

# 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.

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CEDAR ISLAND YACHT CLUB  
PO Box 214  
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BYLAWS  
May, 2022

**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 five categories of membership:

- Full Member
- Associate Member
- Social Member
- Honorary Member
- Adult & Youth Sailing Social 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) Children and grandchildren of a Full Member, in good standing and five years of seniority, may apply for a Full Membership and receive a courtesy discount of fifty percent (50%) of the initiation fee.
- c) Divorce will require membership rearrangement. The spouses shall determine who will retain the Full Membership and so inform the Executive in writing. The other spouse may join the Club as a Full Member with a courtesy discount of fifty percent (50%) of the initiation fee. The initiation fee will be further reduced by one fifth for each full year of seniority in excess of five (5) years. All other fees payable by a Full Member apply.

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 comprised 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

May, 2022

### 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 prescribed initiation fee in the case of Full membership, may be submitted to any member of the Executive. That Executive member is responsible for forwarding the application to the Secretary and the initiation cheque to the Treasurer.

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, compliancy 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. If during the two (2) year probation period, a membership is revoked, the initiation fee(s) may be returned (pro rata) at the discretion of the Executive.

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 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

Associate membership allows Full Members to change their status. The change may be granted to a Full Member:

- a) Whose principal residence is beyond a 75 km radius of the club, and/or
- b) Whose health precludes physical work, he/she does not own a boat in whole or in part and has completely given up boating.

The member must make a written application to the Executive stating the reason for the change.

Associate Members will maintain their existing seniority (but not accumulate additional seniority), will not have to perform work hours and will not be required to pay any initiation fees if they return to Full Member status.

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, and submit payment in full, prior to acceptance of their change of membership status. 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.

An Associate Member 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
- Be exempt from performing work hours

An Associate Member may not:

- Vote
- Hold office
- Rent dockage
- Haul out, launch or store vessels at the Club

#### 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. Payment is to be submitted in full prior to acceptance of their change of membership status. 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. All fees paid toward Social Membership may be applied toward Initiation Fees to a maximum of the current Initiation 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*. In this case, Social membership is not subject to an Initiation Fee, and there is no prorating of the Annual Fee.

Social membership may be granted by the Executive in accordance with the provisions of the application process. Social membership is not subject to an Initiation fee, and 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, meeting attendance, compliancy 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. If during the two (2) year probation period, a membership is revoked, the initiation fee(s) may be returned (pro rata) at the discretion of the Executive.

Social Members wishing to convert to Full membership, complete with full docking privileges part way through any boating season, will be subject to the prescribed initiation fee and to the annual Full membership fees and submit payment in full prior to acceptance of their change of membership status. 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.

All Social Member 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.

All Social Member 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

A Social Member 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



7. *ADULT & YOUTH SAILING SOCIAL MEMBER*

An Adult and Youth Sailing Social Membership is granted to a graduate of the CIYC Adult Sailing program upon the recommendation of three Adult Sailing trainers or the family of a Youth Sailing student, for the first year only, upon recommendation of three Youth Sailing Committee members. The application form, available on the website, will be used to provide details on the member and will be submitted to the Secretary. The Secretary will electronically post the application via email for a period of 15 days for membership review. If no objections to membership are received, the ASSM Member or YSSM will be granted membership to the CIYC effective from the date of their graduation until the 31st of October the following calendar year.

If either an Adult Sailing Social Member or Youth Sailing Social Member decides to become a Full Member during that period of time, a \$250 credit will be applied against their final Initiation payment. Only one application fee can be applied to an initiation.

An Adult or Youth Sailing Social Member shall enjoy the following privileges:

- Have full use of the Club facilities in accordance with current membership procedures
- Receive all Club communications
- Perform work hours according to the Work Policy.
- Be exempt from payment of fees and levies
- Speak at any meeting open to the general membership

An Adult or Youth Sailing Social Member may not:

- Vote
- Hold office
- Rent dockage
- Haul out, launch or store vessels at the Club

8. *MEMBERSHIP FEES AND CHARGES FOR THE SEASON*

<b>Item</b>	<b>Amount per Year (Plus HST where applicable)</b>	<b>Additional Information</b>
Initiation	\$1,000	To celebrate our 50th Anniversary, the initiation fee has been waived for new members and former members in good standing until launch of 2023. Following our 50th Anniversary, two options are available for paying the Initiation Fee: 1. One payment of \$1,000 plus HST 2. Two payments of \$500 plus HST over two years (second instalment due on the first anniversary of membership Seniority Date) 3. Initiation for Full or Associate Members reapplying is 50% 4. See Article 4 and Policy 8 for additional information
Full Member Fee	\$605	
Social Member Fee	\$165	
Associate Member Fee	\$110	
Annual Dock Lease	\$40/foot	Based on the beam of the vessel
Winter Boat Storage with Mast	\$100	For one boat and mast
Cradle Storage	\$45	

Item	Amount per Year (Plus HST where applicable)	Additional Information
Small Boat Storage	\$50/boat	(See Paddle Pass Policy)
Visitor/Reciprocal	\$2/linear ft.	(See Visitor/Reciprocal Policy)
Work Hour Fee	\$30/hour	Rate for unfulfilled work hours
Dock Pole Removal	\$50	Removal of docks posts/bumpers after Nov. 30 <sup>th</sup>
Failure to comply to Dock Policy	\$200	Un-launched boats, un-stepped masts & cradles not removed (See Policy #16 m) 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	48%	Annual interest rate charged on accounts that are in arrears
Member Reinstatement Fee	\$350	For accounts in arrears, for more information see also Policy #9 c
Adult Sailing Courses	\$485 \$285	Sail Canada Basic Cruising Standard Sail Canada Start Keelboat Sailing
Youth Sailing	\$425	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 new 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. \$605 fees and levies/12 months x 6 (active months) = \$275. Annual dockage will be based on a 6 month period from May 1st to October 31st, e.g. \$420 (dockage)/6 months x 3 (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 rate of \$30.00 per hour. 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 20 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 circumstance.

#### 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

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 pole 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 [dockdirectorciyc@gmail.com](mailto:dockdirectorciyc@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.

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- 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.

*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](mailto:cedarislandyachtclub@gmail.com)