

Club de Yachting
ROCKCLIFFE
Yacht Club, inc.

BY-LAWS & REGULATIONS



ROCKCLIFFE YACHT CLUB

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CLUB GOVERNANCE

The Rockcliffe Yacht Club (RYC) was officially founded on the 22nd of January 1985 following the disbandment of the former military yacht club on the same site.

The Club was incorporated by authority of the Ontario government and granted charter number 604604 as a nonprofit corporation. The club operates in accordance with approved By-Laws, supplemented with club regulations, currently in accordance with the Ontario Corporations Act and in future, the Ontario Not-For-Profit Corporations Act (ONCA) which is expected to come into law sometime in 2018.

RYC BY-LAWS AND REGULATIONS 2016

These updates of the existing RYC By-Laws are based on the 2015 version, with amendments as approved by the membership at General Meetings over the past year. Please take a few moments and familiarize yourself with these By-Laws that not only inform and direct the actions of your Board of Directors, but provide direction on the Rights and Obligations of Members.

Bill Ogilvie
Commodore
June 2017

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PART I - ROCKCLIFFE YACHT CLUB BY-LAW

NAME

1. The name of the corporation shall be “**Rockcliffe Yacht Club inc. Club de Yachting Rockcliffe inc.**” The common appellation of the corporation shall be “**RYC**”.

HEAD OFFICE

2. The Head Office shall be in the City of Ottawa, in the Regional Municipality of Ottawa-Carleton, in the Province of Ontario, with a postal address as may be determined from time to time by the Board of Directors.

AIMS

3. The aims of the corporation are as follows:

- a. To provide facilities to boaters for the use and storage of their boats;
- b. To provide such facilities on a cooperative basis, at a reasonable cost, whereby members are required to participate in the operation and maintenance of the facilities as may be described in regulations;
- c. To encourage, participate in, and sponsor related community oriented projects; and
- d. Generally to carry out the customary activities of a yacht club including the provision of docking, storage, and security for boats and yachts.

MEMBERSHIP

4. Membership shall be available to any individual of good character and deportment as shall be determined by the Board of Directors and who shall be willing to abide by the conditions of membership as set out in the Regulations of the corporation.

5. Membership shall be of the Regular category and such other categories all of which shall be defined in the Regulations. The active membership shall not exceed 100 members without first obtaining membership approval.

6. All members must be of legal age, be a legal person and have the capacity to form a contract.

7. Any member may resign from the corporation by delivering a written notice to that effect to the Secretary of the corporation. Such resignation shall be valid only if there are no outstanding obligations, financial or otherwise, towards the corporation.

MEMBERSHIP DUES

8. Membership dues shall become payable each and every year at a time and in a manner as may be stipulated in the Regulations. If dues are delinquent after thirty days, members may have all rights and privileges suspended or terminated as may be determined by the Board of Directors.

9. The dues for the various categories shall be as set out in Regulations and shall be subject to the approval of the members by majority vote at the spring Annual General Meeting.

MEMBERSHIP PRIVILEGES AND OBLIGATIONS

10. All members shall adhere to and promote the aims of the corporation. Each category of member shall have distinct privileges, rights and obligations as set out in the Regulations setting out, among other, the use and enjoyment of the facilities and the right to exercise votes as may be required from time to time for the proper administration of the corporation.

11. Membership rights and privileges shall be subject to any disciplinary measures that may be set out in the Regulations for infraction or disregard thereof.

12. Membership may be suspended or terminated for just cause as may be determined by the Board of Directors and in accordance with the Regulations. Such action shall be subject to appeal in such a manner as set out in the Regulations.

REINSTATEMENT

13. Any member whose membership has been suspended, revoked or otherwise terminated may appeal for reinstatement to an Appeals Board appointed by the Board of Directors.

BOARD OF DIRECTORS

14. The affairs of the corporation shall be managed by a Board of Directors of five (5) Directors who shall be members in good standing. These shall comprise specifically of a Commodore and a Vice-Commodore and three Directors who shall be assigned other portfolios as deemed appropriate.

15. Directors shall be elected for terms of office as follows:

- a. the Vice Commodore, Director of Water Property, and Director of Public Affairs shall be elected for a 2-year term commencing in odd numbered calendar years;
- b. the Commodore and Director of Land Property shall be elected for a 2-year term commencing in even numbered calendar years;

by the voting members at the fall General Meeting to be held within thirty (30) days of the 'docks out' function of the corporation. Should a 2-year term director withdraw at the end of one year, that director's position will be filled, via election, for a subsequent 1-year term thus ensuring the rotational schedule is maintained moving forward.

16. The office of Director shall automatically be vacated:

- a. If a Director resigns from office by delivering a written resignation to the Secretary of the corporation;
- b. If the Director becomes bankrupt or suspends payment with creditors or in any way becomes delinquent within any organization involved with the corporation;
- c. If at a Special General Meeting of the members, a resolution is passed by at least two thirds of the votes cast that the Director be removed from office; or
- d. In the event of death or incapacity;

provided that if any vacancy shall occur for any reason in this Section contained, the Board of directors may, by majority vote, fill the vacancy with the appointment of a voting member of the corporation, until such time as elections are held at the next fall General Meeting.

17. A retiring Director shall be requested to remain in office until the dissolution or adjournment of the meeting at which the retirement is accepted and a successor is elected.

ELECTIONS

18. The election of Directors shall be held at the Annual General Meeting following no later than thirty (30) days after the "Docks Out" function of the corporation.

19. The notice of elections shall be as set out in Section 42 hereof and published in the official organ of the corporation at least two weeks prior to the meeting.

20. Nominations shall be in writing and endorsed by two members in good standing as proposer and seconder and shall certify to the willingness of the candidate to serve. Nominations may be made and/or seconded only by members in good standing. Nominations may also be made from the floor by a proposer and a seconder and the nominee must be present to accept or decline the nomination.

21. Elections shall be by secret ballot or show of hands for each Director and the elections shall be chaired by the Secretary of the corporation, assisted by a member at large so designated by the Secretary. The votes for each position shall be counted immediately and the results made public so that any unsuccessful candidate for one position is not prevented from standing for another if so nominated from the floor.

22. Once ballots have been counted and no objection voiced, a motion for their destruction shall be made by the Secretary.

POWERS OF DIRECTORS

23. The Directors of the corporation shall administer the affairs of the said corporation in all things and make or cause to be made for the corporation, in its name, any kind of contract which the corporation may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and do all such other acts and things which the corporation is by its charter or otherwise authorized to exercise and do.

24. The directors shall have the power to authorize expenditures on behalf of the corporation and may delegate by resolution to an officer or officers of the corporation the right to contract goods or services. The Directors shall have the power to enter into a trust arrangement with a trust company or a chartered bank for the purpose of creating a trust fund in promoting the interests of the corporation in accordance with such terms as the Board of Directors may prescribe.

25. The Board of Directors may take such steps as they may deem requisite to enable the corporation to acquire, accept, solicit, receive legacies, gifts, grants, settlements, endowments, bequests and donations of any kind whatsoever for the purpose of furthering the objects of the corporation.

26. Notwithstanding the foregoing, the Directors are expressly empowered to purchase, lease or otherwise dispose of securities, lands, buildings, or other property, moveable or immoveable, real or personal, or any right or interest therein owned by the corporation for such consideration and on such terms and conditions as they may deem advisable.

27. The Board of Directors may appoint such agents and engage such contractors as it shall deem necessary from time to time and such persons shall have such authority and shall perform such duties as shall be prescribed by the board of Directors at the time of such appointment.

OFFICERS

28. The Officers of the corporation shall include a Secretary, Treasurer, Security Officer, Dockmaster and such other Officers and Managers as the Board of Directors may appoint. All Officers and Managers must be members in good standing and shall be appointed following the election of the Board of Directors.

29. The Officers and Managers of the corporation shall hold office during the pleasure of the Board and for the same term. Officers and Managers may be dismissed for cause as determined by the Board.

DUTIES OF DIRECTORS AND OFFICERS

30. The Commodore shall be the Chief Executive Officer of the corporation. He shall preside at all meetings of the corporation and the Board of directors. He shall have the active and general management of the affairs of the corporation. He shall see that all orders and resolutions of the Board are carried into effect. He shall assume such other duties as may be set out in the Regulations.

31. The Vice-Commodore shall, in the absence or disability of the Commodore, perform the duties and exercise the powers of the Commodore and shall perform such other duties as may be imposed by the Board or set out in the Regulations.

32. The Treasurer shall have custody of the funds and securities of the corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the corporation in the books belonging to the corporation and shall deposit all monies, securities and other valuable effects in the name and to the credit of the corporation in such chartered bank or trust company. He shall disburse the funds of the corporation as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to the Commodore and Directors at the regular meetings of the Board of Directors, or whenever they may require it, an accounting of all the transactions and a statement of the financial position of the corporation. He shall also perform such other duties as may be directed by the Board of Directors.

33. The Secretary shall be the custodian of the official seal of the corporation and shall be responsible for the affixation thereof in the execution of any official document of the corporation requiring same. He shall deliver the seal only when authorized by resolution to do so and to such person or persons as may be named in the resolution.

34. The Secretary shall attend all meetings and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose. He shall give or cause to be given notice of all meetings of the members and of the Board of Directors, and shall perform such other duties as may be prescribed by the Board of Directors or the Commodore.

EXECUTION OF DOCUMENTS

35. Contracts, documents, or any instruments in writing requiring the signature of the corporation, shall be signed by any two Directors or a combination of a Director and an Officer as shall be determined by the Board of directors, and all contracts, documents and instruments in writing so signed shall be binding upon the corporation without any further authorization or formality. The Directors shall have the power, by resolution, to appoint an Officer or Officers on behalf of the corporation to sign specific contracts, documents and instruments in writing. The seal of the corporation, when required, may be affixed to contracts, documents and instruments in writing signed as aforesaid or by any Officer or Officers appointed by resolution of the Board of directors.

MEETINGS

36. There shall be at least two (2) Annual General Meetings of the membership held each year. The meetings shall take place at the Head Office of the corporation or such other location in the area within the boundaries of the activities of the corporation as may be determined by the Board of Directors. The order of business at Annual General Meetings shall be as determined by the Board of Directors.

37. The first meeting of the year will normally be held in the spring, usually 30 days before the "Docks In" function. The main purpose of this meeting will be to seek the members' approval of the budget and to discuss other financial issues, such as property lease negotiations. Usually the second Annual General Meetings shall be held within thirty (30) days of the "Docks Out" function of the corporation each year for the purpose of electing Directors, appointing Officers and the presentation of operational reports of the Directors for the past season.

38. A Special General Meeting shall be scheduled at the request of one tenth (1/10) of the members of the corporation by forwarding, in writing, to the Board of Directors, the reason or reasons for the meeting. The reason or object of the meeting shall be the sole order of business to be transacted at such meeting. The notice of such a meeting shall contain sufficient information on the matter to be discussed so as to permit the members to form a reasoned judgment on the decision to be taken.

39. The Directors of the corporation shall meet as required but not less than four (4) times in a given year not including the Annual General Meetings and any Special General Meetings held in that year.

NOTICE OF MEETINGS

40. Notice of a meeting of the Directors shall be given to each Director no later than one (1) week prior to the meeting, setting out the time, place and order of business.

41. Notice of a Special General Meeting shall be sent by ordinary mail to all members of the corporation at least two (2) weeks prior thereto setting out the time, place and reason for such meeting and the names of the members requesting same.

42. Notice of the Annual General Meeting shall be given to all members by announcement made for that purpose in the official organ of the club, The Burgee, and forwarded to the membership at least two weeks prior thereto by ordinary mail.

43. No error or omission in giving notice of any Annual General Meeting or any adjourned meeting whether Annual General or Special, of the members of the corporation shall invalidate such meeting or make void any proceedings taken thereat and any member at any time may waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken thereat. For purposes of sending notice to any member, Director, or Officer for any meeting or otherwise, the address of the member, Director, or Officer shall be his last address on the books of the corporation.

QUORUM

44. The quorum for meetings of the board of Directors shall be three (3) members thereof. The quorum for an annual General Meeting or a Special General Meeting shall be thirty percent (30%) of the total membership in good standing and physically present. Proxies may not be counted towards a quorum.

COMMITTEES

45. The Board of Directors may form permanent or "ad hoc" committees from time to time and the Chair thereof shall be designated by the Board of Directors. Mandates and specific terms of reference shall be as designated by the Board of Directors.

REMUNERATION

46. No Director, Officer or any member of the corporation may be remunerated or gain financially from any activity for or on behalf of the corporation. Any personal expense of a petty cash nature incurred personally by a Director, Officer or member in the performance of an official duty or function may be reimbursed, providing that the proposed expenditure received prior approval from the Board of Directors and is supported by proper vouchers.

AMENDMENTS TO THE BY-LAWS AND REGULATIONS

47. The by-laws of the corporation not embodied in the Letters Patent may be repealed by by-law enacted by a majority vote of the Directors at a meeting of the Board of directors and sanctioned by a majority of the members at a meeting duly called for the purpose of considering the said by-law. Amendments to any Regulation shall be as set out in article 54 hereof.

SEAL

48. The seal of the corporation shall be circular and embody the words "Rockcliffe Yacht Club de Yachting Rockcliffe inc." and also show the year and jurisdiction of incorporation. The seal shall be in the custody of the Secretary of the corporation.

VOTING AND PROXY

49. Voting privileges are extended to members in good standing who shall be entitled to one vote on a given issue. A member's vote may be given in person or, in their absence, by means of a proxy. Such proxy must be given to the Secretary, in writing, before the meeting. Proxies may be extended only to members in good standing.

50. At all meetings of corporation members, matters shall be resolved by simple majority vote unless the requirement is otherwise specifically provided by statute, these by-laws or the regulations.

FISCAL YEAR

51. The fiscal year of the corporation shall commence on the first day of January of a given year and terminate on the thirty-first day of December of the same year.

AUDITORS

52. The members shall, at the Annual General Meeting following the "Docks Out" function of the corporation and at the time of the appointment of Officers, appoint an auditor to audit the accounts of the corporation and report to the members following the end of the fiscal year at the appropriate Annual General Meeting. The auditor shall hold office during the full fiscal year and the Directors may fill any casual vacancy. If the auditor is not a member of the corporation, the remuneration of the auditor shall be fixed by the Board of Directors.

BOOKS AND RECORDS

53. The Directors shall see that all necessary books and records of the corporation required by the by-laws of the corporation or by any applicable statute or law are regularly and properly kept.

RULES AND REGULATIONS

54. The Board of Directors may prescribe such rules and regulations not inconsistent with these by-laws relating to the management and operation of the corporation, as they may deem expedient. Such rules will remain in effect until approved, amended or otherwise voted on by the membership at the next annual meeting or at a special meeting.

INTERPRETATION

55. In these by-laws and in all other by-laws of the corporation, the term corporation shall mean the RYC. Unless the context otherwise requires, words importing the singular number and the masculine gender shall include the plural number and the feminine gender as the case may be and vice-versa, and references to persons shall include firms and corporations.

HOLD HARMLESS

56. Every Director or Officer of the corporation or other person who has undertaken or is about to undertake any liability on behalf of the corporation or any company controlled by it and their heirs, executors and administrators, and estate and effects respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the corporation, from and against:

- a. All costs, charges and expenses which such Director, Officer, or other person sustains or incurs in or about any action, suite or proceedings which is brought, commenced or prosecuted against him, or in respect of any act, deed, matter or thing whatsoever, made, done, or permitted by him, in or about the execution of the duties of his office or in respect of any such liability; and
- b. All other costs, charges or expenses which he sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his own willful neglect or default.

DISSOLUTION

57. Any motion to dissolve the corporation shall require that all eligible voting members be given two weeks notice in writing of such motion and such motion shall require a two thirds (2/3) majority vote of the voting members of the corporation to be carried. Should such motion be carried, the Commodore shall notify all members in writing before the said Commodore and other Officers of the corporation shall be released of their duties and all legal responsibilities as permitted by the Minister of Consumer and Commercial Affairs in responding to the petition for surrender of the charter. Notice of a resolution of the voluntary dissolution of the corporation shall be filed with the Minister by the corporation with 14 days after the resolution has been passed.

58. All the assets of the corporation shall be sold at public auction and all the receipts shall be deposited in the account or accounts of the corporation and after payment of all just debts and liabilities, the remaining assets shall be distributed among the voting members in good standing on the books at the date of dissolution.

PART II - ROCKCLIFFE YACHT CLUB REGULATIONS

MEMBERSHIP

1. **WHO MAY JOIN.** Membership shall be available to any boat owner of good character and deportment as shall be determined by the Board of Directors and who shall be willing and able to abide by the conditions of membership as set out in the Regulations. The physical condition and size of the boat must be both acceptable and within the ability of the club to accommodate and the prospective member must be of legal age to form a contract.

2. **SELECTION/APPROVAL PROCEDURE.** All requests for membership will be submitted to the Vice Commodore using the approved application form. The Vice Commodore will review all applications considering such factors as the character of the applicant, the current size of the membership and the ability to accept new members without creating dock or mooring space shortages, the size of the applicant's boat relative to the club's ability to handle a boat of such size and the condition of the applicant's boat in order to keep unsightly, un-seaworthy or derelict vessels out of the club.

3. CATEGORIES OF MEMBERSHIP.

There are 2 categories of membership including active and passive. The fees paid determine the category, work which is performed and voting privileges described in the table at Annex E.

a. **Active membership** is limited to 100 and may include a spousal member. Spousal membership is an optional arrangement whereby a married couple can be co-owners of one membership and share the privileges and obligations of that membership. Both partners in a spousal membership have equal status as club members. The term "married" applies to two people who are legally married or have lived together for a minimum of one year and for the purpose of this regulation, a "partner" refers to one of these two people, regardless of sex. The two people making up this spousal membership pay the same fees as a single member. They share one vote, are entitled to one dock/mooring space and they together have the same obligations concerning work and security in the club. Only one partner in a spousal membership may hold elected office however, there are no limitations on holding non-elected office. If a spousal relationship ends, the spousal membership will automatically terminate. If the change is because of death or illness, the other partner will be offered the opportunity to continue membership as a single regular member. However, if the change is because of a relationship breakup, and one of the former partners retains custody of the boat, then that partner will be offered the option of converting to a single regular membership. If both ex-partners wish to remain members of the club, then a second single membership would have to be purchased, there would have to be a second boat and the application would be subject to a new enrolment process.

b. **Passive membership - Out of Port (OOP).** OOP membership is a method whereby a regular member may decide to leave the club for a period of time, with the intention of returning at a later date. Such reasons for leaving may be due to a posting to another city or to conduct boating in an area away from the RYC. Upon becoming an OOP member, all property must be removed from the club premises and the member is no longer entitled to the use of club facilities. Fees for an OOP member will be set as a percentage of the regular membership fee. An OOP member may return to the club at a later date without reapplying and without paying the initiation fee and will be given priority over new member applicants with regards to a dock/mooring allocation.

c. **Passive membership - Associate.** The Board of Directors may offer Associate membership to regular members who retire from active boating and no longer keep a boat at the club. These members may enjoy all of the privileges of the Club, are not required to perform work and may serve on committees. Associate members may not hold elected positions. This membership may remain in force so long as the member does not actively participate in boating or so long as the member remains in good standing. Requirements for Associate status are:

- requests for associate status should be in writing to the Commodore. Such requests may be made by any member on behalf of the member (not themselves), seconded by another member.

- A member being considered for associate status should have been a club member in good standing for at least 10 years.
- The member must have provided superior service to the club.
- In accordance with RYC By-Laws, an associate will not be a voting member.
- An associate may not receive financial gain from the club. This also means that an associate may not perform security shifts for other club members.
- Once associate status is granted, the associate may continue in this status for as long as he/she may wish, provided that he/she remains in good standing.
- The annual fee will be pegged as a percentage of the membership fee.
- The number of associates will be determined by the board of directors.
- The board of directors may seek the opinion of the Special Advisory Board (SAB) for all members being considered for associate status, in that collectively the members of the SAB possess a long term perspective on the operations of the club and the contributions of its members.
- Once it is decided to offer associate status to a member, that member will first be requested to confirm that he/she is prepared to accept the offer.
- Once the member confirms acceptance of the offer, the board of directors will make an official announcement at the earliest opportunity.

d. **Passive membership - Life Member.** This membership is no longer offered. The current list of life members is at Annex D.

4. **PRIVILEGES AND OBLIGATIONS.** The guiding principle for membership in the club is that of a cooperative where having a boat at the club entails obligations and begets certain privileges as specified in the RYC By-laws and Regulations and as may from time to time be communicated by the Board of Directors.

a. Privileges and obligations accrue to all paid up members. All members, their spouse/partner, their children and their guests are granted the use of the shelter, all common facilities and social programs which may be in effect. The member is responsible to ensure that his/her family and guests abide by the regulations of the club;

b. The partner/spouse of each member has special privileges. The partner/spouse is encouraged to make use of all facilities, to participate actively on committees, and to hold any unelected office;

c. All members are required to meet their obligations as described in these regulations and other directives, which may be issued from time to time;

d. Where a boat is co-owned, the club recognizes only one owner. Accordingly, club privileges and obligations accrue only to the "named owner" on the club membership list. In the event of co-ownership by a member and her/his spouse/partner, the obligations and privileges with respect to a member and spouse/partner are as specified in the By-laws and Regulations. For the purposes of these By-laws and Regulations, individuals other than the named member in a co-ownership arrangement are regarded as guests and are at all times the responsibility of the named member; and

e. In the event a member in good standing passes away, the Board of Directors may extend the courtesy of continuing the membership in the name of the surviving spouse/partner who then, on becoming the member, is governed by these By-laws and Regulations. This invitation of continuing membership shall apply only to a surviving spouse/partner as defined in law.

5. **LOSS OF MEMBERSHIP.** Continued membership is subject to good standing in the club. Failure to abide by the regulations could result in loss of membership. The Vice Commodore will advise a member verbally of an infraction. If the situation persists, either the Commodore or Vice Commodore may give the member a written warning. When it is deemed appropriate, a notice of loss of membership will be issued in writing by the Commodore. It is not always essential that a verbal and written warning precede the letter of membership revocation. Each case will be judged on its own merit depending on the severity of the incident. When membership is revoked, fees paid to the club will not normally be refunded.

6. **APPEAL.** A member, who has had his /her membership revoked in writing, may appeal the decision in writing within 30 days of receiving the revocation letter. The appeal shall be directed to the Commodore who will convene an Appeal Board. The Appeal Board shall consist of a Chair and at least two other members at large, selected by the Chair of the Appeal Board. The member making the appeal, as well as any other member implicated in the matter, will be invited by the Chair of the Appeal Board to state their concern(s) in writing or in person. The Chair of the Appeal Board shall report the Appeal Board's findings to the Commodore who will then communicate the Appeal Board's decision to the member. The decision of the Appeal Board is final.

BOARD OF DIRECTORS

7. **COMPOSITION.** A Board of Directors of five elected members designated as follows shall manage the affairs of the club:

- a. Commodore;
- b. Vice Commodore;
- c. Director Land Property;
- d. Director Water Property; and
- e. Director Public Affairs.

8. **ELECTION.** Directors shall be elected for a term of two years at a general meeting to be held within thirty days of the date on which docks are removed from the water. Announcement of such meeting will be made at least two weeks before the event. A list of past Directors is at Annex C.

9. **NOMINATIONS.** Those members seeking election to the Board of Directors should have a club member submit their nomination in writing together with the signature of another member as seconder and the signature of the nominee certifying his/her acceptance to stand for election. Such nomination should be submitted not later than seven days before the election, to the club Secretary. During the meeting at which elections are to be held, nominations may also be submitted from the floor, although written nominations are preferred. In this case the member must be present at the meeting to verify that he/she is prepared to stand for office.

10. **CONDUCT OF ELECTIONS.** The Secretary, assisted by other members as required, shall chair elections. The procedure shall be either by secret ballot or any other method as determined by the Secretary and in the order: Commodore; Vice Commodore; Director Land Property; Director Water Property; and Director Public Affairs. The ballots or votes for each position shall be counted immediately and the results made public so that any unsuccessful candidate for one position is not prevented from standing for another if so nominated from the floor.

11. **REPLACING DIRECTORS.** Any office of Director shall automatically be vacated under any of the following circumstances:

- a. If a Director resigns by submitting a letter of resignation to the Secretary;
- b. If a Director becomes bankrupt or suspends payment with creditors or in any way becomes delinquent within any organization involved with the club;

c. If at a Special General Meeting of the members, a resolution is passed by two thirds of the active membership that the Director be removed; and

d. In the event of death or incapacity.

12. **VACANCIES.** If a position of Director is vacated for any of the reasons described above, the Board of Directors will appoint a new Director from either within the Board or from the membership at large. The new Director will remain in this position until the next General Meeting at which elections are held.

13. **POWERS.** The Directors of the club, on behalf of all members, administer the affairs of the club in all matters, including the enactment of rules and regulations and are empowered to enter into contracts of all nature on behalf of the club as stipulated in the By-laws.

14. **DUTIES.** Duties and responsibilities of Directors are at Annex A. The Commodore is responsible to the membership for the efficient operation of the club. In so doing, he/she will ensure equality and fairness to all.

15. **SPECIAL ADVISORY BOARD (SAB).** The SAB consists of not less than three members who are past Commodores of the Club. Where there are insufficient numbers of past Commodores, the sitting Commodore may appoint past Directors for the term of the Commodore's leadership. The main function of the SAB is to advise the Commodore on issues when requested or when they deem it appropriate. On an ongoing basis the SAB will propose to the Commodore those who they recommend for special membership status.

OTHER OFFICERS

16. **SELECTION.** Other Officers will be selected by the Board of Directors to assist in the many activities of the club. Unlike the Directors, Officers will serve, on a voluntary basis, at the pleasure of the Directors. Such period of service could be for less than a year to any number of years. Officers will be responsible to Directors as shown below. Others may be selected as deemed necessary:

a. Commodore and Vice Commodore;

- (1) Secretary,
- (2) Treasurer,
- (3) Legal Advisor,
- (4) Security Coordinator,
- (5) Membership Coordinator, and
- (6) Auditor.

b. Director Land Property;

- (1) Compound Manager, and
- (2) Property Manager.

c. Director Water Property;

- (1) Dockmasters and assistants as required.

d. Director Public Affairs;

- (1) Entertainment and activities coordinators as required,
- (2) Editor of "The BURGEE"; and
- (3) Web Master

17. Duties of other officers are described at Annex B.

MEETINGS

18. **TYPES AND PURPOSE.** There are essentially two types of meetings: Board of Directors and General Meetings. Board of Directors meetings are held throughout the year a minimum of four times as required and commence immediately following election of the Board in November. The main purpose of the Board meetings from November to the spring General Meeting is to prepare a budget and work plan for presentation to and approval by the membership. The main purpose of General Meetings is for the Board to seek approval from the membership for such things as, who the members wish to represent them on the board, how the members wish their funds to be spent and what changes the members wish concerning the general operation of the club.

19. **FREQUENCY OF GENERAL MEETINGS.** There shall be two General Meetings held each year as follows:

a. **SPRING MEETING.** This will be held before docks are put in the water, usually between mid March and mid April at a location to be determined. The normal order of business will include a review of the minutes of the previous meeting, the Auditor's Report, a settling of business from the previous meeting, outline plans of the Directors, and a presentation of the proposed budget for approval; and

b. **FALL MEETING.** This will be held within thirty days following the removal of docks from the water, usually by mid November at a location to be determined. The normal order of business will include the Directors' reports, dissolution of the entire Board of Directors and an election of a new Board of Directors.

20. **SPECIAL GENERAL MEETINGS.** In addition to the General Meeting described above, a Special General Meeting may be convened at the request of one tenth (1/10) of the active membership. Such request will be forwarded in writing to the Board of Directors stating the reason for the meeting. The reason or object of the meeting shall be the sole order of business to be transacted at such meeting. The notice to members of the meeting must contain sufficient information for members to form a reasoned judgment on the decision to be taken. Other meetings of an informative nature may be convened as required or desired.

21. **NOTICE OF MEETINGS.** Notice of Directors Meetings shall be given to them by the most expedient method. Notice of General Meetings must be sent in writing to all members by ordinary mail at least two weeks before the meeting giving the date, time and place of the meeting. A synopsis of proposed resolutions should also be included. When it is a Special General Meeting details described above for such a meeting must also be included.

22. **QUORUM.** The quorum for a Board of Directors Meeting shall be three (3). The quorum for a General or Special General Meeting shall be thirty percent (30%) of the active membership in good standing and physically present. Proxies may not be counted toward a quorum.

23. **PROXY VOTES.** Only paid-up "active" members are entitled to vote. (See Annex E). Their vote at any meeting may be given in person or, in their absence, by means of a written proxy. Such proxy must be presented to the Secretary before the meeting.

24. **VOTING METHOD AND DEFINITION.** The Commodore will chair meetings and, except when an election is involved, he will call for a vote on required issues. Votes will be cast by a show of hands. If secrecy is deemed desirable, the Secretary, assisted as necessary, will conduct a secret ballot. A secret ballot will be conducted if at least 2 members at the meeting request it. All issues will be resolved by a majority vote unless the requirement is otherwise specified in the By-laws or Regulations.

25. **SUBMISSION OF RESOLUTIONS.** Any member may submit resolutions for consideration at General Meetings. Such resolutions must be submitted to the Secretary in writing giving full details and including the signature of the person making the motion along with the signature of another member who seconds the motion. Such resolutions should be submitted at least three weeks in advance of the meeting in order to place the item on the agenda before notice of the meeting is sent to all members. If a resolution is not submitted three weeks in advance, it may still be placed on the agenda if time permits.

FINANCE

26. **FEES.** Fees shall be levied according to a rate schedule that will be published from year to year. Fees for services may be reduced for those who join after 1 August. However, initiation and membership fees will be at the full rate. The following types of fees will be payable:

- a. **INITIATION.** This is a one-time fee levied against each new member;
- b. **MEMBERSHIP.** This is an annual fee levied against all except Life Members;
- c. **SUMMER COMPOUND STORAGE.** This fee is assessed for the storage of boats, trailers, cradles or other equipment in the security compound;
- d. **WINTER COMPOUND STORAGE.** Similar to summer storage for members' primary boats, although the fee may be set at a different rate. Storage of any member's additional boat(s) will not be considered until all members have had the opportunity to register their primary boats for storage in the compound. The compound manager will determine the deadline for registering members' primary boats. Those members with more than one boat stored in the compound will pay base storage rates for their primary boat (boat in the water or newest boat). Additional boats will be charged storage at an escalating rate. This rate will apply to a complete boating season (February 1 to January 31). Storage rates for members' additional boats are calculated on the following scale:
 - i) First year at base storage rate of primary boats;
 - ii) Second year at triple the base storage rate of primary boats;
 - iii) Third and subsequent years at market value.
- e. **DOCK SPACE.** This fee is levied against those assigned a dock space. It is based on a minimum fee for boats of any size up to 20 feet plus an additional fee for each foot of boat length over 20 feet.

Boat length measurement means the overall length, including but not necessarily limited to the overhangs, such as anchors, cooking grills, swim platforms, outboard motors when lowered (or in the horizontal raised position if that is the members' normal stowage position).
- f. **MOORING.** One fee applies for a mooring regardless of the size for the boat unless special moorings must be prepared for oversize boats; and
- g. **DINGHY.** Boats at dock spaces which also have a dinghy in the water, will be assessed a fee which will entitle them to tie up at the dinghy dock. This fee will not apply to boats on moorings nor to docked boats that store their dinghy on board.

27. **DUE DATES AND PENALTIES.** The Fees/Charges, Due Dates and Penalties are set out in Table 1. If dues are delinquent after 30 days, members may have all rights and privileges suspended or terminated as may be determined by the Board of Directors.

28. **REFUND POLICY.** Should a member have his/her membership revoked, fees paid will not be refunded. If a member is obliged to resign for reasons beyond his/her control, consideration may be given to a refund.

29. **FINANCIAL CONTROL AND FISCAL YEAR.** The Commodore is assisted in the control of club finances by an appointed Treasurer and Auditor. The Treasurer provides continuing advice on financial matters and maintains appropriate records. The Auditor provides the year-end audit at the spring General Meeting. The fiscal year is from 1 January to 31 December. The members shall, at the annual general meeting following the docks out function, appoint an auditor to audit the accounts of the corporation and report to the members following the end of the fiscal year at the spring annual general meeting. The auditor shall hold office for the full fiscal year. If the auditor is not a member of the corporation the remuneration of the auditor shall be fixed by the Board of Directors.

Table 1 - FEES/CHARGES, DUE DATES, AND PENALTIES

| Fees/Charges | Due Dates | Remarks |
|---|---|--|
| New Member Application Fee | At time of application | Will be applied to Membership Fee upon becoming a member. |
| New Member Initiation Fee | At time of Acceptance | Membership is effective upon full payment of all fees/charges. |
| Annual Membership Fee | 1 February | Fee is non-refundable. The membership year runs from 1 February to 31 January the following year. Since the membership year runs from 1 February to 31 January, non-payment by the due date indicates the individual does not intend to continue to be a member. |
| Other Fees/Charges | 1 May | Fees/Charges are set at spring General Meeting. Members will be invoiced for all Other Fees/Charges (including any change to the Membership Fee already paid) as approved at the spring General Meeting. |
| Late Payment Charge (Added to any past-due Fees/Charges) | 30 days following Late Payment Invoice date | Late Payment Charge is set at 10 % of total of all Fees/Charges for which the member is responsible. Failure to remit payment in full for all outstanding fees/charges will result in rights and privileges being suspended or terminated as directed by the Board of Directors. |

Table 1

SECURITY

30. **CLUB SECURITY.** The Vice Commodore assisted by the Security Coordinator, is responsible to establish procedures to safeguard the club and its contents. In this regard, all members, with property on the club premises will be required to perform certain duties to achieve this end. Security consists primarily of two parts: Security against theft or trespassing; and security of boats in the water and on club property.

31. **RESPONSIBILITIES.** The club provides 24-hour security during the boating season. To achieve this, all Regular Members are responsible to perform a minimum number of shifts as the Security Officer. The following direction in Table 2 applies. When in doubt as to the performance of security, the member is obligated to seek direction from the Security Coordinator/Assistants or in their absence, a member of the Board.

Table 2 - SECURITY SHIFT RESPONSIBILITIES

| Security Matters | Regular Members' Obligations | Additional Direction/Guidance |
|---|---|--|
| Performance of Security Shifts | All Regular Members (See Annex E) are to perform the required security shifts during the boating season. The primary focus of the Security Officer is security. Additional responsibilities for collection of launch fees, ice sales, and assisting members to depart/return to the docks etc. are secondary. | Amplification on duties to be performed, as well as the number and the duration of shifts, are specified in RYC Security Officer's Book that is kept in the club office. |
| Registering for Security Shifts | Registration is at both the spring meeting and on the day of docks in. All Regular Members are to sign-up for the specified number of shifts as per the Board's direction regarding security. | Periodic direction to members will be communicated by way of the Burgee or by other means as determined by the Board. |
| Changes to Date/Time of Shift | Contact the Security Coordinator. | Without prior approval of Security Coordinator, no member is to make changes to dates/times of any registered shift on the Security Board. |
| Arranging for Replacement when member is unable to perform security shift | Contact the Security Coordinator. The member is responsible for arranging for his/her shift Replacement. The only acceptable Replacements are members in good standing or those spouses/partners who have signed the club waiver. Exceptions to this direction must be approved by the Security Coordinator. | Member must obtain Security Coordinator's approval with respect to requesting a replacement prior to the shift in question. The Security Coordinator posts, in the Office, a list of members who are prepared to stand in as Replacements. The Board sets, as a guide, a fair rate for payment for Replacements. |
| Failure to Perform Shift | The member is at all times fully responsible for the performance of his/her shifts; whether or not he/she is actually present for the shifts. | Failure to show for a security shift will result in a financial penalty of two times the rate to hire a replacement as established by the board of directors, from time to time. This penalty will be assessed to the member listed for the shift, not a replacement as may have been arranged by the member. |
| Behaviour during Shifts | Members must be vigilant while on duty. Behavior not focused on security of the club i.e., doing personal business unrelated to the club, is not acceptable. Drinking of alcoholic beverages, intoxication, sleeping or abandoning the club premises during a security shift are prohibited. | Non-adherence to RYC Security Regulations and the spirit of the regulations is considered to be a serious infraction and will result in disciplinary action by the Board. |

Table 2

32. **SECURITY OF BOATS.** Although the Security Officer will provide physical security of the property, it is each member's responsibility to secure his or her boat against unauthorized entry and breaking free from the assigned dock or mooring space. In the event the Security Officer detects a problem with a boat at a dock or at a mooring, he or she will immediately inform the member to attend to the problem. If there is imminent danger to the boat or adjacent boats, action may be taken by any club member to correct the problem without incurring any liability. If any infraction of the rules is detected, the Security Officer will inform the Dockmaster.

Table 3 - SECURITY OF BOATS

| | |
|--------------------|---|
| Insurance | Each member must be able to prove that he/she carries, as a minimum, liability insurance on his/her boat(s). Failure to have such insurance could result in dismissal from the club. |
| Boats at the Docks | <p><u>Attachments</u> If a means of attaching to the dock is not provided, the member is responsible to affix cleats of adequate size and strength to the dock to which lines will be secured. Attachment of lines directly to the dock frame is allowed as a temporary expedient only. The use of chains to secure a boat to the dock is forbidden.</p> <p><u>Lines</u> All boats secured at dock spaces will be affixed with proper nylon dock lines with sufficient stretching quality as to avoid jerking motions that can damage the docks. At a minimum, boats must have a bow and stern line and a fore and aft spring line. Minimum acceptable sizes for lines are 3/8" for boats up to 20 feet, 1/2" for boats between 20 and 26 feet and 5/8" for boats over 26 feet.</p> |
| Boats at Moorings | <p><u>Attachments</u> Boats will be secured to the mooring with two lines, the length of each being equal to 2 1/2 times the distance from the bow of the boat to the water line. Each line will be secured at the mooring independently and by means of a shackle attached to the mooring chain. Both lines will be attached independently to the boat.</p> <p><u>Lines</u> Boats will be secured with lines of the same specifications as boats on docks.</p> |
| Dinghies | Members are responsible for the safe storage and/or attachment of dinghies when on moorings or at docks. Chains with locks may be used to secure dinghies. |
| Visiting Boats | The Security Officer is to inform captains of visiting boats of the minimum requirements for boats at moorings/docks. The Security Officer is authorized to deny accommodation to captains not complying with direction. |

Table 3

WORK SHARING

33. **CO-OP PRINCIPLE.** The club is a co-operative organization and operates on the principle that every member should contribute an equal amount of effort. The effort that each member contributes will vary according to such factors as physical ability, special skills that the member has to offer, and extra administrative functions which a member may have agreed to perform. Responsibilities are identified as elected, appointed and assigned and include the following:

- a. **ELECTED.** This includes Directors of the club;
- b. **APPOINTED.** This includes Officers of the club described in paragraph 16 and others such as the ice and pop machine person and the grounds keepers; and
- c. **ASSIGNED.** Members not holding elected or volunteer positions are assigned to one of; Water Property, Land Property or Public Affairs, as required. The Vice-Commodore will control the appointment of assigned members on the basis of approximately 40% to Water Property, 40% to Land Property, and 10% to Public Affairs and 10% to other duties. Assigned members are required to participate in activities such as:
 - (1) Dock Construction And Maintenance And Pre-Launch Preparations. These activities are performed by work parties made up of members assigned according to a master roster maintained by the Vice Commodore and the Directors of Land and Water property. Children under 16 years of age are not permitted on the premises during these activities for safety reasons; and
 - (2) Routine Dock And Property Maintenance Parties. These activities are controlled by Directors on an as required basis.

34. **DOCKS IN AND DOCKS OUT.** These two activities are mandatory. Members are expected and their spouses or partners are invited to attend. Children under 16 years of age are not permitted on the premises during these activities for safety reasons.

35. **NON-COMPLIANCE.** It is the joint responsibility of both the members and Directors to either seek out or to assign work tasks. The minimum number of workshare hours per member is established based on the director work plans, communicated and approved by vote at the Spring General Meeting. Members who have not reached 40% of the minimum workshare hours by July 30 will be privately notified that they are at risk of non-compliance. Members consequences for not meeting workshare obligations by docks out are as follows:

- a. One year delinquent:
 - i. Achieved 75% to 99% of objective - 1 additional security shift assigned the following year;
 - ii. Achieved 50% to 74% of objective - 2 additional security shifts assigned the following year;
 - iii. Achieved less than 50% of objective - loss of membership.
- b. Two years delinquent (assumes member was in category i or ii above in the previous year): failure to achieve 100% of objective results in loss of membership.
- c. Failure to achieve 100% of objective in any two out of three years results in a loss of membership (i.e. did not achieve objective in year 1, achieved objective in year 2, then failed to achieve objective again in year 3).

Members who have circumstances that prevent them from fulfilling their workshare obligation will be considered for exemption, on an exceptional basis. The Vice-Commodore present the members case to the Board of Directors, who will decide on the exemption request by a majority vote. Individuals who have had their membership revoked retain the right to appeal the revocation as per existing RYC Regulations.

ON THE WATER

36. ASSIGNMENT OF DOCK AND MOORING SPACES. The assignment of spaces will be controlled by a Dock Space Allocation Committee chaired by the Vice Commodore and include the Director Water Property and his Dockmasters. Although the committee will determine the factors to be considered in the allocation of spaces, the following guidelines will be used:

- (a) Safety of the docks and boats is paramount;
- (b) New members will generally be offered a mooring. Following this the member may request a dock space. The disposition of the request will be determined by the Dock Space Allocation Committee;
- (c) A member at a mooring may not arbitrarily occupy a vacant dock space. Such approval must first be obtained from the Dockmaster (or in his absence the security officer on duty) responsible for the space in question. Temporary stays in a vacant dock space are normally limited to three days, and while occupying a vacant dock space the member must be on-site and available to move their boat if required;
- (d) Dock space allocations will be reviewed each year. As a general rule dock space allocations, once made, will not normally be changed unless the member requests a change or in the opinion of the Dock Space Allocation Committee a change is required to ensure the safety of the dock system, or a change is necessary in the best interests of the Club overall;
- (e) If a member who has an allocated dock space decides to change his/her boat, a new application for dock space must be made. Members should determine what space might be allocated before they decide upon a change of boat. There is no automatic entitlement to place a new boat in the same space as occupied by the old boat;
- (f) Applications for vacant dock spaces, or changes of dock spaces, will be considered on a first come basis. A member who has been at a mooring longest may be offered a dock space before a newer member, provided the first member requests a dock space;
- (g) Boats which occupy a total of more than 33 feet of linear dock space (including protrusions fore and aft) shall not be offered a dock space;
- (h) Once a member has been assigned a dock or mooring space that member does not have the right to rent, lend or assign that space to another person;
- (i) Members with more than one boat shall not place boats at more than one dock space or mooring without prior approval of the Director Water Property; and
- (j) It is the responsibility of each member to install their own cleats and ensure that their boat is properly secured to the dock. Dockmasters will inspect every boat and ensure this regulation is observed. If, in the opinion of the Director Water Property, a boat remains improperly secured, it shall be removed from the docks.
- (k) No member shall use a boat as a residence on Club property during the Summer or Winter months, and, no member shall be permitted to use a boat as a principal residence while on Club property.

37. VISITING BOATS. The security officer of the day may assign a member's dock or mooring space to a visitor on a day-by-day basis if it is known that the member will be away. The Security Officer is responsible to ensure the Overnight Visitors Form is completed.

38. **CLUB BOATS.** The club maintains a workboat, a utility boat and other vessels from time to time. Life jackets must be worn at all times when using club owned boats.

39. **DINGHIES AND PERSONAL WATERCRAFT (PWC).** Dinghies and PWC are not to be a member's primary watercraft. Dinghies are intended to be a tender for the main craft. Dinghies will not be more than 12 feet in length. Dinghies may be stored at a designated dinghy dock or in the water near the main boat provided that they do not interfere with traffic or encroach on any allocated space. The club does not view PWCs to be dinghies. PWCs and other such boats may be stored in the compound in accordance with the club's policies and fees governing the compound.

40. **LAUNCHING RAMP.** The launching ramp is to be used only for launching and retrieving boats. Control of the ramp area is the responsibility of the Security Officer. The maximum stay in the water at the ramp is, of necessity, restricted to 30 minutes. Similarly, automobiles and trailers must not remain in the ramp area any longer than absolutely necessary. Once boats are launched, they must clear the ramp area. If a mechanical problem should arise, the boat is to be moved to another dock space as assigned by the Security Officer.

41. **LAUNCHING OF WATERCRAFT.** It is common to have all manner of watercraft launched at the RYC, including boats and sea planes belonging to both members and non-members. Craft will be launched on a first come, first served basis. The Security Officer provides intimate control and in this regard, he or she must be vigilant. All watercraft using club facilities must be properly insured and meet all required legal and safety requirements. Although the Security Officer is not a peace officer, every attempt must be made to verify that non-members meet requirements or the privilege of launching should be denied. All club members are responsible to ensure these requirements are met for their own boat.

42. **SERVICE DOCKS & MASTING CRANE.** The club maintains "two service docks" for use by members and visitors. The areas designated as service docks, those being the area on the North East Dock and the area adjacent to the masting crane, are intended for short-term stays only. Members and visitors are expected to respect the intent of a "service dock" and therefore are to restrict their time at the service docks to no more than 30 minutes. For periods requiring more time, arrangements are to be made with the Security Officer, who if appropriate will seek direction from the Director Water Property and/or the Dockmasters.

43. **WATER SPEED AND TRAFFIC.** A speed of "DEAD SLOW" is to be maintained in the area of the docks, moorings and the ramp. These areas are to be kept free of water traffic except for those vessels going to or from their assigned space. Sailboats leaving or entering the dock area must do so under motor power and not under sail.

44. **ABSENCES.** Members planning to depart the area with their boats for either short or extended periods are encouraged to file a trip report with the Security Officer.

ON THE LAND

45. **MAINTENANCE.** The shelter and surrounding lands are maintained for the pleasure and enjoyment of members and their guests. Some areas are strictly controlled in order to provide security for members' equipment and to store club owned tools and equipment for the overall maintenance of all facilities.

46. **BO'S'N STORES.** The Bo's'n Stores contains equipment that is assigned for work parties as directed by appropriate Directors and Officers of the club. Since these items are earmarked for the club as a whole, they are not intended to be used by members for their personal repairs. Should a member require the use of tools from time to time, he/she must first seek authority from a Director or an Officer.

47. **SECURE COMPOUND.** The Director Land Property controls the secure compound with direct assistance of the Compound Manager. Its purpose is to provide secure storage of boats, trailers and other equipment for the club and members who have been authorized use of the compound by the Compound Manager. Generally speaking, the compound is used to store boats during the winter months and in the summer it is used to store cradles and trailers. The following rules apply and more specific rules may be directed, as necessary:

- a. Approval must be obtained from the Compound Manager for the storage of any item;
- b. Fees must be paid in accordance with club By-laws and Regulations;
- c. A bond, currently set at \$2000.00 may be required for seemingly un-seaworthy vessels;
- d. All trailers, cradles, and other items in the compound must be clearly identified with the owners' name and membership decal;
- e. For security reasons, ladders are to be removed from the sight or chained securely to the boat, trailer or cradle;
- f. Road wheels and tongue wheels must be in place on all trailers to facilitate movement when required to gain access to other boats;
- g. It is the responsibility of boat owners to keep their assigned area tidy. Tarpaulins should be tied snugly. Torn, frayed or loose tarpaulins should be retied, repaired or removed;
- h. Shelters may not be erected over boats without obtaining prior approval; All boat shelters have to be supported by the Trailer, Boat, or Cradle, not the Ground and,
- i. It is forbidden to discharge any toxic waste such as oil, gasoline or holding tank effluent directly on to the ground. Only approved containers may be used;
- j. The compound is to be secured at all times. Access to the compound may be gained by using the pedestrian gate, which has a combination and which number will be made known to users. The larger gates for vehicular traffic are chained and locked. Members may sign for the key from the Security Officer;
- k. Non-members must be accompanied by a member at all times when in the compound;
- l. It is expected that members who avail themselves of RYC compound storage launch their boat(s) seasonally. However, circumstances may arise where this is not feasible. In such cases, members are limited to three (3) consecutive calendar years of continuous compound storage. This rule may not be circumvented by placing a boat in the water for less than one month and then returning it to the compound. Exceptions to this regulation require Board approval;
- m. Any boat left unattended for a period of three years or more shall be removed from the compound unless otherwise directed by the Board of Directors; and
- n. When membership ceases, a period of grace will be granted for the former member to remove all property from the club premises. If an individual decides not to renew her/his membership, the grace period will be five (5) months from the renewal date (1 February). If a membership is terminated for reasons of unsuitability, a three-month grace period will normally be given from the date of termination (or later) if the Board of Directors deems it appropriate.
- o. No new boat building will take place on RYC leased property

SAFETY

48. **PROCEDURES.** It is every member's responsibility to practice good safety procedures at all times, both on and off the water. When on the water the *Small Vessel Regulations* apply. On club property the area of the docks will be off limits to unaccompanied children under the age of 16 and to unaccompanied non-members such as the citizens using the NCC bicycle and pedestrian path.

49. **HOLD HARMLESS.** Members agree to hold the Rockcliffe Yacht Club harmless from any and all responsibility, claim or liability, vicarious or otherwise, for loss, damage or injury, personal or material that may befall the member or his/her property and equipment as a result of any act of any other member or officer of the club while on the premises. For the purposes of this paragraph, the term "member" shall extend to the member's family and guests.

COMMUNICATIONS

50. The club maintains three principal communications tools:

- a. **NOTICE BOARDS.** These are affixed to the south side of the shelter;
- b. **NEWSLETTER.** The club publishes a periodical called "The BURGEE" under the direction of the Editor who seeks input from members and any other source deemed appropriate. All members are encouraged to support this publication by offering up suggestions and assistance. It is through "The BURGEE" that announcements of meetings and social events are normally made. "The BURGEE" should be published at least four times per year; and
- c. **WEBSITE.** The club maintains a website (www.ryc.ca) with information available to the public and a separate section for members. Input from members is encouraged in order to keep accurate information on the site.

HOUSE RULES

51. **PARTICIPATION.** The Rockcliffe Yacht Club is run by and for its members in a participatory manner such that boating and associated facilities can be provided at a reasonable cost. Further the aim is to create a warm, family-oriented atmosphere for the enjoyment of the members, their families and guests. In that respect the following house rules apply:

- a. **DRESS.** Members, families, and guests should wear clothing that is in good taste taking into consideration others who may be in attendance. The minimum standard suggested is conventional shorts and appropriate top;
- b. **CONDUCT.** It is only common courtesy that members and their guests not use foul, obnoxious or uncommonly loud language in the presence of others so as to cause discomfort. Individuals using the NCC bicycle and pedestrian path are to be treated in a courteous manner;
- c. **CONSUMPTION OF ALCOHOL.** It is allowed to consume alcohol only in the shelter, the surrounding deck and patio and on boats that meet provincial regulations for such consumption. Drunkenness leading to discomfort of other members and their guests is unacceptable. Consumption of alcohol or intoxication while on duty as Security Officer is forbidden;

d. **DISCIPLINE.** The Vice Commodore is the primary Director responsible for discipline. However, every member of the club has a responsibility to try and take corrective measures before things get out of hand. When necessary, violators will be given a verbal warning by the Vice Commodore or any other Director. On the second occurrence a written warning may be issued. As a last resort, repeat offenders will be advised in writing by the Commodore that membership is being withdrawn;

e. **USE OF THE SHELTER.** The telephones, washrooms and all other facilities are for members and their guests only. In this regard individuals using the NCC bicycle and pedestrian path are not to be given access to the facilities. One reason for this rule is that the club must pay a large fee to empty the holding tank for the washrooms. Members should, however, use their discretion in this matter. Members using the shelter and other facilities should leave them in a tidy condition. The shelter is not to be used for private functions without prior approval of the Board of Directors;

f. **SMOKING RESTRICTIONS.** As required by the *Smoke-free Ontario Act*, smoking on RYC premises is forbidden. This applies to the shelter, on the deck, in the office, in all other buildings and in the washrooms. When tented shelters are in place for events where food and beverage are being served, the restriction will apply to those structures. Smoking is permitted in the permanent white covered structure adjacent to the rock garden/wood storage area and the areas around buildings.

g. **THE NOTICE BOARD** in the shelter is controlled by the Director Public Affairs. Members wishing to use the board should consult that Director;

h. **FAMILY PETS** may be brought on to the property provided they are leashed or caged and that members clean up pets' messes. Under no circumstances may pets be brought to any social function at the club and they should be kept away from other members who may be trying to enjoy a quiet meal at the club. Club dishes are not to be used as water or food dishes for a member's pet.

i. **THE PARKING OF CARS** on either side of the ramp, uphill of the gate, is for members only. All other vehicles and trailers may be parked at the top of the hill and to the west of the compound. Long- term parking on the ramp is limited to those members who are on a boating holiday, away from the club;

j. **CHILDREN** under the age of sixteen (16) years must be accompanied by an adult when on the club premises;

k. **HANDLING INAPPROPRIATE BEHAVIOR.** All members of the club, whether on duty or not, have the responsibility of trying to maintain proper behavior. Incidents of infractions thereof should, where possible, be settled in-house and with discretion by members or reported to a Director for formal review and action. However, this guideline shall not in any way detract from a member's responsibility as a citizen, from referring serious infractions to police or other appropriate authority when other efforts fail;

k. **FISHING** from the docks is forbidden to avoid damage to propeller shafts and rubber dinghies. Exceptions may be authorized for social events;

l. **SWIMMING** from the docks is forbidden for reasons of safety. The recovery of items dropped overboard should be undertaken with care. Exceptions may be authorized for social events; and

m. **CLUB MEMBERSHIP DECALS** must be affixed in a visible location on members' automobiles, cradles, trailers and boats.

Annex A - DIRECTORS' DUTIES**1. Commodore:**

- a. Calls and chairs meetings;
- b. Develops plans and budget for the upcoming year and tables both to the membership at the spring meeting;
- c. Coordinates activities of the Board of Directors; and
- d. Maintains a relationship with municipal, regional, provincial and other outside agencies.

2. Vice-Commodore:

- a. Acts in place of Commodore during his/her absence;
- b. Coordinates all administrative duties with assistance from Secretary, Treasurer, Legal Advisor, Security Coordinator, Safety Officer, and Membership Coordinator. Duties include, but may not be limited to annual work plans, administration of membership, budgets, and special projects;
- c. Acts as the disciplinarian;
- d. Accepts new memberships, in accordance with policies issued by the Board of Directors;
- e. Chairs the Dock Space Allocation Committee;
- f. Assigns members to work parties; and
- g. Other duties as may be assigned by the Commodore.

3. Director Land Property:

- a. Responsible for the development, plans and execution of all activities related to properties above the water, excluding the docks;
- b. Responsible for safety aspects related to persons and property on land;
- c. Responsible for the allocation of boat, cradle and trailer space in the compound;
- d. Maintains an inventory of all club owned property and equipment; and
- e. Is assisted by a Compound Manager and a Property Manager.

4. Director Water Property:

- a. Responsible for the development, plans and execution of all activities related to the docks, including the pump out station and all property below the water level;
- b. Schedules the docks in and docks out activities each year;
- c. Responsible for safety aspects related to persons and watercraft on the water;
- d. Is a member of the Dock Space Allocation Committee;
- e. Is assisted by one or more Dockmasters as required; and
- f. Works closely with the Membership Coordinator to advise which fees are to be charged.

5. Director Public Affairs:

- a. Responsible for the development, plans and execution of all activities related to recreation, communications and social events;
- b. Responsible for the state and contents of the club's notice boards, publication of the newsletter (the "BURGEE"), and for the currency of the web site;
- c. Maintains a relationship with clubs, the media and other organizations;
- d. Arranges reciprocal agreements with other yacht clubs;
- e. Arranges all club social functions and fund raising activities;
- f. Coordinates the sale of all items through the club such as ice and soft drinks; and
- g. Is assisted by entertainment coordinators, the "BURGEE" editor, the ice and soft drink coordinator, the Web Master, and others as may be necessary.

Annex B - OFFICERS' DUTIES**1. Secretary:**

- a. Maintains minutes of all general and Board of Directors meetings;
- b. Conducts elections of Directors annually or as required;
- c. Maintains files on all club activities;
- d. Receives and distributes all incoming mail from the Post Box; and
- e. Submits updated directors list in accordance with the *Ontario Corporations Act*.

2. Treasurer:

- a. Maintains a ledger of all financial transactions;
- b. Pays all bills by the due date;
- c. Provides financial advice to Directors including investing of funds;
- d. Works closely with the accountant and obtains the end year audit;
- e. Assists the Commodore in the presentation of the yearly budget to members;
- f. Maintains a list of paid-up and delinquent accounts and keeps the Vice Commodore apprised; and
- g. Attends all Board of Directors meetings.

3. Legal Advisor:

- a. Provides legal advice to Directors as required; and
- b. Attends all Board of Directors meetings.

4. Security Coordinator:

- a. Coordinates the 24 hr security duty during the boating season;
- b. Maintains a list of volunteers willing to take over in the absence of a designated security officer;
- c. Maintains all of the equipment required by security personnel; and
- d. Keeps the Vice Commodore informed of all security concerns.

5. Membership Coordinator:

- a. Maintains an up-to-date list of all members addresses and phone numbers; and
- b. Collects annual fees and passes all money and receipts to the Treasurer.

6. Compound Manager:

- a. Responsible for all activity within the compound year round;
- b. Allocates space for boats, trailers and other equipment;
- c. Controls access to and removal of equipment from the compound;
- d. Recommends security measures required; and
- e. Works closely with the membership coordinator to advise which fees are to be charged.

7. Property Manager:

- a. Assists the Director Land Property in the development of plans for all property;
- b. Ensures the upkeep of buildings, fences, roads, parking/storage areas, signs, landscaping, water, hydro, plumbing and first aid equipment;
- c. Organizes and supervises crew chiefs for all land repair activities; and
- d. Maintains an inventory of all holdings.

8. Dockmaster(s):

- a. Assists the Director Water Property in the development of plans for all Water property;
- b. Plans and supervises docks in and docks out;
- c. Supervises the maintenance and repair of docks and moorings;
- d. Organizes the dock storage plan following the boating season; and
- e. Is a member of the Dock Space Allocation Committee.

9. Entertainment and Activity Coordinator(s):

- a. Assists the Director Public Affairs in organizing social functions or other activities for all members as required.

10. Editor of the "BURGEE":

- a. Updates and maintains cleanliness, condition and security of the RYC Burgee Album;
- b. Receives input, produces, edits and distributes "The BURGEE" to all members; and
- c. Ensures all Burgee editions are forwarded to the webmaster for inclusion in the RYC website.

11: Safety Officer

- a. Ensures all club activities follow industry best practices with respect to safety procedures
- b. Maintains and oversees the maintenance and Acquisition of RYC safety equipment
- c. Oversees the upkeep of on-site first aid and automatic heart defibrillator
- d. Educates members with respect to safety procedures while on RYC property

12. Web Master:

- a. Maintains the RYC website.

Annex C - PAST DIRECTORS

| YEAR | COMMODORE | VICE | LAND | WATER | PUB AFFAIRS |
|------|------------------|----------------|---------------|------------------|-----------------|
| 1985 | J.P. DeGrandmont | J. Banville | J. Banville | J.P. DeGrandmont | |
| 1986 | J.P. DeGrandmont | R. Williams | D. Kolesnick | L. Urquhart | C. Keyes |
| 1987 | J.P. DeGrandmont | R. Williams | D. Kolesnick | L. Urquhart | C. Keyes |
| 1988 | J.P. DeGrandmont | R. Williams | D. Kolesnick | A. Macdonald | R. Cunningham |
| 1989 | J.P. DeGrandmont | P. Lamontagne | R. Wallace | B. Myers | G. Bellemare |
| 1990 | J.P. DeGrandmont | P. Lamontagne | R. Wallace | B. Myers | G. Bellemare |
| 1991 | J.P. DeGrandmont | P. Lamontagne | P. Watier | B. Myers | P. St. Laurent |
| 1992 | J.P. DeGrandmont | C. Bambrick | B. Buttrum | B. Myers | M. Reilley |
| 1993 | P. Lamontagne | J. Sobey | P. Burman | B. Myers | J. Pinard |
| 1994 | Lamontagne/Sobey | Sobey/Poichuk | S. Millen | B. Myers | R. Larocque |
| 1995 | J. Sobey | P. Poichuk | P. Pilon | B. Myers | R. Larocque |
| 1996 | J. Sobey | P. Lamontagne | P. Pilon | B. Myers | C. Quenneville |
| 1997 | J. Sobey | D. Rodger | P. Pilon | B. Myers | C. Quenneville |
| 1998 | D. Jazey | B. Chapman | M. Nault | M. Pilon | A. Koch |
| 1999 | D. Jazey | B. Chapman | M. Nault | Pilon/Bradshaw | A. Koch |
| 2000 | D. Jazey | B. Chapman | M. Nault | J. Bradshaw | A. Koch |
| 2001 | D. Jazey | G. Archambault | P. Lamontagne | T. Greenberg | Brown/Guilbault |
| 2002 | G. Archambault | P. Lamontagne | G. Racine | T. Greenberg | R. Guilbault |
| 2003 | G. Archambault | P. Lamontagne | G. Racine | J. Murray | L. Graham |
| 2004 | T. Payan | P. Lamontagne | P. Nadeau | J. Murray | L. Graham |
| 2005 | T. Payan | P. Lamontagne | P. Nadeau | J. Murray | L. Graham |
| 2006 | T. Payan | P. Lamontagne | P. Nadeau | J. Dawkins | D. Butler |
| 2007 | T. Payan | P. Lamontagne | J. Vining | D. Bulter | A. Koch |
| 2008 | D. Campbell | M. Nazroo | J. Vining | D. Butler | A. Koch |
| 2009 | D. Campbell | M. Nazroo | J. Vining | M. Archambault | A. Koch |
| 2010 | D. Campbell | M. Nazroo | J. Vining | M. Archambault | G. Genier |
| 2011 | E.A Sykes | D. Jazey | J. Vining | M. Archambault | P. Haag |
| 2012 | E.A Sykes | D. Jazey | J. Vining | H. Sanders | P. Haag |
| 2013 | E.A Sykes | M. Nazroo | J. Vining | H. Sanders | A. Koch |
| 2014 | Ron Haag | W. Ogilvie | J. Vining | B. Pollock | A. Koch |
| 2015 | Ron Haag | W. Ogilvie | G. Genier | B. Pollock | A. Koch |
| 2016 | Ron Haag | W. Ogilvie | D. Fleurs | B. Verhey | A. Koch |

Annex D - LIFE MEMBERS

Name Year Appointed

Mr. J.P. DeGrandmont 1993

Mr. P. Pilon 1998

Annex E - MEMBERSHIP CATEGORY

This Table is representative of the membership categories, duties, and responsibilities. Text in the By-laws and Regulations takes precedence.

| MEMBERSHIP CATEGORY | | | |
|---|---------------|-------------------|-----------|
| | Active | Passive | |
| Membership Entitlement to and Responsibility for: | Regular | Out of Port (OOP) | Associate |
| <i>FEES</i> | | | |
| Membership | X | X | X |
| Dock/Mooring/Dry Sail | | | |
| <i>WORK</i> | | | |
| Docks in/out | X | | |
| Work share | X | | |
| Security | X | | |
| <i>VOTING</i> | X | | |
| <i>HOLDING OFFICE</i> | X | | |
| <i>ATTENDING CLUB SOCIAL EVENTS</i> | X | X | X |