



COLLINS BAY YACHT CLUB CONSTITUTION

The following is the Collins Bay Yacht Club Constitution last revised at the Annual General Meeting of the members on November 3rd, 2013.

1.
 - (i) *The club shall be called Collins Bay Yacht Club.*
 - (ii) *The colours of the club shall be royal blue and white.*
 - (iii) *The device for the club shall be the cardinal points of the compass with the letters CBYC in the quadrants.*
 - (iv) *The club burgee shall be a triangular white pennant with royal blue border and club device.*
 - (v) *The commodore's pennant shall have a royal blue diamond at the fly. The vice commodore's pennant shall be a portion of the commodore's pennant having a royal blue triangle truncating the white pennant. The past commodore's pennant shall be a portion of the commodore's pennant having a royal blue triangle pointing towards the device.*

2.
 - (i) *The executive of the club shall consist of the following officers:*
 - Commodore*
 - Vice Commodore*
 - Immediate Past Commodore*
 - Secretary*
 - Treasurer*
 - Fleet Captain*
 - Race Committee Chair*
 - Cruise Committee Chair*
 - Clubhouse Committee Chair*
 - Newsletter Committee Chair*
 - Social Committee Chair*
 - Membership Chair*
 - Sailing School Director.*
 - (ii) *The executive shall serve without remuneration and shall not be held liable for any costs or charges resulting from actions incurred on behalf of the club.*
 - (iii) *The duties of the executive shall include, but not be limited to the duties as outlined in the terms of reference.*
 - (iv) *The owners/operators of the Collins Bay Marina shall be ex officio of the Collins Bay Yacht Club (in accordance with the definition of ex officio member contained in Robert's Rules of Order.)*

3.
 - (i) *Members of the executive shall be elected for a term of one year.*
 - (ii) *A nominating committee shall be established in August/September of each year and shall present the slate of officers for election at the Annual General Meeting in November of each year. Additional nominations may be made at that time.*

- (iii) Officers holding executive positions of Commodore, Vice Commodore, Secretary and Treasurer must be full members of the club for the year in which they serve.*
- (iv) The term of office for Commodore and Vice-Commodore shall be limited to no more than two consecutive years.*
- 4 *(i) There shall be five classifications of club membership: Full, Associate, Honorary, Youth and Sustaining.*
- 4 *(ii) Associate and Youth memberships are individual memberships. Full, Honorary and Sustaining may be individual or family memberships (family is defined as any single adult or couple plus their dependents ages 19 and under, or 20-25 and full-time students residing at the same address).*
- 4 *(iii) Full Memberships*
 - a) CBYC Full Membership is only available to applicants who lease a seasonal slip from Collins Bay Marina.*
 - b) If the owners/co-owners of a boat docked at Collins Bay Marina wish to join CBYC, at least one of them must join as a Full Member. Other co-owners of the boat may join as Full, Associate or Youth members.*
 - c) A non-refundable initiation fee of \$100.00 will be required from all new Full members. Other membership categories are not subject to this fee. A new member is a member who has not previously joined or who has joined in the past but has allowed his / her membership to lapse. On reapplication for membership, providing the applicant then meets the criteria for Full Membership, the initiation fee will be required a further time. If the applicant has maintained a Sustaining member status during their absence, payment of the initiation fee will be excused.*
 - d) The recognition of prior Initiation fee payment will carry forward to both adult parties in the Full Membership should the couple separate and as long as they do not allow their Full Membership to lapse in any subsequent year.*
 - e) Any member that received special "Full Member" status in 1998 without meeting the above requirements may retain their status as Full members only as long as they do not allow their Full Membership status to lapse in any subsequent year. This special status will not be extended to any other Member.*
 - f) Full members enjoy all club privileges.*
 - g) Each Full membership shall have a family maximum of two votes on matters before the club. Votes shall be in person at the General Meeting or by proxy in writing and signed by the member in good standing.*
- 4 *(iv) Sustaining Memberships*
 - a) Sustaining membership is available to Full members in good standing who will not be launching their boat and/or docking their boat at Collins Bay Marina for one or more seasons.*
 - b) Sustaining members have no club privileges.*
 - c) To qualify, the member must notify the Membership Chair before May 15th that they are taking a leave of absence from CBYC for a number of seasons and pay the Sustaining Membership fee.*
 - d) Fees for Sustaining membership are set at 25% of Full Member fees each year.*
 - e) When the Sustaining member returns to CBYC they may either become an Associate member or a Full member depending on whether they are leasing a seasonal slip from Collins Bay Marina.*
 - f) As long as the Sustaining membership has been uninterrupted, there will be no*

need to repay the Initiation fee for return to CBYC Full Membership status.

- 4 (v) *Associate Memberships*
 - a) *Associate membership in the club is available to applicants who do not lease a slip from Collins Bay Marina for the current boating season, or, to applicants who are co-owners of a boat in the marina with a Full Member of CBYC.*
 - b) *Associate members enjoy all membership privileges except:*
 - *holding executive positions of Commodore, Vice-Commodore, Secretary and Treasurer*
 - *voting on matters before the club with the exception of Executive members. Associate members serving on the CBYC Executive are allocated voting privileges during their tenure on the Executive.*
 - *participating in the club's reciprocal program with other clubs.*
 - c) *The fee for associate membership will be set at 40% of full membership fees.*
 - d) *Associate members that subsequently lease a slip at Collins Bay Marina for the current boating season may upgrade to Full member status by paying the difference in fees as well as the non-refundable initiation fee (if it has not been previously paid).*

- 4 (vi) *Youth Memberships*
 - a) *Youth membership will be available to those wishing to participate in club activities who are 19 years or younger or are full-time students aged 20-25.*
 - b) *Youth members will have all the privileges of associate membership.*
 - c) *Fees will be set at 20% of full membership fees.*

- 4 (vii) *Honorary Memberships*
 - a) *Honorary memberships recognize exceptional club service and have all the privileges of a Full member.*
 - b) *Honorary membership can be proposed by a member in good standing for acceptance at a general meeting of the membership.*
 - c) *There are no fees for Honorary Members.*

- 4 (viii) *Full, Associate, Honorary or Youth membership is required of a race team member on CBYC boats sailing in club-sanctioned races if the member crews in more than 4 events in a season. An event is defined as 1 evening or 1 day of racing.*

- 4 (ix) *The club Executive and its representative, the Membership Chair, reserve the right to approve all applications.*

- 5 (i) *Annual membership fees shall be established by the executive and presented for ratification at the Annual General Meeting.*
- 5 (ii) *Fees are due and payable at the beginning of the membership year which shall be the calendar year. Memberships paid before May 15th will have the benefit of a discount. All Membership fees will be rounded to the nearest dollar. Membership dues for renewing members must be paid by July 1st in order for the membership to be deemed paid for the current year and for a member to remain in good standing. If Full Members do not renew as either a Full, Sustaining or Associate Member by the July 1st date, a new initiation fee will be payable if they apply to become a Full Member at a later date.*
- 5 (iii) *The fees received for new Full memberships after September 1st will be applied to the membership fee of the subsequent year.*

- 6 (i) *The Executive, by affirmative vote of at least $\frac{3}{4}$ of those present at a meeting, may issue a written warning, suspend or expel from the Membership, any member whose conduct is considered by the Executive to be improper, unbecoming or likely to endanger the welfare, interest or character of the Club, or who willfully violates or neglects the observance of any rule or regulation prescribed by this Constitution, or by the Executive, or by any Committee of the Executive.*
- 6 (ii) *Members shall not be suspended for more than fifteen days or expelled without first being notified of the charges against them and being given the opportunity to be heard by the Executive at a meeting called for that purpose. Such notification shall be deemed sufficient if mailed by registered letter at least 15 days prior to such meeting.*
7. *Executive meetings shall normally be held once a month, the day and time to be established by each incoming executive. For the purposes of these executive meetings, a quorum of five full members is needed in order to conduct business.*
8. *The fiscal year of the Collins Bay Yacht Club shall commence the First day of November and end the Thirty first day of October.*
9. *An auditor shall be appointed by the executive to examine and report on all financial documents at the end of each fiscal year. The auditor would be any club member knowledgeable about Club affairs, but not currently responsible for regular financial transactions of the club, willing to provide an informal review of club financial affairs.*
10. *Amendments to the constitution may be made by a majority vote of the members present at a general meeting of the membership. Notice of motion for changes to the constitution will be given at least 30 days prior to the scheduled general meeting and included in the appropriate newsletter. Individual members who wish to propose amendments may do so in writing to the executive.*