



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 20, 2021.

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) Normally the Commodore's term of office will be 2 years. Under special circumstances, up to two one year extensions can be approved. These extensions must be approved by vote at the AGM and will normally only be considered when there are no other candidates for the position of Commodore. The term of office for Vice Commodore shall be limited to no more than two consecutive years.
- 4(i) There shall be four classifications of club membership: Full, Associate, Honorary and Youth.
 - 4(ii) Associate and Youth memberships are individual memberships. Full and Honorary 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 meets the criteria for Full Membership, only the club membership fee will be required.
 - d) The recognition of prior Initiation fee payment will carry forward to both adult parties in the Full Membership should the couple separate.
 - e) Full members enjoy all club privileges.
 - f) 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) 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 coowners 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(v) 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(vi) 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(vii) 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(viii) 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) Membership dues for renewing members must be paid by May 15 in order for membership to be deemed paid for the current year and for a member to remain member in good standing.

5(iii) The fees received for new 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. The fiscal year of the Collins Bay Yacht Club shall commence the First day of November and end the Thirty first day of October.
8. 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.
9. 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.

COLLINS BAY YACHT CLUB

CONSTITUTION REVISION HISTORY

- 1986 Feb 22: Section 5, subsection (ii) amended.
- 1991 Feb 23: Section 3, subsection (ii) amended.
Section 5, subsection (i) amended.
Section 7 amended.
Section 9 amended.
- 1994 Jan 22: Section 2, subparagraphs (i) and (iv) amended.
- 1998 Sep 19: Section 5, subsection (i) amended to add dues late-payment surcharge. Section 5, subsection (iii) added to address one-time non-refundable initiation fee.
- 1999 Jan 30: Sections 3, 4 and 5 amended to reflect the introduction of associate membership.
- 2000 Jan 29: Section 6 amended to define a quorum.
- 2001 Jan 27: Section 5, subsection (i) amended to add July 1 deadline for payment of dues.
Section 5, subsection (iii) amended to require the initiation fee to be paid again when a member rejoins after letting a previous membership lapse.
- 2002 Jan 26: Section 3, subsection (iii) amended to allow associate members in some executive positions.
Section 4, subsection (iv) amended to allow associate members in some executive positions.
Section 6 amended to require a quorum of five full members.
- 2006 Jan 28: Section 2 amended to combine positions of "Fleet Captain: Sail" and "Fleet Captain: Power", into a single position of "Fleet Captain".
Section 3 amended to limit the term of office for the Commodore and Vice Commodore to no more than 2 consecutive years.
Section 4 amended to remove requirement for prospective members to be introduced by two full members.
- 2007 May 12: Section 3 (ii) amended to change the timing of the Annual General Meeting to November and start the nomination process for the executive in August/September; the result allowing the new executive additional time to prepare for the next boating season.
Section 5 (i) reaffirming the establishment of fees at the Annual General Meeting and definition of the membership year as the calendar year.

Section 7 amended to change the fiscal year from the calendar year to November 1st through October 31st.

Section 9 amended to allow changes to the constitution to be made at any scheduled general meeting of the members and defining appropriate notices and timing.

- 2007 Nov 04 Section 4 (ii) amended to provide additional membership classifications for honorary and youth members.
- 2007 Nov 04 Section 4 (iv) amended to require race team participants to be full, associate, or youth members and to define associate membership fees.
- 2007 Nov 04 Section 4 (vi) amended to define honorary membership.
- 2007 Nov 04 Section 4 (vii) established to define youth membership.
- 2007 Nov 04 Section 4 (viii) renumbered from 4 (vi) to allow insertion of definitions of honorary and youth memberships as above.
- 2009 Nov 11 Section 8 amended to allow for clarification of the constitutional requirement for reasonable and practical financial audits.
- 2009 Nov 11 Section 2 (i) amended to reflect common practice; Sail Training Chair changed to Sailing School Director.
- 2013 Nov 03 Section 4 (iii) amended to reflect that votes shall be in person at the AGM or by proxy in writing.
- 2014 Nov 08 Sections 4, 5, 6 revised to reflect new membership categories, annual fees and payment, and member discipline requirements.
- 2021 Nov 19 Section 3 (iv) amended to allow the Commodore's term of office, under special circumstances, to be extended for up to two one year extensions.
- 2021 Nov 19 Section 4 (i) amended to reflect four classifications of club membership.
- 2021 Nov 19 Section 4 (iii) amended to state that the initiation fee will not be required on re-application for membership.
- 2021 Nov 19 Section 4 (iv) amended to remove all references to Sustaining Memberships
- 2021 Nov 19 Section 5 (ii) Membership dues for renewing members must be paid by May 15.