3 of the GAC Bylaws.

The Permittee will be expected to perform the following functions:

1. *Maintain Communication with the Executive Committee*
  - a. Submit a report on a regular basis regarding the bar and bartender performance
  - b. Inform the Executive Committee of vacation plans
  - c. Coordinate with the Manager to cover all duties which need to be performed at the club during the vacation period
  - d. Coordinate with the Bar Committee.
2. *Daily*
  - a. Ensure the cleanliness of the bar area: floor, mats, shelves, bottles, brass work
  - b. Take register tape readings
  - c. Supply register drawers, replenish cash in registers, as well as reserve cash in safe room
  - d. Count empty bottles
  - e. Review and maintain a current inventory of stock
  - f. Maintain cooler supply
  - g. Open facility as needed
  - h. Be present in person, or arrange for an alternate keyholder, to open the bar at the appointed time and to secure the bar at the end of Club hours.
3. *Weekly*
  - a. Order all bar-related supplies
  - b. Receive supplies
  - c. Coordinate with the Manager in providing access and supervising liquor deliveries
  - d. Relay supply inventory for data entry to POS
  - e. Mop downstairs cooler
  - f. Meet with sales people

# Gaelic American Club

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### Permittee Job Description

#### 4. *Monthly*

- a. Conduct meetings with the bartenders on a regular basis
- b. Schedule bartenders for bar work, as well as cleaning hours
- c. Take monthly inventories with the Bar Committee chair (or designee) and forward same to the Financial Secretary
- d. Submit a written schedule to the Executive Committee, Manager and Social Committee prior to each month.

#### 5. *Establishment of hours*

Since the Permittee bears a heavy responsibility in the eyes of the State for the proper operation of the pub, it is expected that he will be on premises frequently during times of operation including:

- a. Maintaining hours of no less than 25 hours per week, with a presence six days a week, as set by the then-sitting Executive Committee
- b. A minimum of six evening hours (between 8 p.m. and closing) Thursday through Sunday - three hours on Friday and/or Saturday and three hours two out of the four days from Thursday through Sunday - on a rotating basis with the manager so that one is on the premises on each night
- c. Scheduling all bartending needs for special events in coordination with the manager
- d. Supervise and be responsible for the performance of all bartenders
- e. On St. Patrick's Day and Election Day (permittee or his designee) is expected to rotate with the manager (or his designee) so that there is complete coverage for the entire day.

In consideration of these responsibilities, the Permittee will be compensated as follows: an annual salary, the amount to be determined by vote of the Executive Committee in line with funds appropriated in the annual GAC budget.

## **Bookkeeper Job Description**

The Bookkeeper is selected by the Executive Committee and reports specifically to the two financial officers of the GAC, namely the Financial Recording Secretary and the Treasurer. Any candidate for the position must have either a bachelor's degree in accounting, finance or business administration or sufficient work experience that is independently verifiable.

In general, the bookkeeper position is a "full charge" position. The individual is responsible for keeping the books and financial records of the GAC in good order, in acceptance with generally accepted accounting principles ("GAAP"). This includes preparing disbursements, recording cash receipts, recording all general journal entries and payroll journal entries to produce the GAC's general ledger, fixed asset ledger and financial statements in addition to preparing sales tax returns, property tax returns and questionnaires. The bookkeeper is also responsible for supplying required information to complete the GAC's various federal, state and local information and tax filings.

Any procedural or technical questions that may arise related to the performance of the bookkeepers duties should be brought to the attention of the two financial officers. They will either address the queries or, in matters of substantial importance, will inform the Executive Committee that guidance from an independent accounting firm is warranted.

The duties of the bookkeeper include but are not limited to the following:

### **WEEKLY:**

- To process GAC invoices and check requests, provided that they are documented with proper approval, and make certain that the disbursements are charged to the proper accounts. Items that can be capitalized in accordance with GAAP should be capitalized.
- To prepare GAC checks for the appropriate officers' signatures.
- To record cash receipts
- To keep the GAC's financial officers aware of the cash balances and cash requirements
- To work with the Manager, Permittee, Chef or Committee Chairperson to track authorized capital projects and spending related to such projects.
- To work with the Manager and the Permittee to provide a weekly report reconciling all Unrelated Business Income earned during the week.
- To keep the Executive Committee aware of any improper or questionable practice that the Bookkeeper gains knowledge of that affects or might possibly affect the

GAC's purpose, as stated in the By-laws, its books and records, tax filings or personnel records. This includes, but is not limited to improper cash disbursements, improper purchasing schemes, improper or fraudulent payroll documentation or practices, improper receipt of gifts and the improper collection of cash.

**BIWEEKLY:**

- To review payroll information submitted to a payroll services provider for accuracy, completeness and compliance with all GAC By-laws and Policies and Procedures

**MONTHLY:**

- Review the ending inventory balances as reported by the Permittee and Chef and, once satisfied, record such balances, and compute the appropriate cost of sales for the Pub and Kitchen
- Produce a general ledger for the two financial officers.
- Produce a copy of the monthly financial package for each of the Executive Committee members prior to the monthly Executive Committee meeting.
- Produce various ad hoc analyses requested by an Executive Committee member or requested by the membership at the monthly meeting.
- Attend and give a brief report at the monthly Executive Committee Meeting.

**QUARTERLY:**

- Prepare quarterly sales tax returns
- Provide Unrelated Business Income data and prepare the appropriate estimated tax payment vouchers
- Reconcile reportable tip income per GAC Policies & Procedures with the information provided to a payroll services provider.

**ANNUALLY:**

- Record final depreciation and amortization expense in the general ledger
- Review the full year ledger for completeness and compliance
- Provide information and analyses for the completion of annual tax and information filings.

The Bookkeeper is also required to provide the Audit Committee Chairman with all information requested, provided that the chairman is working in an official capacity.

In consideration of these responsibilities, the Bookkeeper will be compensated with an annual salary, the amount to be determined by vote of the Executive Committee, in line with funds appropriated in the annual GAC budget.

**Gaelic American Club**  
**Policy & Procedures Manual**  
Custodial Job Description

The custodian(s) shall be responsible for the overall appearance and cleaning of the facility as well as the set up and take down of the Carolan Room for functions.

Responsibilities of the custodian include but are not limited to:

- Neat appearance
- Ability to communicate clearly and congenially with members
  - Cooperate with the Facilities Committee and the House Committee in order to assist them in the accomplishment of their responsibilities.
- Reporting to the manager:
  - Cleaning schedule
  - Damages
  - Common wear and tear of the club and the furnishings
  - Vacation and absences
- Set-up and take down of the Carolan Room for functions as directed by the manager.
- Insure the complete cleanliness and tidiness of the following areas at all times:
  - Following the schedules prepared by the manager as well as at any other times when areas require attention
  - Downstairs:
    - Carolan Room
      - Backstage area
      - Backstage bathroom
      - Stage
      - Dance floor
      - Carpet
      - Tables and chairs
      - Woodwork, trim
      - Lighting fixtures
      - Custodial closet
  - Front lobby of the club
  - Restrooms
  - Supply closet in the front lobby



# **Gaelic American Club**

## **Policy & Procedures Manual**

### **Custodial Job Description**

- The Pub area
  - The Games Room
  - All staircases
  - The back entrance area
  - Elevator
- Upstairs:
  - Bathroom
  - Closet areas
  - Conference rooms
  - Hallway
  - Offices
- Grounds:
  - Keep entrance sidewalks clean
  - Keep entryways cleared during inclement weather
  - Keep ashtrays clean on a daily basis

The Executive Committee shall determine the number of hours and salary in conformance with the needs established above and the budget as approved by the general membership.

Food service is provided to the club by a salaried employee "chef". He shall be responsible for the purchase, storage, and preparation of food to be sold at the Club. The chef will be responsible for the maintenance of sanitary conditions within the kitchen in compliance with all local and state laws and guidelines. Upon approval of the Executive Committee, he may arrange for the club to hire personnel to assist him on an as needed basis. He shall act in conjunction with the manager to direct and supervise all wait staff volunteers. He will be expected to provide food at times and rates to be arrived at in conjunction with the Executive Committee. The chef will be expected to cooperate with caterers when there are non-Club functions and to assist at the provision of food at Club functions when such help is requested. He will be under the immediate supervision of the GAC manger and the ultimate supervision of the GAC Executive Board. The number of hours and salary shall be determined by the Executive Committee in conformance with the budget as approved by the general membership.



Since

# Gaelic-American Club, Inc.

74 Beach Road, Fairfield, CT 06824

Phone: (203) 254-0673, Fax: (203) 254-3012

[www.gaconline.org](http://www.gaconline.org)

Form 0659

## Hall Use Agreement

Date of Function: \_\_\_\_\_

Agreement entered into (date) \_\_\_\_\_, 20\_\_\_\_, between the Gaelic American Club, Inc., 74 Beach Road, Fairfield, CT, hereinafter referred to as the 'GAC' and

\_\_\_\_\_ of \_\_\_\_\_  
(Name) (Address)

\_\_\_\_\_ (Home phone) \_\_\_\_\_ (Business phone) \_\_\_\_\_ (Cell phone)

a member in good standing, herein referred to as 'the member'.

The GAC hereby agrees to lease to the member the facility located on the premises of the GAC known as the Carolan Room.

### DONATION SCHEDULE:

A - Entire Main Hall - Maximum capacity 210.	Friday, Saturday or Sunday	\$ _____
	Monday through Thursday	\$ _____
B - Front Portion of Hall - Maximum capacity 150.	Friday, Saturday or Sunday	\$ _____
	Monday through Thursday	\$ _____
C - Rear Portion of Hall - Maximum capacity 64. Restricted to afternoon rental only, 12:00 - 4:00 pm.	Saturday or Sunday only	\$ _____

1) Options - X appropriate box: A ☐ B ☐ C ☐

2) DATE OF THE FUNCTION shall be \_\_\_\_\_.

3) Type of function: \_\_\_\_\_, Caterer \_\_\_\_\_.

4) The time will be (5 hours) from \_\_\_\_:\_\_\_\_.

5) The donation for the Carolan Room use shall be (amount) \$ \_\_\_\_\_ payable as follows:

1. One Half (½) of the donation to be paid upon the signing of this agreement, receipt of which is hereby acknowledged: ½ = \$ \_\_\_\_\_ paid \_\_\_\_\_, \_\_\_\_\_  
(Date) (GAC Manager's signature)

2. The remaining balance to be paid seven days before the day of the function.

3. Custodial Fee: 10% of \$ \_\_\_\_\_ = \$ \_\_\_\_\_.

4. In addition, a security deposit of \$200.00 which will be held against damage is required for Option A or B. This deposit will be fully refunded provided premises are left in good condition / no damages and cleaned or upon cancellation of the event prior to time period set forth in section 9. You are responsible for your caterer, if caterer or renters use kitchen, it must be left cleaned as well as room rented. Receipt of deposit is hereby acknowledged \_\_\_\_\_  
(GAC Manager's signature)

6) Number of anticipated Guests: \_\_\_\_\_ 6a. Number of non-members: \_\_\_\_\_

7) Non-member guests are not allowed into the pub area unless accompanied by, and signed in by a club member, (4 guests per GAC member).

8) No liquor, or soft beverages of any type can be brought into the club, this is in violation of our liquor license. The member agrees that all beverages to be consumed will be purchased on the premises according to the following options:

☐ **WEDDING:** \$ \_\_\_\_\_ per head (minors \$ \_\_\_\_\_) open bar. A list of available beer, wine and liquor will be provided. In the event a substitution for a particular brand must be made, the substitution will be of the same quality as the original brand. Champagne available upon request made in advance. The GAC does not provide champagne or water glasses

☐ **OTHER FUNCTION:** ☐ Cash or ☐ Tab Bar. All brands available. The charge for beverages consumed will be presented at the end of the function and payment is due at that time.

**GAC bartender must be used for each function at a fee of \$ \_\_\_\_\_ for each bartender,** payable directly to the bartender(s).

One bartender covers up to 100 guests. Anything over 100 guests requires two bartenders.

**9) Any function for profit requires the prior approval of the executive committee of the GAC.**

- 10) Unless the member cancels this agreement within (60) days prior to the date of the function, the deposit given by the member at the signing of this agreement shall be forfeited and not returned to the member. If the cancellation is caused by the GAC, then and only then, the deposit shall be returned to the member.
- 11) If all or any part of the GAC's premises or if any of the GAC's personal property sustains damage as a result of the member's use of the premises, then and in that event, the member shall be liable to the GAC for the damages incurred by the member's use of the premises (less the security deposit).
- 12) The member shall indemnify and hold harmless the GAC for any personal injury or property damage incurred by a guest of the member, unless said damage was caused by a direct act or omission of the GAC or its agents, servants and/or employees.
- 13) The member shall not be permitted to attach any decorations on the walls or ceiling of the hall. The member shall be permitted to place decorations on the tables or use free-standing decorations. Glitter or confetti is not allowed in the club. No candy or popcorn to be served at parties.
- 14) The member will be entitled to use of the tables, chairs, bar glasses and limited kitchen facilities. The GAC does not provide champagne or water glasses or any other wares not noted above.
- 15) The GAC will provide a list of approved caterers. This in no way implies recommendation or endorsement. If a caterer not on the list is to be hired, that caterer must file an application for approval at least two weeks prior to the date of the event. The caterer must provide a confirmation of Workman's Comp, Liability Insurance and a copy of his Food License. The club reserves the right to reject any caterer deemed to be unacceptable in its sole discretion.
- 16) Club policy prohibits any form of lewd or non-family oriented entertainment at any function. This includes, but is not limited to, 'strippers', topless dancers and 'stag' films.
- 17) SMOKING IS NOT ALLOWED in the Gaelic-American Club.**
- 18) Member agrees to comply with all applicable laws including but not limited to all Town of Fairfield Ordinances and State of Connecticut liquor control laws.
- 19) In the event of a breach by member, the member agrees to pay GAC interest at the statutory rate and all costs of collection including reasonable attorney's fees.
- 20) Severability: should any provision of this lease be determined to be in violation of any law, it is expressly understood and agreed between the parties that the balance of this lease will be enforceable.

I have read the rules and regulations pertaining to building use. I will be present and take responsibility to follow these rules. I understand that if my group does not comply with these rules, we may lose the privilege of future use of the building. I also understand that I/we are responsible monetarily for any damage incurred during our use of the building.

Member/Leaseholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GAC Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

½ Donation: \$ \_\_\_\_\_ Check # \_\_\_\_\_ Receipt # \_\_\_\_\_  
½ Donation: \$ \_\_\_\_\_ Custodial Fee \$ \_\_\_\_\_ Check # \_\_\_\_\_ Receipt # \_\_\_\_\_