

BAY OF QUINTE YACHT CLUB OF BELLEVILLE INCORPORATED

CONSTITUTION AND BY-LAWS

1. NAME

1.1. The name of this Club shall be The Bay of Quinte Yacht Club of Belleville Incorporated, hereinafter referred to as the Club.

1.2. The colours of the Club shall be red and white.

2. PURPOSE

2.1 To take over and possess, administer, maintain and enjoy all the property leases, equipment and all other assets of the Club.

2.2 To provide such further facilities as may contribute more fully to the pleasure and convenience of its members.

2.3 To promote and encourage the art and sport of sailing and boating in all or any of its branches.

2.4 To engage in and to provide facilities and equipment for any other sport or pastime as may be decided upon by its members.

2.5 To buy, acquire, sell, or dispose of land or property for the use of the Club.

3. VALIDITY

3.1 That this Constitution shall supersede and abrogate all or any previous Constitutions adopted by the Club or any of its predecessors and that this shall be the only Constitution of the Club now in force and that any By-Laws made subsequent to the adoption of this Constitution shall be the only By-Laws of the Club.

3.2 The Policy/Practices Manual supplements the Constitution and shall be maintained and amended by the Board.

3.3 The Procedural By-Laws Manual supplements the Constitution. Robert's Rules of Order shall be used during Club meetings if the issue is not already addressed in the Procedural By-Laws' Manual.

3.4 The Board of Directors shall hereinafter be referred to as the "Board".

4. FISCAL YEAR

The fiscal year of the Club shall commence on October 1 and end on the following September 30. A copy of the audited annual financial statement for the fiscal year ending September 30 must be mailed to all members and shall be available at the Club at least ten days before the annual meeting.

5. ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) of the Club shall be held at the Clubhouse or at such other place in the City of Belleville as the Board may decide on, or about the fourth Thursday of November in each year and written notification of the time and place shall be sent to each voting member by the Secretary at least 10 days in advance thereof. The non-receipt of such notice by any voting member shall not invalidate the proceedings of any meeting.

6. SPECIAL GENERAL MEETING

A Special General Meeting (SGM) shall be called and held by the Commodore within 30 days after receiving a requisition in writing either from the Board on their own motion, or from 25 or more voting members. Such requisition shall be filed with the Secretary and shall state the matter or business to be brought before such a meeting. Written notification of the time and place of such a meeting shall be sent to each voting member by the Secretary at least 10 days in advance thereof. The non-receipt of such notice by any member shall not invalidate the proceedings of any such meetings.

7. VOTING

7.1 Active, Senior, and Past Commodore members shall be considered voting members. Each voting member present shall be entitled to one vote on each matter or item of business arising at any AGM or SGM. If the voting member is unable to attend an AGM or SGM, their designated spouse is entitled to vote in their absence.

7.2 All votes for Officers and Directors shall be by secret ballot.

7.3 When a vote results in a tie, the Chair shall cast the deciding vote.

7.4 All votes shall be determined by a simple majority, unless otherwise stated.

8. NOMINATIONS

8.1 Nominations for Flag Officers and Directors shall be in the hands of the Secretary forty-eight hours before the AGM or SGM.

8.2 These nominations shall be in writing, signed by the proposer and seconder, accompanied by a consent to act if elected, and signed by the nominee.

8.3 Only voting members may be nominated as Officers or Directors of the Club. In the case of the nomination of Commodore, the nominee must also have been elected or acclaimed as an Officer or Director at the immediately preceding AGM and still be serving in that capacity at the time of the nomination.

9. A QUORUM

9.1 A quorum for the AGM or SGM shall be 15% of the voting membership present at the time the meeting is called to order.

9.2 If a quorum is not present at the time given in the notice calling the meeting, the Chair shall so advise those present and shall postpone the meeting for one hour.

9.3 If a quorum shall not then be present, the meeting may be constituted for the sole purpose of fixing a time to recall the meeting and shall then terminate.

10. ORDER OF BUSINESS

10.1 ANNUAL GENERAL MEETING

- Reading of the Notice calling the meeting
- Declarations of Interest.
- Delegations.
- Reading of the minutes of the previous meeting.
- Business arising out of the minutes.
- Reading of correspondence.
- Reports from Officers.
- Consideration of the financial statements of the Club for the fiscal year together with the auditor's report.
- Reports from Chairs of Standing Committees.
- Appointment of auditors and authorization of the Board to fix the auditor's remuneration
- Consideration and voting on motions.
- New Business.
- Election of Officers and Directors.
- Adjournment

10.2 SPECIAL GENERAL MEETING

- Reading the Notice calling the meeting.
- Declarations of Interest.
- Delegations.
- Reading the correspondence
- Consideration and voting upon the subjects for which the Special Meeting is called.
- Adjournment.

11. OFFICERS

11.1 The Officers of the Club shall consist of a Commodore, a Vice-Commodore, a Rear Commodore, a Fleet Captain of Sail, a Fleet Captain of Power and a Treasurer.

11.2 Each Officer except the Treasurer shall be an owner or part owner of a yacht or boat.

12. BOARD OF DIRECTORS

12.1 The management of the Club shall be vested in a Board consisting of fourteen voting members and shall include the following:

The Commodore, the Vice-Commodore, the Rear Commodore, the Immediate Past Commodore, the Fleet Captain Power, the Fleet Captain Sail, the Treasurer, the Secretary, and six other Directors to be elected by a majority vote at the AGM for a period of one year commencing December 1 and ending the following November 30.

12.2 Vacancies occurring in the Board may be filled until the next AGM by the remaining members of the Board electing a voting member (s) to the board.

12.3 A quorum for a Board meeting shall be 60% of sitting Board members present at the time the meeting is called to order.

12.4 Board meetings shall be held once in each calendar month.

12.5 Special meetings of the Board may be called at any time by the Commodore or in his or her absence by any two members of the Board. Every reasonable attempt shall be made to contact all Board members. The purpose(s) of the meeting shall be stated and no further business shall be conducted at this Special meeting.

13. ORDER OF BUSINESS AT BOARD MEETINGS.

- Declarations of Interest.
- Delegations
- Reading of minutes of the last meeting.
- Business arising out of the minutes.
- Reading of communications.
- Consideration of accounts payable.
- Consideration of applications and resignations.
- Reports of Flag Officers, Directors and Chairs of Committees.
- Presentation of monthly financial statements to the Board.
- Unfinished/new business.
- Adjournment.

14. DUTIES OF THE COMMODORE

14.1 It shall be the duty of the Commodore to preside at all Special, Annual and Board Meetings of the Club.

14.2 The Commodore shall be an ex-officio member of all committees.

14.3 The Commodore and escort will be expected to attend all Club functions, with entrance fees waived, during his or her year in office.

15. DUTIES OF THE VICE COMMODORE

15.1 It shall be the duty of the Vice Commodore to officiate in the absence of the Commodore and to assist that Officer in the discharge of his or her duties.

15.2 The Vice Commodore shall be an ex-officio member of all committees.

15.3 It shall be the duty of the Vice Commodore to maintain and update the Constitution, Policy/Practices Manual, and Procedural By-Laws Manual.

16. DUTIES OF THE REAR COMMODORE

16.1 It shall be the duty of the Rear Commodore to officiate in the absence of the Commodore and Vice- Commodore and to assist those Officers in the discharge of their duties.

16.2 The Rear Commodore shall be responsible for membership.

17. DUTIES OF THE FLEET CAPTAIN OF SAIL

17.1 It shall be the duty of the Fleet Captain of Sail to superintend all Sailing Regattas and Races and to be responsible, with the Chair of the Sailing Committee for the sailing activities of the Club.

17.2 The Fleet Captain of Sail shall be a Safety Officer of the Club.

18. DUTIES OF THE FLEET CAPTAIN OF POWER

18.1 It shall be the duty of the Fleet Captain of Power to superintend all Power Regattas and Competitions and shall be responsible with the Chairman of the Power Boating Committee for the Power Boating activities of the Club.

18.2 The Fleet Captain of Power shall be a Safety Officer of the Club.

19. DUTIES OF THE TREASURER

19.1 To be responsible for the collection of all fees, subscriptions, and monies due to the Club, deposit the same to the credit of the Club with its banker, and pay accounts as approved by the Board.

19.2 To keep in the books of the Club regular accounts of transactions, finances, assets, and liabilities of the Club subject to examination by the Board and auditors and he or she shall have custody of and be responsible for the books, selected documents and securities of the Club.

19.3 To submit to the AGM, a statement of the Club's accounts.

19.4 To recommend a qualified auditor (to be nominated annually by the Board and approved by the members) who shall audit the books, make recommendations, and advise the Treasurer.

19.5 Maintain a reserve fund for capital improvements consisting of all initiation fees and interest thereon which is to be invested in Guaranteed Investment Certificates or Term Deposits or other short term investments as may be approved by the Board. Annual taxes incurred by this fund shall be paid from the 'Reserve Fund'. This fund shall be used for major capital improvements of the Club. Its use must have prior approval by a 2/3 majority at an AGM or SGM.

19.6 To present monthly financial statements to the Board.

19.7 To prepare and coordinate, along with the individual Board members, an annual budget for Board presentation and approval.

20. DUTIES OF THE SECRETARY

20.1 To attend and keep a record of all matters transacted at all meetings of members and Directors.

20.2 To conduct all correspondence/documentation as may be assigned by the Board, and maintain files of the same.

20.3 A custodian of the Corporate Seal of the Club.

21. ADDITIONAL POSITIONS AND DUTIES

21.1 Any voting member in good standing may put their name forward to run for a position of their choice as a director of B.Q.Y.C. Nomination shall be in the hands of the secretary 48 hours before the A.G.M.

21.2 A refusal on the part of any elected Director to accept his or her appointment to any Chair position, or misses attending any 3 regular board meetings without just cause, as determined by the remaining board members, shall forfeit his/her position on the board.

21.3 There shall be a Committee consisting of the Immediate Past Commodore as the Chair, the Commodore and two or more Past Commodores, to encourage members to seek office and to compile a list of all nominees seeking office. This list shall be mailed out to the members at least ten days before the AGM.

21.4 There shall also be appointed by the Board such ad-hoc committees as may be required.

21.5 No Chair or committee shall have the power or authority to make any contract in the name of or on behalf of the Club or make any rule or regulation, except as shall be approved or confirmed by the Board. Chairs or committees shall in all respects be subject to the Board which may at any time remove them or control their actions.

22. MEMBERSHIP

22.1 Any and all persons of good character and reputation may be granted membership in the Club by the Board.

22.2 In the event of the death of a member, the spouse of that member shall inherit the membership for the remainder of the year.

22.3 Until changed by a By-Law of the Board, the classification of members shall be as follows:

1. Active
2. Senior
3. Past Commodore
4. Out- of –Town
5. Active Spousal
6. Intermediate
7. Crew
8. Honorary Annual
9. Honorary Life
10. Spousal
11. Junior

Any limitation on the number of members in each classification shall be at the discretion of the Board

22.4 An Active Member is a member who pays the full fee and enjoys all the privileges of the Club. Members enjoying Active Member status prior to any amendment of this section shall continue to enjoy Active Member status.

22.5 An Honorary Annual Member is one elected annually by majority vote of the Board. He or she shall not be liable for fees or be entitled to vote.

22.6 An Honorary Life Member is a member elected by majority vote at an AGM or SGM. The individual must be proposed by a unanimous vote of the Board. He or she shall not be liable for fees or be entitled to vote.

22.7 All Past Commodores of the Bay of Quinte Yacht Club (sixty years of age or older) who served the Club as Commodore prior to December 1, 2000 will not pay annual dues and will enjoy the same privileges as Active Members.

Commencing December 1, 2000, the Commodore will have her/his dues waived. Commencing December 1, 2001, the Immediate Past Commodore will have his/her dues waived.

22.8 A Senior Member is a member 65 years of age (as of Jan. 1 of the membership year) or over. Fees are to be 75% of Active Membership dues and Senior Members shall enjoy the same privileges as Active Members. Notification must be made for this membership classification.

22.9 An Intermediate Member is a member age 19 to 25 inclusive.

Notification must be made annually. Fees are to be ½ of Active Membership dues with initiation fees

waived. Membership is for the full calendar year. This category does not have voting privileges.

22.10 A Crew Member is a person who crews for a member in races or in rendezvous on a regular basis and shall enjoy guest privileges on the days of these events. Crew Members do not have voting rights.

22.11 An Out - of -Town Member is a member whose principal residence is more than a 100 km radius from the City of Belleville. Dues are fifty percent of Active dues. An Out - of -Town Member will not have any voting or boat storage privileges. New applicants wishing Out - of -Town Membership status, who have not been Active Members will be required to pay full entrance fees and fifty percent of Active dues. Any Active Member who has moved more than a 100 km radius from the City of Belleville may retain his or her Active Membership or request an Out - of -Town Membership. Any person whose principal residence is more than a 100 km radius from the City of Belleville may apply for Active Member status.

22.12 Only Active, Past Commodore, and Senior Members will be entitled to winter boat storage privileges. Winter boat storage is by application and is subject to availability and Board approval.

22.13 A Junior Member is a person who has not reached the age of majority. Notification must be made annually. Fees are thirty percent of Active Member dues with initiation fees waived.

Membership is for the full calendar year. This category has no voting privileges.

22.14 A Junior or Intermediate Member, making application to become an Active Member, will be required to pay full entrance fees and full annual dues.

22.15 A Spousal Member is an individual designated by the Member as his or her spouse. This member shall be granted the same privileges as the designating member except for voting, holding office, or boat storing privileges.

An Active Spousal member is an individual designated by the Member as his or her spouse. This member shall be granted the same privileges as the designating member including voting, holding office, and boat storage privileges. Fees are to be one third of Active Membership dues with initiation fees waived.

22.16 A member whose status is described in 22.8,22.9,22.13 shall provide proof of age.

22.17 At the discretion of the Board, up to two memberships, including initiation fees, for a full year may be given away each year to promote membership or for a legitimate and worthwhile charitable cause.

22.18 The children of Active Members shall have initiation fees waived when applying for Active Membership status in the Bay of Quinte Yacht Club.

23. ELECTION OF MEMBERS

All Active, Senior, Intermediate, Active Spousal, Out- of- Town, and Junior Members shall be approved by the Board at a meeting thereof. Every candidate for admission to these classes of membership must be nominated on a form provided by the Club by two voting members. The nomination shall bear the signature of a Board member and shall state the candidate's place of residence and occupation and shall be sent to the Rear Commodore with a cheque for the required fees. The Rear Commodore shall present all nominations to the Board at a meeting thereof for their approval. A ruling shall be made on the final disposition of the application, which shall be accepted with the approval of an 80% majority vote of Board members present. The Rear Commodore shall

notify the applicant of the disposition of their nomination and shall send a membership card to new members and shall publish their names in the Bulletin.

24. FEES, ACCOUNTS AND ASSESSMENTS

24.1 Fees shall be established annually by the members at the AGM. Fees are for the full calendar year and shall be published in a current fee schedule.

24.2 Entrance fees shall be due on election. Annual dues shall be due January 1 each year and in case any person is elected to membership shall be due on election.

24.3 If the fees or any instalment thereof or any other debt or obligation due the Club by any member is not paid by Jan. 31, he or she shall cease to enjoy the privileges of membership.

24.4 New members accepted after July 1 shall pay 50% of the annual dues. New members accepted after November 1 shall pay full annual dues but their dues shall apply to the following year.

Reinstatement of former members shall be at the discretion of the Board. In the case of a membership lapse of one year or less, the membership will become automatically activated upon payment of the current year's annual dues. If the membership has lapsed longer than one year, the entrance fees will be waived but the current full annual dues must accompany a membership application which shall be handled and posted in the normal manner.

25. DISCIPLINE

25.1 Any member who has a complaint against any Officer, Director or other Club member or their guests or visitors or about any service rendered by the Club shall notify the Board in writing. The Board shall at its next meeting take such action as to resolve the issue as it deems appropriate.

25.2 The Board shall have the power by a vote of 80% or more of those present at a meeting to expel or suspend from membership any member whose conduct shall be considered by the Board to be improper.

26. AMENDMENT OF BY-LAWS

26.1 The Board may (by a vote of 80% of those present at a regular or special meeting of the Board) repeal, vary or rescind any section of these By-Laws or enact new sections. Any such change, unless confirmed by a majority vote of the members present at an SGM, shall have force only until the next AGM, and if not then confirmed by a majority vote of the members present shall at that time cease to be in force. Any change in the By-Laws made by the Board must be posted on the Club notice board and must be published in the next Bulletin.

26.2 Changes in entrance fees, annual fees, real estate transactions, or capital expenditures of more than \$5,000.00 must have prior approval at an AGM or SGM.

26.3 Notice in writing of any change in the By-Laws of the Club to be proposed by any member at any AGM or SGM, must be left with the Secretary at least 30 days before such meeting and the Secretary shall give notice of such proposed change with the notice calling the meeting.

27. TRUSTEES

The Commodore, Vice Commodore, Treasurer, and Secretary shall be Trustees of all properties and monies of the Club with the power to receive and hold monies and properties and pay out monies on behalf of the Club.

28. GUESTS

No resident of the City of Belleville or within a 25-km radius thereof shall be extended the privilege of being a guest in the Club of a member or members more than three times in each calendar year. Children of members reaching the age of majority will be extended the same privileges as guests unless they fall under other membership classifications of the Club.

BAY OF QUINTE YACHT CLUB OF BELLEVILLE INCORPORATED

PROCEDURAL BY-LAWS

THESE BY-LAWS shall be used to conduct all business at the Bay of Quinte Yacht Club's Annual General Meeting (AGM) and at all Special General Meetings (SGMs).

WHEN an issue of business is not specifically covered in these Procedural By-Laws, Robert's Rules of Order shall then be used.

ANNUAL GENERAL MEETING

Order of business

- Reading the Notice Calling the Meeting.
- Declarations of interest.
- Delegations.
- Reading of the Minutes of the previous Meeting.
- Business arising out of the Minutes.
- Reading the correspondence.
- Reports from Officers and Directors.
- Consideration of the Financial Statements of the Club for the fiscal year together with the Auditor's report.
- Reports from the Chairs of Standing Committees.
- Appointment of auditors and authorization of the Board to fix the auditor's financial remuneration.
- Consideration and voting on motions.
- New Business.
- Election of Officers and Directors.
- Adjournment.

SPECIAL GENERAL MEETING

- Reading the Notice Calling the Meeting.
- Declarations of interest.
- Delegations.
- Reading the correspondence.
- Consideration and voting upon the subjects for which the Special meeting was called.
- Adjournment.

Motions

Motions received by the Board, or those that come from the Board, shall be split into Constitutional items and Policy items for presentation to the members at the AGM or at SGM's. Multiple motions that deal with the same issue shall be considered together. Order of presentation of motions to the members at the AGM or at SGM's shall be at the discretion of the Chair. Members may speak twice to any motion or amendment thereof but the second time only after all other members have had the opportunity to speak. The Chair may limit the time each member may speak to a motion or an amendment thereof.

The time limit must be announced by the Chair before consideration of the motions begins.

Who can speak

All members of any classification may speak to a motion or any amendment thereof at the AGM or at SGM's.

Amendments to

There shall be a maximum of two amendments to a motion for each motion presented at the AGM or at SGM's.

Voting

Only voting members as defined in the Constitution (sec. 7.1) shall be entitled to vote at the AGM or at SGM's. Each voting member is entitled to one vote on each item of business at an AGM or at SGM's.

Voting for Constitutional items and/or Policy items shall be by show of hands.

Voting for Officers and Directors (elections) shall be by secret ballot.

When the voting member is unable to attend an AGM or SGM, their designated spouse is entitled to vote in their absence.(See Constitution Section 7.1)

Approved Motions

Motions that are approved at the AGM or at SGM's, shall become effective at the adjournment of said meeting or at a later date as approved by the members.

Elections

Voting members must register to receive ballots and may cast their ballots after the meeting is called to order.

Scrutinisers

Three Club members of any classification shall be nominated by the 'Immediate Past Commodores' Committee, to serve as scrutinisers in Club elections.

Committees

All members of the Club, of any classification, are eligible to sit on all ad-hoc committees established by the Board and may fully participate in all committee functions (voting, procedures, etc.)

Amendment of Procedural By-Laws

The Procedural By-Laws may be amended by a majority vote of members present at the AGM or at SGM's. Motions to amend these By-Laws must be filed with Secretary at least 30 days before the AGM or SGM in accordance with sec. 26.3 of the Constitution.

BAY OF QUINTE YACHT CLUB OF BELLEVILLE INCORPORATED

POLICIES and PRACTICES

COMMODORE

1. Preside at all Annual General Meetings, Special General Meetings and Board Meetings of the Club.
2. Enforce the Constitution, Procedural By-Laws and Policies & Practices of the Club.
3. Act as an ex-officio member of all committees.
4. Attend all Club functions (with entrance fees waived) during his or her year in office. If he or she cannot attend a function, an appointed designate will attend as the Club representative.

VICE COMMODORE

1. The Vice Commodore will officiate in the absence of the Commodore and will assist that Officer in the discharge of his or her duties.
2. Act as an ex-officio member of all committees.
3. Maintain the Constitution, Procedural By-Laws, and Policy & Practices manual, and keep these current.

REAR COMMODORE

1. Assist the Commodore and Vice Commodore in the discharge of their duties.
2. Be responsible for membership, handling of applications, interviewing new potential members, and sending out Annual Dues Statements (immediately following the AGM).
3. Annual dues are payable by Jan.1 each year.
4. Maintain membership lists both current and past.
5. Review Honorary Annual memberships with the Board each year.
6. Publish names of new members in Bulletin.
7. Notify Bulletin Director of any address changes.
8. Make available at the Club a current membership list to all members by May 31.
9. Order new membership cards in October.
10. Ensure door combination is changed Feb 1 and notify members who have renewed their memberships of such change.
11. Remove all names from members draw drum on Feb 1 and replace only those names of members who have paid their current dues.

FLEET CAPTAIN SAIL

1. Be a Safety Officer of the Club.
2. Attend monthly Board meetings.
3. Write articles for Club bulletins and web page.

4. Attend or appoint a designate to attend meetings of EYC, and any other organizational meeting of interest. Obtain relevant reports from PHRF representatives/meetings.
5. Appoint an Official Scorer.
6. Print racing books for skipper's meeting in mid/late March to early April. Hand out racing books with race schedule, collect racing fees and organize race committee duties.
7. Organize a couple of race measurement nights with the PHRF handicappers.
8. Send race schedule to the Bulletin Editor and Web page administrator for publication.
9. Make sure race marks are maintained (anchor lines replaced as required, etc.) Put marks into place before the first race of the season and remove after the last race in the fall. Periodically check race marks during the racing season to ensure there has been no significant movement.
10. Get Race Committee equipment ready, purchase supplies as needed and check before each race to ensure all is in order.
11. Have protest forms available behind the bar.
12. Organize Protest Committee (as required) with 3 people from divisions other than that from which the protest originated.
13. Send race results to newspapers and radio for publication and airing.
14. Purchase Rules books from OSA to sell at the bar.
15. Submit fee invoices from OSA, CYA, EYC, PHRF etc. to the Club Treasurer for payment.
16. Contact Race Committee before each race to make sure they are ready.
17. Liaise with Trenton and Picton Fleet Captains regarding races, particularly Warm-up Race, Katie Gray and Burrows Regatta.
18. Liaise with Chairs of any regattas.
19. Lead sail fleet in Sailpast. Be aware of the correct protocol regarding flags etc. and direct the fleet accordingly.
20. Organize burgers and any other social events desired for racers.
21. Organize Cups and Flags. Make sure trophies are returned to the Club, polished and engraved. Order flags and arrange to have them silk-screened as required.
22. Post race results as soon as possible after each race.
23. Act as liaison contact between BQYC and The Canadian Power and Sail Squadron.

FLEET CAPTAIN POWER

1. Act as a Safety Officer of the Club.
2. Organize Power Regattas and competitions.
3. Develop a small-engine powerboat handling program if there is sufficient interest.
4. Organize boat maintenance seminars as required.
5. Act as liaison contact between BQYC and The Canadian Power and Sail Squadron.

TREASURER

1. Make bank deposits as required.
2. Pay all accounts payable within 30 days.
3. Prepare semi monthly and bi-weekly hourly pay cheques for all staff, and maintain payroll records.
4. Leave signed cheques for liquor and beer purchases with bar staff as required.

5. Prepare bank reconciliation/monthly financial statement for presentation to the Board at each regularly scheduled Board meeting.
6. At yearend (fiscal year ends Sept. 30) prepare accruals, list accounts payable and receivable, and prepare journal entries for Auditors. Deliver all accounting records to Auditor, and meet with them as required.
7. Recommend an Auditor to the Board, who shall then be proposed to the members at the AGM.
8. Prepare and coordinate, with individual Board members, an Annual Budget, for Board presentation and approval.
9. Submit payroll information to Accountants for use in the preparation of T4 slips.
10. Prepare Record of Employment forms for each employee as required.
11. Maintain a separate fund consisting of Initiation fees plus accumulated interest. Invest funds in accordance with the Constitution. Taxes incurred by this fund are to be paid from the fund.
12. Maintain a separate bank account for the Chris Waller Bursary Fund.
13. Maintain insurance policies of the Club.
14. Invest cash not required for current operations in short-term deposits.
15. Pay annual lease charge to the City of Belleville by Oct. 15.

SECRETARY

1. Keep a record of all matters transacted at AGMs, SGMs and at all Board meetings.
2. Execute documents as may be instructed by the Board.
3. Maintain a file of correspondence and records in the office.
4. Collect and distribute all mail to Board members as required.
5. Maintain file of Club documents, leases, insurance policies, etc.
6. Order stationery and office supplies as required.
7. Send out reciprocal cards to reciprocal Yacht Clubs. Maintain an up to date mailing list of same. Publish a list of reciprocal Clubs in the Bulletin.
8. Be in charge of and responsible for the Club Seal, the safety deposit-box key, and the Ship's Office.

BAR

1. Oversee the running of the Bar in accordance with LLBO rules and regulations.
2. Propose for Board approval salary, hours of work, and duties of Bar staff.
3. Propose for Board approval any and all price changes.
4. Only members in good standing are eligible for credit privileges in accordance with the Constitution. Propose for Board approval a credit limit.
5. Bar accounts are to be paid in full within 30 days. Overdue accounts are subject to interest charges, and all privileges are suspended with overdue accounts.
6. Enforce all regulations set by the Board re: Bar accounts.
7. Responsible for monthly invoicing and contact of delinquent accounts.
8. Keep weekly record of hours of Bar personnel.
9. Hire extra Bar tenders when needed.
10. Liase with House and Entertainment Chairs re: upcoming functions and requirements of Bar staff.
11. Recommend and maintain proper security procedures of the Bar.

12. Maintain Bar equipment.
13. Ensure Bar is closed during AGMs, SGMs, and LIFT IN/LIFT OUT.
14. Coordinate Club rentals.

SAILING INSTRUCTION

1. The prime objective is to teach safe sailing as outlined by the CSA/OSA.

Annual Courses

2. Junior Course (Age 8 and up) held in July and August, Monday to Friday, each session is 2 or 4 weeks long, with total instruction time from 9 - 4 daily or any other format as approved by the Board.
3. Adult Course (Age 17 and up) held in July and August, 2 nights per week, with each session is 2 or 4 weeks long, with an instruction time of 3 to 4 hours per night, or any other format as approved by the Board.

Administration

4. Propose Junior and Adult fee schedule for Board approval.
5. Propose refund policy to the Board if required.
6. Develop job description for Instructors.
7. Recommend wage rates of Instructors for Board approval.
8. Advertise, interview, and recommend for Board approval the hiring of staff.
9. Arrange for the Instructors to attend CYA/OSA upgrading courses. Their Registration fees (up to an accumulative annual limit of \$400 total) shall be reimbursed upon successful completion of these courses.
10. Liase with administrators of Chris Waller Bursary Fund.
11. Design and distribute and administer all course application forms. To be available by May 15.
12. Order and receive all course material (books, certificates, etc.)
13. All fees to be payable to BQYC, and fees to be turned over to the Treasurer for bank deposit.
14. Instructors may receive 50% of or up to a maximum of \$400.00 for registration fees for certified courses which upgrade their qualifications on approval of the Sailing School Director.

Course Guidelines

15. SAFETY APPROVED LIFE JACKETS ARE TO BE WORN ON THE WATER AT ALL TIMES.
16. First lesson will include swim with and without Life Jacket.
17. NO STUDENT IS PERMITTED TO SAIL IN WINDS BEYOND THEIR COMPETENCE.
18. Any problem student is to be reported to the Director immediately.
19. All students are responsible for their own gear.
20. Sailing Room shall be kept tidy at all times (garbage, gear, etc.)
21. Instructors to give Director progress reports on all students as required.
22. Instructors to report any damage to boats or equipment to the Director immediately.
23. Examinations are to be held at the end of each Course, results to be given to students and the Director.

Instructional Boats

24. Evaluate condition of all boats prior to beginning of course.
25. Arrange for repairs as necessary.
26. Maintain all Club boats throughout the year.

27. Ensure all Club boats and equipment are properly secured and stowed daily.
28. Set up gasoline charge account at local marinas. Ensure that boat gas tanks are kept full at all times.

Use Of Club Boats And Trailers

29. Club sail boats, power boats and/or trailers are available to Sailing School participants for racing regattas on week-ends or outside normal session hours if the boats and equipment are returned to the Club so as not to disrupt or delay the normal Sailing School sessions and
 - A. if they are full voting members (or child or grand-child of a voting member) or
 - B. if they pay a charter fee, sign a charter agreement and submit a \$200.00 damage deposit.

Charter fees: Sail boats	\$25.00 per day per person
Trailer	\$25.00 per day
Coach boat	\$25.00 per day (Only with a BQYC instructor)

Payment Of Club Instructors For Coaching

30. Club instructors are not paid to coach at sailing regattas unless the cost is covered by the participants or the event is attended by sufficient Sailing School attendees (6 or more) and/or members to justify the expense.

GROUNDS

1. Maintain Grounds (lawn, flower beds, hedges, parking lot, snow removal, wood for fireplace, flag poles, gin pole, etc).
2. Responsible for hiring Dock Boy and or Grounds keeper.
3. Responsible for Lift-In and Lift-Out and storage of boats for winter.
4. Appoint a Lift Committee.
5. Send out tenders for cranes and reserve same.
6. Propose for Board approval Lift and storage fee structure.
7. Arrange for Lift-In and Lift-Out registration nights. Only voting members are eligible for winter storage. Collect fees.
8. Arrange for liability insurance for days of Lift.
9. Arrange work crews. Post and inform skippers of what work party they are assigned to (cradles, slings, time keeper safety boat, etc).
10. Draw up grounds plan of where boats are to be stored.
11. Cradles are to be positioned no sooner than ONE WEEK before Lift-Out, and MUST be removed no later than ONE WEEK after Lift-In.
12. Lift-In usually Saturday closest to May 1.
13. Lift-Out usually Saturday following Thanksgiving.
14. Propose for Board approval dinghy summer storage fee.
15. Only Club Members are allowed to use the Gin Pole. All persons using Gin Pole must sign waiver form unless supervised by the Grounds Director or his designate.
16. NO MEMBER shall store any item on Club Leased property without permission of the Grounds Director.
17. Organize a clean up day, usually the Saturday following lift in, consisting of all Club Members.
Any Member that has a boat on the property for winter storage that is not available on that day must arrange with the Grounds Director for an alternate day of work or be subject to a \$25.00 surcharge.

HOUSE

1. Appoint a House Committee.
2. Maintain House equipment, general maintenance, electrical, and plumbing.
3. Maintain fire extinguishers, furnaces, and fuel, safety lighting, pest control contracts.
4. Responsible for re-keying all locks if required, distribute and maintain a record of all house keys.
5. Arrange for cleaning of Club, and liase with Club custodian.
6. Maintain a file of all House related warranties, contracts, etc.

ENTERTAINMENT

1. Organize Parties, Special Events, coordinate Club rentals with Bar.
2. Keep a record sheet on each function - attendance, receipts, expenses, profit/loss.
3. Arrange for Friday night dinners.
4. Arrange members draw and 50/50 on Friday nights.
5. Arrange for summer restaurant if applicable.
6. Inform Bulletin Director ASAP of all Club functions and details.

BULLETIN

1. Publish a regular Bulletin after each Board meeting.
2. Format of Bulletin at the discretion of Board.
3. Advise Board members of submission date for Bulletin items.
4. Publish the names of the Chair and members of each committee in the newsletter immediately following the formation of each committee. (Nov. 2000)

GENERAL CLUB POLICIES

1. The Bay of Quinte Yacht Club is a “smoke and tobacco free” establishment within it’s buildings on the club property.
2. Board decisions remain in effect from year to year, until changed by the current Board.
3. Policies subject to annual change and requiring Board action:
 - Wages
 - Honorarium (Treasurer - \$200 per month).
 - Bar accounts/limits
 - Membership limits
4. Board meetings shall be held monthly (sec. 12.4 in BQYC Constitution). Special Meetings of the Board (sec. 12.5)
5. Expenses by Board members exceeding \$100.00/month MUST HAVE BOARD APPROVAL.
6. Board meetings are open to all members of the Club.
7. All new members joining BQYC shall receive current Constitution.
8. Fee structure to be published annually.
9. The size of the boats lifted and or stored on the Club leased land shall be at the discretion of the lift committee.
10. Bar charge accounts not to exceed \$400.00. Once the account reaches \$400.00, the Member will no longer have charging privileges until the account is paid.
11. No pets are to be allowed in the Clubhouse.
12. That wherever it is a requirement of the Constitution and By-Laws, the Procedural By-Laws manual, or the Policies and Practices Manual that a Director or Flag Officer appoint a committee (including ad hoc committees), the Director or Flag Officer will act as Chair of that committee.
13. Members have the use of the south side of the Club dock when available on a first come – first served basis. A member may use the dock free for up to a total of three (3) nights during the boating season. The rental rate after the free nights is \$10.00 per night. Long term dockage is to a maximum of two weeks during the periods from Lift-in to the Friday of May 24th weekend and from Labour Day Tuesday to Lift-out.
14. The commodore of the current year is entitled to spend up to a total of \$400.00 for a Blazer.
15. BQYC will provide rental facilities to non-profit groups, at cost, for community events, subject to the discretion of the House Director.

APPROVED FEE SCHEDULE

- Active Member\$510.00 plus \$30.60 for GST - total \$540.60
- Active Spousal Member\$170.00 plus \$10.20 for GST - total \$180.20
- Senior Member\$382.50 plus \$22.95 for GST - total \$405.45
- Out of Town Member\$255.00 plus \$15.30 for GST - total \$270.30
- Intermediate Member\$255.00 plus \$15.30 for GST - total \$270.30
- Junior Member.....\$153.00 plus \$9.18 for GST - total \$162.18
- Initiation Fee.....\$100.00 plus \$6.00 for GST - total \$106.00

Annual Dues for the next membership year are subject to a 5% discount if paid before Dec. 31 of the next Membership year. The dues due date is January 31.

WINTER STORAGE

*These prices are subject to change each year

- \$9.00 per foot plus GST
- \$50.00 deposit (GST included) on Crane time for Lift out and the same for Lift in.
- Price for pressure bottom wash to be set each year.
- \$25.00 for not participating on cleanup day.
- \$190.00 plus GST to lift in a non-member's boat from the Club's property.
- *Boat owners must be present while their boats are connected to BQYC hydro.

LIFT IN / OUT FEES

- A member hauling or launching a boat as part of the Club's annual lift who does not, on or before the established registration dates, pay or make arrangements for payment of lift fees with the lift committee member responsible for collecting such fees, will be subject to a penalty of \$50.00 in addition to the payment of the usual fees.
- In addition to the penalty noted above, the member's boat may, at the discretion of the lift committee, be relocated to a different boat storage position in the current or future year, or placed at the bottom of a waiting list for storage if the Club's property cannot accommodate all storage requests.

DINGHY SUMMER STORAGE

- Dinghies that are summer stored on Club property must be registered. The registration form will also include a liability release for the Club. Storage will be limited to Club members only. The storage fee will be \$25.00 for the season beginning 2 weeks after lift-in and ending 2 weeks before lift-out.

SUMMER CRADLE STORAGE RENTAL

- \$25 for folding cradles.
- \$50 for fixed cradles.
- Cradle storage is for Club Members only (subject to the approval of the Grounds Chairman).
- Following Lift-In, all boat cradles are to be moved into the designated storage area or removed from the club property within 7 days of Lift-In. Failure by a member to do this will result in an additional charge of \$25 (*over and above the normal fees).

WINTER CRADLE STORAGE RENTAL

- Winter storage rates are the same as for the summer months.

INTEREST RATE

- Over due accounts are subject to a 2% charge per month on outstanding balances.

BAR PRICES

- Prices are posted at the Bar.

CLUB GIN POLE USE

- A deposit of \$20.00 is required before a member is given a 'Key' for the GIN pole lock. The deposit will be refunded upon the return of the GIN pole key.

CLUB RENTAL

- \$225.00 plus GST weekend rate.
- \$85.00 plus GST daytime meeting. Mon to Friday till 4 PM. Less than 50 people.
- \$100.00 plus GST daytime meeting. Mon to Friday till 4PM. More than 100 people.
- \$50.00 plus GST use of kitchen facilities.
- \$45.00 additional bar staff.
- \$4.00/table cloth
- \$3.00/pot
- All Drinks \$3.50
- \$250.00 damage deposit
- Club Members receive a 30% discount on rental fees for family events excluding Christmas.

SAILING SCHOOL

➤ Introduction	2 week session	Non-members	\$275.00 + GST = \$294.25
		Members	\$222.00 + GST = \$235.40
➤ White Sail (1/2/3)	Additional 2 week sessions	Non-members	\$250.00 + GST = \$266.50
		Members	\$200.00 + GST = \$214.00
➤ Intermediate (Bronze 4)	Each 2 week session	Non-members	\$315.00 + GST = \$337.05
		Members	\$252.00 + GST = \$269.64
➤ Performance (Bronze 5/Silver/Gold)	Each 2 week session	Non-members	\$325.00 + GST = \$347.75
		Members	\$260.00 + GST = \$278.20

NOTE: No GST for children 13 years and younger.

➤ Adult Learn to Sail	Non-members	\$250.00 + GST = \$267.50
	Members	\$200.00 + GST = \$214.00

Only voting members as defined in the Constitution (sec. 7.1) shall be entitled to the member discount.

ADVERTISING

- There is a \$50.00 fee for advertising in the Club Bulletin for one year.