

CEDAR ISLAND YACHT CLUB
Located in The Township of Kingsville, Ontario, Canada
BYLAWS

September 7, 2024

By-Laws

- Section 1 - General
- Section 2 - Directors
- Section 3 - Board Meetings
- Section 4 - Financial
- Section 5 - Officers
- Section 6 - Protection of Directors and Others
- Section 7 - Conflict of Interest
- Section 8 - Members
- Section 9 - Members Meetings
- Section 10 - Notices
- Section 11 - Dissolution
- Section 12 - Adoption and Amendment of By-Laws

Section 1 – General

1. Purpose

These bylaws relate to the general conduct of the affairs of the Cedar Island Yacht Club

1.02 Definitions

In this by-law, unless the context otherwise requires:

1. "Act" means the Not-for-Profit Corporations Act, 2010 (Ontario) and any act that may be substituted therefor as amended or re-enacted from time to time;
2. "Board" means the board of directors of the Corporation;
3. "By-laws" means this by-law (including the schedules to this by-law) and all other by-laws of the Corporation as amended and which are, from time to time, in force;
4. "Chair" means the chair of the Board;
5. "Corporation" means the corporation that has passed these by-laws under the Act or that is deemed to have passed these by-laws under the Act;
6. "Director" means an individual occupying the position of director on the Board of the Corporation by whatever name he or she is called;
7. "Member" means a member of the Corporation;
8. "Members" means the collective membership of the Corporation; and
9. "Officer" means an officer of the Corporation.

1.02 Interpretation

Other than as specified in Section 1.01, all terms contained in this by-law that are defined in the Act shall have the meanings given to such terms in the Act. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

1.03 Severability and Precedence

The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law. If any of the provisions contained in the By-laws are inconsistent with those contained in the Articles or the Act, the provisions contained in the Articles or the Act, as the case may be, shall prevail.

1.04 Seal

The seal of the Corporation, if any, shall be in the form determined by the Board.

1.05 Execution of Contracts

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed by any two of its Officers or Directors. In addition, the Board may from time to time direct the manner in which and the person by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal, if any, to the document. Any Director or Officer may certify a copy of any instrument, resolution, by-law or other document of the Corporation to be a true copy thereof.

Section 2 - Directors

2.01 Election and Term

The Directors shall be elected by the Members. Five to Seven (5 - 7) Directors will form the Board to govern the affairs of the organization. Up to three Directors will be elected by the members to specific roles. Directors will serve a term of one year and then be subject to re-election. Terms commence from the date of the meeting at which they are elected or appointed until the annual meeting one year hence or until their successors are elected or appointed.

2.02 Vacancies

The office of a Director shall be vacated immediately:

1. if the Director resigns office by written notice to the secretary, which resignation shall be effective at the time it is received by the secretary or at the time specified in the notice, whichever is later;
2. if the Director dies or becomes bankrupt;
3. if the Director is found to be incapable of managing property by a court or under Ontario law; or
4. If, at a meeting of the Members, a resolution is passed by at least a majority of the votes cast by the Members removing the Director before the expiration of the Director's term of office.

2.03 Filling Vacancies

A vacancy on the Board shall be filled as follows:

1. a quorum of Directors may fill a vacancy among the Directors;
2. if there is not a quorum of Directors or there has been a failure to elect the minimum number of Directors set out in the articles, the Directors in office shall, without delay, call a special meeting of Members to fill the vacancy and, if they fail to call such a meeting, the meeting may be called by any Member;
3. if the vacancy occurs as a result of the Members removing a Director, the Members may fill the vacancy by a majority vote and any Director elected to fill the vacancy shall hold office for the remainder of the removed Director's term; and
4. the Board may fill any other vacancy by a majority vote, and the appointee shall hold office for the remainder of the unexpired portion of the term of the vacating Director. After that, the appointee shall be eligible to be elected as a Director.

2.04 Committees

Committees may be established by the Board as follows:

1. The Board may appoint from their number a managing Director or a committee of Directors and may delegate to the managing Director or committee any of the powers of the Directors excepting those powers set out in the Act that are not permitted to be delegated; and
2. Subject to the limitations on delegation set out in the Act, the Board may establish any committee it determines necessary for the execution of the Board's responsibilities. The Board shall determine the composition and terms of reference for any such committee. The Board may dissolve any committee by resolution at any time.

2.05 Remuneration of Directors

The Directors shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from occupying the position of Director; provided that:

1. Directors may be reimbursed for reasonable expenses they incur in the performance of their Directors' duties;
2. Directors may be paid remuneration and reimbursed for expenses incurred in connection with services they provide to the Corporation in their capacity other than as Directors, provided that the amount of any such remuneration or reimbursement is: (i) considered reasonable by the Board; (ii) approved by the Board for payment by resolution passed before such payment is made; and (iii) in compliance with the conflict of interest provisions of the Act.

Section 3 - Board Meetings

3.01 Calling of Meetings

Meetings of the Directors may be called by the Chair, or any two Directors at any time and any place on notice as required by this by-law, by giving not less than five days' notice to each Director, stating the time and place of the meeting.

3.02 Regular Meetings

The Board may fix the place and time of regular Board meetings and send a copy of the resolution fixing the place and time of such meetings to each Director, and no other notice shall be required for any such meetings.

3.03 Notice

Notice of the time and place for the holding of a meeting of the Board shall be given in the manner provided in Section 10 of this by-law to every Director of the Corporation not less than seven days before the date that the meeting is to be held. Notice of a meeting is not necessary if all of the Directors are present, and none objects to the holding of the meeting, or if

those absent have waived notice or have otherwise signified their consent to the holding of such meeting. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the annual meeting of the Corporation.

3.04 Chair

The Chair shall preside at Board meetings. In the absence of the Chair, the Directors present shall choose one of their number to act as the Chair.

3.05 Voting

Each Director has one vote. Questions arising at any Board meeting shall be decided by a majority of votes. In case of an equality of votes, the Chair shall not have a second or casting vote.

3.06 Participation by Telephone or Other Communications Facilities

If all of the Directors of the Corporation consent, a Director may participate in a meeting of the Board or of a committee of Directors by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting. A Director participating by such means is deemed to be present at that meeting.

Section 4 - Financial

4.01 Banking

The Board shall by resolution from time to time designate the bank in which the money, bonds or other securities of the Corporation shall be placed for safekeeping.

4.02 Financial Year

The financial year of the Corporation ends on October 31 in each year.

4.03 Borrowing

The Executive may borrow funds not exceeding 10% of the Annual Budget for day-to-day operations of the Club. A simple majority approval by membership at a duly constituted meeting is required for amounts exceeding 10%.

a) After adoption of an authorizing motion, the Executive may:

- Issue, sell or pledge debt obligations (including bonds, debentures, notes or other similar obligations, secured or unsecured) of the Corporation;
- Charge, mortgage, hypothecate or pledge all or any of the currently owned or subsequently acquired real or personal, movable or immovable, property of the Corporation, including book debts, rights, powers, franchises and undertaking, to secure any debt obligations or money borrowed, or other debt or liability of the Corporation

Section 5 - Officers

5.01 Officers

The Board shall appoint the Director elected as President (known as Commodore) as Chair. The office of Treasurer and Secretary may be held by the same person and may be known as the Secretary-Treasurer and are elected by the membership. The Board may appoint such other Officers and agents as it deems necessary, and who shall have such authority and shall perform such duties as the Board may prescribe from time to time.

5.02 Duties

Officers shall be responsible for the duties assigned to them and they may delegate to others the performance of any or all of such duties.

5.03 Duties of the Chair

The Chair shall perform the duties described in sections 3.04 and 9.05 and such other duties as may be required by law or as the Board may determine from time to time. The chair shall perform the duties described in Schedule A and such other duties as may be required by law or as the Board may determine from time to time.

5.04 Duties of the Treasurer

The treasurer shall perform the duties described in Schedule B and such other duties as may be required by law or as the Board may determine from time to time.

5.05 Duties of the Secretary

The secretary shall perform the duties described in Schedule C and such other duties as may be required by law or as the Board may determine from time to time.

Section 6 - Protection of Directors and Others

6.01 Protection of Directors and Officers

No Director, Officer or committee member of the Corporation is be liable for the acts, neglects or defaults of any other Director, Officer, committee member or employee of the Corporation or for joining in any receipt or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

1. complied with the Act and the Corporation's articles and By-laws; and
2. exercised their powers and discharged their duties in accordance with the Act.

Section 7 - Conflict of Interest

7.01 Conflict of Interest

A Director who is in any way directly or indirectly interested, or could be perceived as interested, in a contract or transaction, or proposed contract or transaction, with the Corporation shall make the disclosure required by the Act. Except as provided by the Act, no such Director shall attend any part of a meeting of Directors or vote on any resolution to approve any such contract or transaction.

Section 8 - Members

8.01 Members

Membership in the Corporation shall consist of such other persons interested in furthering the Corporation's purposes and who have been accepted into membership in the Corporation by resolution of the Board. Any adult (over 18) with a club membership in good standing will be considered a Member of the Corporation.

8.02 Membership

A membership in the Corporation is not transferable and automatically terminates if the Member resigns or such membership is otherwise terminated in accordance with the Act.

8.03 In Good Standing

A member will be in good standing provided they have completed and submitted all required documentation, have complied with the by-laws, has not been suspended or expelled and has paid all required membership dues. If the member ceases to be in good standing they will not be entitled to vote at meetings of the membership.

8.04 Disciplinary Act or Termination of Membership for Cause

1. Upon 15 days' written notice to a Member, the Board may pass a resolution authorizing disciplinary action or the termination of membership for violating any provision of the articles or By-laws.
2. The notice shall set out the reasons for the disciplinary action or termination of membership. The Member receiving the notice shall be entitled to give the Board a written submission opposing the disciplinary action or termination not less than 5 days before the end of the 15-day period. The Board shall consider the written submission of the Member before making a final decision regarding disciplinary action or termination of membership.

Section 9 - Members' Meetings

9.01 Annual Meeting

The annual meeting shall be held on a day and at a place within Ontario fixed by the Board. Any Member, upon request, shall be provided, not less than 5 days before the annual meeting, with a copy of the approved financial statements, auditor's report or review engagement report and other financial information required by the By-laws or articles.

The business transacted at the annual meeting shall include:

1. receipt of the agenda;
2. receipt of the minutes of the previous annual and subsequent special meetings;
3. consideration of the financial statements;
4. report of the auditor or person who has been appointed to conduct a review engagement;
5. reappointment or new appointment of the auditor or a person to conduct a review engagement for the coming year. The members may waive the requirement for a review engagement and specify the type of review that is acceptable; and
6. election of Directors; and
7. such other or special business as may be set out in the notice of meeting.

No other item of business shall be included on the agenda for annual meeting unless a Member's proposal has been given to the secretary prior to the giving of notice of the annual meeting in accordance with the Act, so that such item of new business can be included in the notice of annual meeting.

9.02 Special Meetings

The Directors may call a special meeting of the Members. The Board shall convene a special meeting on written requisition of not less than one-tenth of the Members for any purpose connected with the affairs of the Corporation that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within 21 days from the date of the deposit of the requisition.

9.03 Notice

Subject to the Act, not less than 10 and not more than 50 days written notice of any annual or special Members' meeting shall be given in the manner specified in the Act to each Member and to the auditor or person appointed to conduct a review engagement. Notice of any meeting where special business will be transacted must contain sufficient information to permit the Members to form a reasoned judgment on the decision to be taken.

9.04 Quorum

A quorum for the transaction of business at a Members' meeting is 30% of the Members entitled to vote at the meeting, whether present in person. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

9.05 Chair of the Meeting

The Chair shall be the chair of the Members' meeting; in the Chair's absence, the Members present at any Members' meeting shall choose another Director as chair and if no Director is present or if all of the Directors present decline to act as chair, the Members present shall choose one of their number to chair the meeting.

9.06 Voting of Members

Business arising at any Members' meeting shall be decided by a majority of votes unless otherwise required by the Act or the By-law provided that:

1. each Member shall be entitled to one vote at any meeting;
2. votes shall be taken by a show of hands among all Members present and the chair of the meeting, if a Member, shall have a vote;
3. an abstention shall not be considered a vote cast;
4. before or after a show of hands has been taken on any question, the chair of the meeting may require, or any Member may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the chair of the meeting shall direct;
5. if there is a tie vote, the chair of the meeting shall require a written ballot, and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost; and
6. whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, a declaration by the chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

9.07 Adjournments

The Chair may, with the majority consent of any Members' meeting, adjourn the same from time to time and no notice of such adjournment need be given to the Members, unless the meeting is adjourned by one or more adjournments for an aggregate of 30 days or more. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

9.08 Persons Entitled to be Present

The only persons entitled to attend a Members' meeting are the Members, the Directors, the auditors of the Corporation (or the person who has been appointed to conduct a review engagement, if any) and others who are entitled or required under any provision of the Act or the articles to be present at the meeting. Any other person may be admitted only if invited by the Chair of the meeting or with the majority consent of the Members present at the meeting.

Section 10 - Notices

10.01 Service

Any notice required to be sent to any Member or Director or to the auditor or person who has been appointed to conduct a review engagement shall be provided by telephone, delivered personally, or sent by prepaid mail, facsimile, email or other electronic means to any such Member or Director at their latest address as shown in the records of the Corporation and to the auditor or the person who has been appointed to conduct a review engagement at its business address, or if no address be given then to the last address of such Member or Director known to the secretary; provided always that notice may be

Mentorship

Serve as a mentor to other Directors. Ensure that all Directors contribute fully. Address issues associated with underperformance of individual Directors.

Succession Planning

Ensure succession planning occurs for senior management, if any, and Board.

Committee Membership

Serve as member on all Board committees.

Schedule B**Position Description of the Treasurer****Role Statement**

The treasurer works collaboratively with the chair and senior management, if any, to support the Board in achieving its fiduciary responsibilities.

Responsibilities**Custody of Funds**

The treasurer shall have the 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, or, in the case of securities, in such registered dealer in securities as may be designated by the Board from time to time. The treasurer 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 Chair and directors at the regular meeting of the Board, or whenever they may require it, an accounting of all the transactions and a statement of the financial position, of the Corporation. The treasurer shall also perform such other duties as may from time to time be directed by the Board.

Board Conduct.

Maintain a high standard for Board conduct and uphold policies and By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

Mentorship

Serve as a mentor to other Directors.

Financial Statement

Present to the Members at the annual meeting as part of the annual report, the financial statement of the Corporation approved by the Board together with the report of the auditor or of the person who has conducted the review engagement, as the case may be.

Schedule C**Position Description of the Secretary****Role Statement**

The secretary works collaboratively with the chair to support the Board in fulfilling its fiduciary responsibilities.

Responsibilities**Board Conduct**

Support the chair in maintaining a high standard for Board conduct and uphold policies and the By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

Document Management

Keep a roll of the names and addresses of the Members. Ensure the proper recording and maintenance of minutes of all meetings of the Corporation, the Board and Board committees. Attend to correspondence on behalf of the Board. Have custody of all minute books, documents, registers and the seal of the Corporation and ensure that they are maintained as required by law. Ensure that all reports are prepared and filed as required by law or requested by the Board.

Meetings

Give such notice as required by the By-Laws of all meetings of the Corporation, the Board and Board committees. Attend all meetings of the Corporation, and the Board and where applicable, Board committees.

CEDAR ISLAND YACHT CLUB

Introduction to Bylaws, Policies and Procedures

Cedar Island Yacht Club is a non-profit corporation under the Provincial Statutes of Ontario. As such, we are bound by the rules and regulations governing provincially registered corporations.

We have a head office, a registered corporate seal, a governing board and a set of rules under which we operate (Bylaws, Policies and Procedures). It is mandated that we have a minimum of one general meeting a year, the minutes of which are recorded in our central registry.

Many of the rules governing the administration of the Club are defined by corporate statute. By design, the Club has shareholders (Full Members - those who can vote), a Board of Directors and an Executive Board (day to day running of the Club). In our case, the Executive Board and the Board of Directors are the same group hereafter referred to as the Executive. The current Commodore is both Chairperson of the Board and Executive President.

At a minimum, the membership meets once a year at the Annual General Meeting to ratify the actions of the Executive.

The Executive is entrusted to run the Corporation over the term of a year as guided by the Bylaws, Policies and Procedures approved by the membership.

The Bylaws, Policies and Procedures legally protect the Executive and the members. They can only be changed with due notice given for such a change and with a majority vote of members according to Article 24- Rules for Conducting Business. On-line voting can be instituted for simple, less contentious issues to eliminate the need to wait or call for a General Meeting. A request for a meeting can be part of the voting process.

TABLE OF CONTENTS

BYLAWS

| | | |
|-------------------------------|----|----|
| The Executive | 11 | |
| Financial Accountability | 12 | |
| Fiscal Year | 12 | |
| Head Office | 10 | |
| Management and Accountability | 10 | 12 |
| Membership | 10 | |
| Membership Meetings | 10 | |
| Seal | 10 | |
| Transfer of Membership | 10 | |

POLICIES AND PROCEDURES

| | | |
|---|----|----|
| Additional Support Personnel | 22 | |
| Alcohol Policy | 26 | |
| Application Process | 13 | |
| Associate Member | 14 | |
| Billing Policy | 16 | |
| Child Protection Policy | 28 | |
| Child Supervision Policy | 28 | |
| Concussion Policy | 28 | |
| Conflict Resolution | 18 | |
| Cradle Policy | 24 | |
| Derelict Boat Policy | 25 | |
| Directors | 12 | |
| Discipline | 18 | |
| Dock Policy and Procedures | 23 | |
| Dredging Policy and Procedures | 25 | |
| Duties of Executive | 19 | |
| Emergency Procedures | | 28 |
| Enforcement and Sanctions | 18 | |
| Full Member | 13 | |
| Fund Raising Policy | 26 | |
| Honorary Member | 15 | |
| Insurance | 25 | |
| Meetings | 22 | |
| Member Responsibility | 25 | |
| Membership | 13 | |
| Membership Fees and Charges for the Season | 15 | |
| Paddle Pass Policy | 24 | |
| Pet Control Policy | 26 | |
| Privacy Policy | 28 | |
| Simplified Rules of Order for Conducting the Business of CIYC | 27 | |
| Social Member | 14 | |
| Use of the Club by Members for Private Functions | 26 | |
| Visitor/Reciprocal Policy | 26 | |
| Work Policy | 17 | |

CEDAR ISLAND YACHT CLUB
PO Box 214
982 Heritage Road
Kingsville, ON N9Y 2E9

BYLAWS
September, 2024

BE IT ENACTED as a Bylaw of *CEDAR ISLAND YACHT CLUB* that:

Article 1. *HEAD OFFICE*

The Head Office of the Club shall be in the Town of Kingsville, in the County of Essex, in the Province of Ontario, at such place therein as the Board of Directors of the Club, also known as the Executive, may from time to time determine.

Article 2. *SEAL*

The *Cedar Island Yacht Club* corporate seal shall be the seal of the Club.

Article 3. *MEMBERSHIP*

The Club recognizes the following four categories of membership:

- Full Member
- Associate Member
- Social Member
- Honorary Member

In addition to the privileges and responsibilities listed in the Policies and Procedures, all members will act in a socially acceptable manner so as not to bring negative reputation or damage to the Club.

Article 4. *TRANSFER OF MEMBERSHIP*

- a) No membership shall be transferred or assigned.
- b) Divorce will require membership rearrangement.

Article 5. *MEMBERSHIP MEETINGS*

The Annual General Meeting (AGM) shall be held no earlier than 21 days or later than 90 days after the end of the fiscal year end.

The following meetings may be called in any fiscal year:

- Special Meeting called by the Executive or demanded by ten percent (10%) of Full Members
- Emergency Meeting called by the Executive

Article 6. *THE EXECUTIVE*

a) Nominating Committee

A Nominating Committee shall be constituted and notified to the members no later than September 1st each year. The committee shall be composed of the Commodore, the Vice Commodore, and one member at large appointed by the Executive, for the purpose of nominating eligible members as candidates for the following year's Executive. This slate of nominees will be presented at the Annual Election of Executives to be held on the day of haul out.

The Nominating Committee may both propose and receive nominations for positions on the Executive.

Nominations shall be in written form and supported by the Nominating Committee or by three Full Members. Nominations shall be mailed to the attention of the Nominating Committee at the club's mailing address, emailed or handed to a member of the Nominating Committee in person.

Nominations shall close October 1st and the Nominating Committee shall publish the names of all candidates within 5 days by email to the current address of all Full Members in good standing and also posted on the CIYC Clubhouse notice board.

Election of the Executive shall occur the day of Haul Out between 8:00 am and 10:00 am and be held by secret ballot, scrutinized by the Secretary and Nominating Committee or their nominees. All candidates must be Full Members in good standing prior to the election.

In extraordinary circumstances, the Nominating Committee may hold the election of the Executive on an alternate day or time providing 10 days notice is given.

The results of the election shall be announced no later than 24 hours after the elections. The vote is binding and shall take effect upon ratification at the AGM. In the case of a tie the Commodore shall cast a ballot to break the tie.

Decisions of the Nominating Committee, in all matters concerning the election of the Executive, shall be final and may only be overturned by a duly convened Special Members Meeting.

b) The term of office for the Executive shall be for one year.

c) The Executive shall be comprised of:

- Commodore
- Vice Commodore
- Secretary
- Treasurer
- Property Officer
- Social Officer
- Docks Officer
- Dredging Officer
- Race Officer
- Adult Sailing Officer
- Youth Sailing Officer

d) Eligibility of Executive

Only Full Members with a minimum of one year's seniority and in good standing are eligible to be elected to an Executive position. Full Members who have served on the Executive for a period of one year shall be eligible to be elected Vice Commodore. Full Members who have served on the Executive for a period of two (2) years shall be eligible to be elected Commodore. A candidate for Commodore or Vice Commodore must own a vessel.

- e) Vacancies
Vacancies on the Executive may be filled, for the remainder of the term of office from among the Full Members of the Club, either by the remaining Executive (if a quorum is present) or by members at a special meeting called for that purpose.
- f) Executive Meetings
Executive meetings shall be held monthly with suitable notification. The Commodore, Vice Commodore or any two (2) of the Executives may call a meeting. A majority of the full Executive shall constitute a quorum for the transaction of business.

Article 7. *MANAGEMENT AND ACCOUNTABILITY*

The affairs of the Club shall be managed by the Executive, as directed by the membership.

The Executive shall set the terms of reference of any committee appointed by it.

The Executive may prescribe the conditions under which guests may be entertained and may prescribe penalties for violation of conditions.

The Executive cannot utilize the privileges of membership or dockage as exchange (barter) for goods and services.

Executives and their heirs, executors and administrators, and estates and effects, respectively, shall from time to time, and at all times, be indemnified and saved harmless out of the funds of the Club, from and against:

All costs, charges and expenses whatsoever which the Executive members of the Club sustain or incur, either collectively or individually, in or about any action, suit or proceedings which is brought, commenced or prosecuted against them, for or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by them in or about the execution of the duties of their offices.

Where a member of the Executive has or appears to have a pecuniary interest in an issue, the member must declare such an interest. The member may participate in the discussion of the issue, but must absent himself/herself from the vote or the decision process on the issue.

Article 8. *FINANCIAL ACCOUNTABILITY*

The Executive may borrow funds not exceeding \$10,000 for day-to-day operations of the Club. A simple majority approval by membership at a duly constituted meeting is required for amounts exceeding \$10,000.

- a) After adoption of an authorizing motion, the Executive may:
 - Issue, sell or pledge debt obligations (including bonds, debentures, notes or other similar obligations, secured or unsecured) of the Corporation;
 - Charge, mortgage, hypothecate or pledge all or any of the currently owned or subsequently acquired real or personal, movable or immovable, property of the Corporation, including book debts, rights, powers, franchises and undertaking, to secure any debt obligations or money borrowed, or other debt or liability of the Corporation.

Article 9. *FISCAL YEAR*

The fiscal year of the *Cedar Island Yacht Club* shall be from November 1 to October 31 of the following year.

CEDAR ISLAND YACHT CLUB

POLICIES AND PROCEDURES

September, 2024

1. *MEMBERSHIP*

Upon acceptance as a member of CIYC, the new member will be invited to an Executive meeting where they will receive a Welcome Aboard pamphlet, information to obtain a copy of the Bylaws and Policies and Procedures of the Club, a burgee, for Full Members only, and keys to the facilities. A remote control can be purchased for the gate, if requested.

2. *APPLICATION PROCESS*

A candidate for Full or Social Membership shall, if they know a CIYC member, provide the name of the Member who is willing to mentor them. If not, a Member will be assigned by the Executive to mentor the member for the first year. The application, along with the current fee in the case of Full Membership, may be submitted to any member of the Executive or by e-transfer to the Treasurer. That Executive member is responsible for forwarding the application to the Secretary and ensure the appropriate membership fee has been submitted to the Treasurer. Please refer to Prorating of Fees 9c.

The Secretary will electronically post the application via email for a period of 15 days for membership review. All members have a responsibility to advise a member of the Executive if, in their opinion, the applicant is not suitable for membership.

The mentor will be expected to shepherd the new member, guiding and assisting him or her through their first year of membership.

An applicant may be approved for membership when these provisions of the Bylaws have been met and when at least four members of the Executive have countersigned the application.

An applicant for Full Membership may not dock his/her vessel at CIYC before the application has been received by the Executive and accepted for posting to the membership. The Executive may then allow the applicant to dock his/her boat at the Club as a guest at an established monthly rate. An applicant will not receive keys or access to the facilities beyond that granted to guests at the Club.

3. *FULL MEMBER*

A Full Member is a person who signed the application form (including his or her spouse), has met the criteria of the application and has been met and accepted for membership by the Executive.

Following acceptance, a member will be subject to a two (2) year probationary period. During this period the Executive will review their standing and membership continuance based on involvement in club functions, completion of work hours, meeting attendance, compliance with all Club By-laws, Policies & Procedures and Code of Conduct. Failure to satisfy the above criteria will, at the Executive's discretion result in their membership being revoked.

A Full Member or spouse shall enjoy the following privileges:

- Be eligible to vote (one vote)
- Participate in decision making of Club affairs
- Hold an Executive position or Chair a committee
- Have full use of the Club facilities
- Participate in Club races
- Receive all Club communications
- Derive benefits from CIYC's association with I-L Y A and CYA

- Store, launch, and haul out his/her vessel
- Dock his/her vessel in one of the Club wells, if available
- Accumulate seniority as a Club member
- May store a small boat at the Club based on the Paddle Pass Policy.
- May invite guests to stay at the Club according to the Visitor/Reciprocal Policy.

A Full Member shall be responsible for:

- Fulfilling work hour requirements as outlined in the *Work Policy*; and,
- Providing dock requirements to the Dock Officer if a dock is required.

Should a Full Member wish to change status, there are two options (see Associate Member and Social Member).

4. ASSOCIATE MEMBER

An Associate Membership may only be granted to a Full Member who has submitted a written application to the Executive requesting a change of status.

Associate Members will maintain their existing seniority (but not accumulate additional seniority) and will not have to perform work hours. They can receive all Club communications and attend any social activities at the club.

An Associate Member may not engage in any of the activities associated with other classes of membership.

Associate Members wishing to return to Full Membership, complete with full docking privileges part way through any boating season, will be subject to the annual Full Membership and levies. Dockage and work hours will be prorated in accordance with the Billing Policy. The Associate Membership fee already paid for the season will be credited toward the Full Membership fee.

When an Associate Member returns to Full Membership status, he/she cannot displace another Full Member from his/her dock assignment regardless of seniority.

5. SOCIAL MEMBER

- a) Social Membership may be granted to a Full Member who may or may not be involved with boating and does not require a slip at CIYC. The member must make a written application to the Executive stating the reason for the change.

If Social Membership is granted, the member will maintain their existing seniority but not accumulate additional seniority.

A Social Member wishing to return to a Full Member status, complete with full docking privileges part way through the boating season, will be subject to the annual Full Membership fees. Dockage and work hours will be prorated in accordance with the *Billing and Work Hour Policies*. The Social Membership fee already paid for the season will be credited toward the Full Membership fee.

A Social Member returning to Full Member status cannot displace another Full Member from his/her dock assignment regardless of seniority.

- b) Social Membership may be granted to a non-member by the Executive in accordance with the provisions of the *Application Process*. There is no prorating of the Annual Fee.

Following acceptance, a member will be subject to a two (2) year probationary period. During this period the Executive will review their standing and membership continuance based on involvement in club functions, completion of work hours, compliance with all Club By-laws, Policies & Procedures and Code of Conduct. Failure to satisfy the above criteria will, at the Executive's discretion, result in their membership being revoked.

Social Members wishing to convert to Full Membership, complete with full docking privileges part way through any boating season, will be subject to the annual Full Membership fees. Dockage and work hours will be prorated in accordance with the Billing and Work Hour Policies. The Social Membership fee already paid for the season will be credited toward the Full Membership fee.

- c) A free Social Membership may be granted to a graduate of the CIYC Adult Sailing program or the family of a Youth Sailing student in accordance with the provisions of the *Application Process*. The free Social Membership is effective from the date of their graduation until the 31st of October of the following calendar year. Following this time, if the Member wishes to continue as a Social Member, current membership fees will apply and the remaining probationary period will take affect as outlined in 5b.

Social Members shall enjoy the following privileges:

- Have full use of the Club facilities
- Receive all Club communications
- Have the right to speak at all meetings open to the general membership
- May store a small boat at the Club as defined in the Paddle Pass Policy.
- May dock a boat at the Club as defined in the Visitor/Reciprocal Policy.

Social Members may not:

- Accumulate seniority
- Vote
- Hold office
- Rent dockage
- Launch or haul out a vessel at the Club that is not defined in the Paddle Pass Policy.
- Race his/her boat in Club races

Social Members shall be responsible for:

- Fulfilling work hour requirements as outlined in the *Work Policy*.

6. HONORARY MEMBER

Honorary membership may be proposed by the Executive and approved by the general membership to recognize and reward a former, long-standing member’s exemplary service to the Club.

An Honorary Member shall enjoy the following privileges:

- Enjoy full use of the Club facilities
- Receive all Club communications
- Derive benefits from our association with I-LYA and CYA
- Have the right to speak at all meetings open to the general membership
- May dock a boat at the Club based on the Visitor/Reciprocal Policy.

An Honorary Member will not be able to:

- Vote
- Hold office

8. MEMBERSHIP FEES AND CHARGES FOR THE SEASON

All social events are targeted to have a minimum 25% profit, merchandise 20% and education to cover the cost of materials.

| Item | Amount per Year (Plus HST where applicable) | Additional Information |
|-----------------|--|------------------------|
| Full Member Fee | \$650 | |

| Item | Amount per Year (Plus HST where applicable) | Additional Information |
|----------------------------------|--|--|
| Social Member Fee | \$180 | A free Social Membership to a graduate of the CIYC Adult or Youth Sailing Program effective from the date of their graduation until the 31st of October of the following calendar year. See Policy 5c. |
| Associate Member Fee | \$120 | |
| Annual Dock Lease | \$45/foot | Based on the beam of the vessel |
| Winter Boat Storage with Mast | \$110 | For one boat and mast |
| Cradle Storage | \$50 | |
| Small Boat Storage | \$55/boat | (See Paddle Pass Policy) |
| Visitor/Reciprocal | \$2/linear ft. | (See Visitor/Reciprocal Policy) |
| Work Hour Fee | \$40/hour | Rate for unfulfilled work hours |
| Dock Post Removal | \$50 | Removal of docks posts/bumpers after Nov. 30 th |
| Failure to comply to Dock Policy | \$200 | Un-launched boats, un-stepped masts & cradles not removed (See Policy #16 l) for complete details.) |
| Power cords | \$100 | Unattended power cords during winter storage |
| Personal Items | \$200/month | Not removing personal items from club property (See Policy #20 for complete details.) |
| NSF Cheque Fee | \$50 + bank charges | |
| Overdue charge | \$25/month | Until account is paid in full |
| Member Reinstatement Fee | \$350 | For accounts in arrears, for more information see also Policy #9 c |
| Adult Sailing Courses | \$535 \$315 | Sail Canada Basic Cruising Standard Sail Canada Start Keelboat Sailing |
| Youth Sailing | \$450 | Ages 8 - 14 years of age |
| Gate Opener | \$60 Non-refundable | When requested by member |

- a) Interest paid by the Club on member loans will be 1.5% lower than the best obtainable interest rate at any financial institution and will be paid back with blended payments on a fixed term as agreed upon in writing with the member and the Treasurer.

9. BILLING POLICY

- a) Membership Fees and Charges shall be ratified at the Annual General Meeting by a simple majority or at a Special Meeting duly convened. Items not covered by the schedule and of a minor nature shall be determined by the Executive.
- b) Members will be invoiced as follows:

Full Member

An invoice with all charges pertaining to Membership Fees and Charges will be sent to Full Members as soon as possible following ratification at the Annual General Meeting. The invoice will be based on the previous year's dockage and storage usage. Any changes in usage of club facilities (dockage and/or storage) will be charged or credited as they occur.

Within thirty (30) days of the date of the invoice, Full Members will be required to pay this invoice in full or one-third of the amount shown on the invoice to be paid on each of the following dates - January 15, March 15 and April 15. Payment can be made either by cheque or e-transfer. If a Full Member has not paid their invoice according to this Policy, they will be deemed in arrears.

It is the member's responsibility to inform the Treasurer, as well as the Dock Officer, in a timely manner, of any changes that might affect the amount being charged, i.e., change in boat, cradle storage. Members changing boats will be charged or credited the beam difference.

Social, Associate and Honorary Members

All charges will be billed November 30 and are due in full December 30.

All Members

Invoices, statements and reminders will be sent via email. It is the member's responsibility to ensure the Secretary is informed of email changes in a timely manner.

- c) The procedure for accounts in arrears shall be as follows:
 - Members with accounts in arrears may not launch, haul out or attend Meetings. Club records are deemed to be correct and it is the member's obligation to ensure their account is paid in full 7 days before launch, haul out or a scheduled meeting.
 - Member accounts in arrears will be charged a late fee of \$25 per month until the account is paid in full.
 - At sixty (60) days the Treasurer shall inform the Secretary of the debt and provide the statement of the account owing. A registered letter will be sent by the Secretary giving the member thirty (30) days to pay the entire amount outstanding.
 - At ninety (90) days a registered letter will be sent by the Commodore notifying that the membership has been forfeited and legal action may commence.
 - Any member expelled for indebtedness to the Club, may appeal to the Executive for reinstatement. If successful, he/she will be required to pay all the outstanding debts plus a three hundred and fifty dollar (\$350) charge to reactivate his/her membership. In the event that the member is in default for a second time and is expelled for the second time, the membership will not be reinstated.
- d) Members are expected to pay all outstanding debts upon resignation.
- e) Prorating of Fees
For Full Members applying to the club, monthly prorating of fees will be based on a 12 month period (Club's fiscal year) for fees and levies, e.g. $\$650 \text{ (fees and levies)} / 12 \text{ months} \times 6 \text{ (active months)} = \325 . Annual dockage will be based on a 6 month period from May 1st to October 31st, e.g. $\$420 \text{ (dockage)} / 6 \text{ months} \times 3 \text{ (active months)} = \210 . Fees will be rounded to the nearest month.

For current members resigning or changing their status during the fiscal year, there is no refund or prorating of fees, levies or storage.

10. *WORK POLICY*

Each Full Member of CIYC is responsible for performing 15 hours minimum of work per fiscal year to support their working Club. Each Social Member is responsible for performing a minimum of 6 work hours. The Executive shall approve all work done. Members are responsible for submitting their work hours.

While there is no requirement to perform 6 work hours, Adult & Youth Sailing members (deemed to be Social Members under special circumstances) are encouraged to do so during their term membership. There is no financial liability in the event the work is not performed.

Any member not wishing to perform part of or all of the required hours will be billed at the current rate. Work hours are to be completed and submitted by October 1st. On the basis of illness, physical inability, or other extenuating circumstances, a member may be exempted from work hours. Members may not transfer work hours to other members. Starting with the fiscal year following a member's 80th birthday he/she will no longer be required to perform work hours.

It is the member's responsibility to ensure his or her work hours have been submitted within thirty (30) days after the hours have been completed. Work hours not submitted immediately may not be counted.

Assigned work hours for new Full Members are 15 hours if joining before June 30; 50% of hours after June 30 to August 31; 25% of hours after August 31 to September 30; 0 hours if after September 30. The same percentages apply to Social Members.

A member may request, or the Executive may grant, an exemption of all or part of a member's work hour requirement. The basis of the exemption may be illness, physical inability, or other extenuating circumstances.

11. *CONFLICT RESOLUTION*

A member with a conflict may present his or her case to the Executive at a regularly scheduled Executive meeting. If the conflict cannot be resolved within the Bylaws, Policies & Procedures by the Executive, the Commodore will convene a panel of no less than three Past Commodores, none of whom have any direct involvement with the problem, to hear the case. The resolution of the panel will be final and binding to all parties.

12. *DISCIPLINE*

Any member(s) having a complaint against another member(s) for the infraction of any law or rule, other than sailing rules, or for conduct injurious to the welfare of the Club, may report the same, in writing, to the Executive. Such complaint shall set forth the facts of the case, together with the names of witnesses (if any) and their contact numbers.

After receiving such complaint, a member of the Executive shall as soon as practicable, investigate the complaint. This member shall also request, in writing, the defendant's information.

The investigating Executive member shall then present his/her findings to the whole Executive. The Executive shall have the power to suspend or expel the member or impose penalties. If the Executive decision is unanimous and both parties are in agreement, the decision shall be filed with the Secretary and copies mailed to the parties involved.

However, if there is no unanimity, the Secretary shall issue a formal letter of invitation to both parties, which will include complaint details and Executive meeting date, place and time. At this meeting, the complaint(s) and defendant(s) shall receive at least five (5) days notice and they may be heard with witnesses.

The statements and evidence shall be reduced to writing and filed with the Secretary and all parties shall receive copies of the decision. An appeal of the Executive decision must be filed, in writing, with the Secretary within five (5) days. A special meeting of Regular Members shall be called for the consideration of the case and a

majority shall be necessary to reverse the decision of the Executive. Any action sanctioned by a current Executive shall be limited to curtailing a member's rights and freedoms at CIYC for that year only.

13. *ENFORCEMENT AND SANCTIONS*

When an infraction is brought to the attention of the Executive, any one or all of the following steps will be taken until the situation is resolved:

- The Executive will speak to the individual
- Issue a formal letter detailing the infraction
- Request attendance at an Executive Meeting
- Remove privileges
- Suspend membership for current fiscal year
- Recommend termination of membership (to be voted on at a Special Meeting)

14. *DUTIES OF EXECUTIVE*

a) *COMMODORE*

The Commodore shall:

- maintain the dignity of the office of Commodore and of CIYC
- be responsible for the overall direction of the club and the adherence to the business plan
- develop relationships with stakeholders outside the club such as but not limited to the town, service providers.
- ensure their legacy project is completed.
- meet individually with new members to explain club policy and procedures, recommend committees to sit on based on the members qualifications and ensure the mentors follow through with their responsibilities in respect of new member assignments.
- assign 100% of the membership to a committee.
- represent the Club and promote the objectives of CIYC and strive to increase the prestige of CIYC with the public
- manage the day-to-day affairs of CIYC
- ensure the Bylaws, Policies and Procedures are adhered to and amended as necessary
- call and preside over all meetings of the general membership and the Executive
- establish the agenda for all general membership and Executive meetings
- along with the Executive, coordinate the execution of all Club activities
- within thirty (30) days following the election, hold a meeting with the Executive to allocate duties for the forthcoming year
- along with the Treasurer, formulate the budget for the forthcoming year and submit it to the membership at the Annual General Meeting
- be co-signer on the bank account
- be an ex-officio member of all committees
- chair the Nominating Committee
- appoint support personnel as required
- present a written report of the year's activities at the Annual General Meeting
- have an entry and exit interview with members

b) *VICE COMMODORE*

The Vice Commodore shall:

- in the absence of the Commodore, act in his/her stead
- prepare a business/strategy plan to be implemented upon their move to Commodore. The plan should include a legacy plan by which the Commodore will be uniquely identified and remembered. This sounds like a simple task, but if done correctly, is a very large task involving meeting with the current and future executive and membership to make determinations.
- serve as a member of the Nominating Committee
- accept additional duties assigned by the Commodore or Executive

- assume the position of Bylaws Chair - maintain and update the official copy of our Bylaws, Policies, and Procedures
- review membership and be responsible to maintain the membership at levels consistent with the club's requirements
- coordinate additions to the Memorial Wall
- be co-signer on the bank account
- accept the nomination for the position of the next Commodore

c) *SECRETARY*

The Secretary shall:

- be the Privacy Officer for the Club
- collect insurance information from boating members
- coordinate use of the Club by members for private functions
- create and distribute all notices required to members, the Executive and members of committees
- attend all meetings of the Executive and members and record the minutes of all proceedings of those meetings in the books of the Club
- duplicate and distribute all minutes of the Executive meetings to the Executive within ten (10) days
- be the custodian of the corporate seal of the Club and of all current books, papers, records, documents, polices and other instruments belonging to the Club
- be responsible for the archiving of pertinent club documents
- maintain a membership roll to include names of members, membership status, seniority dates, insurance information and other pertinent information as the Executive may require
- supply an up-to-date membership list to the Treasurer
- process applications for membership and submit them to the Executive
- keep a record of all postponed motions until they are dealt with
- receive and post applications for Club rentals
- establish a Telephone Committee made up of not less than three (3) members of the Club.
- liaise with the assigned member of the Executive on information that needs to be shared with the Club.
- contact all committee members to relay information to the members as directed by the Executive.
- instruct the committee to maintain accurate records of calls made.
- maintain confidential custody of passwords and login information.
- record the work hours of the membership

NOTE: Important items are to be kept at a secure location

d) *TREASURER*

The Treasurer is responsible for the financial affairs of the Corporation and is a signing officer of the Corporation.

The Treasurer shall:

- provide financial analysis and financial recommendations to be used in planning
- facilitate the preparation of the Annual Budget in conjunction with the Executive
- present the Annual Budget for the forthcoming year at the Annual General Meeting
- prepare and present the Annual Financial Statements at the Annual General Meeting
- oversee the Bookkeeper and Cashier
- establish a Finance Committee to develop a finance policy
- establish a Finance Committee consisting of a Bookkeeper and Cashier
- maintain the financial records of CIYC in accordance with Generally Accepted Accounting Practices
- maintain banking facilities as required to support club activities obtain insurance coverage to protect the Club assets
- file statutory reports as required
- be co-signer on the bank account
- update the Club Executive on the financial status of the Club at the Executive meetings
- secure the services of a qualified independent accountant to prepare and submit tax returns
- request that the Commodore receive confirmation of the balances for loans and bank accounts at the end of the fiscal year from our financial institution

e) *DIRECTORS*

Officers shall:

- accept additional duties as required
- attend all Executive meetings
- send a representative if unable to attend an Executive meeting
- establish a Committee made up of at least three (3) members of the Club
- submit a budget to the Executive prior to the Annual General Meeting
- review and approve work hours accumulated
- identify and groom an heir apparent from their committee

i) *ADULT SAILING*

The Adult Sailing Officer shall:

- include the LTS instructors as part of the Committee
- administer the Club's LTS Policy and Procedures for the Management of the School.
- maintain and share a list of LTS responsibilities with the Executive and future LTS Officers
- coordinate all phases of the LTS program outlined by the Executive
- ensure the certification of instructors remain current as required by Sail Ontario and Canadian Yachting
- be responsible for haul out, launch and storage of the LTS vessel(s)
- plan and schedule the classes for LTS students
- recruit future LTS instructors
- promote the LTS program through publicity and brochures
- provide a marketing plan annually for LTS.

ii) *DOCKS*

The Dock Officer shall:

- administer the Club's dock policy and procedures for the assignment of docks.
- maintain and share a list of Dock Committee responsibilities with the Executive and future Dock Officers
- prepare and publish a list of dock assignments by the end of the first full week of April
- be responsible for haul out, launch and storage
- plan and supervise the dockage of visiting boats
- be responsible for the Paddle Pass Program

iii) *DREDGING*

The Dredging Officer shall:

- develop long term relationships and long term agreements with all stakeholders involved with dredging
- include the Commodore in relational developments in particular with the town and special interest groups
- administer the Club's policy and procedures for the dredging of a navigable waterway at the mouth of Cedar Creek and into Lake Erie
- maintain and share a list of dredging responsibilities with the Executive and future Dredging Officers
- liaise with the Town of Kingsville in obtaining and maintaining all required dredging permits
- liaise with the Town of Kingsville and Melton Bros. Marine and Welding for the services
- maintain the Club's dredging vessel

iv) *PROPERTY*

The Property Officer shall:

- maintain and share a list of property responsibilities with the Executive and future Property Officers
- within a prescribed budget allocation, identify, contract for and ensure the satisfactory completion of routine maintenance of the Club's grounds and cleaning of the clubhouse
- arrange for and provide direction to work parties
- execute other matters regarding maintenance of the Club's property as requested by the Commodore and/or the Executive

v) *RACE*

The Race Officer shall:

- develop and publish a schedule for all Club races and open regattas.
- coordinate all phases of the Club's racing activities including the adjudication of protests
- maintain and share a list of race responsibilities and functions with the Executive and future Race Officers
- liaise with the Social Officer to include some fun racing where required to enhance social programs
- ensure the development of new racers to keep racing fleets as large and active as possible
- be aware of and cater to the needs of the older racers through programs such as the Silver Cup
- liaise with other area yacht clubs regarding the coordination of race schedules
- represent and promote the interests of yacht racing
- contact the town in regard to using the town docks for Regattas

vi) *SOCIAL*

The Social Officer shall:

- schedule, organize and coordinate all social activities for the Club
- maintain and share a list of social activities with the Executive and future Social Officers
- promote and encourage member participation in the Club's social activities
- promote cruising activities
- maintain our relationship with I-LYA and its member clubs (reciprocal agreements/docking, special events, etc.)

vii) The Youth Sail Officer shall:

- manage the Youth Sail School with the assistance of his/her Committee Members.
- maintain and share a list of Youth Sail responsibilities with the Executive and future Youth Sail Officers
- coordinate all phases of the Youth Sail program outlined by the Executive
- ensure that the Program has certified instructors
- recruit future Youth Sail instructors
- be responsible for haul out, launch, storage and upkeep of the Youth Sail boats
- plan and schedule the program for Youth Sail students
- promote the Youth Sail program through publicity, social media and brochures
- provide an updated Strategic Plan annually for Youth Sail
- apply for grants as they become available
- maintain contact with and seek support from Ontario Sail

f) *ADDITIONAL SUPPORT PERSONNEL*

i) *BOOKKEEPER*

The Bookkeeper shall:

- work under the direction of the Treasurer
- using bookkeeping software supplied by the Club
- invoice members as directed
- provide to the Treasurer, in a timely manner, such reports as the Treasurer may from time to time require

ii) *CASHIER*

The Cashier shall:

- work under the direction of the Treasurer
- use bookkeeping software supplied by the Club
- collect mail at the club mailing address
- deposit funds received, in a timely manner, and record the transactions in the ledger
- distribute mail received to the appropriate member of the Executive
- provide to the Treasurer, in a timely manner, such reports as the Treasurer may from time to time require

iii) *HISTORIAN*

The Historian shall:

- maintain the archives of CIYC. The position is to be filled by a member living within Essex County for a minimum of a three-year period.

iv) *HEALTH & SAFETY COORDINATOR*

The Health & Safety Coordinator shall:

- report to the Commodore
- monitor and suggest changes to the club safety related protocols, policies and procedures.
- monitors safety issues around the club house and grounds. Work with the harbour master (docks and dredging) and property officer to suggest corrections and improvements.
- introduce new members to the health and safety issues of the club.
- conduct investigations into health and safety issues at the request of the executive.
- provide a written report to the Commodore for each Executive Meeting.

The full description of the Health & Safety Coordinator is available on the Club's website.

15. *MEETINGS*

a) Annual General Meeting:

The AGM shall deal with all matters that may legally come before it and shall include:

- the ratification of the new Executive
- the presentation of the Club's financial statement
- the reports of the outgoing Executive
- the reports of the incoming Executive who will present their coming year's goals, plans and budget
- the Operating and Financial Budget for the upcoming season for approval

b) Special Meeting:

A Special Meeting, stating its purpose, may be called by the Executive or shall be called within thirty (30) days upon receipt of a written request by at least twenty-five percent (25%) of the Full Members.

Upon receipt of a written request by twenty-five percent (25%) of the Full Members, the Executive will call a meeting within thirty (30) days.

c) Emergency Meeting:

The Executive may call an Emergency Meeting if the business to be discussed is urgent or time sensitive. The reason for the meeting shall be stated and the membership shall be given a minimum of seven (7) days' notice.

16. *DOCK POLICY AND PROCEDURES*

- a) The following dates have been established for launch and haul out. Launch will be held the last Saturday of April and haul out the second Saturday following Thanksgiving, weather permitting.
- b) Full members who wish a well to be assigned for the season shall submit a request annually to the Dock Officer using the current Dock Request Form including vessel dimensions. The Dock Request Form must be submitted before February 28 of each year.
- c) The Dock Committee shall assign wells using vessel dimensions (LOA, beam, and draft) as criteria. If the number of well requests exceeds the number of wells available, allocations will be made by seniority.
- d) The Dock Committee will assign the docks in such a manner as to best accommodate each member and to best utilize the Club facilities. A member's seniority in the Club will only be used to resolve a conflict between members with similar needs. Late assignments made after the initial deadline shall not displace a boat already assigned in accordance with the Dock Policy.
- e) The Club is not obligated to provide a well for a vessel deemed unsuitable for existing facilities.

- f) A Full Member may apply for one well only that must be used to dock a vessel owned, leased, or otherwise under the control of the member for the exclusive use of that member.
- g) If a vessel is owned in partnership, each partner must be a Full Member of the Club. If a partnership dissolves during the season, the partners must inform the Dock Officer of who the new lessee shall be. In addition, either member of the partnership may apply for well assignment of a second vessel.
- h) A Full Member may not sublease an assigned well.
- i) Wells temporarily vacated for one or more days may be used for guest well assignment by the Club.
- j) Unassigned wells may be applied for by a Full Member who currently has a well assignment and wishes a second well. Available wells will be posted two weeks after launch. Rental will be by the month (based on availability) but billed annually at the current rate.
- k) A Full Member buying, selling, or chartering a vessel docked at the Club shall notify the Dock Officer immediately upon doing so. The member may be assigned a second dock if available. The member is given a 2-week grace period before being charged for the second dock, after which billing shall be assessed as described in section 7.
- l) Un-launched boats, un-stepped masts, and cradles/trailers must be removed or installed within two weeks following launch, except by approval of the Executive. Members should notify the Dock Officer of any potential delays. Failure to comply will result in a charge of \$200.00 to the member. Members will pay \$100 for each successive month until completed. Cradles will be moved by a work party, organized by the Dock Officer. Members involved with the work party will receive work hours. Members may move their own cradles, but will not receive work hours. This must be completed on or before cradle day.
- m) It is the responsibility of each dock assignee to paint their dock using paint supplied by the Club before launch, and to the specifications of the Club. The Club is not responsible for maintenance, repairs, or placement of bumper boards. Failure to remove bumper boards by November 1st will result in a charge of \$50.00 to the member.
- n) Additions, deletions, or modifications to a dock, its electrical system, or its water system must receive the prior approval of the Executive.
- o) The Club is not responsible or liable for the loss of, or damage to, a member's boat when it is on Club property. This includes any loss or damage resulting from fluctuations in water level.
- p) A member may appeal to the Executive for a ruling when in disagreement with a decision made by the Dock Committee. The member will comply with the decision of the Dock Committee until an alternative, if any, is imposed by the Executive.
- q) Members will be notified of their dock assignments by the end of the first full week of April so they can ready their dock before launch. Once assigned a dock, members will have exclusive use of it for that season. The number of power boats is limited to 3.
- r) Docks that become available during the boating season will be reassigned as soon as possible where appropriate.
- s) There will be no extra charges (hydro) during winter storage for anyone working on their boat except in extraordinary circumstances and at the discretion of the Executive. No member shall leave an unattended power cord attached to his or her boat for any reason, due to the risk of fire. Failure to comply will result in a charge of \$100.00.

- t) The gin crane dock is not an assignable well for members. A member may dock at the gin pole to step or un-step the mast or to use the pump-out station only. Exceptions may be granted with the prior approval of the Dock Committee or the Executive.
- u) No vessel docked at the Club can be chartered to non-members.
- v) The Dock Officer shall submit to the Treasurer a list of cradles stored (after launch) and a list of boats stored at the Club (after haul-out).
- w) Members may have a dock box and must place it in front of their well. Boxes should be designed for outdoor use and be in good repair. They should be white or neutral in colour. Their dimensions should be no larger than 2.5 feet wide by 5 feet long. Members will be notified and requested to remove damaged or inappropriate boxes. If moved to another location, the member is responsible for returning the previous location to its former state.
- x) Walkways are to be maintained in a neat and orderly manner. Hoses and electrical cords should be hung at their service location when not in use. They should not be left lying on the walkway and should be attached to the service outlets intended for that well.
- y) A member when selling their boat can not include in the sale of the boat a promised dock. A new member must apply for a dock through the Dock Officer.

17. *CRADLE POLICY*

A cradle deemed unsafe by the Executive may not be allowed on Club property and will not be loaded at haul-out.

Additional boats and cradles or trailers may be stored on Club property only with prior approval of the Executive.

18. *PADDLE PASS POLICY*

All Social and Full Members may store a small boat at CIYC as long as the following criteria are met and understood:

1. The boat must be rack storable and fit on the racks provided on the property.
2. The boat must be owned by and under the control of the member. A member must accompany a guest when using a small boat.
3. Boats must be removed from the mast racks 4 weeks before haul out and may not be stored there until the masts have been removed at the beginning of the season.
4. Storage will be subject to available space and will be determined by the Dock Committee. Any member who stores a small boat at the Club will have priority for storage the following year.
5. The Dock Committee will assign racks in such a manner as to best accommodate each member and to best utilize the Club facilities.
6. Members may be assigned more than one rack subject to available space.
7. The Club will not be responsible for loss or damage to the small boats.
8. A fee will apply as outlined in Paddle Pass Storage Fees under “Membership Fees and Charges for the Season” in the Policies and Procedures.

19. *INSURANCE*

Each member will submit proof of insurance before the member's boat is launched at the Club. At minimum, proof will consist of the name of the insurance carrier, policy number, date of expiry, and liability limit. The Club may collect other information as deemed pertinent. All information will be held in confidence by the Secretary (Privacy Officer) and not disclosed without written permission of the member. An owner who has not submitted insurance information as specified will not be assigned a dock and will not be launched by the Club.

20. *MEMBER RESPONSIBILITY*

Members must remove all personal items, from Club property, that are not used during the sailing season (May - October). These items include but are not limited to ladders, saw horses, tarps and tarp frames or anything not needed in the normal operation of their vessel. Members may be fined \$200/month at the discretion of the Executive.

21. *DERELICT BOAT POLICY*

A boat may be deemed derelict, at the discretion of the Executive, if it is neglected, unsecured or unseaworthy. If a vessel is deemed derelict, the member may be asked to remove it from Club property until the deficiency has been rectified. If a vessel remains in a derelict condition for one year, it will not be assigned a berth for the following year or until the condition has been corrected to the satisfaction of the Executive.

If a vessel has been declared derelict, the member may appeal to the Executive with a proposal to rectify the designation.

22. *DREDGING POLICY AND PROCEDURES*

- a) It is the policy of the *Cedar Island Yacht Club* to maintain a safe and navigable channel from its docks to the mouth of Cedar Creek and into Lake Erie. The dredging operations shall be scheduled to maintain a clear and navigable channel throughout the season to the extent possible.
- b) Liaison with the Town of Kingsville and Melton Bros. Marine and Welding will occur in a timely manner and in such a way as to ensure there are no impediments to having the dredging vessel functional and available to dredge as required.
- c) The dredging vessel shall only be used in operations relative to dredging, race marks, channel markers and any other operations authorized by the Dredging Committee Officer.
- d) The Dredging Committee shall maintain a work boat crew consisting of members who are trained in piloting, operation and general maintenance of the dredging vessel.
- e) A detailed logbook shall be maintained, including all instances of vessel operation, repairs, refueling and personnel training.
- f) The vessel, when used for dredging purposes or channel marker deployment and retrieval, shall be operated by no less than two (2) trained members.
- g) When the vessel is used as race committee boat or for placing of racing marks, one trained member shall operate the vessel assisted by the race committee member(s).
- h) All persons on board shall wear personal floatation devices at all times.
- l) When the vessel is being operated, the VHF radio shall be tuned to channel 16.

23. *VISITOR/RECIPROCAL POLICY*

Guests of Full Members, CYA and/or I-LYA members may stay at CIYC subject to availability of a dock.

Identification is required to confirm membership at a reciprocating club.

A guest may include a Social or Honorary Member of CIYC.

Guests must be able to show proof of insurance of their vessel and are responsible for any loss or damage to their property or vessel while docked at CIYC.

The fee for visitors is \$2.00 per linear foot. A maximum stay is 14 days per season. For CYA and/or ILYA members, the first three nights are complimentary. Guests belonging to CYA and/or I-LYA are asked to fly their club's burgee.

As part of your dockage fee, we provide water, electricity, showers, ice, barbecues, wireless internet access, entry to our clubhouse and a playground for children.

Children are welcome but must be accompanied by an adult on the docks if under the age of 12.

Visitors may not leave their boat unattended for any period longer than 12 hours without notification to the Dock Director.

At Cedar Island Yacht Club, we have a Pet Policy. Guests accompanied by pets must maintain control of their pets at all times. Pets must be leashed and limited to outdoor spaces and are not permitted in the barbeque area. Pet owners must always clean up after their pet. Pets must be kept away during busy or crowded events such as parties, regattas, and events involving food.

To make arrangements for dockage, contact the Dock Director at dockofficerciyc@gmail.com.

24. *USE OF THE CLUB BY MEMBERS FOR PRIVATE FUNCTIONS*

Members may reserve the facilities at the Club for private or social functions such as weddings, anniversaries, birthdays and ad hoc social events. The member must be present for the entirety of the event, including set-up and clean-up. Application is made through the Secretary using the "Use of Club Property or Clubhouse Facilities for Members Only" form available from the website. The form is to be submitted with a \$50 cheque, payable to Cedar Island Yacht Club, for the rental charge, which is non-refundable. The facilities are to be cleaned and returned to pre-event condition, failing which the amount of \$65.00 for cleaning will be billed to the member's account. Post-event condition will be determined by the Property Officer.

The facilities may also be rented by members, under the same terms above, for events such as meetings, seminars and other commercial purposes. These events are to be booked fourteen (14) days in advance through the Secretary and approved by the Executive.

Cedar Island Yacht Club is a private club for use by all its members. Consequently, if the facilities are being used for a private event, the member(s) renting the Club cannot expect its exclusive use - members maintain the right to access all of the facilities. Club facilities will not be available during a Club sanctioned event.

NOTE: The Club facilities will not be available for rental during the months of June, July and August, except for non-holiday Mondays, Tuesdays or Thursdays when no Club-sanctioned events are planned. *Cedar Island Yacht Club* is a private club for use by all its members.

25. *ALCOHOL POLICY*

Alcohol is not to be sold or supplied on CIYC property without a proper permit being obtained when one is required.

26. *PET CONTROL POLICY*

Members and guests accompanied by pets on CIYC grounds must maintain control of their pets at all times. Pets must be leashed and limited to outdoor spaces and are not permitted in the barbeque area. Pet owners must always clean up after their pet and be considerate of other members who may not enjoy animals. Pets must be kept away during busy or crowded events such as parties, regattas, and events involving food. Any member of the Executive has the authority to have a pet removed from the property at their discretion.

27. *FUND RAISING POLICY*

Any funds to be raised or charged by whatever means including, but not limited to ticket sales, entry fees, charges for events, sponsorship, sale of food/drink/merchandise must be pre-approved by the Executive. All funds raised by whatever method are deemed as club funds and must be turned into the Treasurer of the Club immediately following the event unless authorized by the Executive. Distribution and/or use of such funds will be at the sole discretion of the Executive.

28. *SIMPLIFIED RULES OF ORDER FOR CONDUCTING THE BUSINESS OF CEDAR ISLAND YACHT CLUB*

a) Notice of Meetings

Notice of the time and place of any general or special meeting shall be given to members by electronic (e-mail or fax or telephone) or prepaid mail according to the address on record with the Secretary. It is the member's responsibility to ensure the information on record is current. Notices of meetings shall state the general nature of the business that is to be conducted. The notice for the Annual General Meeting must include the proposed slate of officers.

The Annual General Meeting is open only to Full Members in good standing while all other meetings are open to all members in good standing. Only Full Members may vote.

b) Procedures for Meetings:

The Commodore or assigned Officer conducts all business of meetings following an agenda that has been approved (moved, seconded, discussed and voted) by those attending the meeting.

A quorum is a minimum of 25% of Full Members present at the meeting who are eligible to vote (accounts are not in arrears). A quorum must be present for the meeting to be held.

Any discussion item must either be on the agenda or have a separate motion and be seconded to allow it to be discussed. These items should logically follow from the agenda (and be placed under New Business).

If any member feels discussion has carried on long enough, they can 'call the question' which means stop discussion and let's vote. Discussion must immediately stop. The chair will then ask 'all in favour of voting', and if a majority raises their hands, the vote is called. If defeated, discussion may continue.

When the vote is called, the motion is re-read, advocates named (moved and seconded), and then everyone votes. The motion is passed if a majority of those present is in favour. The Chair has the tie-breaking vote and that is the only time the Chair votes.

The actual vote is tabulated by a show of hands. If any member requests the vote be recorded by either a secret ballot, or a poll, the Chair will ask for a show of hands in favour or opposed. The majority will decide on how the vote is to be conducted. A motion is not required.

If a member wishes to change a motion while it is on the floor, it can be allowed if the advocates of the motion agree to the changes. Thus, the motion can be changed on the fly. If they don't agree, the original motion is voted on first and then further motions may follow as needed.

The Chair is responsible for following the agenda in the order presented unless the membership agrees to handle an item out of sequence. All members should be allowed to speak once on the item up for discussion. After everyone has had a chance to speak once, they may be allowed to speak a second time. This continues until either the Chair calls for the vote or a member calls the question. The Chair is responsible for keeping everyone on topic.

For changing Bylaws, two-thirds (2/3) must be in favour. For changing Policies and Procedures, a majority must be in favour. Notice of the proposed amendment or change must have been given in the notice for the meeting.

The Bylaws or Policies and Procedures, or any part of them, may be suspended at any meeting of the membership, but for such meeting only, by consent of four-fifths (4/5) of the Full members present.

c) Removing Executive Members

Full Members may call a Special Meeting for the purpose of removing members of the Executive. The resolution must be passed by two-thirds (2/3) of the members in attendance. Replacements may be elected by a majority vote at that meeting.

d) Extraordinary Situations:

It is recognized that these Simplified Rules of Order may not account for every situation that may arise in a meeting. If such an issue occurs, the Chair will revert to Roberts Rules of Order for a resolution.

- e) Minutes must be taken during every meeting. Minutes of in camera are confidential but major decisions are entered into the regular minutes of the meeting by a follow-up motion. The main purpose of taking minutes is to ensure all board members, including those not in attendance, are informed about the decision. After everyone has had a chance to speak once, they may be allowed to speak a second time. This continues until either the Chair calls for the vote or a member calls the question. The Chair is responsible for keeping everyone on topic.

For changing Bylaws, two-thirds (2/3) must be in favour. For changing Policies and Procedures, a majority must be in favour. Notice of the proposed amendment or change must have been given in the notice for the meeting.

The Bylaws or Policies and Procedures, or any part of them, may be suspended at any meeting of the membership, but for such meeting only, by consent of four-fifths (4/5) of the Full members present.

The full content of the following Policies and Procedures, # 29, 30 and 31, are available on the Club's website.

29. *CONCUSSION POLICY*

CIYC is committed to the following actions in regards to concussions:

- Committed to increasing awareness regarding what concussions are and the potential for serious complications.
- Enforcing procedures and training that promotes preventative actions to help reduce the number of concussions.
- Providing procedures that support CIYC staff, volunteers and athletes in ensuring quick recognition and removal of any individual with a suspected concussion from CIYC activities.
- Ensure that following a suspected concussion there are clear steps for both the individual and CIYC to follow before a return to sport occurs to ensure the focus is on the individual's long-term health.

30. *EMERGENCY PROCEDURES*

CIYC Emergency Procedures indicate that EMS should be contacted if any of the following situations occur:

- Victim is not breathing or was not breathing
- Victim is bleeding profusely
- Victim lost consciousness for any period of time
- Injuries occur to back, neck or head
- There is a major trauma to a limb
- Victim suffers cold water emergency
- Serious assault with or without a weapon
- Fire
- Any other situation at the discretion of the Charge Person on site at that time

31. *CHILD PROTECTION POLICY*

The Cedar Island Yacht Club will not tolerate any form of physical, sexual, emotional, verbal, cyber-, or psychological abuse nor any form of neglect or harassment. We will take steps to protect all our participants, especially minors.

32. *CHILD SUPERVISION POLICY*

Children 16 years of age and under must be accompanied by a responsible adult while at the Club Property unless they have had special permission from a member of the Executive.

33. *PRIVACY POLICY*

Cedar Island Yacht Club (the 'Club') is committed to protecting the privacy and confidentiality of personal information. Collecting, using and disclosing personal information in an appropriate, responsible, and ethical manner is a requirement of CIYC's daily operations. Therefore, CIYC has developed this Policy about the methods implemented to protect the information provided to us. Please review this Policy for the most recent information and procedures as it may be updated periodically. Included in this Policy is contact information should you have any questions.

This Policy applies to all personal and confidential information within CIYC's possession and control.

Personal Information is defined as any identifying information about an Individual or group of individuals, including name, marital status, date of birth, address, phone number, email address, social insurance number, nationality, gender, financial data, credit card numbers, insurance documentation, etc.

Personal Information as noted above is typically collected through membership application forms, event bookings and various documents that are provided to the Club from time to time.

Consent

Personal Information will only be collected from an Individual with consent, either express or implied. Regarding sensitive information, such as financial information, the Club will require the Individual to provide express consent either in writing or orally. When providing credit card information, the Club requires a signature as express consent to allow the credit card information to be used for payment purposes.

An Individual's Consent occurs and is obtained when an individual signs an application or other form containing personal information, thereby authorizing CIYC to collect, use and disclose the individual's Personal Information for the purposes stated on the form or in the Appropriate Use section of this policy.

Appropriate Use

Club Membership: CIYC uses the Personal Information solely for the purpose of conducting business (e.g. roster, account management, communications, etc.)

Website: In order to gain access to website secure sites as a Member, you may be asked to provide data including your name, address, email address, contact information, photo, or username and password. While our website is accessible without providing all of this information, nevertheless it may be required to access certain pages within the website. Access to these secured pages requires a passcode. Personal information is obtained to create a profile that best serves our Members. Information may also be used to contact Members electronically. You may change your user information by updating your user profiles.

Club Roster: To allow communication between Members, the electronic and printed Member Roster is strictly limited for personal use by Club Members only. Members cannot use the names of Club Members and/or their contact information for any commercial or solicitation purposes whatsoever.

Photography: Photographs may be taken from time to time at events or activities at the Club for use on the website, the Club's face-book page or for media and promotional and media uses.

Policy Statement

CIYC does not sell, trade or transfer any user information to third parties. Your information may be used for direct emailing, newsletters or Club information/notifications. You may agree to provide your Personal Information to third parties that provide content for Club offerings in which case you are then subject to their company privacy policies.

CIYC will keep all Personal Information that a Member and or Individual provides secure from inadvertent disclosure. Further, the information retained will only be kept for as long as necessary to provide the Member and/or Individual with the proper and necessary services (e.g. account billings, notices, etc.).

However, CIYC is required to maintain certain Personal Information for a period of time for various reasons, including income tax purposes. All Personal Information will be disposed of when appropriate, and in a manner which respects the Individual's privacy.

Review Personal Information held by CIYC

Should a Member and/or Individual wish to review their Personal Information held by CIYC, the Member and or Individual may make a request to CIYC. In most circumstances, CIYC will grant the Member and or Individual access to their Personal Information upon a written request by the Member and/or Individual and satisfactory identification. Accuracy of a Member's and/or Individual's information is important; therefore it is incumbent on the Member and/or Individual to notify CIYC if there are errors, or omissions of fact.

Further, a Member and/or Individual may choose to withdraw consent of CIYC's use of their Personal Information. This withdrawal of consent may have an impact on their Membership and/or performance of services.

Conclusion

Please contact us with any questions in regards to this Privacy Policy at: cedarislandyachtclub@gmail.com